



## 5<sup>th</sup> AGM of the South African Wetland Society

Wednesday 23 October 2016 at 5pm,  
National Wetlands Indaba, Swadini Resort, Limpopo Province

No.	Item	Action
1.	<b>Welcome</b> <ul style="list-style-type: none"> <li>Piet-Louis Grundling (P-LG) welcomed everyone to the 5<sup>th</sup> AGM of the South African Wetland Society.</li> </ul>	P-L Grundling
2.	<b>Attendance Register</b> <ul style="list-style-type: none"> <li>All members of the society were requested to fill in the attendance register which was circulated (see Appendix 1).</li> <li>It was noted that people joining the Society at the 2016 Wetlands Indaba would receive a R100 reduction off the membership fees, and students can join for free.</li> </ul>	P-L Grundling
3.	<b>Apologies</b> <ul style="list-style-type: none"> <li>See Appendix 2 for a list of apologies.</li> </ul>	K Snaddon
4.	<b>Minutes of the Previous Meeting</b> <ul style="list-style-type: none"> <li>One correction on Pg 2 – SASAQs, not SASACS</li> <li>Paul Fairall proposed that the minutes be accepted; seconded by Damian Walters.</li> </ul>	P-L Grundling
5.	<b>Matters Arising from the Previous Minutes</b> <ul style="list-style-type: none"> <li>The discussion regarding what constitutes a quorum at the AGM has been discussed by the Board. They agreed that a quorum would be 10% of total membership (presently, 17 people) – we have 18 paid up Society members present.</li> <li>Working groups: a new portfolio was created by the Board shortly after the 2015 AGM, in order to address the needs for “Training and Continuing Professional Development”. Dean Ollis has been heading up this portfolio since its inception.</li> </ul>	P-L Grundling
6.	<b>Additions to the agenda (discussed under Item 11)</b>	P-L Grundling
6.1	New Board of Trustees (Oct 2016 – Oct 2018)	
6.2	General Resolutions to give effect to 8 (Financial) and 9 (Constitution	
6.3	Amendments)	
	Next Indaba	
7.	<b>Annual Report</b>	P-L Grundling
7.1	<b>Presentation of the Chairperson’s Annual Report</b> <ul style="list-style-type: none"> <li><b>Membership (total 166 - up from 152 in 2015):</b> <ul style="list-style-type: none"> <li>Ordinary: 133</li> <li>Students: 20</li> <li>Organisations:13</li> <li>Benefactor: 1</li> <li>Members from all provinces except Northern Cape; the highest</li> </ul> </li> </ul>	

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	<p>numbers are from Gauteng and KZN</p> <ul style="list-style-type: none"> <li>○ Over 80% of the membership are primarily from the private / consulting sector</li> <li>○ Roughly 15% of membership are national / local government, parastatal, NGOs.</li> <li>○ The Society plans to hold more workshops in the future, and provide support to members with regard to the Continuing Professional Development (CPD) points system (see below).</li> <li>○ We need to find a way to increase membership of government officials, students.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Tasks at hand:</b> <ul style="list-style-type: none"> <li>○ <b>Administration:</b> <ul style="list-style-type: none"> <li>▪ Secretariat: Functioning extremely well</li> <li>▪ Treasury and membership: Up to date</li> </ul> </li> <li>○ <b>Liaison with SACNASP:</b> <ul style="list-style-type: none"> <li>▪ SAWS continues to have discussions in terms of the field of practice</li> <li>▪ Proposed way forward is through DEA</li> <li>▪ CPD: the SACNASP process for accrual of CPD points is being finalised (Jul 2016)</li> <li>▪ SAWS now needs to link in with the process.</li> </ul> </li> <li>○ <b>PBO status:</b> <ul style="list-style-type: none"> <li>▪ Resolutions for voting at this AGM will see us progressing to being fully SARS compliant, thus opening the way for registration as a PBO.</li> </ul> </li> <li>○ <b>Interactions with other Societies:</b> <ul style="list-style-type: none"> <li>▪ We have been approached by LARSSA, ILASA, SWS, INTECOL to co-host workshops or conferences.</li> <li>▪ The INTECOL conference would be a massive undertaking, but an exciting one. We need to consider this.</li> </ul> </li> <li>○ <b>Awards</b> <ul style="list-style-type: none"> <li>▪ There were several Wetland award nominations this year, and the process is viewed as largely positive.</li> </ul> </li> </ul> </li> <li>● <b>Challenges:</b> <ul style="list-style-type: none"> <li>○ Board members over-committed</li> <li>○ Interactive participation on all levels: how do we remain vibrant and relevant?</li> <li>○ Involve members in initiatives such as provincial forums</li> <li>○ Building capacity in the community of practice</li> <li>○ Strengthen the hand of our colleagues in government – especially enforcement</li> <li>○ Interact with other related and relevant societies / groups</li> <li>○ We must not isolate ourselves</li> <li>○ Elevate the status of the national awards through engaging the larger wetland community.</li> </ul> </li> <li>● <b>In closing:</b> <ul style="list-style-type: none"> <li>○ The Society IS STILL RELEVANT</li> <li>○ We have made great strides in serving the larger wetland community, and</li> <li>○ We endeavor to do even better in 2017</li> </ul> </li> </ul>	

