

1 September 2022

**Agenda for the 15<sup>th</sup> Annual General Meeting of RAEI to be held on 9 September 2022 at The Premier Roodevalley Lodge, Tshwane, Gauteng.**

1. Welcome and attendance
2. Finalization of the agenda (See point. 9)
3. Consideration and approval of the minutes of the 14<sup>th</sup> AGM held on 4<sup>th</sup> October 2019 at the Protea Hotel King George, George, Western Cape

**Annexure A**

Matters from the previous minutes:  
None.

4. **Chairman's report**  
Ms Connie Ngxito to report on the status of RAEI
5. **New institutional members joining RAEI in 2022**  
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. It is therefore proposed that the above elected Management Committee's 2-year term of office be changed to serve for 2022-23

For consideration

8. **Changes to the constitution**  
Due to the withdrawal of Adapt IT Education as the main sponsor at the end of 2020, when they did not renew Mr Peet du Plessis's post retirement contract of 2 years, and whereas he administered and organised RAEI on their behalf, the constitution had to be revised accordingly.

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**Administered by:**

Peet du Plessis – Sole Proprietorship

t/a Best Practice Forums & Events

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Furthermore, according to a survey under RAEI members in 2021, Mr Peet du Plessis was mandated to take over the role that Adapt IT Education had previously fulfilled, namely, to organise the annual workshop and AGM, and to administer all the financial aspects thereof.

The most important change in this respect is as follows in par. 3.6: (red font text is added)

3.6 Administrator:

- 3.6.1 ~~The company, Adapt IT (Pty) Ltd,~~ **Peet du Plessis - Sole Proprietorship, t/a Best Practice Forums and Events,** or its duly appointed representative, renders secretarial, organizational, and administrative services to RAEI and is therefore a full member of RAEI.
- 3.6.2 **As RAEI is not a legal entity, the administrator as in par. 3.6.1 above, will be the legal entity, and as such will keep the membership fund in its own bank account, and make all payments of the specified expenses from the membership fund, subject to par. 7.6.**
- 3.6.3 **As all the risks and responsibilities of RAEI are therefore vested in Best Practice Forums and Events, its compensation will be the net surplus of the annual event, after the allocation to the membership fund as determined in terms of par. 7.4. Should the event, after the mentioned allocation to the membership fund, shows a net deficit, such deficit will be carried by Best Practice Forums and Events.**

The limited other changes to the constitution are minor changes, and mostly relate to the new role of the RAEI Administrator as per the changes above to par. 3.6.

The revised 2022 Constitution is also published on the website, [www.raei.co.za](http://www.raei.co.za)

For consideration

**9. Additional matters added:**

9.1 \_\_\_\_\_

9.2 \_\_\_\_\_

**10. 2023 Workshop**

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

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

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

#### **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.

**Minutes of the 14<sup>th</sup> Annual General Meeting of RAEI to be held on 4 October 2019 at The Protea Hotel King George, George, Western Cape.**

**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 two Management Committee members, Ms Mamokgadi Masete of UL and Mr Victor Sigama, University of Venda.

She opened the agenda for additional matters to be added. There were no additional agenda points added from the floor.

**2. Consideration and approval of the minutes of the 13<sup>th</sup> AGM held on 5 October 2018 at the Protea Hotel Karridene Beach, Illovo, KZN.**

The minutes were read and it was proposed for acceptance by Ms Nomsa Mnisi, and seconded by Mr Charl Marais.

**3. Chairman's report**

Ms Connie Ngxito, RAEI Chairperson, thanked the members for their attendance and indicated that there was an increase in the attendance from 2018, which is encouraging. However, as there is still room for growth in the attendance, she called upon members to invite colleagues from their own institutions as well as colleagues from other neighbouring institutions to attend in 2020.

She also called upon members to submit topics for discussion at the 2020 Workshop, and that they are welcome to do this throughout the year, whenever a particular issue or relevant topic should arise.

**4. New institutional members joining RAEI in 2019**

The Chairperson welcomed the new institutional member, i.e. Sol Plaatje University, represented by Steve Twyford and Tshoghatso Kgaile.

**5. Financial report on RAEI Fund**

The financial report as below was approved.

**6. Management Committee**

In terms of par. 5.2.1.iv) of the constitution, an election of members of the Management Committee were conducted at the AGM.

The electoral officer, Mr Peet du Plessis announced the following new Management Committee members that were elected for a 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

The re-elected Chairperson, Ms Ngxito congratulated the new members and welcomed them to the Management Committee where she was looking forward to their contributions to RAEI. .

**7. 2020 Workshop**

Venue: The AGM accepted a proposal by the Administrator that the annual event should be alternated between a coastal venue in the one year with an inland venue the next year. As the 2018 and 2019 events were both held at coastal venues, it was approved that 2020 will be held at an inland venue.

Topics and speakers:

The following proposals for topics at the 2020 workshop were tabled by members:

- The POPI and PAIA Acts – Apparently a guideline for HEI's was released by USAf.
- The respective roles of HCM, Payroll and Finance
- Remuneration of Council Members

As this concluded the agenda, the Chairperson declared the meeting as closed.

Compiled by:  
Mr. Peet du Plessis  
Adapt IT Administrator of RAEI

**Financial report for the RAEI Membership Fee Fund for the year ending 30 June 2019**

**Statement of Income and Expenditure for the year ending 30 June 2019**

	<b><u>2019</u></b> <b><u>R</u></b>	<b><u>2018</u></b> <b><u>R</u></b>
<b>Income:</b>		
Allocation from registration fees - 2018 Workshop (R100 per delegate paid up in full x 47)	<b>4 700.00</b>	4 600.00
<b>Less Expenditure: (1)</b>	--	--
<b>Surplus / (Deficit) for the year</b>	<b>4 700.00</b>	4 600.00

**Statement of the Fund Balance as at 30 June 2019**

<b>Surplus as at 1 July 2018</b>	<b>30 370.92</b>	25 770.92
Surplus for the year as per above statement	4 700.00	4 600.00
<b>Surplus as at 30 June 2019 held on account by the Administrator – Adapt IT (Pty) Ltd</b>	<b>35 070.92</b>	30 370.92

Notes:

1. Post year expenditure: Design and layout of electronic Best Practice Guide 3<sup>rd</sup> Edition: R1 260.00