

25 September 2025

Agenda for the 19th Annual General Meeting of RAEI to be held on 9 October 2026 at Glenburn Lodge & Spa, Muldersdrift, Gauteng.

1. Welcome and attendance
2. Finalization of the agenda (See point. 8)
3. Consideration and approval of the minutes of the 18th AGM held 10 October 2025 at The Ocean Breeze Hotel, Strand, Western Cape.

Annexure A

Matters from the previous minutes:
None.

4. **Chairperson's report**
Chairperson to report on the status of RAEI.
5. **New institutional members joining RAEI in 2026**
For ratification
6. **Financial report on RAEI Fund**
See the report below.

For approval

7. **Management Committee**
In terms of par. 5.2.1.iv) of the constitution, members of the Management Committee are elected for a period of 2 years and may be re-elected for another period of 2 years where after they must step down for at least a year.

The following current Management Committee members that were elected in 2023 for a first 2-year term of 2024-2025 are:

Chairperson:	Ms Kaylin Hollenbach, UWC, who served two consecutive terms of 2 years, and therefore must step down, i.e. she is not available for nomination.
Vice chair:	Mr Ajai Ramji, NMU, has served his first 2-year term and is available for re-nomination.
Additional member:	Dr Queen Ambe, UWC, has served her first 2-year term and is available for re-nomination.

TVET College representative: **Vacant.** The TVET Colleges presented at this AGM need to nominate a representative to serve on the Man Com.

The RAEI Administrator will therefore conduct an election of a new Management Committee for the next term of 2 years. Nomination letters will be handed out to each institution to nominate members present at the 2026 AGM.

Administered by:

Peet du Plessis – Sole Proprietorship
t/a Best Practice Forums & Events

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8. Additional matters added:

- 8.1 _____
- 8.2 _____

9. 2027 Workshop

Venue: 2027 to be a coastal destination. AGM to advise the Management Committee.

Topics and speakers

Proposals for topics and speakers to be tabled by members.

Compiled by:

Mr. Peet du Plessis

Administrator of RAEI

Financial report for the RAEI Membership Fee Fund for the year ending 30 June 2026

Statement of Income and Expenditure for the 12 months ending 30 June 2026

	Notes	2026	2025
Income:			
Allocation of R150.00 per full paying delegate from the 2025 Workshop registration fee	1	13 350.00	10 350.00
Interest received in bank account allocated to the Fund	2	1 600.01	2 287.15
Total income (A)		14 950.01	12 637.15
Expenditure:	3		
Bank charges		137.05	22.35
Management Committee meeting held on 21-Aug-2025 at Hotel Verde, Cape Town International Airport		18 815.79	--
Total expenditure (B)		18 952.84	22.35
Deficit (A – B) for the 12 months ending 30 June 2026		(4 002.83)	12 614.00

Movements on the Fund Balance for the 12 months ending 30 June 2026

	Notes	2026	2025
Total balance on 01-July-2025		85 284.78	72 669.98
Deficit for the Fund for the year ending 30-June-2026		(4 002.83)	12 614.80
Balance of the Fund as of 30 June 2026	4	81 281.95	85 284.78

Notes:

- Workshop that was held on 9-10 Oct. 2025 at the Ocean Breeze Hotel, Strand.
Part of registration fee per delegate to be transferred to the Fund Account:
 - 89 full paying delegates at R150.00 each = R13 350.00
 - For the RAEI Chairperson and two delegates presenting a paper, the registration fee was waived.
- The Fund account is held in reserve by PS du Plessis – Sole Proprietorship t/a Best Practice Forums and Events in an interest-bearing savings account and hence this interest income for the period 01 July 2024 until 30 June 2025.
- All VAT-able expenses included in this statement are inclusive of VAT, as Best Practice Workshops and Events – Sole Proprietorship, that processes all payments from the Fund, is not registered as a VAT vendor.
- The Membership Fee Fund is held in reserve within an interest-bearing savings account with Capitec Bank in the name of PS du Plessis – Sole Proprietorship t/a Best Practice Forums & Events.

The Fund is available for the purposes of promoting the objectives of RAEI and its members and to inter alia cover for any costs incurred by the Management Committee to attend meetings, where a face-to-face meeting is necessary. Any expenses incurred from the Fund is subject to authorization by the chairperson of the Management Committee.

The Forum Fund report is subject to approval by the AGM at its annual meeting.

20 July 2026

Minutes the 18th Annual General Meeting of RAEI that was held on 10 October 2025 at The Ocean Breeze Hotel, The Strand, Western Cape

1. **Welcome and attendance**
Ms Kaylin Hollenbach, the chairperson of the RAEI Management Committee, chaired the meeting. She welcomed all delegates attending the AGM and tendered an apology for the absence of the Management Committee member, Ms Valentina Shivute of Namcol, who could not attend this year.
2. **Finalization of the agenda (See point. 8)**
One additional matter was added under point 8.1. i.e. RAEI and social media.
3. **Consideration and approval of the minutes of the 17th AGM held 11 October 2024 at The Protea Hotel OR Tambo, Kempton Park, Gauteng.**
The minutes was approved.
Proposer: Pinky Mputa, SMU
Seconding: Mokoroane Nong, UL

Matters from the previous minutes:
None.

4. Chairperson's report

The chairperson of the Management Committee, Ms Kaylin Hollenbach, reported on the following points:

- She informed the AGM of a Management Committee meeting that was held on 21 August 2025 at the Hotel Verde near the Cape Town International Airport. This was a very fruitful meeting where the responsibilities of the Management Committee were clarified. Furthermore, strategies on how RAEI can grow were discussed and the continuity of RAEI for the future was also discussed.
- She thanked the members of the Management Committee for their support and inputs to make this 2025 Workshop a very successful event.

5. New institutional members joining RAEI in 2025

There was no new institution joining RAEI this year.

6. Financial report on RAEI Fund

The financial report as was attached was tabled for approval. Mr Peet du Plessis presented the report and explained the movements on the fund for the financial year.

Proposed by Nelson Mandela University and seconded by UFH.

7. Management Committee

In terms of par. 5.2.1.iv) of the constitution, members of the Management Committee are elected for a period of 2 years and may be re-elected for another period of 2 years where after they must step down for at least a year.

The following current Management Committee members were elected in 2023 for a first 2-year term of 2024-2025. They are:

Chair:	Ms Kaylin Hollenbach, UWC, who was re-elected for her second term of 2 years.
Vice chair:	Mr Ajai Ramji, NMU
Additional member:	Dr Queen Ambe, University of Mpumalanga
TVET College representative:	Ms Valentina Shivute, Namcol

This noted and that there will therefore be an election of new members at the 2026 AGM.

8. Additional matters added:

- 8.1 Peet indicated that RAEI's social media profiles exist on both LinkedIn, <https://www.linkedin.com/company/raei/> and Facebook. Members are called upon to join these profiles and are encouraged to post matters of shared interest on these platforms. Peet will also take it up with RAEI's web services to ensure that the link is shown prominently on the website at <https://www.raei.co.za/>

9. 2026 Workshop

Venue: 2026 to be an inland destination. AGM to advise the Management Committee.

Topics and speakers

The following topics were proposed for the 2026 workshop:

- Risk factors due to statutory non-compliance by institutions.
- Staff wellness.

The agenda was herewith concluded and the chairperson thanked all for their attendance and closed the meeting.

Compiled by:
Mr. Peet du Plessis
Administrator of RAEI