



**10<sup>th</sup> Annual General Meeting of the South African Wetland Society**  
**2 December 2021**  
**Zoom Online Platform**

No.	Agenda	Actions
1.	<p><b>Welcome</b></p> <p>LvP welcomed all at 16H03 to the 10<sup>th</sup> AGM for the SAWS. Introduced the first section dealing with the AGM and then to end of the evening with a guest presentation by PL Grundling.</p>	
2.	<p><b>Attendance Register &amp; Apologies</b></p> <p>The attendance register will be taken from the zoom platform. The time that one logs on and off will be reflected on the online register and will affect the amount of CPD points will be given. Please have your names correctly reflected as well as your institution so that these details can be reflected accordingly on the register.</p> <p>Apologies:</p> <p>Ian Bredin            Kathy Taggart            Desmond            Jacky Jay            Wietsche Roets            Aliza Le Roux            Annabel Horn            Byron Grant            Heidi van Deventer            Samantha Stelli            Betsie Milne            Michael Grenfell            Byron Grant</p> <p>Please ensure other apologies are reflected in the chat group for record.</p>	
3.	<p><b>Minutes &amp; Matters Arising from previous AGM</b></p> <p>Previous AGM was included in the SAWS 2020 webinar which was done in a deconstructed manner. However, the minutes are reflected as a continuous flow. The attendance register was collected via the online platform.</p> <p>There were no additions and or changes to the minutes. The annual report was mainly providing feedback on the working Groups within SAWS, the challenges with the phishing scam, the loss incurred during the NWI 2019 and the resignation of the previous treasurer.</p> <p>Due to the phishing scam, a list of actions was proposed to address the challenges which has been implemented in 2021, by both LvR and MdF.</p> <p>SAWS will be working closely with Free State to plan the NWI 2022, which is planned to be a face-to-face indaba but these decisions will be correctly informed closer to the time.</p>	<p><b>LvR &amp; MdF: To investigate whether there is a way for SAWS to legitimately avoid the annual audit and the cost it may incur.</b></p>

	<p>Separate bank accounts were opened for the provincial forums.</p> <p>New board of trustees was announced with no objections.</p> <p>Funds were spent in response to finalising the auditors after the fraudulent activity. Questions / Comments – Marc to handle through the chat room.</p> <p><b>Proposed by: De Wet Botha</b> <b>Seconded by: Philip Frenzel</b></p>	
4.	<b>Additions to agenda:</b>	
4.1	No additions brought forward.	
5.	<b>Report on Progress this past year</b>	
5.1	<p><b>Presentation of the Chairperson’s Annual Report</b></p> <p>The current board members were introduced as well as the 5 portfolios around which the activities of SAWS are arranged.</p> <p>The new board will be elected in 2022. Proposals for new members to volunteer will start early.</p> <p>Working groups were reshuffled to create bigger groups and ensure a more hands on approach to each portfolio by each of the trustees.</p> <p><b>Gov, Finance &amp; Admin (MdF)</b> New bookkeeper appointed Janine vd Berg in place of Judith Taylor.</p> <p>An audit was not necessary, but an annual financial review will be completed. This information will be presented today and how the statements will be presented.</p> <p>Once NPO status has been received, donations can be requested and thereafter an audit may become necessary.</p> <p>SAWS now registered for CSD.</p> <p>S18A documentation is in place, SAWS can now offer tax benefits for donors.</p> <p>NPO status was rejected due to constitution issues – this will be discussed by LvR later. They did provide guidance on information needed for the resubmission as well as some changes that is required to take place to the Constitution. LvR will discuss these changes later.</p> <p>New invoicing timelines will be introduced – a normal tax year is being looked at. This will allow members to more easily see upfront what they would be receiving as a member but benefits from SAWS will be communicated via email.</p> <p>Current membership is 85 people. However, only 8 students. 55 people have already paid for 2022.</p> <p>Sawetlandsociety.org which is owned by SAWS has generated some traffic with people visiting the platform. However, mainly by:</p> <ol style="list-style-type: none"> <li>1. FB page has grown significantly with 2 202 followers.</li> <li>2. Youtube was used for last years’ indaba – the presentations were uploaded and shared. There are 29 subscribers for the youtube channel.</li> <li>3. Linkedin page was created in 2021. Currently has 70 followers.</li> </ol> <p>Platforms must be built on especially on the employment platforms available.</p>	

