



SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT
IN HIGHER EDUCATION



ANNUAL REPORT

1st August 2020 -31 July 2021



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EXECUTIVE MANAGEMENT COMMITTEE REPORTS

PRESIDENT:

DR JOSHUA BONGANI NDLELA

The President has been involved in the following activities:

THE 2020 - 2021 YEAR IN REVIEW

- 1) EMC meetings in 2021 February, March April, September
- 2) Communication with the Directors of Counselling of the various universities acknowledging the roles of their staff members in the association.
- 3) Meetings and collaboration forged with Higher Health to address issues of mental health and continue with engagements started by the previous President.
- 4) Representing SAACDHE at different platforms including Mental Health information sessions - DHET and Higher Health.
- 5) A survey was conducted to our members on how types of workshops and platforms they would prefer when online workshops are to be conducted.
- 6) Pilot workshops conducted to work on rolling out online CPD workshop to keep our membership abreast with what's happening in their profession

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the President portfolio as stipulated in the SAACDHE Constitution:

MANAGEMENT OF ASSOCIATION	
Key Performance Area	Remarks
Provide dynamic leadership towards, and be ultimately responsible for ensuring that the ethos, principles and requirements of the constitution of SAACDHE are promoted and strictly applied	As the president, I continued to uphold the ethos, principles and requirements of the constitution by conducting and chairing meetings according to the constitutional imperatives, chaired the meetings and assisted to in developing the agendas.

<p>Annually set specific strategic priorities for the Association as a whole and report on this progress in a formative and summative manner</p>	<p>During my tenure, together with the EMC we continued to thrive against the challenges caused by COVID-19 and uphold the objectives set by the strategic plan 2018-2021 e.g. online workshop -platform and expand our territory.</p>
<p>Provide formative and summative feedback to all members regarding the degree to which the Association has performed against the pre-determined outcomes (those of each individual member of the EMC/GMC and the specifics annually determined by the President)</p>	<p>COVID 19 disrupted normal functioning of the association, however mid-year reports were read and shared during our July meeting by GMC and EMC.</p>

<p>Liaise with DHET and other national associations aligned to the core business of SAACDHE and co-represent (with the President-Elect) the Association at Management Committee meetings in the form of an annual, bi-annual or semester presentations to the meeting</p>	<p>Through liaison and involvement with Higher Health and other structures, we were able to attend 3 meetings at the time of Dr Pitsoane and 1 meeting at the current president. The President presented on Graduate success in a webinar hosted by Higher Health.</p> <p>Higher Health has extended an invite to work together to form work groups which will assist in helping students during this period of COVID-19.</p> <p>The President has been nominated by Higher Health to be part of Global research on team on Youth response to COVID-19, the following countries are part of the project (India, USA and South Africa)</p>
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EXECUTIVE MANAGEMENT COMMITTEE SUPPORT

Key Performance Area	Remarks
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Provide dynamic leadership towards, and be ultimately responsible for ensuring the realisation of all the functions and responsibilities of the EMC/GMC/AGM, as stipulated in the constitution	The targeted meetings of the EMC/GMC were achieved via a virtual format as a result that we could not see each other in person due to the challenges posed by COVID-19.
Provide assistance to other EMC members with specific tasks, as required	Whenever required, the president stepped in to provide support and to consult with the EMC where necessary
Assist the Public and Regional Liaison officer in positioning the Association as a strong and united lobbying force	The President and the Public and Regional Liaison Officer (PRLO) worked very well together to ensure that the association is a strong and united lobbying force. The Public and Regional Liaison Officer (PRLO) sent messages of encouragement to members when the COVID-19 National Lockdown began. Snippets of messages were shared by the PRLO on SAACDHE website.
EMC / GMC MEETINGS	
Key Performance Area	Remarks
Chair all EMC/GMC/AGM meetings	The president attended and presided on all the EMC/GMC meetings of 2020-2021 as stipulated in the SAACDHE constitution, However, the AGM did not occur in 2020.
MEMBERSHIP	
Key Performance Area	Remarks
Ensure continuous communication/dialogue with all members	Ensuring continuous communication/dialogue with all members and we were really assisted by the PRLO.

CONCLUSION

It has been a privilege and an honour and of course, a challenge for me to serve as the president of this association during the most challenging time where the world struggled with the surge of COVID 19 which led to fears and uncertainties. I am grateful for the opportunity and thanks to the team members in the EMC, the GMC and the membership as a whole for their support.

We are thankful that we somehow survived this far and may the soul of the departed rest in eternal peace. We wish healing and peace to their family.

