

**SOCIETY FOR INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY OF  
SOUTH AFRICA**

**A DIVISION OF THE PSYCHOLOGICAL SOCIETY OF SOUTH AFRICA**

**MINUTES OF THE  
ANNUAL GENERAL MEETING**

**held at the CSIR International Convention Centre**

**Thursday 9 June 2005 at 16:45**

**Attendance Register**

A quorum being present, as per the signed attendance register, the meeting was declared open.

**Apologies**

Apologies were received from Leo Vermeulen, Heinz Schenk, Freddie Crous, Kasthuri Nainaar and Professor Johann Schepers.

**1. Welcome**

SIOPSA's chair, Aletta Odendaal, declared the annual general meeting of SIOPSA open and welcomed all attendees. She mentioned that the focus would be on substantial issues related to the practice of industrial psychology.

On procedural matters Aletta confirmed that all attendees had voting cards and confirmed that a non-elected member, Judith Williamson, would be present to take the minutes.

**2. Acceptance of last minutes**

The minutes of the 7<sup>th</sup> AGM were confirmed.

**Proposed:** Simon Shane

**Seconded:** David Lewis and Nanette Tredoux.

**3. Report of the chairperson and the executive committee for the year.**

Aletta Odendaal highlighted certain aspects from the annual report which covers key issues addressed by the Executive of SIOPSA during the reporting period June 2004 to June 2005.

- 3.1. **Executive members** - Five executive meetings were held. The executive have put a great deal of personal time into SIOPSA's affairs over the last four years. Members were asked to nominate new members and to consider who to nominate for a new post, that of editor of the Newsletter.

- 3.2. **Financial position** - SIOPSA's financial position continues to be sound. Details will be covered in the treasurer reports.
- 3.3. **Membership** - In November 2004 SIOPSA had 241 members. Currently there are 214. A clause in the constitution allows for membership of SIOPSA for one year only and 46 members had applied for this of which 20 are paid up. Taking this number into account SIOPSA has about 260 members. Exact membership figures are hard to determine as some membership renewals are still outstanding from PsySSA. The continuous downward trend is of concern and SIOPSA will need to work hard on a membership drive.
- 3.4. **Membership fees** - Membership fees for the period May 2001 to May 2004 have been paid over by PsySSA and the figures are currently being audited. All membership fees from June 2004 to date have been fully paid by PsySSA. The fee presently levied by SIOPSA does not cover the existing cost of the Journals. Both these matters will be raised later as agenda items.
- 3.5. **Honorary Membership** - The Executive has bestowed Honorary Membership on Professor Herman Spangenberg. Professor Theo Veldsman was elected a Fellow of the Society.
- 3.6. **Registration as a non-profit organisation** - SIOPSA's application for registration as a non-profit organisation in terms of the Non-Profit Organisations Act of 1997 has been approved.
- 3.7. **Litigation** - The litigation between PsySSA and SIOPSA is now something of the past. The amount of R184 598.03 as taxed by the Taxing Master had been paid in full by PsySSA. The only outstanding issue is that of the proposed amendments to PsySSA's Constitution.

### 3.8. **Constitutional matters**

#### 3.8.1. **SIOPSA Constitution**

SIOPSA's Constitution required further amendments to comply with the Non-Profit Organisations Act. These were passed at the last AGM and the current Constitution, the one accepted on 22 September 2004, is on the website. Any further amendments to this constitution would have to be made in terms of its provisions.

#### 3.8.2. **PsySSA Constitutional Amendments**

The PsySSA Special General Meeting in January 2004 directed the Executive of PsySSA to engage in a process of constitutional amendments. At the September 2004 PsySSA AGM a process of consultation of stakeholders was agreed upon and the key stakeholders identified. In a notice in issue 3/2004 of PsyTalk a process was set out. The following were significant items in the process:

- Changes were to be scrutinised by “two legal representatives, one nominated by proposers i.e. SASCH and SIOPSA, jointly”. This was changed by agreement so that proposals be scrutinised by one attorney, nominated by PsySSA and one advocate, nominated jointly by these proposers. SIOPSA’s Executive has had some differences with the PsySSA Executive over the interpretation of certain decisions taken at the AGM, but these appear to be smoothed out.
- Feedback received from the attorney will be circulated to Council and the ad hoc Committee on constitutional amendments and proposers. The initial date was put shown as mid January but it is taking longer than anticipated. Feedback from the attorney is expected within the next two weeks.
- Once this is done, regional meetings will be held after which the changes will be circulated to all stakeholders. Changes will be ratified via a postal ballot.
- Constitutional changes must be in time for the AGM in September 2005.

