



THE SOUTHERN AFRICAN ASSOCIATION FOR ENERGY EFFICIENCY

Minutes of the SAEE Board Meeting held on 12 March 2008 at 11h00, Teleconference

1) Opening and Welcome

Mr Karel Steyn Chaired the meeting in Prof L.J. Grobler's absence. Mr Steyn welcomed all to the first board meeting for 2008.

2) Attendance and Apologies

Attendance

Mr Karel Steyn – Eskom
Mr Silesh Mansingh – Eskom
Ms Lisa Reynolds – Saint-Gobain Construction Products
Mr Ian Moss – I.B. Moss Attorneys
Mr Ian Langridge – Anglo Technical Division
Mr Dave Bekink – National Power
Mr Chris Nell – Powertech IST Otokon
Mrs Erika Kruger – SAEE
Ms Nikki Nel - Secretary

Apologies

Prof L.J. Grobler – SAEE President
Dr Elsa du Toit – DME
Mr Hans Schefferlie – AAAMSA

3) Finalizing of Agenda

No new matters were added to the agenda and the agenda was approved by the meeting.

4) Acceptance of previous minutes

The minutes of the Board/AGM meeting held on 15 November 2007 were approved and seconded by Mr Chris Nell.

5) SAEE President Election 2008/2009 office term

This matter was not discussed at the meeting due to Prof. L.J. Grobler's absence.

6) Matters arising from the previous minutes

6.1.1) Bookstore

Nikki Nel informed the meeting that there are currently 109 books on the SAEE Website. 24 books were added, 17 books were deleted and 109 books' prices were amended.

Mr Dave Bekink raised his concern with regard to the shipment time as well as to insurance for the books being ordered from the AEE.

Action: Nikki Nel to enquire with the AEE with regard to insurance on the books and waybill information.

6.1.2) Membership

Nikki Nel presented a graph indicating the membership growth for the period 2005 – 2008. The board is very satisfied with the growth in membership.

- Mr Ian Moss suggested that board members should market the SAEE and distribute SAEE brochures on their stands at conferences/conventions. The board approved this notion.
- Ms Lisa Reynolds suggested that members should be able to use the SAEE logo in their promotional material or websites and indicate their membership numbers. Members will have to get permission from the SAEE. The board approved this notion.
- Mr Dave Bekink suggested that a field be inserted in the application form where the applicants indicate where they heard about the SAEE. Mr Bekink pointed out that the board must take it on themselves to source potential corporate bodies, institutions and individuals to join the SAEE. The board approved these notions.
- Mr Dave Bekink suggested that the SAEE consider purchasing Ezee-Dex Supplier Database. The Ezee-Dex Catalogue contains company information in a brochure format detailing information on products, services and brands, and key contact details. It was suggested that the cost should be shared between the SAEE and board members who are interested in making use of the database. The board approved the notion.
- Mr Silesh Mansingh suggested expanding the student membership through Students In Free Enterprise (SIFE). Mr Mansingh to contact SIFE and forward contact details to Nikki Nel. The board approved the notion.

Action:

- Nikki Nel to update application forms accordingly.
- SAEE brochures to be distributed to board members.

- Nikki Nel to notify members of the use of the SAEE logo on their promotional material and/or websites.
- Nikki Nel to investigate cost of Ezee-Dex Database.

6.1.3) Website/Newsletters

Nikki Nel informed the meeting that the website is up-to-date with all the previous newsletters, awards, and information. The board is very satisfied with the SAEE website.

Mr Dave Bekink suggested that the next newsletter should include the Budget Speech 2008 of the Minister of Finance, Trevor A Manuel.

6.1.4) SANS 204 Accreditation of Energy Assessments

Mr Howard Harris reported in an email to Nikki Nel on 10 March 2008 as follows:

"There has not been any change to the SANS 204 Part 1 from the draft circulated at the end of 2007.

This calls for the Energy Usage of new Environmentally Controlled buildings to be assessed by Competent Persons. The development of approved methods, and their accreditation to perform this work was accepted will be undertaken by the SAEE.

Suitable methodologies for evaluating (Rational Design) and rating Naturally Ventilated buildings performances need also to be developed. There are some proposals in SANS 204 Part 2.

The SANS 204 part 1 document will be finalised at the next SC61K meeting to be held on 16 April 2008.

Mr Howard Harris will inform the SAEE of the way forward after the meeting in April 2008.

Action: Nikki Nel to CC the board on all correspondence to and from Mr Howard Harris.