Dr Joshua Bongani Ndlela

PRESIDENT-ELECT (CO-OPTED): LAMESE CHETTY

The President-Elect has been involved in the following activities:

- 1) In this portfolio I was co-opted since June 2021 as an AGM could not be held in 2020 as per the National Lockdown and the association not physical conference.
- 2) I assisted with interim duties with assisting the President duties

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the President-Elect portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Provide general and strategic support to the President	YES	Interim support was provided to the president
Attend to delegated tasks from the President	YES	Regular communication to members and COC
Provide assistance to other EMC members with specific tasks as required	YES	Assistance in PRO duties as well as President-Elect
Liaise with DHET and other national associations aligned to the core business of SAACDHE and co-represent (with the President) the Association at Management Committee meetings in the form of an annual, bi-annual or semester presentations to the meeting	YES	Communication was facilitated with Higher Health and sent to relevant SCDS Directors to partner with DHET.
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks

Attend all meetings	YES	Regular meetings attended
CONFERENCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
<p>Attend to conference related matters (assisted by the Administrative Coordinator & PRLO)</p> <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts, for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Regular meetings were held with COC in planning the first virtual conference. This included preparation of conference needs including programme and abstract acceptance. Guidance was provided to COC with planning.</p>
Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures	YES	Provide KPA's and documentation and info to EMC and GMC as required (USB) Regular communication was sent out via email to members and regional chairpersons

<p>Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by:</p> <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	<p>NO</p> <p>NO</p> <p>NO</p>	<p>This was not done as to time constraints because of the applicable first virtual conference preparations. Communication was also challenging with certain regions.</p>
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
<p>Operationalise the Association's Quality Assurance System by:</p> <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	<p>NO</p>	
<p>Facilitate and plan regional training activities with regards to quality assurance</p>	<p>NO</p>	

CONCLUSION

The portfolio was to support the President as interim co-opted President Elect as a result of not being able to have an Annual General Meeting in 2020 as the national conference was cancelled.

Lamese Chetty

RESEARCH, TRAINING & DEVELOPMENT COORDINATOR: TOBIAS VAN DEN BERGH

INTRODUCTION

The following sections provide a brief outline of SAACDHE activities related to the RTD portfolio. The first section provides an overview of the MindCare training and development project, the project phases and the timeline. After that, I give a synopsis of the MindCare sessions to date, share some project data and feedback from participants, and current and projected financial costs. The final section briefly describes particular project challenges, growth opportunities, and future-oriented considerations. Additional activities are then reported and summarised in the training and development table.

MINDCARE

Overview

MindCare was designed and developed after conducting the national SAACDHE Online Education and Training (SOET) survey during June and July of 2020. The aims of the survey were to:

- 1) Explore the online training and development needs, preferences, and opinions of SAACDHE members;
- 2) Connect meaningfully with members during a problematic (i.e. COVID-19) period that compelled the cancellation of the 2020 annual SAACDHE conference and;
- 3) Use the SOET survey results to inform the design, development, and implementation of an online training, development, and professional connection project.

The SOET survey results were analysed, reported, and disseminated. This led to the establishment of a project team, the consequent development of project initiation and planning documents, and the creation of a project identity and brand. This resulted in the conceptualisation of *MindCare: Connect, Learn, Evolve*.

The figure below depicts the broad project phases. The initial project design and development occurred from June 2020 to 1 November. The implementation stretches from 18 November 2020 to 18 November 2021. The project evaluation and reporting phase are planned from 18 November 2021 until 9 December 2021.

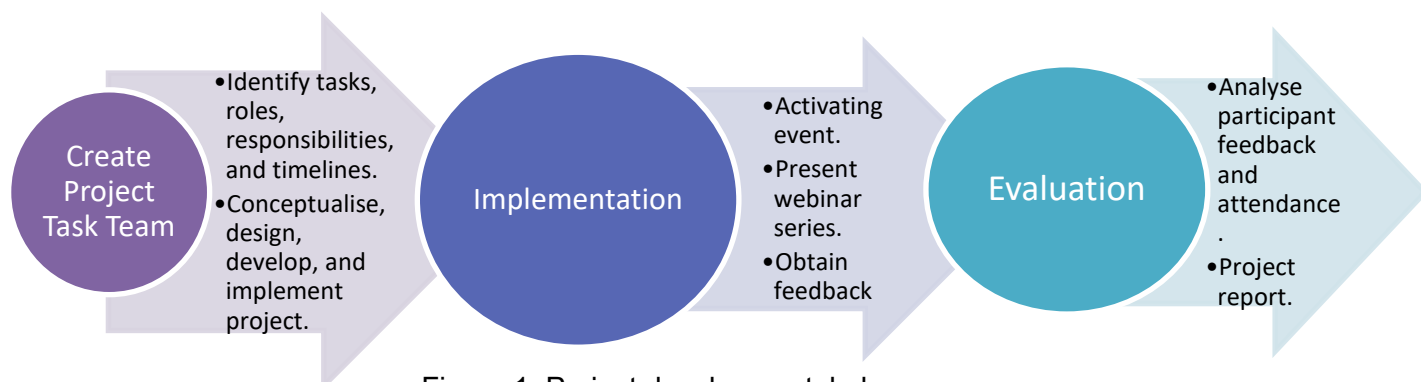


Figure 1: Project developmental phases

The initial implementation of MindCare was from 18 November 2020 to 2 December 2020. During this period the three sessions were used to develop and test several processes and systems, including: communication and marketing processes, the online platform (i.e. Zoom) and user experience, event and participant registration systems, data collection and feedback systems.

Additional objectives during 2021 were to develop, implement and test processes related to CPD applications, accreditation, and participant CPD certification, user activity systems, financial systems (e.g. payment of Zoom account, presenter honorariums, and CPD accreditation costs), and session evaluation and participant feedback processes, amongst others.


The table below provide details of the completed MindCare sessions, implementation dates and times, and the presentation or workshop topic and presenter, at the time of reporting.

