## Item 1. Opening and Word Of Welcome
Saneth Dreyer opened the meeting at 13.00 and welcomed all members. She encouraged all to contribute and participate.

## Item 2. Attendance
**Office Bearers:**
- Saneth Dreyer (SD) - President
- Henry Mason (HM) - President Elect and Research Training and Development Coordinator
- Saloschini Pillay (SP) - Finance Coordinator
- Melissa Barnaschone (MB) - Public and Regional Liaison Officer
- Fadzai Matoushaya (FP) - Administrative Coordinator

Members who were in attendance are indicated on the Attendance Register (see Appendix).

[SAACDHE 37th AGM attendance register.pdf](SAACDHE 37th AGM attendance register.pdf)

## Item 3. Apologies
Apologies noted from WITS (Anne Lunsky, Shameen Naidu, and Vinoba Krishna).
4. Announcements

Congratulations to:-
- Henry Mason on the birth of his baby daughter named Lily-Anne.
- Melissa Barnaschine recently appointed as the new Director of Student Counselling and Development, University of the Free State.
- Laetitia Permal newly appointed as Director of Centre For Student Support Services, University of the Western Cape
- Ross Wells newly appointed as the UNISA Deputy Director of Student Counselling
- Dr Maud Ntanjana as Head of Department of Student Counselling at the University of Pretoria.

5. Confirmation of the agenda

Members accepted the agenda

5.1 CONFIRMATION OF MINUTES OF PREVIOUS AGM (2013) is it not 2014

Minutes were accepted with minor amendments
Accepted by Louis Vlok, Seconded by Prince Dabula.

6. Matters arising from minutes of 2014 AGM

6.1 QA3 Tool Feedback
- Reviewed and finalised in 2015
- Circulated to all HOD’s from SAACDHE affiliated institutions
- Received minimum feedback
- Encouraged to make use of the tool and offer feedback

6.2 EMC visit to Swaziland/ meeting with Ministry and UNISWA
- Two representatives of the EMC (SD and SP) visited the Ministry of Education in February 2016.
- Discussions focused on collaboration on best practices, setting up of professional counselling services in Swaziland, regulating professional practices and professional development of counselling staff.
- The Ministry and the University committed to supporting the 2016 SAACDHE Conference.
### 6.3 Branding
- The new SAACDHE logo was accepted at the Vaal Conference in 2015.
- The President thanked MB and FM for their diligence and effort in finalising the new SAACDHE logo. The EMC commented on the positive response received from the membership on the new logo and branding.

### 6.4 SAFSAS

#### 6.4.1 Update on the work of the NEC
The concerns raised by some members of SAACDHE at the 2015 AGM was discussed at SAFSAS meetings, and the following were reiterated:

- No Association affiliated with SAFSAS has been asked to give up their annual conference
- SAFSAS will continue to arrange and host bi-annual conferences with different, albeit complimentary focus to that of SAACDHE.
- The next SAFSAS Conference is planned for November 2016.
- A ‘save the date’ for the 2016 SAFSAS Conference will be sent out by the organisers.
- The strategic objectives of SAFSAS do not clash with SAACDHE’s focal areas.
- The SAFSAS NEC achieved 3 of the 4 broad objectives:
  1. Prevalence and management of food insecurity in HE institutions
  2. Develop a framework for Student Leadership Development and Governance
  3. Provide capacity building to the TVETs (work in progress)
  4. Strengthening relationship with DHET and USAf

#### 6.4.2 Conference: SAFSAS 2017
- The preliminary theme for 2016 SAFSAS Conference has been identified as: “Looking back, looking forward and Finding our space in the new Normal.”
### SAACDHE June 2015 Strategic Planning

#### Updates and progress regarding tasks and action plans

The four focus areas established after the 2015 Strategic Planning meeting were as follows:-

1. **Position SAACDHE within Higher Education, as well as Counselling, Career and Development services.**
2. **To develop short term strategies and actions for SAACDHE.**
3. **To achieve alignment in approach with SAACDHE's vision and mission.**
4. **Increase focus and relevance of the organisation.**

Progress made thus far with regards to the above was as follows:-

1. **Increased membership** - 45 affiliated full-member institutions and 160 paid individual members
2. **Portfolios:**
   - Revision of all portfolio descriptions
   - Letter to line managers of office bearers to assist in helping office bearers carry out their duties
   - Performance agreement for office bearers.
3. **Increased visibility and branding:**
   - Rebranding of all documentation
   - Talks at Career Centre Forum, DHET & regions on request
   - Attendance of all relevant meetings and conferences.
4. **Established relationship with DHET:**
   - Initial presentation of SAACDHE activities
   - Several follow-up informal meetings.
5. **Revision of content of SAACDHE documentation:**
   - Constitution
   - Portfolios
   - Ethics Document
   - Position Paper (in process)
   - QA3 Tool

Four priority challenge areas have been identified for the year ahead:

1. **To facilitate the holistic development and professionalization of staff in the SCCDS's**
2. **To support the effective work and study of individuals and groups.**
3. **Support the effective operation of the institutions Represented by SAACDHE**
4. **To maintain operational excellence**
### 7.2 Constitutional Changes

