



6th AGM of the South African Wetland Society

Monday 16th October 2017 at 17h15 pm,
National Wetlands Indaba, Sun International Wild Coast Sun, KwaZulu-Natal Province

No.	Item	Action
1	Welcome <ul style="list-style-type: none"> Kate Snaddon (KS) welcomed everyone to the 6th AGM of the South African Wetland Society. 	
2	Attendance Register <ul style="list-style-type: none"> All members of the society were requested to fill in the attendance register which was circulated (see Appendix 1). It was noted that thirty-two (32) members were present (by way of a show of hands), which constitutes a quorum (i.e. a minimum of 10% of total membership, presently 17 people, were present) 	
3	Apologies <ul style="list-style-type: none"> See Appendix 2 for a list of apologies. 	
4	Minutes of the Previous Meeting <ul style="list-style-type: none"> KS reviewed the minutes of the previous AGM, noting specifically actions arising. Fred Ellery (FE) proposed that the minutes be accepted; seconded by Craig Cowden (CC). 	
5	Matters Arising from the Previous Minutes <ul style="list-style-type: none"> Society representation on Department of Water & Sanitation (DWS) Wetlands Task Group – SAWS will not sit on this group as it is for government officials. However, Jackie Jay (JJ) reiterated that the Society is welcome to approach the Wetlands Tasks Group with discussion points and participate in meetings. 	
6	Additions to the agenda (discussed under Item 11)	
6.1	Indaba 2018 - Provincial hosts.	
6.2	Land Degradation Neutrality.	
7	Chairperson's Annual Report KS presented the annual chairperson's report.	
7.1	<ul style="list-style-type: none"> Membership has grown (162 individual members, up from 147 in 2016 : <ul style="list-style-type: none"> Ordinary: 141 (127 in 2016) Students: 21 (20 in 2016) Organisations: 13 (same) Benefactor: 1 (same) Members from all provinces; the highest numbers are from Gauteng, KZN and Western Cape Over 80% of the membership are primarily from the private / consulting sector Roughly 15% of membership are national / local government, parastatal, NGOs. We need to find a way to increase membership of government officials, and students. 	
7.2	<ul style="list-style-type: none"> Focus areas in 2016/2017: <ul style="list-style-type: none"> Administration: 	

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	<ul style="list-style-type: none"> ▪ Fees, membership, secretariat; ▪ Auditing of financials in order to be compliant for SARS in respect of being a non-profit organization; ▪ This means we can apply for Section 18a certificate for fund-raising ○ Communication: ○ Several platforms that Marc De Fontaine maintains tirelessly: <ul style="list-style-type: none"> ▪ <u>Facebook and Twitter</u> ▪ Likes have grown exceptionally well over the past year and now sit at 652. ▪ FB site sees very good interaction when vacancies and job offers are posted as well as links to important documents. ▪ Twitter platform is used as a site which automatically updates directly from Facebook posts and currently has 172 Followers. ▪ <u>Wetland Portal of SA Discussion Forum</u> ▪ Allows for documents and links to be posted for general consumption by interested people in wetlands and wetland related issues. ▪ Very little to no active postings by registered members other than that which is done by the Administrator. ▪ It must be noted that this is a free platform for anyone to use to post information or request assistance regarding wetland related issues. ▪ <u>SA Wetland Society Website</u> ▪ This site is kept up to date with current information by the Trustees as well as the contact details for the Secretariat. ▪ <u>My SA Wetland Society Forum</u> ▪ New initiative in 2017 to provide a space for Members Only of the SA Wetland Society. ▪ Designed on the same lines as the Discussion Forum, providing information pertinent to members, e.g. updates on working groups on Board. ▪ Has been some good uptake of the site but needs to be used more regularly to provide greater benefit to society members. ▪ <u>Provincial Wetland Forums Website</u> ▪ Originally a platform for each of the provincial forums to post information relating to meeting dates and venues as well as agendas and minutes of meetings. ▪ Uptake has dwindled over the past few years with only the Gauteng, Mpumalanga and Northern Cape Forums providing information to the site. ▪ The Future of some of these sites? Perhaps too many platforms, and these could be consolidated? ○ Liaison with Provincial Forums <ul style="list-style-type: none"> ▪ Helped launch the Northern Cape Wetlands Forum. ▪ Many forums also needing support ▪ Wetland Indaba <ul style="list-style-type: none"> • Assisted with Indaba, especially financial support (deposit) and student sponsorship through WRC • Way forward for Society and Forums and Indaba – how to make it all easier! • Include membership in registration for Indaba? 	