MINDCARE SESSION	DATE and TIME	PRESENTATION/WORKSHOP TOPIC AND PRESENTER
1	18 November 2020, 11:00 – 13:00	MindCare Launch and Connect, MindCare team
2	25 November 2020, 11:00 – 12:00	Student Mental Health During COVID-19, Prof. Melvyn Freeman

3	2 December 2020, 12:00 – 13:00	Professional Self-Care: TLC in Action, MindCare team
4	21 April 2021, 11:00 – 13:00	MindCare Connection Session 2021: Meet the SAACDHE EMC and Regional Chairs, the MindCare Philosophy, MindCare 2021 –What’s Next? and COVID-19 Reflection Connection
5 (CPD accredited, 2 General CEU’s)	20 May 2021, 11:00 – 13:00	Acceptance: The Willingness to Face Suffering and the Art of Letting Go, Tobias van den Bergh
6 (CPD accredited, 2 General CEU’s)	23 June 2021, 11:00 – 13:00	The scholarly practitioner: Expressing curiosity, passion, and purpose through research, Dr Henry Mason
7 (CPD accredited, 2 General CEU’s)	19 August 2021, 11:00 – 13:00	Re-imagining Self-Esteem: The Journey to Self-Actualisation, Lize Wolmarans
8 (CPD accredited, 2 General CEU’s)	8 September 2021, 11:00 – 13:00	Understanding and Utilising Self-Care: The Building Blocks to Well-being, Carmine Nieman

Synopsis: MindCare to Date

The first online MindCare session was the *Launch and Connect* event on 18 November 2020. The images below show the event marketing and communication product, visually and verbally representing the intended project identity and organisational branding.





SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT
IN HIGHER EDUCATION


MINDCARE LAUNCH & CONNECT




Wednesday
18 November 2020
11:00 – 13:00

REGISTER NOW!
(click on logo below)

Welcome to the MindCare initiative



		
CONNECT	LEARN	EVOLVE
Common Humanity	Knowledge and Skills	Growth and Change
<p>The aim is to connect SAACDHE members and higher education professionals in meaningful ways, and to share our experiences, challenges, insights, information, and knowledge.</p>	<p>The aim is to create and implement regular online professional and personal development opportunities for SAACDHE members (and in 2021 non-members) that are relevant and needs based.</p>	<p>Our hope is that MindCare creates impactful personal and professional growth, and promotes holistic development to the benefit of students and higher education practitioners in several areas.</p>

Since then, we have hosted eight sessions, of which four received CPD accreditation or 2 General CEU's per session. Consequently, the following milestones were achieved during this period, with two sessions remaining before the final project evaluation and reporting:

- Eight sessions were hosted.
- A total of four sessions were CPD accredited for eight General, level 1 CEU's.
- Participants were representative of over 20 different higher education institutions.
- 602 MindCare sessions registrations.
- 456 MindCare sessions participants.
- 262 feedback and evaluation questionnaires completed.
- 132 CPD certificates issued (from the 2021 sessions two to four).
- Session evaluations varied from 88% and 97% satisfaction levels, with 13.15 % of participants rating the overall effectiveness of the presenters as good and 86 % rating the overall effectiveness of presenters as excellent.
- The project budget was set at R13 000. Current actual expenses are R 5424.52, with projected total expenses estimated at R13 258.52.

The final project report is planned for dissemination to the GMC and SAACDHE members on 9 December 2021 and will contain detailed project feedback, data, and analysis. The project evaluation will be informed by relevant data, participant feedback, qualitative group interviews, and the MindCare project team's experiential knowledge. The intention is to use the evaluative reflection to improve and re-design MindCare from December 2021 to February 2022 and re-implement it from March or April 2022.

Challenges and Growth Opportunities: Initial Considerations

Preliminary challenges associated with the MindCare programme are:

- It takes a team to raise a project of this kind. MindCare is quite labour and time intensive.
- The SAACDHE members contact details and registration status database need to be current and updated.
- MindCare sessions had no financial cost to participants. This was mainly to ensure that non-paid-up members would not be penalised.
- Presenters – we need to organise more diverse presenters. Arranging presenters was complicated by presenter withdrawals at short notice or potential presenters expecting exorbitant payments to present.

The final project report will highlight various aspects related to forward-thinking and MindCare in more detail. Currently, the following are some suggestions for MindCare 2022 and beyond:

- Create a project team comprising the RTD incumbent and the regional chairs and adapt the constitution to reflect MindCare where appropriate. The aim is to entrench MindCare within the organisation and to ensure its sustainability.
- Re-think the project logo. Do a member voting/survey of different logo designs.
- Allocate funds to make use of graphic design service providers.
- Conduct two group interviews with SAACDHE members that attended MindCare sessions. The qualitative data can inform the re-design process.
- Motivate early member registration. The aim is to host MindCare at no or minimal cost to registered and paid-up members and an administrative fee for non-members.