6.1.5) SAEE Student Bursaries

Nikki Nel presented the list of applicants to the meeting and explained the voting process. The student bursary board are Ms Lisa Reynolds, Mr Silesh Mansingh and Mr Karel Steyn and the applications were posted to them for rating. It was suggested that an applicant be disqualified should the application not include all the relevant documentation – The board approved the notion.

In his absence, Prof. L.J. Grobler conveyed a question through to the meeting: How can the student fund be sustained in the future?

It was proposed that companies attach strings and commitments to the bursary applications.

Action: Board members to email suggestions to Nikki Nel which will be discussed at the next board meeting.

7) SAAE Energy Efficiency Road Show

The next road show is scheduled for 15 August 2008 in Nelspruit. Mr Dave Bekink will come on board and assist Nikki Nel with the arrangements. It was suggested that Mozambique, Steelpoort (Mines), Barberton, Nelspruit Local Municipality and the local Chamber of Commerce be invited to the road show.

It was suggested that the following persons be invited as speakers:

Mr Barry Bredenkamp

Mr Ian Lane (Training)

Dr Elsa du Toit (Financial Implications/Model)

Dylan Tudor Jones (Solar Heat)

Mr Lawrence Padachi (DSM)

Mr Dave Bekink

Action: Nikki Nel to invite speakers. Nikki Nel to arrange road show together with Mr Dave Bekink.

8) SAEEC Convention – 2008

Mrs Erika Kruger reported the following:

Date: 6-7 November 2008

Venue: Confirmed as Birchwood Executive Hotel and Conference Centre. The venue was changed to Birchwood because it is more supportive to the Exhibitors in setting up and it is much cheaper than Emperors. 450 rooms are available to our delegates at a special rate of R695 single rate and R905 for a double room, people sharing.

Speakers: We require 45 speakers. 85 people have been invited so far to participate as speakers. 10 people have already accepted the invitation : Adv Johan van den Berg, Dr. Edward Chikonye, Tsakani Mthombeni, Andrew Etzinger, Peter Fraser, Thomas Kraneis, Jesper Vauvert, Dieter Krueger, Jason Schaffler, Mark Tanton.

Exhibitors: We require exhibitors for 50 exhibition stands. 252 companies have already been invited to exhibit at SAEEC2008. The following companies have registered so far: OEN Enterprise, EPSASA, National Power. We are going to distribute free tickets for the public to visit the exhibition. A stage to do product advertisements will be put up in the exhibition hall.

Sponsors: A letter requesting sponsorships were sent to 45 identified companies. In negotiations with the following companies: Philips, Energy Cybernetics, National Power, BASF, the German Chamber for Trade and Industry and Saint-Gobain.

Marketing: Newsletter is sent out monthly to 3040 identified, relevant people. Text messages are sent out to an updated mobile phone number list. Ongoing website marketing. Advertisement in Electricity and Control 100 pamphlets are sent to each company registering for the exhibition, in order for them to distribute it to their clients

Solar World Congress: Mrs Erika Kruger informed the meeting on the Solar World Congress which will take place on 14-15 October 2009, at the Sandton Convention Centre. Prof L.J. Grobler and Mrs Kruger had a meeting with Mr Jon Adams, the chairman of the Solar World Congress and Pieter Swart the event organiser.

Two proposals were put on the table. 1.) The SAEE must stand back for one year and not present the SAEEC ; 2.) If the SAEEC wants to proceed, it has to join the Solar World Congress, and there should only be one event, under the branding, Solar World Congress. SAEEC will only be mentioned as a co-organiser, like Eskom and the other sponsors to the Solar World congress.

The board declined the proposals set out above. The SAEEC will continue to be annually hosted by the SAEE.

9) SAEE Annual Awards & Banquet

Nikki Nel informed the meeting that the banquet will be held on the evening of 6 November 2008 at the Birchwood Executive Hotel and Conference Centre and the theme of the evening is "Around the World" The cost of R350 p.p for non members and R320 p.p for members was proposed to the meeting. The cost per person was not approved by the board. It was suggested that there be a significant cut in costs on the budget. Mr Dave Bekink suggested a discount of 10% for group bookings be implemented.

Action: Nikki Nel to report back to meeting on costs.

10) Financial Report

The non-audited Financial Year End Report was presented to the board. The board is very satisfied with the report and thanked Nikki Nel for her hard work and dedication towards the SAEE.

11) General

No new matters.

12) Date of Next Meeting

The next meeting will be held on Wednesday 16 July 2008 at 10h00, Teleconference.