

SIOPSA

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info@siopsa.org.zawww.siopsa.org.za**SIOPSA**SOCIETY FOR INDUSTRIAL &
ORGANISATIONAL PSYCHOLOGY OF SA**MINUTES OF THE SIOPSA ANNUAL GENERAL MEETING****Held at the CSIR, Pretoria****On 25 July 2018 at 15h30****Members present****Executive Members:**

President	Shirleen Titus
Past President	Manoko Ratala
President Elect	Alison Felix-Lodewyk
Secretary	Alison Felix-Lodewyk
Treasurer	Danie Oosthuizen (Acting)
Transformation	Liziwe Masoga
Membership Growth & Services	Madele Nelson
External Affairs	Andrew Johnson
Academy	Pumla Hako
Professional Practice	Crystal Hoole
Foundation	Georgia Stylianou
Marketing & Communication	Karien Van Der Merwe
Conference	Natasha Winkler – Titus

Attendees:

Aletta Odendaal	Hilton Oosthuizen	Pierre Brits
Alice Slabbert	Illana van Rooyen	Rosina Motau
André Lombard	Inette Taylor	Steven Breger
André Venter	Jaco De Jager	Victoria Andrews
Andrew Johnson	Jacob De Coning	Vinia Molokomme
Anneline Geldenhuys	Jean Cooper	Violet Maletjema Motshele
Beverly Venter	Johan Olwagen	Vusi Mnguni
Carl Muller	Lani Martiny	Winnie Sepeng
Corne Booyesen	Lloyd Hlengani	Adrian Parsadh
Crystal Clack	Lorette Theron	Sharon Munyaka
David Bischof	Louis Jean Fick	Marissa Brouwers
Elke Burger	Monique Glass	Barbara Donaldson
Evelyn Aphane	Nadene Venter	Dirk Geldenhuys
Mochabo Moerane	NanetteTredoux	Deon de Bruin
Fred Guest		Theo Veldsman

Gail Wrogemann Hema Parbhoo		Nicola Taylor Pieter Mulder
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Minute takers:

Alison Felix-Lodewyk – SIOPSA Secretary

Marissa Barnard – non-elected Representative

NOTES:

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

1. SIOPSA Annual Report, 2017/2018
2. AGM Presentations, 25 July 2018

1. Welcome and Opening

Shirleen Titus opened the AGM and welcomed all present.

Shirleen provided a quick update on the Presidency delegation at CSIR during the first day of conference and reads a letter of appreciation from CSIR management. The Minister of Science and technology also conveyed her gratitude to SIOPSA in a formal letter and invites SIOPSA to talks in 2019. CSIR confirmed a credit to the value of R 178 000.00 to SIOPSA and 10% discount for the 2019 conference.

Andrew Johnson mentioned with concern that SIOPSA should get commitment from the Department of Science and Technology that this is not just vague political promises.

2. Apologies

Annelien Strubel, Lynette Tredouw, Inette Taylor, Lucanda Secandja, Aletta Odendaal, Jacqueline Bonama, Wilma Botha, Carl Muller, Prof Hennie Kriek
Hennie kriek, Liziwe Masoga

3. Confirmation of voting procedures

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

- 3.1 Full members, Fellows and Honorary members can vote on amendments to Constitution and the election of the President
- 3.2 Associate members can vote on any matter other than amendments to Constitution and the election of the President
- 3.3 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
- 3.4 All voting members should have received a voting card
- 3.5 The number of proxies should be clearly indicated

Voting cards were made available and the voting procedure was explained for all voting members.

4. Confirmation of minutes of the previous AGM held on 26 July 2017 and the Special AGM held on 29 November 2017

- 4.1 The minutes of the AGM held on 26 July 2017 and the Special AGM held on 29 November 2017 was accepted as a true and accurate reflection of the previous meeting.
- 4.2 Members were advised that copies of the previous minutes were available on the SIOPSA website.