<p>It must be noted that for NWI 2021, the indaba organiser’s Vetlink, managed the social media which was seen to be quite successful and effective especially leading up to the NWI 2021.</p> <p><b>Collab &amp; engagement: SAWS comm survey (LVR)</b>  99 people completed the survey.  Provided valuable insight as to why people are not members, identifying key gaps and possible areas where marketing could be effective.  Results will be included in the upcoming newsletter that will be circulated shortly.</p> <p>However, a point of interest from the results highlighted the importance of training as it adds value to the membership to SAWS, as well as it is providing opportunities to learn and share.</p> <p>The survey also highlighted the need for diversity within SAWS to be given more attention. Some specific actions have already been identified in response to these needs. This includes a planned workshop which would identify why the Board as well as the membership list is currently not as inclusive as they could be in terms of race, whether they represent the relevant governmental departments and or the various private sectors, and why members feel reluctant to volunteer. The workshop should also then identify how to best address these identified challenges to attract a more diversified membership base.</p> <p>Results from the survey also identified key gaps in marketing and communication of SAWS. A budget must be allocated to this, to improve membership opportunities. One of the plans is to source a dedicated person to manage the social media for SAWS, but this is dependent on budget allocation.</p> <p>Survey results also identified ways of facilitating a greater involvement of members in SAWS, with the first step being to volunteer their time to serve on the board of trustees and or the various portfolios as the first step.  The focus is also in getting more students involved next year.</p> <p>The society platform, i.e. the website, has been updated to allow for a searchable member database. As a result of this, it has been requested that all members please update their profiles. Please note the searchable database function is for paid up members.</p> <p><b>SACNASP has approved the wetland sub-field of practice.</b>  Following many years of communication and development with SACNASP, a major achievement in 2021 was the official approval by SACNASP of wetland science as a sub-field under several main fields  It is now in the gazetting process which will take place mid-2022.  Only after this process has been completed, will applications be accepted.  The deadline for serving on sub-field committee has passed but if anyone would still like to be considered, this could be motivated for.  More information will be included in the newsletter.</p> <p><b>Capacity Dev: CMP Programme</b>  Run in collaboration with SACNASP who provide the funding while SAWS provides the mentorship.</p> <p>The mentees (and their mentors) for 2020/21 were: Faith Mamphoka (Ina Venter), Lumka Madolo (Liz Day) and Salicia Gounden (Brad Graves).</p> <p>2021/22 mentees (and their mentors): Thapelo Mongala (Piet-Louis Grundling); Pumla Dlamini (Donovan Kotze), Juliette Lagesse (Doug Macfarlane), and Shashin Pillay (Damian Walters).</p>	<p><b>All members:  Update your profiles.</b></p>
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<p>The recently completed 2020/21 cycle contributed to significant improvements in the technical and practical competency of the mentees as wetland practitioners and was also valuable in terms of general professional and personal development, which was covered by Faith Mamphoka in a presentation at the 2021 National Wetlands Indaba.</p> <p>A big thank you to the mentors for the immense amount of work and time that goes into the programme. Hoping to build on this programme on an annual basis.</p> <p><b>NWI 2021:</b> SAWS hosted a successful NWI with the help of Vetlink via AirMeet as the platform, which was proven to be very successful.</p> <p>178 people attended, with 7 students being sponsored. SAWS profited by +/- R18 000, which was put back into SAWS.</p> <p>Plenaries included a diversity of speakers such as Bonani Madikizela from WRC and Stephen Tooth from the UK, and these together with several parallel sessions covered a broad range of topics. There was also a short film, Water Mountain, and chat sessions in virtual lounges, all adding to the value of the Indaba. The Indaba also included the Wetlands awards, with Marc de Fontaine carrying out the engaging interviews with the three winners, <b>Wietsche Roets (Education and skills development), Nancy Job (Science and research), Johan van Biljon (Stewardship), and Tinotenda Mangadxe (Young professional).</b></p> <p>Mondi, SACNASP and WRC assisted with for sponsorship for the Indaba, which without their continuous support we would not be able to celebrate these individuals and their contributions to wetlands in SA.</p> <p>The post – indaba field trip was within the WC, with positive feedback being received.</p> <p>The short interviews from the award winners are available on the youtube channel.</p> <p><b>Constitution: Deletions</b> Voting on the constitutional changes will not take place today. This is due to the 2012 constitution, which requires members to have a 14-day period to consider the changes before voting.</p> <p>Therefore, changes will be presented today and members can let SAWS know and the voting will take place at next years’ AGM. If the voting is considered to take place early next year, communication will be sent as it will be a 10 minute session.</p> <p>Everything related to “organisational membership” has been deleted. Clauses 11 &amp; 12 relating to accreditation to be deleted. Clause 21.3 to be deleted.</p> <p><b>Constitution: additions</b> Clause 2.2 Vision &amp; objectives from 2012 (clauses 4 – 6) were collapsed and repetitions were removed. It now reads in clause 4. Clause 9 to reflect amendments to society founding documents Clause 10.7.2 with regards to office bearers and earning an income.</p> <p><b>Constitution: amendments</b></p>	
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	2012 Constitution	2021 Constitution	
	The <b>Board</b> shall consist of seven (7) <b>Members</b>	The <b>Board</b> shall consist of at least seven (7) <b>Members</b>	
	The <b>Board</b> shall ensure that proper financial and management accounts are kept and audited at the end of each <b>Financial Year and at the AGM</b>	The <b>Board</b> shall ensure that proper financial and management accounts are kept and presented at the end of each <b>Financial Year and at the AGM</b>	
	Other amendments related to audits: clauses 10.5.6		
	13.3.4 The <b>Secretary</b> must give <b>Written Notice</b> , at least eight (8) <b>Weeks</b> before a scheduled meeting ... ; 13.3.5 An agenda ... shall be issued not less than twenty-one (21) <b>days</b> before a scheduled meeting, ...;	8.3.4 The <b>Secretary</b> must give <b>Written Notice</b> , at least two (2) <b>Weeks</b> before a scheduled meeting ... ; 8.3.5 An agenda ... shall be issued not less than two (2) <b>weeks</b> before a scheduled meeting, ...;	
	Fifty-one percent (51%) of the Members present, including Members ...represented by a ... Proxy form, shall constitute a quorum for an AGM or SGM.	Twenty percent (20%) of the Members present, including Members ... represented by ... a Proxy form, shall constitute a quorum for an AGM or SGM.	
	14.5.2 The Board shall propose the appointment of auditors for the purposes of the Annual Financial audit and the AGM shall approve the appointment of said auditors;	10.5.5 The Board is responsible for appointing a suitably qualified person to complete an Independent Review or Audit of the annual Financial Statements, in order to comply with the requirements of current tax legislation.	
5.2	<p><b>Adoption of the Chairperson’s Annual Report</b></p> <p>A need was identified to reduce the number of members for a quorum because we never have more than 51%.</p> <p>The first suggestion was that this be reduced to 20%. Craig Cowden asked if we are confident that can achieve 20%?</p> <p>A second option suggested by Kate Snaddon is an absolute number (e.g. 20 individuals) as quorum, as 20% equates to 28 people.</p> <p>A third option suggested by Sue George would be voting members at a meeting would constitute a quorum as used by IAIA and a resolution is passed by a simple majority.</p> <p>Sue George proposing to consider to accommodate the post pandemic world to allow a vote that may be conducted electronically in which two thirds majority of those members voting will be required for a resolution? LvR stated that The suggestion will be looked into.</p> <p>LvR after discussions 20% seemed like the best option. However, if there are any opinions then please inform SAWS through discussions/email.</p> <p>MdF stated that a constitution change will require 100% positive decision. Therefore, this must be relooked at again.</p>		<p><b>Sue George: To email LvR the IAIA Constitution.</b></p> <p><b>Trustees to look at quorum options for the new constitution and decide which option is best.</b></p>