<table>
<thead>
<tr>
<th>ORIGINAL CLAUSE</th>
<th>AMENDED CLAUSE</th>
<th>MOTIVATION FOR AMENDMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Portfolio of President pg 33</td>
<td>UPDATED PORTFOLIO OF PRES</td>
<td>Office Bearer posts in their current format did not accurately represent the roles and responsibilities as well as core competencies expected of the incumbents. This needed to be reviewed in order to accurately reflect the role and function of the respective office bearers.</td>
</tr>
<tr>
<td>2. Portfolio of President Elect pg 33 and 34 same applies in these columns throughout from points 1-8</td>
<td>UPDATED PORTFOLIO OF PRES</td>
<td></td>
</tr>
<tr>
<td>3. Portfolio of Administrative Coordinator pg 34, 35 and 36</td>
<td>UPDATED PORTFOLIO OF ADM</td>
<td></td>
</tr>
<tr>
<td>4. Portfolio of Financial Coordinator pg 36</td>
<td>UPDATED PORTFOLIO OF FINA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portfolio of Public and Regional Liaison Officer pg 37</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PORTFOLIO OF PUBLIC AND REGIONAL LIAISON OFFICER_OLD.docx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UPDATED PORTFOLIO OF PRLC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portfolio of Research Training and Development Officer pg 37 and 38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PORTFOLIO OF RESEARCH_OLD.docx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UPDATED PORTFOLIO OF RTD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portfolio of Regional Chairperson pg 38 and 39</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PORTFOLIO OF REGIONAL CHAIRPERSONS_OLD.docx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UPDATED PORTFOLIO OF REGI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portfolio of Regional Administrative Coordinator pg 39 and 40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RegionalAdminOfficer.docx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UPDATED PORTFOLIO OF REGI</td>
<td></td>
</tr>
</tbody>
</table>
9. The template for office bearers to sign in and out

10. New clause: 3.26

<table>
<thead>
<tr>
<th>9.</th>
<th>10.</th>
<th>11.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The template for office bearers to sign in and out</td>
<td>Change in Office Bearers Register.docx</td>
<td>Recommendation by the bank and the NPO</td>
</tr>
<tr>
<td>incoming-outgoing office bearers.pdf</td>
<td>Recommendation by the Department of Social Development, as it is not in our current Constitution</td>
<td></td>
</tr>
</tbody>
</table>

Dr. Jack Mashiapata noted the amendments to the Constitution and requested they be made available before the AGM.

Laetitia Permall queried if there were any accountability measures for the office bearers.

SP responded that the KPA's are in the constitution and discussed at the induction process and SD had developed a performance agreement with all office bearers.

7.2.1 Capacity Building

Laetitia Permall queried about leadership development plans within the association as well as capacity building to ensure that members can take on leadership positions.

7.3 Honorary Awards

Three people receiving awards:
- Dr Nomfundo Mlisa
- Mrs Keba Mophuting
- Mr Louis Vlok
### Conference 2017
- The 2017 SAACDHE Conference will be hosted by the KZN region
- Venue: Coastlands Umhlanga
- Date: The 11th to the 13th September 2017
- The theme is currently under discussion however the region has decided that the topic ought to be aligned to the current realities in HE (#ProtestAction etc) and its implications for our services.

### SAACDHE Annual report
All reports received were circulated via the regional chairs and were considered read.

### 8.1 President
SD reported on her term as president 2016 - report submitted

### 8.2 President Elect
HM reported on his term as president-elect - report submitted

### 8.3 RTD portfolio
HM reported on his term as RTD - report submitted

### 8.4 Public and Regional Liaison Officer report
MB reported on her term – report submitted

### 8.5 Administrative Coordinator report
FM reported on her term - Report Submitted
### Income and Expense

Reported on the Income and expense statement for the period 1 August 2015 to 31 July 2016. The main points are as follows:

- The SAACDHE National account reflects a balance of **R337, 340.82**.
- Total income (includes membership fees and Western Cape Conference profits) for the period 1 August 2015 – 31 July 2016 amounted to **R197,941,89**.
- Total expenditure (Meetings and operational costs) for the period 1 August 2015 – 31 July 2016 amounted to **R161,102,00**.

### Audited report

Copies of the Auditors report were made available for perusal at the AGM. SAACDHE has once again received an unqualified report.

### Budget projections for 2016

Saloschini highlighted budget projections for the period 1 August 2016 to 31 July 2017 (Please find annual report attached).

### Six key challenges impacting this portfolio

1. Late payment of the conference income impacts the income in our bank account for purposes of covering our operations.
2. Payment of membership fees after the close of financial year impacts the rand value in bank as at 31st July.
3. Members misrepresenting to COC the invoice for payment of membership fees as a proof of payment to qualify for attendance at member rate for the conferences.
4. Members noncompliant on finance procedures for the payment of fees creates inefficiency, e.g., not filling in the member list to inform the Invoicing.
5. Members paying member fees after close of financial year and confusing that with payment for the new cycle.
6. Delegates being accepted for conference attendance without upfront payment of registration fees resulting often times in almost a year of chasing after outstanding payments.
### 8.7 Regional reports
Reports were submitted but, due to time constraints, were not reported on in detail during this meeting.

### 9. Election of new office bearers
- SP outlined the procedure as per the constitution
- The vacant positions with the KPA's were advertised three months in advance
- The regional chairs were provided with the documents to seek nominations from within their regions
- The Voter's Role was placed outside the conference venues for the timeframe of the conference
- No nominations had come in by the closing time. EMC agreed to extend till 11 on the day of AGM
- Two nominations were received
- An electoral officer was appointed with two assistants
- Voting was conducted by secret ballot
- The results revealed that one candidate Jack Mashiapata had the higher votes at 31 and the second candidate, Dr Maud Ntanjana 30 votes.

#### 9.1 President Elect
Dr Jack Mashiapata was congratulated as the next incoming President-Elect

#### 10. Address by outgoing president
SD made her outgoing speech: She noted her achievements and highlights during her term of office and thanked the EMC and membership for their support

#### 11. Address by incoming president
HM delivered a short acceptance speech highlighting his vision for SAACDHE

#### 12. MEETING WAS CLOSED
With there being no further business to discuss the meeting was closed by the outgoing president Dr SD at 3.58PM