

26 September 2023

Agenda for the 16th Annual General Meeting of RAEI to be held on 6 October 2023 at The East London ICC, East London, Eastern Cape.

1. Welcome and attendance
2. Finalization of the agenda (See point. 9)
3. Consideration and approval of the minutes of the 15th AGM held on 9th September 2022 at the Premier Hotel Roodevalley Lodge, Pretoria.

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 2023**
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 2019 for a first 2-year term of 2020-2021. They are:

Chair: Ms Connie Ngxito, University of Zululand, who was re-elected for her second term of 2 years.

Vice chair: Ms Melanie Jattiem, Rhodes University

Additional member: Ms Kaylin Hollenbach, UWC

TVET College representative: Mr Muziwakhe Mathe, Ekurhuleni East College

Due to the Covid-19 pandemic, there were no workshops, nor an AGM held in 2020 and 2021, and therefore it was approved at the previous AGM that the above-mentioned Management Committee stays on until the 2023 AGM when a new election will take place.

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 2023 to the new Management Committee.

Administered by:

Peet du Plessis – Sole Proprietorship

t/a Best Practice Forums & Events

180 Walnut str. Moreleta Park, Pretoria, 0181

T: +27 (0)82 651 6364 Email: stephandup1956@gmail.com Web: www.raei.co.za

8. Additional matters added:

8.1 _____

8.2 _____

9. 2024 Workshop

Venue: 2024 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 2022

Statement of Income and Expenditure for the 12 months ending 30 June 2023

	Notes	2023	*2022
Income:			
Allocation of R150.00 per full paying delegate from the Workshop registration fee (2019: R9 450.00)	1	11 100.00	Nil
Interest received in bank account allocated to the Fund	2	1 634.93	
Total income (A)		12 734.93	Nil
Expenditure:	3		
		Nil	Nil
Total expenditure (B)		Nil	Nil
Surplus (A – B) for the 12 months ending 30 June 2023		12 743.93	Nil

* There were no events held in 2020 and 2021 due to Covid-19. The 2023 RAEI Workshop was only held after 30 June 2022 on 8-9 September 2022

Movements on the Fund Balance for the 24 months ending 30 June 2022

	Notes	2022	2022
Total balance on 01-July-2020		43 260.92	43 260.92
Surplus for the Fund for the year ending 30-June-2023		12 743.93	Nil
Balance of the Fund as of 30 June 2023	4	56 004.85	43 260.92

Notes:

- Workshop that was held on 8-9 Sep. 2022 at Premier Hotel Roodevalley Lodge, Pretoria.
Part of registration fee per delegate to be transferred to the Fund Account: **R11 100.00**
 - 74 full paying delegates at R150.00 each = R11 100
 - For the RAEI Chairperson and one delegates presenting a paper, the registration fee was waived.
- The Fund was held in the books of Adapt IT until their withdrawal as main sponsor of RAEI and the Fund was transferred to Peet du Plessis – Sole Proprietorship t/a Best Practice Forums and Events on 6 December 2021. The Fund account was since then held in reserve by this entity in an interest-bearing savings account and hence this interest income for the period until 30 June 2023.
- 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 Peet 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.

08 August 2023

Minutes the 15th Annual General Meeting of RAEI that was held on 9 September 2022 at The Premier Roodevalley Lodge, Tshwane, Gauteng.

1. **Welcome and attendance**
The chairperson of RAEI, Ms Connie Ngxito, welcomed all delegates and RAEI members to the AGM.

She noted the apologies received from a Management Committee member, Mr Muzi Mathe from Northlink TVET College (previously from EEC TVET College)

She opened the agenda for additional matters to be added. There were no additional agenda points added from the floor.
2. **Finalization of the agenda (See point. 9)**
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 14th AGM held on 4th October 2019 at the Protea Hotel King George, George, Western Cape.**
The minutes were read and it was proposed for acceptance by Ms Melani Jattiem of UFH, and seconded by Ms Pinky Mputa of SMU.

Matters from the previous minutes:
None.
4. **Chairman's report**
Ms Connie Ngxito reported on the status of RAEI. She said that it is indeed a privilege to have this annual workshop again after the two years of Covid-19 that prevented RAEI from organising it. She said that she has personally benefitted so much from being part of this Association and that she has over the years learned so much and has been able to build a network of contacts in other HEI's.