Currently the proposals are with the legal representative Mr Ian Moss.

### **3.9. 7<sup>TH</sup> Annual Industrial Psychology Conference**

The 7th Annual conference was held at the CSIR International Convention Centre from 23-25 June 2004. The Conference, attended by more than 350 delegates, included: International keynote speaker Jack Mayer, South African keynote speaker Denise Mantle, six pre-conference workshops, 47 presentations and research-based papers, poster presentations, stakeholder forums, appreciative enquiry, five practitioners’ forums, one panel discussion and 13 exhibitors.

Planning of the present conference has taken many hours and Fred Guest was congratulated on its success. Some of the new features have been:

- Delegates were able to register for the conference online directly on SIOPSA’s website. This makes record keeping and administration easier.
- The registration process actively encouraged delegates to become members of SIOPSA. As a result 46 new members joined.
- Invitations and programmes were sent to the contact lists of two of the main sponsors, reaching more than 4000 potential delegates.
- SIOPSA had a stand at the conference to encourage delegates to become members.

### **3.10. Professional board matters**

#### **3.10.1. Tariffs**

It is important that guidelines in respect of tariffs for psychologists take into

account the unique needs of industrial psychology. In this regard a process of consultation and research will be followed. A practitioners' forum will be hosted at this conference, facilitated by Theo Veldsman, to compile a position document that will be presented to HPCSA. A representative of SIOPSA will also be nominated to participate in the Tariffs sub-committee of PsySSA.

### **3.10.2. Psychometrics Committee of the Health Professions Council**

Aletta attended a meeting of the Psychometrics Committee of the Health Professions Council on the 8 April 2005. The agenda points specifically were:

- The role of the Professional Board with regard to control over prescribed questionnaires and the development of questionnaires, tests, prescribed techniques and instruments.
- The role and responsibilities of test distributors and developers in South Africa.
- The re-evaluation of psychometric tests on the Board's "List of tests classified as being psychological tests".
- Policy on classification of tests.
- Internet-based assessment.

The purpose of the meeting was to open communication between the Board and test distributors and to initiate a process of consultation. It was agreed that no decisions would be taken at the meeting but that issues of concern be identified and discussed.

### **3.10.3. Internships and National Board Examination**

SIOPSA is acutely aware of the frustrations involved for students seeking an internship opportunity. Opportunities are limited and standards often not high were they are granted. SIOPSA previously published a guide for Industrial Psychology interns but this stopped in 2000. A need exists to revisit this and the issue of internships which should include a national board examination. The Executive have formed a subcommittee to address the issues.

- 3.11. **Validation guidelines for the use of assessment procedures for the workplace** - The third edition of the validation guidelines is available and has been included in the conference pack. It was successfully completed by a task group guided by Professor Hennie Kriek who was thanked and congratulated on this task.
- 3.12. **Journal of industrial psychology** - All paid-up members receive, as part of their benefits, four issues of the Journal of Industrial Psychology per year.
- 3.13. **Regional feedback** - The Johannesburg branch has succeeded in getting the Gauteng region off the ground. The chair is Hilda Havran.

Aletta used this opportunity to elicit feedback from the regions which is as follows:

- **KwaZulu-Natal** - Rod le Roux commented that the region has very enthusiastic committee who are looking to bring in more members in the KZN area. The region has extended its meetings to non-SIOPSA members to encourage diversity.
- **Johannesburg** - Hilda Havran announced the four members of the steering committee; Karin Piro, Lynn Ribton-Turner and Zuraida Dada Ramdin. They will be setting up activities for the new region.
- **Western Cape** – a Western Cape region will be established within two months.

Theo Veldsman commented that it is very encouraging that the branches are starting up. He encouraged branches be linked to CPD points to encourage attendance.

- 3.14. **Unisa: The databank of SA University departments of Industrial / organisational psychology** - The 2005 guidelines have been circulated to the academic institutions. The databank is an annual publication of SIOPSA and the postage is sponsored by UNISA. Frans Cilliers and UNISA were thanked for providing this.
- 3.15. **Human Resources Council of South Africa** - HRCOSA aims to raise the standing of Human Resources practice in the country through key stakeholders such as human resources practitioners, government, business and organized labour. The result has been the publication of a Bill which proposes the Human Resources Profession Act. SIOPSA has played a key role in HRCOSA's activities through two representatives Aletta Odendaal and Simon Shane.
- 3.16. **Bursaries** - In an effort to encourage study and research in the field of Industrial Psychology, the Executive decided to increase awareness of the availability of bursaries, research awards, and overseas awards available from the Society. Guidelines are on SIOPSA's website and this will be discussed further later.
- 3.17. **SIOPSA Website** - Updates to the SIOPSA website have been made on a number of occasions. The basic design and architecture of the website has been retained for economic reasons but the site is due for a major overhaul. SIOPSA upgraded its account with the Internet Service Provider to enable the conference registrations to be hosted. As a result SIOPSA now incurs hosting charges. The incorporation of the information from the former PAI website will necessitate careful consideration and may require the hosting of a second database.
- 3.18. **SIOPSA Newsletter** - Two newsletters went out during the period, reflecting a much calmer period in the organisation's history than in previous years.