In addition to MindCare and the afore-mentioned information, the RTD portfolio was involved in the following activities:

- 1) We received one JCDHE submission. Two independent reviewers were found and subsequently reviewed the article. The article was accepted with major changes but was not re-submitted.
- 2) The RTD portfolio and SAACDHE are involved in a research project titled: *Investigating wellbeing during the first-year experience. A national survey among SAACDHE-affiliated institutions of higher education.*
The principal investigator is the research psychologist, Dr Henry Mason. He previously occupied several SAACDHE roles and positions and is the current SAACDHE Positive Psychology Special Interest Group (SIG) coordinator. We will elaborate on the project details during the 2021 SAACDHE conference.
- 3) Presented a training workshop in May 2021 to members of various Walter Sisulu University (WSU) campuses. The topic was on the use of online survey administration software.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Research, Training & Development Coordinator portfolio as stipulated in the SAACDHE Constitution:

TRAINING & DEVELOPMENT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure EMC/GMC training and inductions	Yes	It was done during 2019. No AGM in 2020. Training will occur later this year after the conference and AGM.
Address special training needs of members on a regional level (e.g., writer's forum; research and publication training)	Yes	The SOET Survey determined the needs and preferences of members. The online training programme MindCare was implemented. Presented additional training to WSU members.
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks

Attend all meetings	Yes	
RESEARCH		
Key Performance Area	Addressed: Yes/No/Na	Remarks

<ol style="list-style-type: none"> 1. Be responsible for the SAACDHE publication, entitled the Journal for Counselling and Development in Higher Education Southern Africa: 2. Find referees to review conference papers / articles for this publication 3. Get EMC to approve of selected referees 4. Notify referees of their appointment by the EMC 5. Forward papers to be refereed to referees with guidelines and the Referee Feedback Form 6. Contact presenters of winning papers at the last SAACDHE Conference to submit their papers to be refereed 7. Get referees to return the refereed papers and comments 8. Get EMC to discuss the returned papers and comments and to approve the papers to go into the Journal for Counselling and Development in Higher Education Southern Africa 	<p>Yes</p>	<p>Only one article was received. The hope is that the 2021 conference will elicit a greater number of potential submissions for the JCDHE.</p>
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<p>9. Ensure ISBN number for the Journal for Counselling and Development in Higher Education Southern Africa</p> <p>10. Mail papers with referees' comments to authors with request to upgrade before publication</p> <p>11. Oversee the finalisation of the Journal for Counselling and Development in Higher Education Southern Africa (compiling and printing)</p> <p>12. Oversee the distribution of the Journal for Counselling and Development in Higher Education Southern Africa (preferably at the annual SAACDHE Conference)</p> <p>13. Ensure that important stakeholders get a copy (e.g. HESA, PsySSA, SAASSAP)</p>		
CONFERENCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure that all conference attendees get a CD/ electronic copy of all papers/workshops presented at the conference	Yes	All conference attendees received electronic designs of all the papers, workshops, and panel discussion.

<p>Attend to conference-related matters (assisted by the Administrative Coordinator & PRLO)</p> <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	<p>Yes</p>	<p>Assisted the COC and EMC with the abstract and programme processes listed.</p>
<p>Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures</p>		

Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by: <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	No	The item might require a GMC and AGM discussion and resolution to determine whether it will be an online or physical conference due to current conditions.
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Operationalise the Association's Quality Assurance System by: <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	Na	Unlikely under current restrictions.
Facilitate and plan regional training activities with regards to quality assurance	Na	

**Kind regards,
Tobias van den Bergh**

ADMINISTRATIVE COORDINATOR: LEKGOWE NONO THIPE

The administrative coordinator was involved in the following activities:

- 7) Meeting coordination
- 8) Meeting attendance
- 9) Minute taking and distribution

Below is a breakdown of activities the administrative coordinator engaged in, as guided by the portfolio's Key Performance Areas (KPA's)

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Provide administrative and general support to the EMC	YES	Support was provided through meeting coordination, minute taking and distribution.
Attend to delegated tasks from the President and President-Elect	Yes	Tasks included meeting coordination, minute taking and distribution.
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Obtain quotations for meeting venues and accommodation	N/A	Task not necessary since meetings were held virtually.
Book meeting venue and attend to logistical arrangements	N/A	Task not necessary since meetings were held virtually.

Attend all meetings	YES -except for one meeting where I was on sick leave	<ul style="list-style-type: none"> • SAACDHE EMC/GMC Teams meeting- 24/February/2021 • SAACDHE EMC Teams meeting 20/April/2021 • SAACDHE EMC Teams meeting 02/September 2021
Assist in making arrangements for the regional chairpersons to attend the joint meetings with the EMC	YES	SAACDHE EMC/GMC Teams meeting- 24/February/2021
Set the agenda of the EMC and GMC meetings (in conjunction with the President)	YES	<ul style="list-style-type: none"> • SAACDHE EMC/COC Teams meeting- 17 February 2021 • SAACDHE EMC/GMC Teams meeting- 24/February/2021
Send out notices of meetings to all concerned	YES	Via E-mail
Accurately record minutes of all meetings	YES	
Distribute relevant minutes, action plans and timelines to all EMC and GMC members	YES	
Extract decisions taken and updates from the EMC meetings and distribute to HOD's and GMC	N/A	
Follow up on requests or decisions arising from the EMC and GMC meetings	N/A	

