

2005/043931/08

MINUTES OF THE SAMEA AGM

Date: 06 October, 2016 Face-to-Face Meeting
Minutes by: Kate

Time: 5:40 PM

Venue: Upper East Side Hotel, Cape Town

DELEBERATI	Action				
ONS	Action				
0113	Purpose: SAMEA AGM.				
1. Welcome	RL welcomed attendees all at 5:40 PM. A warm welcome to all that attended the AGM				
& apologies	meeting.				
a apologics	The cong.				
	Present: Richard Levin (RL)				
	Dugan Fraser (DF)				
	Fazeela Hoosen (FH)				
	Nombeko Mbava (NM)				
	Lauren Wildschut (LW)				
	Jerusha Govender (JG)				
	Victor Naidu (VN)				
	Alyna Wyatt (AW)				
	Bill sewell (BS)				
	Jan Mphasa (JM)				
	David Manamela (DM)				
	Dineo Monethi (DM)				
	Cara Hartley (CH)				
	Keketjo Lekoane (KL)				
	Motlogelwa Mboniswa (mm)				
	Sebasa Mehlape (SM)				
	Zenda Peterson (ZP)				
	Clement Dlamini (CD)				
	Pumza Decreee (PD)				
	Busisa Nokama (BN)				
	Thabo Linake (TL)				
	Mfuneko HERMANUS (MH)				
	Bheki Mzyabo (BM)				
	Nontsizi Dila (ND)				
	Mdusi Mugomezulu (MM)				
	Mahanuoa Mabidilala (MM)				
	Mark Abrahams (MA)				
	Anne Emmet (AE)				
	Edwin Ijeoma (EI)				
	Modise Dikobe (MD)				
	Mike Leslie (ML)				

DELEBERATI	Action
2. Minutes of Previous Meeting	Nicci v/d Merwe (NM) Fatima Mativha (FM) Xolani Mhinzelwa (XM) Sandile Faku (SF) Donna Podems (DP) Didintle Maleso (DM) Thabang Sekelo (TS) Ntefeleng Mokoena (NM) Lebogang Letebele (LL) Nomava Dukisa (ND) Nosizwe Pakade (NP) Sibongile Gobile (SG) Kevin Kelly (KK) Bheki Mamba (BM) Oscar MANKOSI (OM) Julia MAKALENG (JM) Mthetheleli Poti (MP) Nezisa Pambo (NP) Nezisa Pambo (NP) Nondumiso Mananga (NM) Siyabuleza Claju (SC) Kanyisa MAZI (KM) Baxana Mandie (BM) Kate Mwaura (KM) Absent with apologies Asgar Bhikoo (AB),Awuor Ponge (AW) Minutes of the previous meeting were reviewed corrections and additions were made. The minutes were approved, thereafter minutes and the agenda were adopted.
3. EC SAMEA and WC SAMEA Network Report	Report from Eastern Cape SAMEA Chapter (Prof Edwin Ijeoma) EI- Eastern Cape chapter was SAMEA's 1st chapter, which is hosted by the UFH. The chapter was in partnership with UFH-SAMEA-IDAM. It had created evaluation learning network to allow the researchers to present their research work. They had created evaluation intention programme which will start in 2017. IDAM will sponsor 2 M&E interns' to work at the office of the premier Eastern Cape and the National Treasurer. The committee members of the chapter has been revived, and they all attended the capacity workshops. He requested for the next annual conference to be held at the Eastern Cape

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	Western Cape SAMEA Network (Dr Mark Abrahams)					
	MA- An M&E book launch was in the western Cape province. The province also hosted a very successful breakfast seminar that was very well attended.					
	The western Cape Members attended the eval cafés in their numbers and still have recorded the highest numbers in attendance compared to Durban and Pretoria. Some of the volunteer eval café presenters were from the western cape					
	Western Cape also hosted an international delegate, Prof Laurie Stevahn, the 2 events were well attended.					
	The network had around 250 members.					
Chairperson Report	RL congratulated all the networks on all their efforts in keeping the SAMEA chapter and network active					
	Overview of strategic vision, key programmes and outcomes, and highlights(Prof Richard Levin)					
	RL-SAMEA workshop theme was: Strengthening Evaluation Culture and Building Capacity in South Africa					
	He acknowledged SAMEA partners that assisted with the workshops; Zenex foundation, DPME, the NSG, Genesis analytics and CLEAR AA					
	SAMEA was under the leadership of a voluntary board that was supported by a part time project administrator.					
	SAMEA had 681 members in good standing. We had maintained momentum and the membership numbers had been sustained in 2016 as compared to previous non-conference years. This could partially have been due to the number of events that had been hosted over the year that had sustained the number as well as the lively virtual discussions on sameatalk led by board members.					
	SAMEA strived to strengthen relations, provide guidance and assistance and share knowledge and expertise in common areas of interest .SAMEA had applied for p2p grant that would assist with strengthening VOPEs in the region.					
SAMEA Portfolios	Governance Portfolio(Prof Richard Levin)					
reports	Board Charter and the Memorandum of Incorporation					
	RL- At the previous special meeting held to review the both documents, members focussed on the draft MOI that has now been finalised. He proposed to have another special meeting to review and finalise the draft Board Charter. The board and members agreed to have the special meeting 10 November, from 13:00-16:00 after SAMEA board meeting.					

