



S A E E

The Southern African Association for Energy Efficiency (SAEE)

Board Meeting

Minutes

Venue: Sasol Headquarters, Rosebank
 Date: 17 February 2012
 Time: 08:00

AGENDA ITEM		
1. Opening and Welcoming		
Prof. LJ Grobler welcomed everyone to the meeting		
2. Attendance and Apologies		
Present	Prof. LJ Grobler Karel Steyn Sydney Zeederberg Tsakani Mthombeni Danielle Badenhorst (SAEE) Lisa Reynolds Hope Nga Mashele	Lj.grobler@nwu.ac.za karel.steyn@eskom.co.za sydney.zeederberg@sasol.com tsakani.mthombeni@tia.org.za info@sae.org.za lisa.reynolds@saint-gobain.com hope.nga.mashele@gmail.com
Apologies	Edith Kikonyoga (MIEO Chairperson)	Edith.Kikonyogo@za.abb.com
3. Finalising of Agenda		
The following points of discussion were added: 1. Revision of SAEE Constitution 2. Declaration on Interest 3. Finance and Legal expertise 4. National Energy Efficiency strategy		
4. Matters arising from previous minutes		Action
4.1 Membership categories and benefits Danielle Badenhorst explained the proposed matrix for membership categories and benefits. There are two ways of becoming a Premier Member 1) Once off payment as per matrix 2) Contribution throughout year. The categories must be simplified and narrowed down to include Diamond Premier Membership, Platinum Premier Membership, Gold Premier Membership and Silver Premier Membership. The Diamond Premier Membership will be open for negotiation with the interested company. Danielle to revise current matrix. Dr. Mthombeni explained the influence of governance should be taken into consideration and it should be defined how the money will be spent for an administration fee. Mr. Sydney Zeederberg suggested the Student Bursaries for the Premier Membership should be SAEE bursaries sponsored by a company, but the bursary included in the Diamond Premier Membership should be higher and then be awarded in the company's name. He further explained that membership should not only be linked to financial aspect but to contribution as well and that special recognition should be given to companies sending groups to SAEEC and Training. Prof. LJ Grobler proposed that the contribution level should be used as a marketing tool towards higher Premier Membership status.		1. Danielle to revise current membership matrix and circulate
4.2 SAEE Logo Danielle Badenhorst displayed a presentation with proposed logo options. It was suggested that the logo include the words Knowledge, Networking, Certification, and Accreditation as a one liner. The format of the logo was discussed. Danielle to draw up options from proposed logos and circulate to the Board.		2. Logo options to be circulated by Danielle

<p>4.3 SAE Business plan</p> <p>The Business plan document was reviewed by the Board. Mr. Zeederberg suggested a point should be added in the Business plan for the Charter of the SAE Board. Dr. Mthombeni suggested an operational document should be drawn up defining the roles and tasks within the SAE. Meetings to be set up by Danielle with the respective Board members assigned to each division in the SAE in order to establish these roles and what is required to be done. Dr. Mthombeni further suggested that point 3 should be changed from "Product Description" to Value proposition and an additional point be added for Membership services. The business plan will again be circulated to feedback and will be discussed during the Board meeting on 20 April 2012.</p> <p>4.4 MIEO and Branches</p> <p>Prof. LJ Grobler gave feedback on MIEO as they have decided to align with other industry stakeholders and want an endorsement from the SAE. Prof. Grobler proposed an agreement should be drawn up describing the relationship. Sydney Zeederberg recommended the chapters have their own separate bank account as this will decrease the risk on the SAE and Board members. He further added that a group or company should be a member of the SAE otherwise they cannot be viewed as a Centre of Expertise. It was viewed that an endorsement was not sufficient and that there should be monetary flow. A proposal will be drawn up for membership or an administration fee structure.</p> <p>Dr. Mthombeni together with Ms. Reynolds will determine a proposal for the working relationship with branches. Mr. Zeederberg stated the SAEEC should be kept sacred and branches should not add to the competition but rather contribute to the SAEEC.</p> <p>4.5 Revision of SAE Constitution</p> <p>Sydney Zeederberg confirmed that the Constitution was sent to legal advisors and the revision process is ready to begin. It was decided the business plan should be finalised in order to incorporate the information into the Constitution.</p> <p>4.6 Legal and Financial Expertise</p> <p>Prof. LJ Grobler confirmed that he had already contacted financial services to take over the auditing of the SAE books and the financial administration will still be done within the SAE head office. He added that the Payroll will also be outsourced and that letters of employment should be drawn up. Companies should be sourced that can assist with financial and legal expertise. Sydney Zeederberg stated the Board should stay independent from the operational functions and must give guidance to the Association. Dr. Mthombeni to send information regarding existing companies to assist with legal and financial services.</p>	<p>3. Meetings to be setup with respective Board Members by Danielle</p> <p>4. Revised Business plan to be circulated for feedback</p> <p>5. Proposal to be drawn up to determine relationship with MIEO</p> <p>6. Revision of the Constitution to begin – Sydney Zeederberg</p> <p>7. Companies to be sourced for legal and financial assistance</p>
<p>5. New matters</p>	<p>Action</p>
<p>5.1 Declaration of Interest</p> <p>Dr. Tsakani Mthombeni stated that the Association should align itself to the King III document and that the following should always be present during a meeting:</p> <ol style="list-style-type: none"> 1. Voice recorder 2. Declaration of Interest – should be completed by Board Members and indicate attendance of Directors course 3. Attendance register <p>Karel Steyn to send information regarding King III for circulation (information sent through to Board). Hope Mashele suggested the Board members look into courses hosted by the Institute of Directors which include the governance. Hope to send information regarding these courses for circulation (information sent through to Board). Prof. LJ Grobler suggested the Board members do these courses in their personal capacity. Feedback regarding attendance of these courses will be given during the next Board meeting. Mr. Mashele suggested a point should be added to the Constitution regarding Conflict of Interest.</p>	<p>8. Declaration of interest to be completed by all Board members</p> <p>9. Karel Steyn to send information regarding King III</p> <p>10. Hope Mashele to send information through regarding courses</p>

<p>5.2 National Energy Efficiency strategy</p> <p>Karel Steyn reported that the document submitted by the Department of Energy was not a satisfactory document and suggested the Association try to influence the DoE to get directions. He explained that meetings were held for comments on the documents and the closing date for comments has passed. Hope Mashele viewed the DoE does not view the SAEE as the Association would like to be seen and suggested a relationship should be formed with the Energy Intensive User Group (EIUG) and the Association needs recognition from Business Unity South Africa (BUSA). Mr. Mashele further added that it is critical to form a relationship with BUSA and allow members to make comments and submit these comments to BUSA from the SAEE. Mr. Mashele to send through a draft letter to submit, to propose that the SAEE to view the document before it is propagated and send comments through on SAEE's view. The SAEE can also offer to open its database in order to circulate these documents and information.</p>	<p>11. Hope Mashele to send draft letter to submit to DoE</p>
<p>6. General</p>	<p>Action</p>
<p>No points were discussed under General.</p>	
<p>7. Next Meeting</p>	
<p>SAEE Board meeting</p>	<p>The SAEE Board meeting will be held on 20 April 2012 in Port Elizabeth as the branch is hosting a Conference on 19 April 2012.</p>
<p>8. Meeting Adjourned</p>	