Correspond with individual members or organizations, based on decisions taken at these meetings.	N/A	
TRAVEL AND ACCOMMODATION: EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend to accommodation requirements of the EMC and GMC	N/A	EMC did not travel due to following Covid-19 regulations.
Coordinate travel arrangements and requirements of the EMC and GMC	N/A	EMC did not travel due to following Covid-19 regulations.
MEMBERSHIP AND DOCUMENTATION		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Update and maintain the membership list	Na	Done by the PRLO with Leza Deyzel's assistance from the University of South Africa (UNISA)
Request from each institution updated information regarding all SAACDHE members	Na	Done by the PRLO with Leza Deyzel's assistance from UNISA
Assist SAACDHE members and attend to their queries	N/A	
Ensure that all constitutional amendments are recorded and updated, including appendices	Yes	
Distribute updated documents to paid-up SAACDHE members	N/A	
Arrange for archiving of SAACDHE information and documents	N/A	

Liaise with webmaster and ensure that relevant information is placed on the SAACDHE website	N/A	Webmaster liaised with Deyzel Leza from Unisa
Distribute EMC's and GMC's "Broad tasks and Action Plans" for each year to GMC and place on the SAACDHE website	N/A	
CONFERENCE PLANNING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Participate in the selection of abstracts for the conferences	Na	Was on sick leave during that time.
Participate in the approval of conference venue including venues used for the evening functions of the conference	Na	The conference will be held virtually.
Participate in the approval of conference accommodation for delegates	N/A	The conference will be held virtually.
Participate in the approval of the conference programme	Yes	Through one of the EMC/COC Teams meetings.
Assist the President-Elect with any other conference matters including distribution of "Application forms to host a SAACDHE conference" to interested institutions	N/A	No president elect yet
ANNUAL GENERAL MEETING (AGM)		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Release the 'Notice of AGM' three months prior to the meeting	Yes	It was however, not done three months prior to the meeting
Compile agenda for the AGM (in consultation with the EMC & GMC)	Yes	Only in consultation with EMC

Collect, collate, compile and bind all relevant documents for the AGM	Yes	
Distribute these prior to the AGM meeting	Yes	Distributed only to EMC
Documentation of the AGM minutes	N/A	Still to be done
Distribution of the AGM minutes	N/A	Still to be done
Have available and circulate nomination forms for new positions within the EMC	Yes	With assistance from PRLO
HONORARY MEMBERSHIP		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Receive and manage submitted written nominations for honorary membership	N/A	
Present the submitted nominations at the mid-year GMC meeting	N/A	Did not have a mid-year GMC meeting
Develop and maintain a register of Honorary Members, Honorary Presidents and Distinguished Service Award recipients	N/A	To be completed after the 2021 AGM

CONCLUSION

Serving on the SAACDHE's Executive Managing Committee (EMC) for the past two years have required that I become technologically skilled. I had to quickly embrace the use of virtual communication and become skilled to use online applications such as Teams and Zoom. These platforms made my day-to-day tasks seem easy to fulfil and assisted with resolving pertinent issues in the transition towards the "new normal." Serving within SAACDHE also taught me to capacitate myself to build organizational capability, to learn quickly and pivot faster. I am grateful for the work experience SAACDHE has provided.

Lekgowe 'Nono' Thipe

PUBLIC & REGIONAL LIAISON OFFICER: LAMESE CHETTY

The Public & Regional Liaison Officer has been involved in the following activities during the COVID-19 National Lockdown:

- 3) Liaising with Regional Chairs, EMC & webmaster
- 4) Compilation of Regional Newsletter
- 5) Compilation of Annual Report
- 6) Updating of members list and details
- 7) Assisting with planning of regional activities due to many regions not being able to host face-to-face meetings
- 8) Was co-opted as President Elect for the past 3 months

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Public & Regional Liaison Officer portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
In consultation with the Research, Training and Development Coordinator, compile a CPD register of the regional and national activities and post these on the SAACDHE website	Yes	The feedback of the SOET survey introduced Mindcare and PRLO provided information on website and to members. Mindcare provided CPD points to members which was well received.
Provide assistance to other EMC members for specific tasks, as required	Yes	Liaised with Financial Officer and webmaster with online registration for members. Took on co-option as President Elect and assisted COC.
EMC / GMC MEETINGS		

Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	Yes	Online meetings occurred as a result of the National Lockdown. Meetings also increased with the assistance to COC.
MEMBERSHIP & DOCUMENTATION		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Edit/Publish the SAACDHE Newsletters – Three annually	Yes	The newsletter was minimal as only one region hosted a CPD activity, and it was shared in the newsletter. MindCare provided regular items for the newsletter as many members attended as it provided the essential gap because of the pandemic.
Compile/Publish the Annual Report	Yes	The Annual report was compiled for 2020 in 2021 as there was uncertainty with the National Lockdown measures. The current Annual report has been compiled.
Liaise with Regional Chairpersons and ensure the effective functioning of the Regions	Yes	Liaising via email communication.
Liaise with the webmaster to ensure that information on the website is updated on a regular basis	Yes	Liaising via email communication. There has been additional information added on the website.
Ensure continuous communication / dialogue with all members	Yes	Communicated via chairpersons and website emails when relevant.