Newsletters are still sent out in Word format and by email to save costs and members are urged to keep their email addresses up to date. Word is used as previous attempts to send out newsletters in Acrobat format led to too many complaints from members that they could not open the documents.

- 3.19. **International Liaison** - Aletta attended the 20<sup>th</sup> Annual SIOP conference in Los Angeles. The focus was on the “Then and Now” of the growth of industrial psychology. Contact was made with Leaetta Hough, president-elect, to initiate a memorandum of understanding between SIOP and SIOPSA.

- 3.20. **People Assessment in Industry (PAI)** - This was formed in March 1998 in response to perceived challenges arising in the field of psychological assessment. Since then PAI has fostered many debates about assessment in SA, hosted numerous workshops and published a code of good practice for assessment in association with SIOPSA.

In recent PAI committee meetings, the committee members and directors questioned the role of PAI as a standalone entity and a decision was made to dissolve it and merge with SIOPSA.

This has now been done and legalities are in progress. In due course the funds, amounting to approximately R207 000, will be transferred to SIOPSA and the following conditions were set: “To conduct and promote research into the practice of psychological assessment within industry in South Africa in a professional and ethical way in general and to promote a clear understanding of such practice amongst its stakeholders.” A further provision was that the money can only be used to support this goal and must not be part of any “normal” funds of SIOPSA. To promote this goal and to allocate the funds appropriately an interest group on PAI has been initiated at this conference.

- 3.21. **Continuing professional development (CPD points)** - SIOPSA has done extensive representations to the HPCSA for improvement based on criticisms of the system and good practice. Key elements are: the system must rest on a foundation of trust, CPD *providers* rather than individual *activities* will be accredited. There will be a system of accreditors, and guidelines will be developed for this. There will still be a points system and practitioners will have to accumulate 60 points over each two-year period.

SIOPSA will continue to be involved in this and inputs were requested from members on this point. The CPD guidelines will be posted to members as part of the next newsletter.

SIOPSA recognises the importance of ongoing learning and will continue to safeguard members’ interests in this instance. It will also assist in advice in regard to the provision of ‘certified’ events for members.

- 3.22. **The Road Accident Amendment Bill** - Ralph Wortley gave feedback that David Lewis and himself had attended a briefing by the Department of

Transport. He raised concerns that the department had not taken SIOPSA's feedback into account. He highlighted the most important changes in the proposed amendment Bill. On the positive side, medical help and rehabilitation will be on a no blame basis. Individuals will not have to experience court delays to determine who is responsible for paying for the accident. A negative is that the department aims to cap compensation for lost earnings at R8000 per month and possibly even less. Individuals will have to insure their own earnings against accidental injury and loss of earnings. Only accidents occurring after the promulgation of the Act will be affected and all injuries resulting from road accidents before that date will be dealt with under the old system.

#### **4. Points of discussion based on the report**

##### **4.1. Membership and constitutional matters**

###### **4.1.1. Discussion**

Theo Veldsman commented that resolving the constitutional amendments will create the space for recruiting people into the society as it will open up different categories of membership.

Ralph Wortley commented that SIP when it became a member of PsySSA had 489 members. This significant drop in membership may be due to the recent litigation or professionals having emigrated but the real reasons are not obvious.

Aletta reiterated the need to address this through a **membership drive** focussed on all registered psychologists. Theo Veldsman reiterated that the need to include the branches and to include the provision of CPD points as part of the benefits. Also the financial position allows for the establishment of interest groups. This is the level at which a lot of activities can happen.

###### **4.1.2. Decision**

A decision was made for the membership drive to stand over until after PsySSA's constitutional amendments had been resolved. It was mentioned that this will create greater clarity on the different categories of membership. Experience with SIP had shown that members would be more interested in joining if the society was a standalone. Notwithstanding this, however, branches can already play a role in addressing the issue of membership.

A point was made that the proposed amendments to membership should not raise conflicts with PsySSA. PsySSA as the overall body does a lot for psychology. SIOPSA should approach this by being clear in what it wants to do in terms of proposed actions such as membership categories and fee structure.

