

01 October 2024

**Agenda for the 17<sup>th</sup> Annual General Meeting of RAEI to be held on 11 October 2024 at The Protea Hotel OR Tambo, Kempton Park, Gauteng**

1. Welcome and attendance
2. Finalization of the agenda (See point. 8)
3. Consideration and approval of the minutes of the 16<sup>th</sup> AGM held 6 October 2023 at The East London ICC, East London, Eastern 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 2024**  
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 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 is only for notice and no election is necessary at this AGM.

8. **Additional matters added:**

- 8.1 \_\_\_\_\_
- 8.2 \_\_\_\_\_

## 9. 2025 Workshop

Venue: 2025 to be an 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 2024

#### Statement of Income and Expenditure for the 12 months ending 30 June 2024

	Notes	2024	2023
<b>Income:</b>			
Allocation of R150.00 per full paying delegate from the Workshop registration fee	1	12 300.00	11 100.00
Interest received in bank account allocated to the Fund	2	4 387.13	1 634.93
<b>Total income (A)</b>		<b>16 687.13</b>	<b>12 734.93</b>
<b>Expenditure:</b>	3		
Bank charges		22.00	Nil
<b>Total expenditure (B)</b>		<b>22.00</b>	<b>Nil</b>
<b>Surplus (A – B) for the 12 months ending 30 June 2023</b>		<b>16 675.13</b>	<b>12 743.93</b>

#### Movements on the Fund Balance for the 24 months ending 30 June 2023

	Notes	2024	2023
<b>Total balance on 01-July-2023</b>		<b>56 004.85</b>	<b>43 260.92</b>
Surplus for the Fund for the year ending 30-June-2024		16 675.13	12 743.93
<b>Balance of the Fund as of 30 June 2024</b>	4	<b>72 669.98</b>	<b>56 004.85</b>

#### Notes:

- Workshop that was held on 5-6 Oct. 2023 at the East London International Convention Centre. Part of registration fee per delegate to be transferred to the Fund Account:
  - 82 full paying delegates at R150.00 each = R12 30000
  - 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 until 30 June 2024.
- 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.

19 August 2024

**Minutes the 16<sup>th</sup> Annual General Meeting of RAEI that was held on 6 October 2023 at The East London ICC, East London, Eastern Cape.**

1. **Welcome and attendance**  
The chairperson of RAEI, Ms Connie Ngxito from University of Zululand, has tendered her apology due to work commitments. In her absence, the meeting was chaired by the Vice-chair, Ms Melanie Jattiem from Rhodes University, assisted by Peet du Plessis, Forum Coordinator.  
  
She noted the apologies received from a Management Committee member, Mr Muzi Mathe from Northlink TVET College.
2. **Finalization of the agenda**  
The chairperson opened the agenda for additional matters to be added. There were no additional agenda points added from the floor.
3. **Consideration and approval of the minutes of the 15<sup>th</sup> AGM held on held on 9<sup>th</sup> September 2022 at the Premier Hotel Roodevalley Lodge, Pretoria.**  
  
The minutes were tabled and it was proposed for acceptance by Ms Kaylin Hollenbach, and seconded by Ms Valentina Shivute of Namcol.  
  
Matters from the previous minutes:  
None.
4. **Chairman's report**  
In the absence of the chair, Ms Connie Ngxito, no chairperson's report was tabled.
5. **New institutional members joining RAEI in 2023**  
No new institutional members attending for the first time.
6. **Financial report on RAEI Fund**  
The financial report as was attached was tabled for approval.  
  
Proposed by Unizulu and seconded by UWC.
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.  
  
As the 2-year terms for the current Management Committee came to an end, the Administrator conducted an election process according to the constitution to elect a new Management Committee. He pointed out to the AGM that the current chair, Ms Connie Ngxito, University of Zululand, has served her two 2-year terms and could not be re-elected.  
  
He further informed the AGM on what the functions of the Management Committee entails which are mainly to advise the administrator on the topics and speakers to include in the annual workshop program, to attend a normally on-line meeting for the planning of the Annual workshop, and to oversee the appropriation of the RAEI membership Fund. To accept an election to the Management Committee is completely voluntary and no compensation is applicable. Any costs that might be incurred for the activities of the Man Com are covered from the RAEI Membership Fund.  
  
After the nomination letters that were submitted in time, were counted, and where there were equal nominations received, as show of hands was conducted, the following Management Committee members were elected 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

The Administrator congratulated the new members on the Management Committee and expressed his trust in them to fulfil their role with commitment and to promote the goals of RAEI.

**9. Additional matters added:**  
None

**10. 2024 Workshop**

Venue: The 2024 workshop will alternate to an inland venue, and the Administrator endeavour to find a venue that are convenient for delegates that have to travel by air and to then to get to the venue without having to travel very far from their airport of destination.

Topics and speakers

The chairperson and Mr Peet du Plessis called upon members to submit topics for discussion throughout the year. It cannot only be left to the Management Committee to always have to identify topics for discussion, and members should please contribute.

Compiled by:  
Mr. Peet du Plessis  
Administrator of RAEI