MARKETING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Raise public and institutional awareness	Yes	Partnership occurred between DHET and Higher Health
Co-ordinate marketing of the Association to its members and to the public	Yes	With Chairpersons and Webmaster.
CONFERENCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Assist hosting region with CPD accreditation application process	No	This was not needed as hosting region has access to a CPD accreditation site.
Organise and prepare all conference awards, special awards and certificates	Yes	I have contributed to preparing these awards for the 1 st Virtual SAACDHE Conference 2021.

<p>Attend to conference related matters (assisted by the Administrative Coordinator & PRLO)</p> <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts, for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	<p>Yes</p>	<p>This was an exciting task to prepare for the first Virtual Conference with the hosting region who did well with the preparations.</p> <p>I met with the COC to accept the abstracts for the applicable presentations. It must be noted that there were few submissions of abstracts, but they provided sufficient data to host a conference.</p>
<p>Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures</p>	<p>Yes</p>	<p>Provide KPA's and documentation and info to EMC and GMC as required (USB)</p> <p>Regular communication was sent out via email to members and regional chairpersons</p>

Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by: <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	no	This was not done as to time constraints because of the applicable first virtual conference preparations. Communication was also challenging with certain regions.
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Operationalise the Association's Quality Assurance System by: <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	No	
Facilitate and plan regional training activities with regards to quality assurance	No	

Lamese Chetty

FINANCIAL COORDINATOR: DR SALOSCHINI PILLAY

The Financial Coordinator has been involved in the following activities:

- 1) Providing general and strategic support to the EMC/GMC pertaining to financial matters
- 2) Attendance at EMC/GMC, Strategic Plan and site visit meetings
- 3) Managing the Associations Finances
- 4) Overseeing the electoral processes at the AGM
- 5) Advise and guidance on management of conference finances
- 6) Submitting the SAACDHE finances for financial assessment
- 7) Concluding payments to for services
- 8) Compliance with NPO requirements
- 9) Updating the BBBEE certificate
- 10) Updating office bearer signatories with the bank

Below follows, a breakdown, with brief remarks, of the detailed requirements regarding the Financial Coordinator portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/NA	Remarks
Provide general and strategic support to the EMC, in particular to matters pertaining to finances	YES	Develop, implement budgets, income and expense statements, and oversee the Associations Finances

Attend to delegated tasks from the EMC	YES	Reviewed allowance for online meetings Considered suitability and financial implications of the virtual platform for annual conference. Guide AGM agenda Guide COC on financials for MindCare Workshop series and annual Conference
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	YES	As per attendance list
Attend to payments for travel, accommodation and subsistence of the EMC and GMC meetings	YES	All payments processed on receipt of invoice. No contact meetings held due to Covid.
MEMBERSHIP & DOCUMENTATION		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Increase the membership base	NO	70 members for the current cycle
Attend to financial related enquiries from general and prospective members	YES	Review membership notice after AGM for PRLO to release. Review online applications and invoices for Webmaster to release. Complete vendor application forms for institutions, provide bank stamped letters and BBBEE certificates to institutions,

Ensure reminders are sent for payment of membership fees	YES	Sent via Webmaster Supported Webmaster with queries on unpaid invoices
Update the EMC about paid-up and outstanding membership fees	YES	Updated membership provided at EMC meeting
Update the database of members	YES	Reconciled payments in bank statements. Made available to Webmaster to update membership database.
FINANCIAL MANAGEMENT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Maintain an income and expense statement	YES	Available at EMC meeting and for Audit purposes
Keep proper financial records and files	YES	All documents filed accordingly
Maintain invoices for all payments due to SAACDHE	YES	As per SAACDHE Finance Guidelines
Pay Seed money to regions based on an updated strategic plan and income and expense statement	YES	Paid to those who had provided a current strategic plan
Identify investment opportunities	YES	Maintained the StanLib investment
Provide financial statements at each meeting	YES	Updated statement for EMC
Ensure compliance with all banking requirements	YES	FICA compliant
Update the change of signatories	NO	Outgoing and incoming EMC did not complete signatures after AGM
Prepare the financial report and investment statements /evidence for the annual external audit	YES	Received an unqualified each financial year

Prepare budget for each financial cycle for presentation at AGM	YES, but not done for 2020 as there was no AGM	Presented to the AGM and included in the Annual Report
Motivate for deviations from the budget	YES	For special projects and meetings like the Strategic Planning
Allocate funds to RTD and make payments to regions on approved application for RTD funds	YES	No region accessed for this cycle
Ensure BBBEE certificate updated annually	YES	Application to KrugerInc for updated certificate
Update the Department of Social Development (DSD) on change in office bearers and provide updated Constitution	NO	No AGM in 2020 but will issue after the 2021 AGM.
Ensure that all monies received in the name of SAACDHE are banked accordingly	NO	No cash received for national account
Ensure that all claims pertaining to the business of SAACDHE are honoured	YES	Service provided and expense claims settled
ANNUAL GENERAL MEETING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure nominations are received timeously for the vacant office bearer posts on EMC	YES	PRLO circulated a week before the AGM due to no meeting being held in June 2021, virtual conference in 2021 and virtual electoral process.