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7.2	<b>Adoption of the Chairperson's Annual Report</b> <ul style="list-style-type: none"> <li>The Chairperson's report was accepted by Kate Snaddon. Seconded by Paul Fairall.</li> </ul>	
	<b>General discussion about membership, commitment from Board members</b> <ul style="list-style-type: none"> <li>There was some discussion about why there are so many members both of the Society and of the Board) who are from the private sector, with little representation from government. How do we unlock the potential of people sitting in government, who have institutional support?</li> <li>The Board members are all struggling with time commitments. However, Nancy Job raised the point that if Board members do not have the time, then they should not stand for the Board. She suggested that the Board is not using the opportunity to co-opt members onto working groups, and so make progress. She reckons that we would get a good response. In addition, her opinion is that the Board has not put sufficient effort into seeking nominations for the Board. We should canvas more widely and more effectively.</li> <li>Shaddai Daniel suggested that each provincial Forum should nominate someone onto the Board.</li> <li>Paul Fairall was of the opinion that the vision and aims of the Society are explicit, and encapsulated in the first 36 points of the Constitution.</li> <li>PL Grundling suggested that we are in need of an "Imbizo" (i.e. a forum for discussion of policy), at which the broad wetland COP can have an opportunity to express their needs and views. Shaddai Daniel (i.e. DWS) would support this. Perhaps funding could be sought from WRC.</li> </ul>	P-L Grundling / ALL
	<b>Society representation on DWS Wetlands Task Group</b> <ul style="list-style-type: none"> <li>Damian Walters suggested that the Wetland Society should be represented on the DWS Wetlands Task Group, as this is where we could be giving valuable input on a number of issues.</li> <li>This was generally supported.</li> <li>For instance, the new GA for Section 21 (c) and (i) water uses required input from the Society/COP.</li> </ul>	
8. 8.1	<b>Financial Report</b> <b>Presentation of the Annual Financial Report. See Appendix 3.</b> <ul style="list-style-type: none"> <li>P-LG presented the Financial Report on behalf of Judith Taylor, Treasurer.</li> </ul>	P-L Grundling
8.2	<b>Adoption of the Annual Financial Report</b> <ul style="list-style-type: none"> <li>The Annual Financial report was accepted by Kate Snaddon. Seconded by Paul Fairall.</li> </ul>	
9	<b>Constitutional Amendments</b> <ul style="list-style-type: none"> <li>Refer to Point 6.2 Resolution 3: It was accepted by this AGM that Griesel Nel would be able to make changes to the Constitution in order to bring it into line with the requirements of SARS.</li> </ul>	
10. 10.1	<b>Working Groups</b> <b>Best Practice Guidelines</b> <ul style="list-style-type: none"> <li>Objective: To promote standards and quality of wetland work</li> <li>This can be achieved through the development of best management practice guidelines and the standardisation of tools/methods for wetland work. <ul style="list-style-type: none"> <li>Straw dog best practice guidelines document has been cobbled together from existing documents</li> <li>Proposal: Engage with members in focused regional workshop</li> </ul> </li> </ul>	C Cowden / K Snaddon

