

25 September 2025

Agenda for the 18th Annual General Meeting of RAEI to be held on 10 October 2025 at The Ocean Breeze Hotel, The Strand, Western Cape

1. Welcome and attendance
2. Finalization of the agenda (See point. 8)
3. Consideration and approval of the minutes of the 17th AGM held 11 October 2024 at The Protea Hotel OR Tambo, Kempton Park, Gauteng

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 2025**
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 _____

Administered by:

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9. 2026 Workshop

Venue: 2026 to be an inland 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 2025

Statement of Income and Expenditure for the 12 months ending 30 June 2025

	Notes	2025	2024
Income:			
Allocation of R150.00 per full paying delegate from the Workshop registration fee	1	10 350.00	12 300.00
Interest received in bank account allocated to the Fund	2	2 287.15	4 387.13
Total income (A)		12 637.15	16 687.13
Expenditure:	3		
Bank charges		22.35	22.00
Total expenditure (B)		22.35	22.00
Surplus (A – B) for the 12 months ending 30 June 2025		12 614.80	16 675.13

Movements on the Fund Balance for the 12 months ending 30 June 2025

	Notes	2025	2024
Total balance on 01-July-2023		72 669.98	56 004.85
Surplus for the Fund for the year ending 30-June-2024		12 614.80	16 675.13
Balance of the Fund as of 30 June 2024	4	85 284.78	72 669.98

Notes:

- Workshop that was held on 10-11 Oct. 2024 at the Protea Hotel OR Tambo.
Part of registration fee per delegate to be transferred to the Fund Account:
 - 69 full paying delegates at R150.00 each = R10 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.

Note: The Management Committee held a face-to-face meeting after the financial year's end on 21-August at the Hotel Verde, Cape Town International Airport. The total costs of this meeting inclusive of the meeting venue, airfares (2 members) and travelling and accommodation amounted to R18 815.79.

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

07 July 2025

Minutes the 17th Annual General Meeting of RAEI that was held on 11 October 2024 at The Protea Hotel OR Tambo, Kempton Park, Gauteng.

1. **Welcome and attendance**
The chairperson of RAEI, Ms Kaylin Hollenbach from University of Western Cape, welcomed all RAEI members to the AGM.
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 16th AGM held on held on 6th October 2023 at the East London ICC.**

The minutes were tabled, and it was proposed for acceptance by Ajai Ramji (NMU), and seconded by Dr Queen Ambe (UWC).

Matters from the previous minutes:
None.
4. **Chairman's report**
The chairperson of the Management Committee, Ms Kaylin Hollenbach, reported on the following points:
 - No face-to-face or on-line meetings were held during the year, but all communications and decisions by Man Com took place by email. Man Com endeavours to meet face-to-face once a year to plan the next workshop and to address strategies for RAEI for future growth.
 - She reported that RAEI's growth has been relatively stagnant for the 3 years after Covid, and growth in members and institutions that participate in the annual event is required to ensure the long-term sustainability of RAEI.
 - She also called upon members to support the Man Com with ideas, proposals for topics and speakers, initiatives to grow our membership, etc. Man Com cannot do this without members' support.
5. **New institutional members joining RAEI in 2024**
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. Mr Peet du Plessis presented the report and explained the movements on the fund for the financial year.

Proposed by Namcol and seconded by UL.
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:
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Vice chair: Mr Ajai Ramji, NMU
Additional member: Dr Queen Ambe, University of Western Cape
TVET College representative: Ms Valentina Shivute, Namcol

Noted
9. **Additional matters added:**
None

10. 2025 Workshop

Venue: The 2025 workshop will alternate to a coastal venue, and the Administrator endeavour to find a venue that are convenient for delegates that must travel by air and to then to get to the venue without having to travel very far from their airport of destination.

Proposals from the floor by members were for Gqeberha (PE), Cape Town, Durban and Swakopmund, Namibia.

Topics and speakers

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

The following topics were proposed for 2025:

- Payroll processes – It was mentioned that institutions use different payroll systems, i.e. ITS Integrator, Oracle, etc. which makes it somewhat difficult to formulate processes which may differ from system to system.
- Department of Labour and UIF to be invited.
- Post-doctoral fellows and how to determine their taxation on remuneration.
- Roll-backs and corrections after IRP 5's were issued.

Compiled by:
Mr. Peet du Plessis
Administrator of RAEI