

**The Southern African Association for Energy Efficiency (SAEE)**

**Board Meeting  
Minutes**

Venue: Emperors Palace  
Date: 16 August 2013  
Time: 14:00

<b>AGENDA ITEM</b>		
<b>1. Opening and Welcoming</b>		
Mr. Karel Steyn welcomed everyone to the meeting.		
<b>2. Attendance and Apologies</b>		
<b>Present</b>	Mr Karel Steyn Ms Lisa Reynolds Prof LJ Grobler Mr Sydney Zeederberg Mr Hope Mashele Mrs Erika Kruger (SAEE) Mr Christi Bester (SAEE) Ms Puleng Pela (SAEE) Ms Annette Beyers (SAEE) Mr Gareth Burley (SAEE EC)	<a href="mailto:karel.steyn@eskom.co.za">karel.steyn@eskom.co.za</a> <a href="mailto:lisa.reynolds@saint-gobain.com">lisa.reynolds@saint-gobain.com</a> <a href="mailto:lj.grobler@nwu.ac.za">lj.grobler@nwu.ac.za</a> <a href="mailto:sydney.zeederberg@sasol.com">sydney.zeederberg@sasol.com</a> <a href="mailto:hope.nga.mashele@gmail.com">hope.nga.mashele@gmail.com</a> <a href="mailto:convention@sae.org.za">convention@sae.org.za</a> <a href="mailto:Admin@sae.org.za">Admin@sae.org.za</a> <a href="mailto:info@sae.org.za">info@sae.org.za</a> <a href="mailto:marketing@sae.org.za">marketing@sae.org.za</a> <a href="mailto:media@sae.org.za">media@sae.org.za</a>
<b>Apologies</b>	None	
<b>Minutes taker/scriber</b>	Puleng Pela	<a href="mailto:info@sae.org.za">info@sae.org.za</a>
<b>3. Finalising of Agenda</b>		
Addition on the agenda (under General) 10.6 AEE Hall of Fame 10.7 Participation fee for board members		
<b>4. Acceptance of previous minutes</b>		
Minutes of the previous meeting were read and accepted as a true reflection of the meeting (12 April 2013). Accepted by Mr Sydney Zeederberg and seconded by Mrs Erika Kruger.		
<b>5. Matters arising from previous minutes</b>		
<b>5.1 ECSA requirements for Voluntary Association (SAEE)</b>		
<ul style="list-style-type: none"> <li>Detailed analysis of our members' being registered with ECSA, any BE council, SACNASP</li> <li>51% of SAEE total members have to be registered with ECSA (51% make up = majority ECSA registered + BE council registered)</li> <li>To date since the last board meeting a survey has been sent out to SAEE members 4 times in efforts to obtain the required stats. Only 102 members out of a total of 343 members have responded to the survey (total ECSA registration = 48, and BE Council registration = 30 {only 16 who are not registered with ECSA, will be considered)</li> <li>Next step is to follow up on the members who did not respond to the survey with phone calls.</li> <li>ECSA to be contacted and enquire about SAEE corporate members – a corporate member could have a number of employees registered with ECSA.</li> <li>We should investigate the possibility that the statistics we have obtained thus far could count as a statistical representative instead of asking every registered member.</li> </ul>		
<b>5.2 Training contract and possible training providers</b>		
<ul style="list-style-type: none"> <li>Training contract was looked at and a few concerns were raised. <ul style="list-style-type: none"> <li>✓ LJ advised that if we instate the contract as is, the following should be looked at: as stated in the contract point no 4.1 Examinations sessions/papers; training providers will prepare the papers and answer sheets - then our fees are too high and should be revisited.</li> </ul> </li> </ul>		

- ✓ It was also said that SAEE ought to be clear on merits of accrediting and certifying courses.
- ✓ SAEE representative should first go and observe courses offered by possible training providers which SAEE might accredit or certify before any agreements are concluded.
- Two training providers suggested:
  - ✓ NCPC
  - ✓ Terra Firma Academy - proposed hosting their training courses during the conventions days (13 – 14 November 2013). Erika mentioned that this could increase the number of visitors to the exhibition. This was accepted only if their training would have first been observed by SAEE representative and they can only do basic or introductory courses. This will qualify Terra Firma Academy a provisional endorsement by the SAEE.
- It was concluded that once the relevant documentation has been approved by the SAEE Board and quality Training Providers have been appointed then SAEE will do the following;
  - ✓ Accreditation – (Approve the quality of the course)
  - ✓ Certification (Certify the person who attended an accredited course)
  - ✓ Endorsement (Believes it is of value to its member to attend the course)

### 5.3 SAEE Code of conduct

- An email to be sent to all board members for comment on the existing SAEE Code of Conduct. A response period of 2 weeks will be allowed and a draft with all comments should be done by end of September 2013.

## 6. New matters

### Discussion point / Action

#### 6.1 Endorsement

- SAEE has received a few requests for endorsement. The matter was discussed and it was agreed that SAEE will continue to endorse and the following was decided:
  - ✓ SAEE will endorse events that are in line with the SAEE mandate.
  - ✓ SAEE will not endorse courses or training at this stage.
  - ✓ SAEE will expect the following from the endorsed event – Attendance passes and access to the attendance register (The office may draw up a more detailed list of endorsement criteria).
- It was also said that if SAEE endorses an event that runs annually, we should ensure that the endorsed party does not assume that their event is still endorsed the following year without prior communication with SAEE.
- SAEE is endorsing 3<sup>rd</sup> annual Solar Indaba conference (as media partners) which is taking place in Cape Town on 2 -5 September 2013. An invitation was extended to SAEE board members who would be interested in attending.