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	<p>sessions hosted by the Society:</p> <ul style="list-style-type: none"> <li>▪ Present the straw dog guidelines document – acknowledging that this is not a static document, but more a guide to the tools/approaches that are out there</li> <li>▪ Get an understanding of training requirements within the community</li> <li>▪ Ensure support of the Society’s Continual Professional Development programme (see later) and provide clear links between best practice and the relevant training courses or materials/guidelines/protocols.</li> <li>▪ Identify gaps and concerns for further attention – such as where no training is available, or where training/guidelines etc. cannot be endorsed by the Society</li> </ul>	
10.2	<p><b><u>Membership &amp; Fundraising</u></b></p> <ul style="list-style-type: none"> <li>• As no tax exemptions can be given it is extremely difficult to raise funds</li> <li>• Potential funders: Several such as the Chairpersons Funds of De Beers and Anglo American, GE, Murray &amp; Roberts, Balwins.</li> <li>• A resolution has to be passed by the members of the Society before tax exemptions certificates can be issued (see agenda)</li> </ul>	PI Fairall
10.3	<p><b><u>Liaison with provincial Forums</u></b></p> <ul style="list-style-type: none"> <li>• Objective: to provide support to the Provincial Forums, in the form of:</li> <li>• Support for ailing Forums – suggestions for talks, field visits, venues, etc.</li> <li>• Support for Indaba, if requested/required</li> <li>• There is now a strong link to PCs through their KPIs.</li> <li>• Revive the Gumboot!</li> <li>• Ensure that all Society guidelines/documents get out to all Forums</li> </ul>	P-L Grundling
10.4	<p><b><u>Liaison and Registration with SACNASP</u></b></p> <ul style="list-style-type: none"> <li>• Registration with SACNASP required by law if you practice in the natural science field</li> <li>• Wetland Science “field of practice”- started liaison in 2013, not established as yet</li> <li>• Registered as volunteer association: Feb 2014</li> <li>• Formulated formal proposal to SACNASP in 2014</li> <li>• Society has continued to meet with SACNASP, but it has been proposed that the next approach should be through DEA.</li> </ul>	P-L Grundling
10.5	<p><b><u>Wetland Delineation</u></b></p> <ul style="list-style-type: none"> <li>• Work was focused on supporting DWS in their revision/updating of the delineation manual (2005 version).</li> <li>• Very little progress due largely to DWS focusing on other priorities.</li> <li>• DWS has recently decided to release the 2008 version of the delineation manual with some amendments – amendments are yet to be incorporated.</li> <li>• DWS has requested that the Society review the amended version prior to its release. The review is expect to take place in the 1<sup>st</sup> quarter of next year.</li> </ul>	D Walters
10.6	<p><b><u>Wetland Training &amp; Continuing Professional Development</u></b></p> <ul style="list-style-type: none"> <li>• Aim to promote basic wetland training in all regions (lower level training has</li> </ul>	

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	<p>been identified as an immediate need to allow access/competency in existing higher level training).</p> <ul style="list-style-type: none"> <li>• CPD a requirement for SACNASP registration</li> <li>• SA Wetland Society working on an internal system of CPD points, supported by training courses, training material, best practice guidelines etc.</li> <li>• Proposal: straw dog of CPD system taken to regional workshop sessions, with information on courses/material/guidelines/protocols that are endorsed by the Society</li> </ul> <p><b>NOTE: it was suggested that a new portfolio be added, namely “Communication”. All agreed that this was a good idea.</b></p>	D Ollis
<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Discussion of additions to the Agenda:</b></p> <p><b><u>New Board of Trustees: Oct 2016 – Oct 2018</u></b></p> <ul style="list-style-type: none"> <li>• Only one nomination to the Board was received during the nomination period (see comment under point 9 regarding canvassing). This is insufficient to ensure continuation of the Board. Most of the current Board members agreed to stand for a transitional year (Oct 2016 – Oct 2017) during which increased effort will be made to seek out suitable candidates.</li> <li>• It is important that the Board co-opt members onto Working Groups to give effect to the great ideas that emanate from the Society.</li> </ul> <p><b><u>General Resolutions to give effect to 8 (Financial) and 9 (Constitution Amendments).</u></b></p> <p>Gary Marneweck prepared 3 resolutions for voting at the AGM, which would allow us to align with the needs of the South African Revenue Service. These are</p> <p><b>1. General Resolution 1 in respect of point 8 of the Agenda (Financial): Appointment of Auditors</b></p> <p>That Griesel Nel Incorporated be appointed as auditors for the South African Wetland Society for 2014, 2015, 2016 and 2017 financial years.</p> <p><i>This means that Griesel Nel Incorporated will be appointed as the auditors of the Society for the purpose as set out above and for the 2017 financial audit which can be approved at next year’s AGM. The Society can then approve their further appointment for the next financial year (2018) at the same AGM if the Trustees or satisfied with the services rendered.</i></p> <p><b>2. General Resolution 2 in respect of point 8 of the Agenda (Financial): Audited Financial Statements</b></p> <p>“That the Trustees are given the authority to accept and sign the annual audited financial statements for the 2014, 2015 and 2016 financial years on behalf of the South African Wetland Society”.</p> <p><i>As the financials are not ready for the 2016 AGM, the members need to give authority for the Trustees to approve the 2014, 2015 and 2016 financials as soon as they are ready – hopefully this year still. The Society should not wait until the next AGM to approve the financials and hence the request that the Trustees be given the authority at this AGM to approve these. This is necessary to bring the Society in line with the SARS requirements.</i></p>	P-L Grundling