Ensure the preparation and completion of the voter's roll (based on paid-up membership fees)	YES	Voters Roll updated as per paid members on bank statement and will be utilised for the virtual election process.
Ensure preparation of ballot papers for election to the EMC	NO	Virtual Polls will be used instead.
Identify an electoral officer for voting process	YES	Neutral persons identified at each conference including 2 counting and verification officers
Ensure all Constitutional amendments are motivated for and ratified at the AGM	YES	Identified at EMC Meeting and template updated
Provide fully audited financial statements at the AGM	YES	Copies made available to the AGM
Present the income and expense statement and provisional budget projections at the AGM	YES	Copies made available in the annual report and discussed with budget projections
ANNUAL CONFERENCE PLANNING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Advise COC on financial management processes (banking, invoicing, local and foreign payments)	YES	Finance processes made known to COC and available for email and telephonic advice
Conduct site visit and assess feasibility in terms of cost	NO	Virtual conference so no site visit
Ensure the availability of cheques for conference awards	NO	Cheques are now discontinued by the banks EFT payments are utilised.

Comments

A comprehensive narrative report, financial statement, budget projections and audited financials accompany this report.

Dr Saloschini Pillay

**SAACDHE EXECUTIVE MANAGEMENT
COMMITTEE
ANNUAL FINANCE REPORT – 2020/2021**

1. **INTRODUCTION:** I have pleasure in providing an overview on the national Finance portfolio for the period 1st August 2020 to 31st July 2021[included aspects of 2019-2020 in discussion].
2. **MEMBERSHIP:** For the current cycle, we have **110 members from 11 institutions**, and **generated an amount of R68 361.00** from membership fees [**R81 951.00 with current late payments**]. A decrease of 58 members since 2019[**168 members from 20 institutions and generated R 96 135.00 from membership fees**]. The notice and application process for membership commenced immediately after the September 2019 AGM. Payments after the close of financial year have a significant impact on the income statement for the financial year.

NO	DATE	INSTITUTION	PAID	TOTAL MEMBERS
2019/2020 MEMBERSHIP FEES- LATE PAYMENTS				
1	7 /8/20	Northlink [2019/2020]	R4065.00	
2	17/8/20	Vaal University of Technology [2019/2020]	R3650.00	
3	26/8/20	Cape Peninsula University of Technology [2019/2020]	R6065.00	
4.	9/10/20	Mangosuthu University of Technology [2019/2020]	R3230.00	
TOTAL FROM LATE PAYMENTS FOR 2019/2020			R17 010.00	
2020/2021 MEMBERSHIP FEES				
5.	18/12/20	University of Western Cape	R3650.00	5
6.	30/3/21	Rhodes University	R5565.00	6
7.	29/4/21	Tshwane University of Technology	R4475.00	7
8.	30/4/21	Cape Peninsula University of Technology	R6065.00	11
9.	7/5/21	University of Stellenbosch	R7940.00	16

10.	20/5/21	University of the Free State	R6830.00	13
11.	10/6/21	Northwest University [Potchefstroom Campus]	R5596.00	9
12.	24/6/21	UNKNOWN – (? MUT)	R3230.00	4
	8/7/21	Northwest [Mahikeng Campus]	R2085.00	6
	9/7/21	Northwest University [Vaal Triangle]	R2265.00	6
13.	30/7/21	University of KwaZulu-Natal	R3650.00	5
TOTAL PAYMENTS BY CLOSE OF FINANCIAL YEAR			R51 351.00	
2020/2021 MEMBERSHIP FEES – LATE PAYMENTS				
14.	3/8/21	Nelson Mandela University	R7205.00	14
15.	6/8/21	University of Fort Hare	R6385.00	8
TOTAL AFTER CLOSE OF FINANCIAL YEAR			R13 590.00	
2020/2021 MEMBERSHIP FEES WITH LATE PAYMENTS			R 64 941.00	110

3. REGIONAL SEED MONEY: Seed money is issued on receipt of the composite regional strategic plan together with the regional bank statement. R11 500.00 was issued with R10 000.00 to the Free State Region for Conference planning and R1500.00 to the Eastern Cape Region.

4. REIMBURSEMENTS TO REGIONS POST CONFERENCE HOSTING:

2017 CONFERENCE – KZN REGION

Amount transferred from KZN Region Conference account to the SAACDHE national account [March 2018]		R99 883.87
Conference loan	- R6000,00	
		R93 883.87
Less 10% back to KZN Region	- R9388.39	
2017 conference income		R84 495.48
REIMBURSEMENT TO KZN REGION- TO BE PAID	R9388.39	

2019 CONFERENCE – EASTERN CAPE REGION: The EC Region deposited an amount of **R229 100,00** into the national account. This being income from the 2019 conference. The region to be reimbursed 10% from the conference income after payment of loan to EMC.

