

The Southern African Association for Energy Efficiency (SAEE)

Board Meeting Minutes

Venue: Emperors Palace
Date: 26 July 2012
Time: 14:00

AGENDA ITEM		
1. Opening and Welcoming		
Mr. Karel Steyn welcomed everyone to the meeting.		
2. Attendance and Apologies		
Present	Prof. LJ Grobler Karel Steyn Lisa Reynolds Dr. Tsakani Lotten Mthombeni Erika Kruger (SAEEC) Yolanda de Lange (Technical Communication) Christi Bester (Financial) Danielle Badenhorst (SAEE)	lj.grobler@nwu.ac.za karel.steyn@eskom.co.za lisa.reynolds@saint-gobain.com tsakani.mthombeni@tia.org.za convention@sae.org.za delangey@mweb.co.za finance@sae.org.za info@sae.org.za
Apologies	Hope Nga Mashele Sydney Zeederberg	hope.nga.mashele@gmail.com sydney.zeederberg@sasol.com
3. Personalia		
No matters.		
4. Finalising of Agenda		
Agenda was finalised with no matters added.		
5. Acceptance of previous minutes		
The minutes of the meeting held on 17 January 2012 were accepted by Prof LJ Grobler and seconded by Dr Tsakani Mthombeni. The minutes of the meeting held 22 June 2012 were accepted by Lisa Reynolds and seconded by Karel Steyn.		
6. Matters arising from previous minutes		
Discussion point / Action	Person	Date
Constitution Document to be drawn up for mandates of the SAEE secretariat.	Danielle	September 2012
The matter regarding conflict of interest will be aligned by a presentation done by Competition Committee. Dr. Tskani Mthombeni proposed a special session should be held prior to the AGM inviting the SAEE Corporate members to a presentation from the Competition Committee.	Danielle	13 November 2012
Process to be followed in adoption of new Constitution: - Constitution will be circulated - Board present feedback - Board feedback will be processed - Board adopt new Constitution - Communication to members on adoption and motivation of adoption - Final acceptance of Constitution at AGM in November	Danielle SAEE Board Jean Venter SAEE Board Danielle Members	August 2012 August 2012 August 2012 September 2012 September 2012 13 November 2012

<p>ECSA and SAE</p> <p>Karel Steyn confirmed a matrix should be circulated in order for the Board where the SAE currently has representation.</p> <p>Prof LJ Grobler stated a decision was made in a previous Board meeting that the SAE will explore the requirements for the SAE to become a Voluntary Association. Feedback will be given regarding ECSA requirements at the next Board meeting.</p> <p>Strategic feedback</p> <p>The proposals accepted in the previous meeting were briefly reviewed. The topic on Centres of Expertise was discussed as per the division meeting held with Sydney Zeederberg and Edith Kikonyogo. Tsakani Mthombeni stated that an affiliate by law is part of the SAE and the wording might not legally be the correct terminology. He proposed the SAE should include Branches and Interest Groups.</p> <p>Prof LJ Grobler confirmed that all Branches and Interest Groups should be aligned within the SAE Constitution. He further noted the SAE cannot make an Association an Interest Group as the SAE would then become an Interest Group of the Association. It was confirmed that the Interest Groups will be formed within the SAE and all finance will be handled by the SAE. Lisa Reynolds, newly elected President of the The South African Association of Esco's (SAEs), explained the SAEs would like to become affiliated with the SAE. Karel Steyn raised the question of how outside associations will be handled. Prof LJ Grobler proposed a membership category can be created and other associations can become a member of the SAE.</p> <p>A Board member will be assigned to work with Lisa Reynolds and Jean Venter to establish the relationship between SAEs and the SAE.</p> <p>Jean Venter will be contacted to include addition on outside associations into the new Constitution.</p>	<p>Danielle</p> <p>Yolanda</p> <p>Lisa</p> <p>Danielle / Jean Venter</p>	<p>August 2012</p> <p>September 2012</p> <p>September 2012</p>
7. SAE Performance report		
Discussion point / Action	Person	Date
<p>Danielle Badenhorst gave a review on the SAE performance report including statistics on the SAE performance for the term 1 January 2012 until 30 June 2012. Danielle was glad to report the SAE has introduced a new search engine on the SAE website, opportunities for Certified members to list their details on the SAE website, membership cards that have been posted to all paid members and Board members received business cards as requested in previous Board meetings.</p> <p>Erika Kruger to send information through to Board members on Sponsorship opportunities including the e-brochure, report of the 2011SAEEC as well as mass mail on sponsorships.</p> <p>Erika Kruger asked the help of the Board members to assist with getting a Governmental speaker for the Convention. Erika to send request to all Board members that can be forwarded to relevant persons along with a list of current speakers.</p>	<p>Erika</p> <p>Erika / SAE Board</p>	<p>End July 2012</p> <p>August 2012</p>
8. New matters		
Discussion point / Action	Person	Date
<p>Energy Award Nominations</p> <p>Danielle Badenhorst explained the SAE should establish a committee in order to evaluate the Energy Award Nominations. She further urged Board members to send nominations for the Ian Ernest Lane Hall of Fame as well as the Energy Excellence Award.</p> <p>Danielle Badenhorst to send criteria of the Ian Ernest Lane Hall of Fame to all SAE Board members as well as members in order to get nominations.</p> <p>Danielle Badenhorst will send the winners of each category to the Board members after nominations closing date for evaluation of current and possible nominations of the Energy Excellence award.</p>	<p>Danielle</p> <p>Danielle</p> <p>Tsakani</p>	<p>August 2012</p> <p>October 2012</p>

<p>President-Elect Karel Steyn urged Board members to review the part in the Constitution regarding President-Elect and suggest a President-Elect should be nominated at the next Board meeting.</p> <p>SANS 204 Lisa Reynolds confirmed the SANS 204 standard is being rewritten.</p>	SAEE Board	Next Board meeting
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