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	<p><b>3. General Resolution 3 in respect of point 9 of the Agenda (Constitution Amendments)</b></p> <p>“That Griesel Nel Incorporated (the appointed auditors of the Society) are given the necessary authority to amend and submit the founding documentation (including the relevant sections of the Constitution of the South African Wetland Society) to comply with South African Revenue Service (SARS) regulations in respect of being a Non-Profit Organisation (NPO).</p> <p><i>This is necessary to bring the Society in line with the SARS requirements and needs to be done as soon as possible. The aim should be to submit to the SARS the amendment of the founding documents (constitution) and the 2014, 2015 and 2016 financials together.</i></p> <p><b>Voting</b></p> <p>P-LG presented the resolutions and voting on the above resolutions was undertaken:</p> <ul style="list-style-type: none"> <li>• Resolution 1 – the resolution was accepted at 19h53, by way of a show of hands, with all those present in favour.</li> <li>• Resolution 2 – the resolution was accepted at 19h54, by way of a show of hands, with all those present in favour.</li> <li>• Resolution 3 – the resolution was accepted at 19h54, by way of a show of hands, with all those present in favour.</li> <li>• All members of the Board have voted in favour of the three resolutions.</li> <li>• Resolution 1, 2 and 3, as recorded above, are duly accepted.</li> </ul> <p><b>11.3 Indaba 2017</b></p> <ul style="list-style-type: none"> <li>• There was some discussion around affordability of the Indaba – the intention is to keep it affordable – and the logistics around registration on supplier databases. It seems sensible that the Society could perform the role of central bank account for Indabas in the future, through which registration fees could be paid.</li> <li>• Nancy Job reminded us of Gavin Cowden’s “lessons learnt” document from one of the previous Indaba organising committees. This should be made available to the next organisers.</li> <li>• The KZN provincial forum has volunteered to host the 2017 Indaba.</li> </ul>	
12.	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• The next meeting of the Society will be held at the next National Wetlands Indaba provisionally set for October 2017.</li> </ul>	All
13.	<p><b>Closure</b></p> <ul style="list-style-type: none"> <li>• P-LG thanked all who attended the 5<sup>th</sup> AGM.</li> </ul>	P-L Grundling

## **Appendix 1: Attendance Register**

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See separate attachment

## **Appendix 2: Apologies**

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Marc de Fontaine

Judith Taylor

Garth Barnes

Gary Marneweck

Jane Eagle

Anton Linstrom

Althea Grundling

### Appendix 3: Annual Financial Statement (Judith Taylor, Treasurer)

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	<u>Oct '15 - Sep 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Investment Income	638.06
Membership Fees	48 717.50
<b>Total Income</b>	<u>49 355.56</u>
<b>Gross Profit</b>	49 355.56
<b>Expense</b>	
Bank Charges	52.01
Conference expenses	1 350.00
Miscellaneous Expense	248.60
Reconciliation Discrepancies	-3 180.43
Travel and Meetings	9 149.80
<b>Total Expense</b>	<u>7 619.98</u>
<b>Net Ordinary Income</b>	<u>41 735.58</u>
<b>Profit for the Year</b>	<u><u>41 735.58</u></u>