##### **4.2. Honorary Members and Fellowships**

The constitution allows for members to nominate individuals for these categories and members were invited to submit nominations in writing to the executive. The criteria are set out in the constitution.

#### **4.3. Litigation**

Litigation is now behind us and Theo Veldsman commented that going forward; the Society should look at amendments in view of making it possible to better serve psychology and its members to improve our structures, our processes for a better organised psychology in South Africa.

#### **4.4. Last year's conference**

The industrial psychology conference is an important highlight in the calendar of industrial psychology. A point was made that overseas keynote speakers are vital for the conference, but we should provide exposure to people in South Africa. Examples are Professors Schepers and Strümpfer. This was agreed to.

#### **4.5. The databank of University departments.**

It was mentioned this information is available for any member to access. Members should approach the SIOPSA Executive for a copy.

#### **4.6. Bursaries.**

##### **4.6.1.1. Proposal**

Aletta proposed the following: The SIOPSA constitution allows for the provision of bursaries for research and students as well as internships. The need to focus on both is clear, but the executive are of the view that the focus should lie on an internship fund i.e. to focus on helping individuals that have already finalised their studies to cross the final hurdle. Internships are scarce and many internship positions are not remunerated. Inputs were requested.

##### **4.6.1.2. Discussion**

The following are the main points from the ensuing discussion:

- A need was expressed to focus on bursaries as well as internships. There are not enough registered industrial psychologists to generate a critical mass and within the public service psychology is becoming a scarce skill. A lot of people have gone overseas. Apparently the SETA has allocated R1m for studies as well as internship programmes.
- In addition, a huge need exists for further research within South Africa. SIOPSA should look to bursaries, internships, research grant and overseas awards and should actively promote or even proactively go and seek out people that will take up, for example, the opportunity to present papers overseas or to take up research funding.

- As regards internships it was stressed that finding internships is more difficult than finding money to study. People may be forced to leave the profession as a result. If individuals in practice had some backing and support they would be better positioned to provide internships. It was suggested that SIOPSA run its own internship to, for example, 10 individuals. They have the people and the infrastructure. It was confirmed that a process is in place for accreditation of institutions to grant internships.
- It was stressed that SIOPSA should also look at the content of internships i.e. the criteria of internships programmes and the internship model as a whole. Other countries and other industrial psychological societies and associations have different systems and internships are an historical by product of the profession's association with the old medical and dental council.

#### **4.6.2. Decision**

A decision was made to focus on both internships and bursaries and that a subcommittee on internships and international board examination be formed. The subcommittee will examine the whole model of internships including the need for them and the notion of SIOPSA becoming a supplier of internships. Consideration will be given in the budget for how monies will be allocated.

#### **4.7. SIOF conference**

It was proposed that the chairperson in principle attend the SIOF conference every year and that SIOPSA funds that trip. Two AGM's ago the same decision was taken and it will be adhered to.

#### **4.8. CPD**

A question was raised about how a point of 60 was determined? In response Nanette Tredoux explained the tiered system. Activities with a measurable outcome are given a higher weighting per time unit than the activities without a measurable outcome. This implies that activities such as this conference, that don't have a measurable outcome, will still be rated on the basis of one point per hour.

However as CPD points have not yet been finalised, Aletta invited members to provide inputs.

In the latest revision of the CPD document every professional keeps their own record of points and there is a random audit every year. It was suggested that as part of marketing and the membership drive SIOPSA should provide a service to give members access to their CPD points at no extra charge.

#### **4.9. Approval of the annual report**

The annual report was approved.

**Proposer:** David Lewis.

**Seconded:** Sunette van der Walt and Theo Veldsman.

### **5. Agenda items**

#### **5.1. Treasurer's report.**

##### **5.1.1. General**

- Inette Taylor announced that SIOPSA has just over R850k in the bank. 532k in a call account and about R300k in a cheque account. R4500 went towards the sponsorship of the overseas trip for Aletta. Aletta mentioned that she was also sponsored by Psytech to attend certain workshops.
- It was suggested that the Executive decide on the amount to keep in the bank. Maybe two years of typical conference income at any given point in time. The rest should be allocated to projects. The monies from PAI must be run separately and will be allocated to that specific interest group.

##### **5.1.2. Conference costs**

Last year SIOPSA spent about R72000 less on the conference and the surrounding admin than the year before. This was as a result of the very efficient registration and efficient management. The income from the conference was R497k and the actual costs were about R295k. Costs were kept to a minimum. Accounting fees were low and advertising consisted of an advertisement in PsyTalk. The conference is the main source of revenue and source of expenditure.

##### **5.1.3. Approval for the financial statements.**

**Proposer:** Hennie Kriek

**Seconded:** Hilda Havran and Theo Veldsman.

#### **5.2. Increase in membership fees.**

##### **5.2.1. Proposal**

Aletta proposed the following as regards membership increases:

Currently full members pay R120 to become a full member. 20% of the R120 goes to administration fees to PsySSA and 14% is deducted for VAT so SIOPSA ends up only receiving R79.20 per full member. Expenses per full

member are, however, R228 if the Journals are considered. In addition, SIOPSA subsidises our students and interns. Students pay R75 membership fees. After deduction of administration fees SIOPSA receives R49.50. Expenses again are R228.00 per individual. The executive propose that SIOPSA needs to increase its membership fee from R120 to R250 per full member. For student members from R75 to R150

### **5.2.2. Discussion**

In the discussion the following points were raised:

- SIOPSA would have to sell the benefits really well to people in order to justify an increase in memberships. Cognitive dissonance occurs when one hears that the society has money in the bank but needs to increase fees.
- R120 is simply too low and although a 100% increase might be a problem, the amount is a reasonable fee to pay for membership.
- Investigations should be done as to why the journal is so expensive. Could costs not be lowered by publishing it online only?
- If one takes membership of PsySSA into account the amount is higher bringing the decision back to the constitutional process. Currently total fees of R700.00 are payable.
- An interim increase was suggested until the constitutional issues are resolved. If PsySSA requires financial support in the constitutional amendment process, SIOPSA may offer support by means of a levy. The Executive should be empowered to look at this.
- Another proposal was that SIOPSA and PsysSSA should resolve their relationship and to renegotiate who gets what part of the current R700 in the future.
- Another proposal was to phase the increases in until the constitutional amendments are resolved. Perhaps half of the proposed increase which is roughly R75 should be implemented thereafter the organisation should re-evaluate. It may be possible that a bigger increase is actioned because there is a different relationship with PsySSA in terms of the membership. Fees won't increase until next year.
- The constitution does not provide for the AGM to set fees. The constitution spells out that subscription shall be payable annually and shall be determined from time to time by the Executive committee.

### **5.2.3. Decision**

An amended motion was proposed. To approve the 100% increase subject to this being appropriate in the light of what's agreed at the AGM. It will be at

the discretion of the Executive to take the increase forward to the coming year. This was supported. The executive will note the feelings and the inputs from the AGM with regard to this and will not make decisions that counter the feelings / sentiment of this meeting.

**Proposer:** Theo Veldsman

**Seconder:** David Lewis and Hilda Havran.

### **5.3. Standing Committees**

The chair invited members to get involved in the subcommittees. The subcommittee is as strong as the members of that subcommittee and the Executive can only drive the processes but need input and support from members.

Some members from SIOPSA will be invited to sit on the subcommittees of PsySSA and the executive will approach members in that regard. Currently the tariffs subcommittee of PsySSA is one that a SIOPSA member will attend.

## **6. General**

David Lewis formally congratulated the Executive for resolving two to three years of conflict in a way that allowed SIOPSA to go forward without the splintering of psychology.

### **7. Election of office bearers and the editor of the newsletter.**

- Ralph Wortley stated that with the exception of Funeka Shweni all executive members are available for re-election or for nomination if members so choose. Rod le Roux has previously, and still currently is, an ex officio member of the Executive as chair of the KZN branch. The Executive would like to propose him as a member in his own right because he will be giving up that chairpersonship during the coming year.
- Ralph commented that the present Executive came in during a time when the entire Executive had resigned. All had done enough work and in due course will want to bow out. There is no maximum number of members of the Executive so there is not necessarily going to be an election
- Nobody had proposed a chair elect within the time. Technically the Executive committee has the right to fill any vacancy on the Executive including the chair it now has to do that. One proposal was received which is for Fred Guest and by default he becomes chair elect.
- Madelein Fourie and David Lewis were nominated for the executive. Both declined stating time as an issue.

David Lewis requested that the voting should be the first point of the agenda of the AGM. This was agreed to, it was also agreed that nominations would be called for at the conference after the Key note speakers address.

**Proposed:** Theo Veldsman

**Seconded:** Charmaine Swanevelder.

Aletta Odendaal confirmed that the present Executive with the exception of Funeka Shweni were re-elected to the Executive of SIOPSA. She congratulated all and especially Fred for becoming the chair elect. A call will be made for further members, including the editor of the newsletter at the next day's meeting.

The business of the meeting having been concluded, it was declared closed by the Chair.

**Meeting closed at 19:05**

**READ AND CONFIRMED THIS**

**DAY OF**

**200**