

**SIOPSA**

PO Box 577, Fontainebleau, 2032

Tel: 0860 (SIOPSA)

Fax: 086 558 4097

[info@siopsa.org.za](mailto:info@siopsa.org.za)

[www.siopsa.org.za](http://www.siopsa.org.za)



## **MINUTES OF THE SIOPSA ANNUAL GENERAL MEETING**

**Held at the CSIR, Pretoria**

**On 22 July 2019 at 16:15**

---

### **1. MEMBERS PRESENT:**

#### **1.1 Executive Members:**

PAST PRESIDENT	Shirleen Titus
PRESIDENT	Alison Felix-Lodewyk
PRESIDENT - ELECT	Dr Marissa Brouwers
TREASURER	Dr Danie Oosthuizen
TRANSFORMATION	Liziwe Masoga
CONFERENCE	Dr Natasha Winkler-Titus
MARKETING AND COMMUNICATIONS	Robert Jardine
MEMBERSHIP GROWTH AND SERVICES	Madelè Nelson
PROFESSIONAL PRACTICE	Dr Crystal Hoole
SIOPSA ACADEMY	Pumla Hako
SIOPSA FOUNDATION	Georgia Stylianou

#### **1.2 Members (as per registration list)**

--	--	--

#### **1.3 Minute takers:**

Alison Felix-Lodewyk – SIOPSA President

Marissa Barnard – non-elected Representative

#### **1.4 Notes:**

The minutes should be read in conjunction with the following documents:

1.4.1. SIOPSA Annual Report, 2018/2019

1.4.2. AGM Presentations, 22 July 2019

## 2. WELCOME AND OPENING

The president, Mrs Alison Felix-Lodewyk, opened the AGM and welcomed all present. Members of the AGM was informed by Mrs Alison Felix-Lodewyk that, aside from her own sections, the secretary tasks will be dealt with by, due to a family emergency that the secretary encountered. Special welcome to Mr Corne van Dyk from AON auditors of the Siopsa financial statements

## 3. APOLOGIES

The following apologies were received :

- 3.1 Nompumelo Shezi
- 3.2 Prof Hennie Kriek
- 3.3 Dr Inette Taylor (might hadto leave early)

## 4. CONFIRMATION OF VOTING PROCEDURES

The president confirmed the voting procedures. The meeting is restricted in terms of Clause 5.1 of the Constitution of SIOPSA, as follows :

- 4.1 Full members, Fellows and Honorary members can vote on amendments to Constitution and the election of the President
- 4.2 Associate members can vote on any matter other than amendments to Constitution and the election of the President
- 4.3 In terms of Section 5.4 members may vote in Person or by proxy :
  - Proxies must themselves be entitled to vote
  - Proxies can be conditional or unconditional
- 4.4 All voting members should have received a voting card (Red and Green) and a voting slip part of the secret ballot will be used for voting the New president-elect.
- 4.5 The number of proxies should be clearly indicated. Voting cards were made available and the voting procedure was explained for all voting members.

The following proxy's were received :

Alison Felix-Lodewyk for	Nompumelelo Shezi Dr Inette Taylor
Dr Xander van Lill for	Andrew Moriss
Dr Marissa Brouwers for	Prof Daniel Burger
Fred Guest for	Prof Hennie Kriek Anchyn Bester Elaine Housson
Jaco de Jager for	Monique Sloan M Minola
Nadine Venter for	Tammy Joubert
Louise Coetzee for	Alice Slabbert
Prof Karel Stance for	A Nel K Burg G Stylianou

	M Zennik T Erasmus S O'Neil K Dowdswell
--	--

## 5. CONFIRMATION OF MINUTES OF THE PREVIOUS AGM

The minutes of the AGM held on 25 July 2018 was accepted as a true and accurate reflection of the previous meeting posted on the SIOPSA website.

**Proposer: Barbara Donaldson**

**Secunder: David Bischof**

## 6. MATTERS ARISING

New membership fees for 2019 / 2020: Executive Committee proposal in the Treasurer's report.

## 7. TREASURER'S REPORT

This section, presented by Dr Danie Oosthuizen, covered an overview of 1 March 2018 – 28 February 2019 financial statements, outstanding debt, the Budget for 2019 – 2020, SIOPSA's current performance from 1 March 2019 – 30 June 2019 (4 months) and the Department of Science and Technology project funding agreement.

### 7.1 Overview

The 2018/2019 financial year ended off with a small profit before any adjustments. We have also managed to refund 50% of the funds payable to PAI and the remaining 50% will be refunded in the new financial year.