Confirmed by all

5. Matters Arising

- 5.1 Matters arising from the minutes of the AGM held on 26 July 2017 and the special AGM held on 29 November 2017
- 5.2 New president elect
- 5.3 2018/19 membership fees voted and ratified for today
- 5.4 Last week of events pre-conference

Proposer: David Bischof

Secunder: Crystal Hoole

6. President's Report (Shirleen Titus)

Shirleen Titus offered a word of thanks to the EXCO / MANCO and Office Administration for their outstanding commitment and dedication towards SIOPSA during the 2017/2018 year.

6.1 Treasury and Website committee update:

Kick off meeting was held with Aletta Odendaal, Fred Guest, Danie Oosthuizen, Alison Felix-Lodewyk, Shirleen Titus, Rentia De Bruyn, Zandile Mjijako and Lungelo Hlela

- Two Objectives: Financials – Danie Oosthuizen and Website – Fred Guest
- Ended ties with Flint and contracted with Cinnabar
- Ended ties with Zandile Mjijako which left a huge gap in the teething problems associated with the website
- Ended ties with Rentia De Bruyn and contracted with AOS
- SIOPSA contracted a dedicated Financial Controller, Jan Hendrik Barnard
- SIOPSA contracted Nucleo (PTY) Ltd.
- Financials were signed-off

Both Committees were dissolved after the strategic objectives were met and Danie Oosthuizen continued to oversee the Treasury role and Fred Guest provided oversight for the new website.

6.2 2017 Achievements

- During the AGM of 26 July 2017 Exco was mandated to look at treasury and the SIOPSA website. Shirleen provided feedback on the progress made in this regard.
- Shirleen welcome to the meeting Accountants on Site
- Agreement from AGM last year to pursue cost of a new website and aligned with strategic constitution. As exco mandate to keep members always first. Troubleshooting after conference on the website is still a priority and request member patients whilst this is being addressed.
- Siopsa finances stabilising but still require attention. Danie took up the challenge of taking over during a critical time for the organisation. SIOPSA is grateful for Danie's knowledge sharing towards the organisation during this critical times.

- Governance: Finalising of processes surrounding the updating on policies and house rules received were strengthened.
- The change management process kicked-in and Exco members were continuously striving towards a new mindset of giving back to the association.
- PPS student sponsorships up to 300 students for 2019. Members are requested to remind students to register with PPS. Letters in this regard will be sent out in due course.
- Omnisure also wanted to take up a platinum sponsorship time delay made that we did not get the sponsorship of R60 000.
- Reached out to other institutions to contribute and creating collaboration opportunities and to create different sponsor streams, that can service our numbers.
- President attending the international conference with themes around new trends and diversity. Shirleen mentioned the value of her attending this conference that led to the realising of the need for applying our mind to new technology and trends. This year's conference was inspired by these themes to attract Keynotes speakers talking about social entrepreneurship and cultural collaboration. Shirleen was successful in proactively securing keynotes for future conferences by attending the international conference.

6.3 Membership numbers

Category	July 2016 -2017	July 2017 - 2018
Full	312	267
Associate	1	75
Affiliate	70	45
Emerging	11	34
Foreign Affiliate	1	2
Student	0	0

Nadene Venter indicated the membership records are reflected and should be fully paid up. Accurate numbers could be located in previous annual reports.

6.4 Office administration team

Shirleen discussed the changes and impact of the changes on the society. Branding was an important factor and the latest social media and visual material was applied to assist with strengthening of the SIOPSA brand. SIOPSA has reached out to media to publish articles. With this

said the correct communication tools and editing skills is essential for the brand going out to the market to ensure we provide the market with a professional product. Currently the office administration team consists of one permanent appointment and two contract positions.

Andrew Johnson suggested that the time has come for Siopsa to establish itself in the South African public creating a high level of awareness for SIOPSA and that we need to start responding to situations in SA like state capture and corruption.

Nadene Venter fully agree with a new communication strategy and mentions that the 2020 strategy that is driven by a contractor position might not be able to deliver on this. Communication is currently functioning at technical level and a more strategic communication and marketing approach should be considered.

Shirleen Titus respond by referring to SIOPSA's four visions in the Annual report that will not change and although important the organisation is currently facing a challenge to keep the priority visions that we can currently do.