	<p>Sue George will send IAIA constitution to look at. The trustees will relook and decide which option is best and will be proposed to all via email. The amendment to the constitution will then be changed to reflect the final decision and then be presented at the next AGM.</p> <p><b>Proposed by: De Wet Botha</b> <b>Seconded by: Craig Cowden</b></p>	<p><b>The amendments to the constitution will be made according to this AGM and then be presented (and voted on) at the AGM 2022.</b></p>
5.3	<p><b>Presentation of the Annual Financial Report by Janine vd Berg</b> Last financial report ended February 2021. Second report was from March – November 2021.</p> <p>Financial report for up until Feb 2021: Assets are in cash. Has increased in the last year, from 82k to 172k. Liabilities were provisions for audit costs.</p> <p>Q&amp;A for the Feb 2021 financials? None</p> <p>The last 9 months financial report: Insert slide Total income R199 962 Total expenses R85 927 Profit R114 035</p> <p>Q&amp;A for this financials? None</p> <p>Bank balance as of March 1, 2021 – R172 000 As of November 2021, R286 000</p> <p>MdF reminded the members that SAWS owns two domains and therefore incurs costs related to those two domains.</p>	
5.4	<p><b>Adoption of the Annual Financial Report</b></p> <p><b>Proposed by: Willem Lubbe</b> <b>Seconded by: Philip Frenzel</b></p>	
6.	<b>Discussion of additions to the Agenda</b>	
6.1	No additional items added.	
6.2		
7.	<p><b>Closure</b> LvR thanked all the attendees again. The next meeting will take place at next years' indaba which will be face to face at Golden Gate. LvR then handed over the presentation platform to PL Grundling at 17H23. Due to technical difficulty, PLG would like to table an addition for discussion: For SAWS to table with SACNASP, a mechanism that needs to be put in place to allow specialists to apply for a tender to be employed by the govt to assist with pollution incidents. This is based on the lack and break-down of communication between all involved, and the lack of transparency during the UPL pollution incident.</p>	<p><b>LvR: Table point with SACNASP for a mechanism that must be put in place to allow specialists to apply for a tender, to be employed by government, to assist with pollution incidents, to ensure transparency, co-operation and best practice actions that are informed</b></p>

		<b>in a timeous manner.</b>
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Compiled by: Shaddai Daniel

Date:

Accepted by: Lulu van Rooyen (SAWS Chair)

Date: