

The Southern African Association for Energy Efficiency (SAEE)

Board Meeting Minutes

Venue: Emperors Palace
 Date: 12 April 2013
 Time: 14:00

AGENDA ITEM		
1. Opening and Welcoming		
Mr. Karel Steyn welcomed everyone to the meeting.		
2. Attendance and Apologies		
Present	Karel Steyn Sydney Zeederberg Lisa Reynolds ()will be late Erika Kruger (SAEEC) Christi Bester (SAEE) Puleng Pela (SAEE) Annette Beyers	karel.steyn@eskom.co.za sydney.zeederberg@sasol.com lisa.reynolds@saint-gobain.com convention@sae.org.za Admin@sae.org.za info@sae.org.za marketing@sae.org.za
Apologies	Prof LJ Grobler Hope Nga Mashele	lj.grobler@nwu.ac.za hope.nga.mashele@gmail.com
Minutes taker/scriber	Puleng Pela	info@sae.org.za
3. Personalia		
Mr Steyn welcomed Puleng and Annette to the SAEE family. Prof LJ Grobler was congratulated in his absence with his appointment as Dean of the Faculty for Engineering at the University of North West.		
4. Finalising of Agenda		
Addition on the agenda (under General) 10.1 AEE Hall of Fame 10.2 Article placements 10.3 Board vacancy 10.4 SAEE Constitution		
5. Acceptance of previous minutes		
The minutes of the meeting held on 26 July 2012 were accepted by Sydney and seconded by Erika.		
6. Matters arising from previous minutes		
Discussion point / Action		
<i>ECSA requirements for Voluntary Ass (SAEE)</i>		
<ul style="list-style-type: none"> The summary on becoming an ECSA VA was discussed and it was agreed that an application for consideration will be submitted to ECSA. A survey to establish SAEE members registered with ECSA to be complied and sent out to all SAEE members. Karel also said the SAEE needs to make a decision on how are we going to deal with training on a broader sense and how are we going to manage it in-house. 		
Training accreditation process		
<ul style="list-style-type: none"> There should be courses in place which SAEE members can attend and get CPD points Karel mentioned that DOE has set targets in which people in the energy field needs to be trained, therefore we need to discuss how to move forward with the training courses process. Erika explained the content of the Training Contract for Training Providers and emphasised the fact that a training course will be accredited and not a Training Provider. 		

- The board requests a revisiting of membership category and fees for Training Providers. A grant from the DOE or DTI to fund the accreditation of training courses could assist the process. Karel said SANEDI and DOE might be willing to assist in this matter and request Erika to look into the possibility of enquiring funding from both SANEDI and DOE.
- Karel suggested that SAEE could send out the training info/newsletters weekly marketing all courses.
- Karel mentioned that it should be noted that SAEE is not a training provider but an Association for Energy professionals.

7. New matters

Discussion point / Action

Code of conduct for SAEE

- Karel mentioned that the code of conduct concern came to his attention because of a discussion he had with Eskom and he realised that as an organisation affiliated with such companies as Eskom, SANEDI and Government departments as our major stakeholders, the SAEE needs to have a code of conduct.
- Karel proposed that SAEE looks at the CMVPSA's code of conduct and see if we can adopt it and adjust it to suit SAEE standards.
- Erika mentioned that it was assigned to herself and Prof Grobler in the previous strategic planning meeting to draft a code of conduct and she does have a draft.
- Karel requested Erika and LJ to consider using the CMVPSA code of conduct as a guideline, complimenting the existing draft one, drafted by Erika and LJ.
- Sydney said CMVPSA members are professionals hence they have a Code of Conduct. He suggested that SAEE should have a Code of Ethics instead of 'code of conduct'.
- Sydney suggested that members should sign for acceptance of the code of Ethics/Conduct.
- Sydney proposed that Erika should receive an official mandate from the board to appoint staff.

Revised fees

- Christi presented the revised fees and the board took notice of it.
- Sydney tasks Christi to look into public liability for the convention

Full/ Separate M&V track at the SAEEC

- Karel proposed that there be a separate track for M&V this year or/and arrange for the M&V training to be linked to the convention and suggested that a survey needs to be compiled to establish what topics the SAEE members would prefer at the Convention.

2013SAEEC programme

- Erika asked the board to suggest the possible speakers to be invited in time as she is listing possible speakers to avoid last minutes or late speaker suggestion form the board. Chairpersons have already being sourced/identified for specific sessions with the hope that they will assist in nominating relevant speakers for the sessions they will be chairing
- Erika brought up the issue of the AGM being on the day before the convention as a problem because it makes the planning and preparations for the convention difficult.
- Karel suggested that training prior to the convention can be planned for next year since the SAEE will be in the position to accredit training courses by then.
- Erika reported that she is in contact with the Eskom 49m initiative and invited them to have an industrial theatre and bring students as an audience. Karel mentioned that he has a meeting scheduled with Andrew Etzinger in a few days and he will encourage them (49m) to take part in the convention.
- Erika invited technical professional assistance from the board to form part of the steering/planning committee Sydney requested that he be assigned a track on co-generation and offer his assistance in planning it
- Although we are still awaiting the IEEE's response on our co-technical application a technical program committee has been put in place inviting representation from all tertiary institutions

8. SAEE Branches and Chapters

Discussion point / Action

Eastern Cape

- Erika reported that Eastern Cape branch had two networking events, covering the same topic in Port Elizabeth and East London respectively.
- On the 5 March 2013 –Barry Bredenkamp, as the presenter, covered the topic "Energy Crisis or opportunity" –40

delegates attended in East London and 78 attended in Port Elizabeth.

- Eastern Cape Conference on the 16 May 2013 at Uitenhage Science and Technology centre and the keynote speaker will be John Rayne.
- Sydney suggested that the events be duplicated in other provinces.

CMVPSA

- Karel gave a report (attached to the minutes)

9. Reports

Discussion point / Action

- Financial report presented by Christi and attached to the minutes.
- Erika explained the VAT registration challenge, as SARS backdated the VAT registration to 2010.
- Erika stated that MIEO generated a lot of money using SAEE as an accountancy agency. The TAX Administration Act allows the financial statements for be reviewed and MIEO income and expenses to be deleted from the financial statements.
- The tax clearance certificate will be needed to receive payments from debtors, such as SANEDI and Eskom.
- The BDO SA Advisory services consultant advised that SAEE has to make a proposal for deferred payment.
- The SAEE board advise that the SAEE needs a bookkeeper specialising in NPO associations.

SAEE Performance report (including the membership and finance report)

- Attached to the minutes

10. General

Discussion point / Action

Hall of fame

- A request for nominations.

Article placement

- SAEE board members requested to submit articles for publishing in the SAEE endorsed magazines.

Board members

- Since Tsakani's resignation a vacancy on the board exists, this board member vacancy will be filled after the board election.
- A request for more non-white representation on the SAEE board.

Constitution

- The new updated constitution to be uploaded on the website
- The number for a quorum should be clarified
- Establish if office bearers have voting rights on SAEE board meetings

Next meeting

Next meeting's date to be communicated to board members well in time.