#### 6.2 Evaluation committee (SAEE Scholarships and Energy Awards)

- It was agreed that the previous evaluation committees for both SAEE Scholarships and Energy Awards should be contacted to assist with the 2013 evaluations and should they not be available, then new committee members will be approached.
- At the moment 7 scholarship applications have been received from students of 4 different universities (University of Stellenbosch, Mangosuthu University of Technology, Tshwane University of Technology, North West University).
- We have received 5 Energy Awards nominations to date.

#### 6.3 Board bearers

- There are 4 vacant seats for the 2014/2015 SAEE Board Bearers, and 7 nominations have been received. Below are the nominees;
  - ✓ Mr Hope Mashale (Accepted the nomination)
  - ✓ Prof LJ Grobler (Accepted the nomination)
  - ✓ Mr Sydney Zeeberberg (Accepted the nomination)
  - ✓ Mr Charles Ntsele (Declined)
  - ✓ Mr Johann Venter (Accepted the nomination)
  - ✓ Thulani Mlinga (Accepted the nomination)
  - ✓ Mr Martin Smith (Declined but would like to be considered for the future terms)
- The 5 nominees who have accepted will be posted on the SAEE webpage and voting will open on the 02 September 2013 to SAEE members only.
- One vote per member and the same will apply for the corporate members (contact person will vote on behalf of the corporate).

## 7. SAEE Eastern Cape Chapter

### Discussion point / Action

#### 7.1 SAEE Eastern Cape branch

- Gareth gave feedback on the following;
- 2013 Eastern Cape Conference (16 May 2013)
  - ✓ 132 Delegates attended
  - ✓ 19 Speakers
  - ✓ 9 Exhibitors
- Networking events ( 9 July 2013)
  - ✓ Breakfast - 36 Delegates (East London)
  - ✓ Evening - 68 Delegates (Port Elizabeth)
- It was discussed that SAEE should extend to branching out to other provinces such as Western Cape and KZN. KZN was said to be more active with energy efficiency and it was suggested that an alliance with the province should be established.
- Gareth will make contact with the relevant people for SAEE's possible branching in the two mentioned provinces. Board members with contacts in these provinces will forward them to Gareth.
- It was also suggested that SAEE be exposed to current students who will be future professionals in the energy engineering and technology fields, and could become potential SAEE members.

## 8. Convention

### Discussion point / Action

#### 8.1 2013SAEEC

- 347 speakers were invited, 55 confirmed (including 7 international). To date 18 abstracts have been submitted and 17 of those were accepted (including 4 international).
- Speakers' participation fee – invited speakers will only pay for the day that they are not presenting, and the banquet at a discounted rate.
- To date we have two confirmed sponsors (SANAS and Easigas). Board members were asked to assist in finding sponsors.
- Karel requested that a reminder email be sent to all board members weekly on Tuesday mornings regarding their assistance in finding sponsors for the 2013 SAEEC.
- The exhibition stand sales are going very slowly this year; to date only 12 stands have been sold.
- There are 10 members in the 2013 SAEEC technical program committee.

## 9. Finance/ SAEE Performance Report

### Discussion point / Action

#### 9.1 Finance

- Christi reported on finance and revised budget.
- 3 Auditors' quotation were presented, one of the auditors is located in Potchefstroom which will be advantageous to the SAEE office, but it was said that auditors should be appointed based on their track records and not because they are located close to the SAEE office.
- Christi was requested to send the auditors' proposals to the board members.
- Erika explained that the SAEE's finance is not looking good because of the VAT we have to pay while we did not charge VAT for the 2010 – 2012 period.

#### 9.2 SAEE Performance report (including the membership and finance report)

- Attached to the minutes

## 10. General

### Discussion point / Action

#### 10.1 Newsletter

- It was agreed that on the newsletter, a space for suppliers be created and the Energy Training Foundation logo be moved there. A 'LinkedIn' account be created for SAEE and added to the 'follow us' space on the newsletter.
- Board members were once again requested to submit articles to be featured in the newsletter regularly. Mr Steyn then suggested that there be a roster created for board members to submit the articles.

### **10.2 IEEE Technical Sponsorship Application**

- IEEE application was not approved and it was agreed that no application should be submitted for 2014 SAEEC.
- Annette is in contact with PASA for an ISBN number request.
- It was suggested that the papers be published as an e-book that can be sold on the website and made available on CD to members and delegates.

### **10.3 Trademark Application: Green Hour**

- The Green Hour trademark application was submitted and the SAEE President and Past President signed the power of attorney.
- It was suggested that the Green Hour needs to be expanded and get television exposure.
- Gareth mentioned that 25 radio stations in South Africa have access to the Green Hour news.

### **10.4 Request for SAEE involvement in conducting research: Hayden Hill**

- The request was discussed and it was agreed that SAEE will contact its members on behalf of Hayden Hill, to request their participation in his "Renewable Energy and Environment Research" for his MBA programme.

### **10.5 AGM meeting**

- Erika proposed that the AGM be moved to February due to the extent of work and limited time around the convention period. The proposal was accepted and the next AGM will be in February 2014.

### **10.6 Membership fees for board members**

- Board members were reminded of their membership fees and it was also agreed that board members must pay for the convention attendance if you are not speakers on any of the two days.
- Board members will not pay for the banquet as they are invited guests.
- Erika urged Board members to make it known in time if they would like to be speakers at the convention to avoid last minutes scheduling.

### **10.7 Hall of Fame**

- Puleng to send a reminder email to the SAEE board members for them to nominate for the Ian Ernest Hall of Fame Award.

### **Next meeting**

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