She called upon the delegates to engage with colleagues at their own institutions and neighbouring institutions to get them involved with RAEI and attend the annual workshop so that we can indeed take this Association to a next level.

She thanked the speakers from SARS -e@syFile who are always supporting RAEI by clarifying procedures that members are working with, as well as the other speakers for their involvement. She also thanked the exhibitor, Nutun Transact for their involvement with RAEI.
5. **New institutional members joining RAEI in 2022**
No new institutional members attending for the first time.
6. **Financial report on RAEI Fund**
The financial report as below was approved.

Proposed by UKZN and seconded by Boland TVET College
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 2019 for a first 2-year term of 2020-2021. They are:
Chair: Ms Connie Ngxito, University of Zululand, who was re-elected for her second term of 2 years.
Vice chair: Ms Melanie Jattiem, Rhodes University
Additional member: Ms Kaylin Hollenbach, UWC
TVET College representative: Mr Muziwakhe Mathe, Ekurhuleni East College

Due to the Covid-19 pandemic, there were no workshops, nor an AGM held in 2020 and 2021. It is therefore proposed that the above elected Management Committee's 2-year term of office be changed to serve for 2022-23. It was also pointed out the Mr Muzi Mathe has since the previous AGM took up the position of Vice-principal at Northlink TVET College.

The proposal to extend the term of office of the current Management Committee members to 2023 was accepted unanimously.

8. Changes to the constitution

The changes to the constitution as were tabled in the agenda were approved. Mr Peet du Plessis indicated that the revised 2022 Constitution is also published on the website, www.raei.co.za

9. Additional matters added:

None

10. 2023 Workshop

Venue: A proposal was made for East London at the EL ICC, and the Management Committee took note of the proposal.

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.

Topic submitted: Best practice for on-line appointments.

Compiled by:
Mr. Peet du Plessis
Administrator of RAEI

Financial report for the RAEI Membership Fee Fund for the year ending 30 June 2022

Statement of Income and Expenditure for the * 24 months ending 30 June 2022

* Due to the Covid-19 pandemic, RAEI was financially inactive for the 2 years of 2020 and 2021, with the last financial report compiled on 30 June 2020 for Adapt IT's financial year-end.

	Notes	2022	2020
Income:			
Allocation of R150.00 per full paying delegate from the Workshop registration fee (2019: R9 450.00)	1	Nil	9 450.00
Total income (A)		Nil	9 450.00
Expenditure:	2		
Design and layout of electronic Best Practice Guide 3 rd Edition		Nil	1 260.00
Total expenditure (B)		Nil	(1 260.00)
Surplus (A – B) for the 24 months ending 30 June 2022		Nil	8 190.00

Movements on the Fund Balance for the 24 months ending 30 June 2022

	Notes	2022	2020
Total balance on 01-July-2020		43 260.92	35 070.92
Surplus for the Fund for the period ending 30-June-2022		Nil	8 190.00
Balance of the Fund as at 30 June 2022	1	43 260.92	43 260.92

Notes:

1. Workshop that was held on 3-4 Oct 2019 at Protea Hotel King George, George.

Part of registration fee per delegate to be transferred to the Fund Account: **R9 450.00**

- 62 full paying delegates at R150.00 each = R9 300
- 2 delegates from Adapt IT at 50% discounted fee at R75.00 = R150.00
- For the RAEI Chairperson, the administrator and two delegates presenting papers, the registration fee was waived.

As there were no workshops in 2020 and 2021, the allocation is Nil. The next allocation will now be R150 per full paying delegate at the Workshop taking place on 8-9 September 2022.

2. 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.
3. The balance in the Fund was held in reserve within the financial records of Adapt IT (Pty) Ltd, the company that was responsible for the administration and organisation of the RAEI until end 2020. When Adapt IT withdrew its sponsorship and the RAEI Members mandated Mr Peet du Plessis in 2021 to take over the role of Adapt IT, he requested Adapt IT to transfer the amount of the Fund to his business account now operating as Best Practice Forums and Events. The amount was transferred on 6 December 2021 and is now held in reserve in the financial records of Best Practice Forums and Events.

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