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	Human resources				
	RL- the board reviewed the employee structure and decided to keep the one post of the project administrator.				
	The key performance areas and indicators of the post were adopted by the board; and an interim performance review reflected satisfaction with the progress which the current employee.				
	Given board's commitment to membership satisfaction, he indicated that the members would be given an opportunity to rate the administrative service levels which they are currently receiving, together with requests for enhanced services through the outgoing survey.				
	Member Services Portfolio(Fazeela Hoosen)				
	FH- The portfolio had three work areas communication policy, value for money, the emergence of young evaluators is fostered.				
	A SAMEA newsletter went out at the end of every month, the team was currently reviewing the newsletter to make it more interactive				
	The Portfolio members were also currently reviewing the website to ensure that it had current and relevant information				
	SAMEA membership survey was planned to be circulated to members in November 2016. She encouraged members to edit their portfolio with their current information.				
	New policies in the pipeline				
	Membership participation policy				
	The purpose was to provide a principled guide for appropriate participation of SAMEA members across all SAMEA related platforms, mediums and messaging.				
	A sub-committee comprised of active SAMEA members had been formed. Progress on this was still underway.				
	SAMEA Membership Recognition Awards Policy				
	A draft version was developed and was subject to finalization by the end of the year. Piloting would be at the next SAMEA Biennial Conference in 2017.				
	The Value for money awareness.				
	3 eval cafés had been completed with 2 more to happen in October and November.				
	The development of the 6 th biennial conference was underway. It was likely to happen 09 - 13 October and the venue would be confirmed in due time.				

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ONS	Question and Answer Session
	Mr Ngobile-there was a dominance of individual membership and institutional membership very few, what should SAMEA do to get that number to increase?
	FH-we are trying to be more inclusive in getting more institutional members, this is however work in progress. We needed to get a working relationship with many institutions who will in the end be SAMEA institutional members
	Strengthening Evaluation Portfolio (Dugan Fraser)
	Develop clear research agenda and facilitate commencement of 4 studies
	Background: DF- The strategic review and proffesionalisation study, gave a comprehensive look at the state of the evaluation status.
	A research partnership had been forged between CLEAR-AA, CREST and SAMEA and a clear set of research topics have been identified.
	Funding was available for up to 4 studies has been secured. Call for proposals had been issued and promoted locally & on BetterEvaluation.Org, so far we had received 6 proposals and anticipated more proposals by 14 October deadline.
	He indicated that the interim findings would be presented at the 2017 Afrea conference in Uganda.
	Development of frameworks on ethics, competencies and standards
	An initial draft position paper has been drafted.
	Competency work for evaluators- SAMEA would be linking it with what had been done by DPME
	Comments
	Prof Ejioma- the research should allow exclusive participation and not exclude some interested parties.
	DF- Prof Ejioma's concerns were valid and he would raise his query with CLEAR
	Partnerships with evaluation stakeholders are forged & sustained
	DF- SAMEA wanted to get better relationship with our established chapters and networks and re-energise partnership with our long term partners such as DPME and PSC.
	A successful SAMEA-AEA Partnership Program which sought to provide a platform for the SA evaluation community to engage with the idea of developing competencies for the country and review what we currently had in place had been forged.

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0113	Financial Report (Alyna Wyatt)				
	AW- SAMEA aimed to have a healthy financial balance of 1M year on year 2016FY began with the cash balance of R1,179,358 and ended the financial year with a balance of R 911636				
	2017 FY looked to be on track even in absence of conference year - currently ahead of 2016 FY balance				
	Board determined that membership fee should increase due inflation and proposed for individual membership to increase from R380 to R420 and student membership from R90 to R100- fees had not increased since prior to 2012				
	Members Confirmed to continue with Boshoff accountants to assist the new treasurer.				
	Tiers and packages would be developed and sold in an effort to generate increased partnerships' and funding from a more diverse set of partners. Budgeting process for each portfolio would help our fundraising projects.				
	The financial documents were reviewed and adopted.				
	Board Election Results (Lauren Wildschut)				
	LW-104 votes had been casted by 66 members. Jerusha Governder received 43 votes, Asgar Bhikoo with 38 votes and Nomcebo Dlamini with 18 Votes.				
	The new board members were Jerusha and Asgar.				
	SAMEA's intended to streamline board member elections with AGM cycle. She then requested for the outgoing members (Dugan and Ramesh) in March 2017 to stay on until Oct 2017. The board was in agreement.				
	Awards ceremony (Richard)				
	SAMEA seeked to appreciate and recognize SAMEA legacy board members. To start off the initiative, SAMEA would be honouring SAMEA founding members whose foresight and leadership laid the foundation for the current SAMEA.				
	The founding members in the AGM were acknowledged and thanked.				
	Closing Remarks				
	The 6 Th October, marked the end of term as Chair and board member. He indicated that SAMEA existed to to serve our members and I sincerely hoped that during his term he has served the members				
	DF- Thanked Richard for his service to SAMEA and indicated that SAMEA gained a lot under his his leadership.				
10. AGM dates for 2017	The next AGM meeting to be determined				

DELEBERATI ONS	Action	
Meeting	Meeting ended 7:20 PM	
closure		
Chair: SAMEA	Date	