A saving of R10 000, 00 on in-direct overhead expenses was achieved with the cancellation of the full-time office rental agreement. The remaining overhead cost and expenditures to present events and the conference, are managed carefully to ensure that operating profits are kept as large as possible.

A comparison of the previous 12 month versus the current period of 7 months indicated that accounting fees increased due to the audited firm appointed.

The society is currently worth R1,9m according to the current financial situation and statements that was presented and discussed.

### 7.2 Outstanding debt

The history from 2012 until currently is discussed and Dr Oosthuizen provides information in support of each situation. In 2014 Siopsa was forced to write off a lot of outstanding debt. During 2016-2017 the debt increased to the amount of R1m which still reflects in current statements. No debt collection took place and a new website was implemented which

caused confusion between the manual process outside the Sage financial system. The Audit firm, AOS, was instructed to analyse the web invoices from 2017 to February 2018 and what can be recovered.

Treasury is proposing that these outstanding website invoices to the amount of R649 000 from 2017 to February 2018 (no-shows of R270 000, R329 000 without proof of payment and R100 000 proof of payment but not traceable) needs to be written-off as it is non-recoverable with the necessary corrections to be made by the Auditing firm.

Mrs Nicola Taylor suggested appointing a professional debt collections service to retain the costs. Dr Oosthuizen responded that without proof, it will be a difficult situation for any debt collection company to work on.

Mr André Lombard commented that the age analysis shows 120 days plus – 3-4 years and that professional debt collection has been considered previously, but the feasibility and practicality needs to be weighed up because it was such a long time ago. Treasury is of the opinion that professional debt collection is only feasible where Siopsa have physical proof of the outstanding debt.

Mrs Nadine Venter indicated that she supports treasury's proposal, considering the no-proof and timeframe, but will it reflect as a decrease of income or will it be only a correction on the statements. Both Dr Oosthuizen and Mr Corne van Dyk from AON, responded saying it will only be a correction of retained income.

Mrs Nadine Venter further asked whether it will be dealt with in the current 2018/2019 statements and the treasurer responded that the correction will be made in the current year and that it will reflect in the February 2020 financial statements.

In support of the writing off suggestion by the treasurer Mrs Nadine Venter act as the proposer and as seconder Mr Andre Lombard.

### **7.3 Budget**

The budget for the new financial year is presented by the treasurer and he propose a decrease in overhead expenditure, after decision taken to move admin from and office rental to home based offices that ended in a significant saving. A further increase in income of 5% is presented from growth and not only from membership fees.

The proposed new budget indicates a decrease in overhead expenditure from the previous financial year and treasury is positive to say that Siopsa can look forward to a profitable financial year, including the amount still owed to PAI.

Mrs Nadine Venter requested an explanation for the consulting fee that is reflecting as zero. The treasurer explained that it is the fee of Mrs Rentia Du Bruyn that resigned last year that is no longer required. A further depreciation that has fallen away is the website development costs of 2018/2019 that is no longer an item that needs to be considered.

#### **7.4 Proposed membership fees**

Exco decided not to increase membership fees with current fees remaining in place for this financial year.

#### **7.5 Current performance**

The current situation for the first four months, March to end of June 2019 is presented by the treasurer. Current state of expenditures, cost of management was very good, except for the expenditure for conference in July. Cost will be managed within budget for the rest of the budget year.

#### **7.6 Cash flow**

Siopsa currently have R2,1m cash on hand that is situated within Investec, Market Link and Standard Bank and this is sufficient for the Vat commitment as well as the final conference expenses.

The cash in hand includes the grand from the DST received for collaboration with the department during conference 2018.

As a token of appreciation for the disruption caused during last year's conference, the Department of Science and Technology (DST) has provided Siopsa a financial grand of R1,2m. These funds is currently ring-fenced in the Siopsa financial statements and is not allocated to normal income.

The aim of the project is to use the grant needs for the development of IO psychology as science and the DST requires Siopsa to submit a plan on how the funds will be utilised by the end of September 2019. A final report and audited financial statement should be submitted by 1 January 2020, with the final completion reports of all projects by end April 2020.

Exco proposed the following proposed allocations of the grant and members are invited to provide feedback on these allocations:

- 2019 and 2020 conference sponsor that can reflect as an income
- 2018 attendees (first day) and Sponsors discount for 2020 conference
- Bursaries for student members attending 2019 conference
- Bursaries/study for PDA students
- Support of regional events until 2020

Mr Theo Veldsman mentions that items 1 and 2 in his view, does not contribute to growing IOP as a science and requested the possibility of using some of the money to attract some top overseas keynote speakers. Further to this, research is needed to develop the IOP profile of the future and what the needs for this profession is. Bursaries is valuable to develop the youth.