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	<ul style="list-style-type: none"> • Include a contribution to SAWS in registration, as “admin fee” for financial support (audited bank account, registered as a supplier with Central Supplier Database, WRC etc) ○ Wetland delineation <ul style="list-style-type: none"> ▪ Co-hosting of a Wetland Delineation workshop with DWS, looking at tricky sandy coastal soils in KZN, did not occur. There are still issues around agreement on the guidelines. ○ SACNASP CPD website <ul style="list-style-type: none"> ▪ Registered SA Wetland Society as a Voluntary Organisation on the CPD site ▪ We can then enter courses, workshops, conference (such as Indaba) on the site, with the number of points relevant to each. ▪ Need to decide how to assess content for registration on the site – working group ▪ Intro to website – Dean Ollis ○ Liaison with Government and networks <ul style="list-style-type: none"> ▪ Wetland Imbizo – took part in discussions about the concept, and content for the 2017 Imbizo (10th October), and made portal available for presentation slides. ▪ Freshwater Ecosystem Network 2017 ▪ ARC-ISCW and IMCG WWD seminar (Chair of Society was facilitator) ▪ DWS Wetland Task Group literature tool made available to members on the My Society site. ○ Research and universities <ul style="list-style-type: none"> ▪ Liaison with WRC on a number of initiatives, including the WRC Roadmap conference ▪ search.wrc.org.za ▪ Post summary of research reports / articles on My Society ○ Going forward: <ul style="list-style-type: none"> ▪ One more year of “keeping the show going” ▪ Concerted effort to get nominations to the Board for 2018 onwards ▪ CPD points system – need to assist members to get their points accredited, and members who run courses to get these included on the system. ▪ Membership: need to focus on students and government. ▪ Possibly look at a closer tie between Forum committees and Board. 	
7.3	<p>Adoption of the Chairperson’s Annual Report</p> <ul style="list-style-type: none"> • The Chairperson’s report was accepted by Dean Ollis. Seconded by Craig Cowden. 	
7.4	<p>General discussion around the Chairperson’s Report</p> <ul style="list-style-type: none"> • Martin Tinnfeld suggested that the Society should approach ICLEI members as these represent a number of people that may benefit from membership • A suggestion was made that the Society have brochures at the Indaba for prospective members. • It was mentioned that the Society and Provincial Forums not being on the Central Supplier Database is becoming a constraint for government organisations and/or departments when registering and paying for Indaba. 	<p>ALL</p> <p>Board Board</p> <p>Board</p>

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	<ul style="list-style-type: none"> Lulu Pretorius suggested that the Indaba should stay with the Provincial Forums as it catalyses them into action, but assistance is needed to prevent mistakes and document lessons learnt along the way. Perhaps the Society can assist in this and in standardising the Indaba so that the same ground does not have to be covered each time. Ian Bredin suggested that 'Institutional Memory' retained in the Society would assist the provincial organising committees. IB volunteered to 'run with' the lessons learnt document for the NWI to be passed onto the N Cape (for Indaba 2018). There was discussion around having a designated administration person in the Society or to outsource this and the Indaba administration. Strong suggestion that it be someone employed rather than a volunteer as it does not work having a volunteer attempting to do administration roles. KS confirmed that the Board would investigate this and confirm the approach to be followed, considering costs etc. Members will be notified of decisions made in this regard. Martin Tinnefeld suggested that budget/skills vary per region and that the Society could add value by facilitating NWIs. 	<p>Ian Bredin</p> <p>Board</p>
<p>8</p> <p>8.1</p> <p>8.2</p>	<p>Financial Report</p> <p>Presentation of the Annual Financial Report. See Appendix 3.</p> <ul style="list-style-type: none"> KS informed the meeting that the draft Financial Reports for 2014 – 2016, which have been compiled by Griesel Nel, auditors to the Society, have been completed and submitted to the Board for approval (see Appendix). Griesel Nel have completed their audit of the Society's financials, from 2014 – 2017. The Society has received an unqualified audit, i.e. our finances are presented accurately, and in accordance with requirements. KS presented the summary of the Financial Report for 2017 and the Treasurer's Report for 2017, which were accepted by the meeting, with no comments. The resolutions presented to the AGM in 2016 were presented once again for all present, and each resolution was agreed to by all members attending the AGM. (See comments below in Item 10 regarding Constitutional Amendments). The Board has permission from the AGM to sign the Financial Reports. <p>Adoption of the Annual Financial Report</p> <ul style="list-style-type: none"> The Annual Financial report for 2017 was accepted by Dean Ollis. Seconded by Kate Snaddon. 	
<p>9</p>	<p><u>Voting for the Board of Trustees: Oct 2017 – Oct 2018</u></p> <ul style="list-style-type: none"> Nine nominations to the Board were received during the nomination period. Most of the current Board members have agreed to stand for an additional transitional year (Oct 2017 – Oct 2018) during which increased effort will be made to seek out suitable candidates for nomination in 2018. Members were asked to vote by secret ballot, with the following people voted onto the Board of Trustees: <ul style="list-style-type: none"> Kate Snaddon, Piet-Louis Grundling, Marc de Fontaine, Dean Ollis, Damian Walters, Denise Schael, and Fiona Eggers. The Board will decide regarding additional co-options onto the Board. Suggested candidates are Judith Taylor, Paul Fairall, and Gary Marneweck. These three individuals have all agreed to be available for co-option. 	
<p>10</p>	<p>Constitutional Amendments</p> <ul style="list-style-type: none"> KS reminded members that Griesel Nel had been given permission to make changes to the Constitution in order to bring it into line with the requirements of SARS. 	<p>Society</p>