Exco is well aware of the strategic communication and marketing challenges facing SIOPSA and collaboration with the Professional Services and External Relations will be constituted by Exco to determine the required actions.

Andrew Johnson: Proposing to obtain a professional specialist to determine what our strategic drivers should be and how to promoting SIOPSA to become relevant and important in dealing with current SA situations. He continues by saying that we as a Society should refrain from talking only amongst ourselves.

Fred Guest further proposed getting experts in developing a media strategy for the SIOPSA to gain public awareness. In response Shirleen reminded the meeting about the media interactions and radio interviews that took place earlier this year.

Shirleen: Shift to new president how we constitute our exco maybe it should constitute into to portfolios.

6.5 Membership fees

The proposed membership fees increase base on CPIX of 4,8%.

MEMBERSHIP CATEGORY	EARLY BIRD 2017-2018	RENEWAL 2017-2018	EARLY BIRD 2018 – 2019	RENEWAL 2018 - 2019
Full	1 166	1 166	1 222	1 222
Associate	1 166	1 166	1 222	1 222
Foreign Affiliate	1 166	1 166	1 222	1 222
Affiliate	1 166	1 166	1 222	1 222
Emerging Psychologist	575	575	603	603
Student	169	169	177	177
Honorary Members	1 166	1 166	Free	Free

- Early bird discount up to 31 October 2018; 13% discount
- Student Membership paid by PPS up to R50 000 ; i.e. 280 students

A few comments regarding a proposal by Shirleen that free membership for master students from PPS sponsorship that register in the first quarter was raised.

Pieter Mulder proposes considering special fee for retired members, especially retired members who cannot attend the conference due to limited income.

Fred guest agree and propose that the new exco make this a project and engage with Mr Mulder to make a decision on a fee structure for pensioners keeping in mind that this is not a new category on the constitution.

Nadene Venter seconded Fred Guest's proposal and mentioned that this matter has been raised at previous meetings.

Andrew Johnson propose that the membership of pensioners be revised by the AGM and that Exco should be mandated to investigate and determine the value of membership fees. This is seconded by Karien van der Merwe.

Barbara Donaldson comments that we should be clear on the pensioners age that is 71 and not 61.

Pieter Mulder commented that a minimum fee should get 30 points and that is of great value for retired members to interact during these conferences.

Fred Guest: Proposed that pensioner discounts should be addressed by an Exco sub-committee for both membership and conference attendance. Collaboration with Mr Pieter Mulder is recommended and Exco is mandated to provide feedback during the next AGM in 2019. This was seconded by Nadene Venter.

Andrew Johnson comment that should Exco have a mandate to review pensioner's discount they should also implement it and present it at the next AGM for ratification.

Shirleen Titus proposed that honorary member's contribution to the organisation be honoured by excluding them for conference fee payments.

Theo Veldsman suggested that this matter also be investigated by Exco and the sub-committee. Andrew Johnson accepted the proposal and Fred Guest seconded.

7. Constitutional

The following constitutional matters were ratified at the Special AGM, 29th November 2017:

- The Financial Year
- Membership categories
- Section 6: EXECUTIVE COMMITTEE
- Section 8: ELECTION OF PRESIDENT

There are no constitutional amendments in 2018-2019

Theo Veldsman proposed that the continuity of leadership referring to the president's term, vice periods and the minimum period on Exco level before moving to presidency level. Adding to his proposal he continuous with the challenge of bringing about strategic changes in a one-year term. Continuity and execution ability should be considered.

Shirleen Titus commented that members agreed to the current 3-year role at the special AGM held in November 2017.

Dirk Geldenhuys commented that when a decision was taken at Exco level about the time frame of the presidency and agreed upon by members at the special AGM he do not feel it requires a reopening for discussion.

Fred Guest however requires that the Rational and process that brought this decision by AGM should be made clear to all. Natasha Winkler-Titus agree that when two members at the AGM do not agree that she seconds the matter to be reviewed.