Mrs Nadine Venter is not supportive of reducing fees of attending conference as the aim of the fees would be to retain income for the organisation. She also agrees with bursaries and the merit of the conference sponsor of proposal item one. Further, Mrs Venter suggest to have a discussion with the new president around a creative approach towards allocations of the funding to realise item 2 over and above the current income thread.

Mr Fred Guest as previous sponsor, said that a discount for next year sponsors is not contributing to the development of the IOP profession as a science and the main reason is not only to discount to attend the conference, you attend to sponsor the conference and that his item is also not a development of the science.

Mr William van Aarde suggested a possible allocation of the grant towards supporting student internships. Mr Theo Veldsman added to his suggestion by requesting a proper plan from Exco to invite universities to submit a proposal for Siopsa.

Dr Oosthuizen thanked everyone for their inputs and invite members to direct more ideas to Exco for further consideration and agree that by end of August 3-4 feasible proposals with percentage allocated to each should be finalised and circulated to members.

This completed the presentation and discussion from treasury.

## **7.7 Approval of financial statements and budget**

Proposal to accept the 2018/2019 Financial statements:

**Proposer: André Lombard**

**Second: Theo Veldsman**

Proposal to accept the 2019/2020 Budget:

**Proposer: Dr Inette Taylor**

**Seconded: Prof Karel Stance**

## **8. PRESIDENT'S REPORT**

Mrs Alison Felix-Lodewyk started the president's section reflecting on the various focus areas mandated to the president during the Annual General Meeting of 2018. The

president's report during this meeting will focus on these aspects and how it was met during the past presidential term.

The focus areas of the president had an internal as well as external focus. Internal focus addressed the service delivery to Siopsa members. External focus concentrated on collaboration and building strategic partnerships with bodies that contribute to development of IOP as a science. AGM 2018 also emphasised that the Siopsa brand needs to be elevated and that more focus should be applied to the marketing of Siopsa. A fourth mandate coming from last years' AGM was to review membership fees for retirees.

### **8.1 Special fee for retired members**

Exco discussed the fees for retired members and realised that it is more than just about a decrease or increase. It had to look at more value-add for being a retired member. A holistic look at the overall fee structure is also required as members provided concerns about rising fees that might become a challenge for future initiatives. At this stage a conclusion has not yet being reached and special attention and discussion to address the fees will continue into the new presidency year.

Mrs Alison Felix-Lodewyk continue her discussion by presenting key initiatives around growth and elevation of the SIOPSA brand in the marketplace.

### **8.2 Focus on marketing of Siopsa brand**

Siopsa applied financially disciplined, below-the-line marketing initiatives and applied big focus on communication to members and new members using various social media platforms and engaging with students during the various various forums that took place during the past year.

### **8.3 Securing a strategic partnership with the DSTI**

Special mention and gratitude for the past president, Mrs Shirlene Titus, in Securing a strategic partnership with the Department of Science, Technology and Innovation (DSTI) that now extends in this new presidential year.

### **8.4 Piloting future-focused ways of working with the SIOPSA permanent office staff**

New ways of working internally was implemented with much success. The administration staff and other members is satisfied with the virtual office working environment.

### **8.5 Improved cash flow**

Siopsa remains focused on closely managing expenses and financial processes to improve SIOPSA'S cash flow and generate a profit whilst growing the SIOPSA brand

### **8.6 12% growth across the membership categories between 2017/2018 and 2018/2019**

The 12% increase in membership-feedback from events is evident that we need to remain relevant.

#### **8.7 A relevant and topical full conference programme focused on the behavioural aspects of the 4<sup>th</sup> Industrial Revolution**

#### **8.8 SIOPSA events across Regions and Interest Groups**

The Siopsa Annual Report, available on the website, has more information about the 31 Siopsa events across the country.

#### **8.9 Presented 5 HPCSA Board-exam preparation sessions for Emerging Psychologists**

These workshops were very well received and Siopsa would like to thank Mrs Louise Coetzee and Mrs Alice Slabber for their contribution and hard work in spear heading these initiatives. Thank you again to the Western Cape, Pretoria and Eastern Cape for their efforts.

#### **8.10 The SIOPSA website received visitors 11, 793 of which 76% is new visitors to our site.**

#### **8.11 Targeted engagement with IOP students and emerging psychologist**

- continuation of the Ambassador programme at the Universities of Pretoria and Stellenbosch
- establishment of a mentor programme for undergraduate IOP students (UJ pilot)
- launch and embedding of the Master Buddy system at Universities in major cities across the countries

**8.12 SIOPSA as an approved accreditor:** Accredited 48 applications, including 60 individual programmes and forms part of income generation for Siopsa and the presidency acknowledges the hard work going into this.