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	<ul style="list-style-type: none"> • Wetland Training Courses and SAWS <ul style="list-style-type: none"> ○ SAWS (as a SACNASP Voluntary Association) to accredit courses for CPD points. ○ SAWS also to compile list of recognised CPD activities. ○ We need volunteers to join the Working Group to help with this process: <ul style="list-style-type: none"> • Reviewers (to form part of a SAWS review committee for SACNASP CPD applications) • Preparation of documentation to guide SAWS members through the requirements for getting training courses accredited • Fred Ellery volunteered to assist with vetting of Wetland Courses for CPD points. 	
<p>12</p> <p>12.1</p> <p>12.2</p>	<p>Discussion of additions to the Agenda:</p> <p><u>Indaba 2018</u></p> <ul style="list-style-type: none"> • KS enquired as to if there were any suggestions as to where NWI 2018 would be hosted. • Doug Harebottle (DH) volunteered for the newly founded Northern Cape Wetland Forum to host NWI2018. <p><u>Land Degradation Neutrality</u></p> <ul style="list-style-type: none"> • Heinz Beckedahl (HB) informed members that the Department of Environmental Affairs has been working with the United Nations Convention to Combat Desertification through the Global Mechanism. • A country profile has been drafted and is out for comment. HB concerned that wetland issues have been underrepresented in the profile. • HB requested that the Society solicit feedback from its members on this issue. HB to supply documentation to the Society. 	
<p>13</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> • The next meeting of the Society will be held at the next National Wetlands Indaba provisionally set for October 2018 in the Northern Cape. 	
<p>14</p>	<p>Closure</p> <ul style="list-style-type: none"> • KS thanked all who attended the 6th AGM and closed the meeting. 	

Appendix 1: Attendance Register

See separate attachment

Appendix 2: Apologies

Marc de Fontaine
Judith Taylor
Gary Marneweck
Piet-Louis Grundling
Paul Fairall
Phumelele Gama
Byron Grant
Samantha Addey
Shavaughn Davis
Ndumiso Dlamini
Johannes Hachmann
Dieter Kassier
Wetland Consulting Services

Appendix 3: Summary Financial Statement for year ended 28 Feb 2017 (Griesel Nel) and current balance (from Judith Taylor, Treasurer)

South African Wetland Society NPO
Annual Financial Statements for the year ended 28 February 2017

DETAILED INCOME STATEMENT

Figures in Rand	Notes	2017	2016
REVENUE			
Members fees received		9 010	45 768
OTHER INCOME			
Donations received		1 710	601 000
Interest received	5	1 680	2 325
		3 390	603 325
OPERATING EXPENSES			
Bank charges		297	1 336
Conference expenses		530	601 743
General expense		-	(3 179)
Travel - local		20 785	2 200
		21 612	602 100
(Deficit) surplus for the year		(9 212)	46 993

Balance as at 8th October 2017:

	<u>1 Mar - 8 Oct 17</u>
Ordinary Income/Expense	
Income	
Bank Interest Earned	2 308.81
Gifts and Donations Income	27 500.00
Membership Fees	24 750.00
Total Income	54 558.81
Gross Profit	54 558.81
Expense	
Bank Charges	257.50
Conference expenses	2 825.54
Reconciliation Discrepancies	927.81
Student Sponsorship	2 800.00
Travel and Meetings	3 397.21
Total Expense	10 208.06
Net Ordinary Income	44 350.75
Profit for the Year	44 350.75