Shirleen Titus provided an explanation of how exco approached the 3 roles and how it contributes to the presidency outcome. Exco see the Past President as a stakeholder and mentor role with governance oversight. Nadene Venter comments that she feels comfortable that this arrangement will indeed serve the purpose of leadership continuity within SIOPSA. Fred Guest withdrew his request for extended presidency.

8. Treasurer's Report

The acting Treasurer, Danie Oosthuizen, presented the Annual Financial Report. The report covered income and expenditure for the 2017/2018 membership year, a profit and loss analysis as well as other financial matters.

8.1 Treasury Highlights: Invoices for July until before the conference: R 894 361 Available cash in check and Market link: R 1 012 742 Long term investment Stanlib: R 463 172

8.2 Treasury challenges: 1. PAI - R190 000 2. Correction of income for Website invoices– R365 568 (Financial year 2016- 2017)

The challenges require a full audit by AOS and the cost should reflect in the financials. Marketing budget should also be considered in the financials going forward.

Approval of 2016/17: Theo Veldsman

Secunder: Andre Lombard

Expenditure demonstrated that the monthly expenses and operations decreased significantly.

Accepted Feb 2018: Fred Guest

Secunder: Andrew Johnson

Nadene Venter recommends that clear performance contracts should be in place and should be kept

updated and ensure co-work at all times.

Special items to be vote on

Danie Oosthuizen provides background and history relating to the PAI repayment of R280 000. It is proposed that R190 000 will be in the funding model this financial year with the next payment of R190 000 in the 2019/2020 financial year.

Fred Guest confirmed that we actually do not have a choice and it's important that we should commit to the agreement. With the PAI currently being an interest group, shouldn't it be ringfenced, therefore not be moving out of the organisation.

Nadene Venter asked the treasure to confirm that the amount is R280 000 out of the cash flow over two years. Andrew Johnson raises a concern that he was not aware of the R280 000 and only know about the R190 000. Both Karien van der Merwe and Shirleen Titus confirm and seconded that the amount of R280 000 was mentioned at the Exco meeting of 12 April and 23 July 2018.

Danie moved on to the Website situation and explained that old site was not on the Sage system causing double invoicing and the impact of these duplications resulting in an inflated source of income and outstanding debt and propose income correction for website invoices generated in the 2016 /17 periods. The reproductions of old website invoices and the spreadsheet to track these old invoices were unreliable in the attempt to recover the funds from members.

Andre Lombard asked whether this amount was an audited figure and also whether the process of reconciliation was audited. Danie confirm that he has clear evidence that it is the actual situation and that the figure and processes are not audited.

Andre Lombard proposed that AOS assist with the write-off and to provide a second opinion. This is seconded by Wendy. The amount will remain in the budget until the audit outcome states differently.

9. Acceptance of the Annual Report

10. SIOPSA president and Treasurer 2018/2019

10.1 Treasurer

Danie Oosthuizen is currently acting as Treasurer and made himself available for the role of Treasurer for the new financial period. David Bischoff propose and Andre seconded the decision to assign Danie as the new Treasurer.

10.2 The **role of secretary** is proposed to be fulfilled by Nompumelelo Shezi from the JHB branch Barbara Johnson seconded this appointment.

10.3 President-Elect

The three nominees for the president-elect position is Dr Marisa Brouwers, from the NorthWest Branch, Natasha Winkler-Titus and Chrystal Hoole.

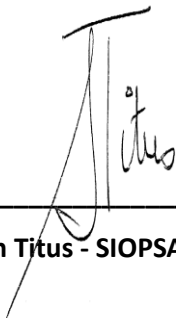
The secret voting process was followed and the successful candidate receiving the most votes was Dr Marisa Brouwers.

11. Closure

Shirleen Titus congratulated each of the nominees and welcomes Dr Marisa Brouwers in her new capacity as President-Elect. Shirleen Titus welcomed Alison Felix-Lodewyk as the new President of SIOPSA and handed the meeting over to her.

The AGM was closed by Alison Felix-Lodewyk and adjourned at 18h13.

Signed:



Mrs Shirleen Titus - SIOPSA President 2017/18

Date:

30 August 2018