**8.13 Submitted a formal response to the new proposed regulations of the Scope of Practice to the minister of Health on 12 December 2018.** Dr Crystal Hoole and honorary members submitted a scope of practice proposal to the Department of Health in December 2018 and is still waiting for an official response from the department.

#### **8.14 Successfully establishment and marketing of the List of Coaching Practitioners (LoCP)**

#### **8.15 Assisting in the establishment of Assessment Standards South Africa (ASSA)**

**People Assessment in Industry, PAI** on behalf of SIOPSA contributed to the body that is settings assessments standards for SA. Members can refer to the Annual Report 2019 with detailed information explaining this initiative.

## **9. MOVEMENTS IN MEMBERSHIP**

The president present figures indicating the growth in membership and made special mention of the overall 12% growth in membership. The growth in student membership is largely attributed by the JV agreement with PPS that pay the membership fees of our post graduate members.

Mr Andre Lombard raised a comment regarding the current status of the Siopsa Academy as an income generator identified three years ago. The president responded and explained that the intent is still there to provide knowledge base forums to enable members to engage around IP. During the past year, the chairperson resigned and needs to be replaced. Looking for individuals with good insight as to what the need would be and what the deliverables of this academy should be involved in.

Mrs Nanette Tredoux, serving on the Psychometric Committee, provided feedback relating to the Scope of Practice. The committee who drafted the proposed scope of practice was directed to the Minister for the first review, however it was of low standard and was referred to the Department of Health. A challenge now is that the Law does not provide for a next revision and that should be taken into consideration for future planning.

## **10. CONSTITUTIONAL AMENDMENTS**

There are no constitutional amendments in 2019-2020.

## **11. ACCEPTANCE OF THE ANNUAL REPORT**

The Annual Report for 2018/2019 financial year is available on the Siopsa website. The proposer in acceptance of the annual report was Mr Francois de Wet and Dr Xander van Lill seconded the proposal.

## **12. ELECTION OF OFFICE BEARERS**

Voting for the following categories applied:

- Fellow and Honorary member nominations
- Election of the President Elect
- Approval of Executive Committee vacancies

Voting for the new President-Elect, was open for 60 days, as to the required 30 days. Three nominations for president elect was received. The president proposed to the members that should they not agree with the extension from 30 to 60 days, that a special AGM should be

called to vote on this matter, alternatively if the members do not disagree that the proceedings to vote the president elect at this forum then continue.

Mr Andre Lombard support the proposal as to proceed with the process as was intended.

Mr Theo Veldsman support Mr Andre le Roux as seconder to the proposal as no one was negatively implied by the 60 days, and the process should proceed to eliminate less members present.

### **12.1 Executive Committee 2019/2020**

Two nominations for Fellow and Honorary member were received but unfortunately it did not comply to the criteria.

### **12.2 Election of President Elect**

Dr Danie Oosthuizen, Treasury portfolio, was nominated by Mr Fred Guest and Mrs Wilma Botha. Prof Crystal Hoole, Professional Practice portfolio holders, was nominated by Prof Aletta Odendaal and Mrs Shirleen Titus. Dr Natasha Winkler-Titus, currently holding the conference portfolio was nominated by Dr Xander van Lill and Mr Karel Stanz.

Dr Natasha Winkler-Titus was voted as the president-elect for 2019/2020.

## **13. WELCOME SIOPSA PRESIDENT 2019 / 2020**

The new president for 2019/2020 is welcomed by Mrs Alison Felix-Lodewyk as now outgoing president.

Dr Marissa Brouwers presented the vacancies on the current portfolios that requires candidates and invited members to forward names of candidates to Exco for consideration.

Exco: Transformation

Portfolio: Academy

Portfolio: SIOPSA Conference

Portfolio: SIOPSA Foundation

Portfolio: Membership Growth and Services

Portfolio: Marketing and Communication

Portfolio: Professional Practices

**Prof Theo Veldsman proposed** that the AGM provide Exco with the support and mandate to Exco to approach people to fill these positions without any further delay. This was **seconded by Mr Fred Guest**.

The AGM continued with approval of nominees and vacancies.

Mrs **Nicola Taylor proposed** the nominees and **Prof Karel Stance seconded** the proposal.

#### **14. CLOSURE**

The new president thanks all members that attended the AGM and adjourned the AGM of 22 July 2019.

**Signed:**

**Date:**



***Mrs Alison Felix-Lodewyk, Siopsa President  
2018/2019***