Amount transferred from EC Region Conference account to the SAACDHE national account in November 2019		R229 100,00
Conference loan	- R6000,00	
		R223 100,00
Less 10% back to EC Region	- R22 310,00	
2019 conference income		R200 790,00
REIMBURSEMENT TO EC REGION - PAID	R22 310,00	

2020 CONFERENCE- NO CONFERENCE HELD DUE TO THE LOCKDOWN ARISING FROM THE COVID-19 PANDEMIC

5. RTD BUDGET ALLOCATION: No region has formally applied for RTD funding for the current cycle

RESEARCH, TRAINING AND DEVELOPMENT	
40% of conference income from Eastern Cape region	R 80 316.00
Membership income for publication (R500 per institution x 14)	R 7,000.00
TOTAL ALLOCATION: RESEARCH, TRAINING AND DEVELOPMENT	R 87 316.00
RTD EXPENSES TO DATE:	
MINDCARE-HONORARIUM	R 1 000.00
MINDCARE - CPD ACCREDITATION	R 748.05

6. INCOME AND EXPENSE STATEMENT: The SAACDHE National account reflects a closing balance of R 631 611,21 as at 31 July 2021

INCOME AND EXPENDITURE STATEMENT FOR THE PERIOD 1 AUGUST 2019 TO 31 JULY 2021				
DATE	DESCRIPTION	COMMENT	AMOUNT	BALANCE
01 August 2019		Opening Balance		376 119,01
01 August 2019	Membership Fees	University of Pretoria	3 650,00	379 769,01
02 August 2019	Membership Fees	University of the Western Cape	3 650,00	383 419,01
12 August 2019	Membership Fees	University of the Free State	5 280,00	388 699,01
13 August 2019	Conference costs	Mpekweni Beach Resort	-1 228,50	387 470,51
17 August 2019	Membership Fees	Walter Sisulu University	425,00	387 895,51
19 August 2019	Membership Fees	Stellenbosch University	7 600,00	395 495,51
28 August 2019	Webmaster fees	Leza Deyzel	-5 689,00	389 806,51
29 August 2019	Membership Fees	Tshwane University of Technology	5 280,00	395 086,51
30 August 2019	Membership Fees	Vaal University of Technology	4 065,00	399 151,51
31 August 2019	Bank Charges	Service Fee	-77,00	399 074,51
31 August 2019	Bank Charges	Monthly Management Fee	-80,00	398 994,51
02September 2019	Conference Costs	Pay Gaunolanga Region for Conference materials	-5 460,26	393 534,25
02September 2019	Conference Costs	Pay Gaunolanga Region for Conference bags	-14 924,70	378 609,55
02September 2019	Bank Charges	Bank Charges	-15,00	378 594,55
11September 2019	Conference Cost	Perkal Trading - refund	2 185,00	380 779,55
13September 2019	EMC awards	Trophy Centre- Best Region award	-1 320,00	379 459,55
13September 2019	Bank Charges	90 Days Autoplus Statement Fee	-20,00	379 439,55
28September 2019	Membership Fees	Walter Sisulu University	875,00	380 314,55
30September 2019	Bank Charges	Services Fee	-77,00	380 237,55
30 September 2019	Bank Charges	Monthly Management Fee	-80,00	380 157,55
04 October 2019	Conference Awards	Henry Mason- Best Research, Best Workshop	-1 000,00	379 157,55
04 October 2019	Conference Awards	Ruth Connelly-Best workshop	-500,00	378 657,55
04 October 2019	Conference Awards	Sithabile Ndlovu-Young Researcher	-500,00	378 157,55
31 October 2019	Bank Charges	Service Fee	-77,00	378 080,55
31 October 2019	Bank Charges	Monthly Management Fee	-80,00	378 000,55
06 November 2019	Conference Awards	Pay Ilana Coetzee for gifts for honorary awards	-450,00	377 550,55
06 November 2019	Audit costs	Kruger and Kie	-12 284,30	365 266,25
27 November 2019	Conference Awards	Best Poster-Sherie Anne and Annette	-500,00	364 766,25
29 November 2019	Accommodation	EMC meeting-RH Hotels	-10 000,00	354 766,25
29 November 2019	Bank Charges	30 Autoplus Statement fees	-20,00	354 746,25
30 November 2019	Bank Charges	Service Fee	-77,00	354 669,25
30 November 2019	Bank Charges	Monthly Management Fee	-80,00	354 589,25
09 December 2019	Accommodation	GMC meeting-Holiday Inn	-12 379,90	342 209,35
12 December 2019	Conference Income	Eastern Cape Region -Conference Income 2019	229 100,00	571 309,35
12 December 2019	Cash Deposit	Eastern Cape Region -closed account- transferred R80.00	80,00	571 389,35
12 December 2019	Bank Charges	Auto bank cash deposit fee	-5,27	571 384,08

13 December 2019	Travel Costs	EMC-December meeting-J Ndlela	-6 744,22	564 639,86
13 December 2019	Travel Costs	EMC-December Meeting-E Pitsoane	-1 700,00	562 939,86
17 December 2019	Travel Costs	EMC- December Meeting-Ilana Coetsee	-660,00	562 279,86
17 December 2019	Travel Costs	EMC-December Meeting- L Thipe	-1 679,17	560 600,69
17 December 2019	Travel Costs	EMC-December Meeting- Tobias Van Den Bergh	-6 335,83	554 264,86
31 December 2019	Bank Charges	Service Fee	-87,23	554 177,63
31 December 2019	Bank Charges	Monthly Management Fee	-80,00	554 097,63
31 January 2020	Bank Charges	Service Fee	-80,00	554 017,63
31 January 2020	Bank Charges	Monthly Management Fee	-85,00	553 932,63
29 February 2020	Bank Charges	Service Fee	-80,00	553 852,63
29 February 2020	Bank Charges	Monthly Management Fee	-85,00	553 767,63
12 March 2020	Accommodation	EMC-Reimbursed by Holiday Inn for Lamese Chetty	1 100,90	554 868,53
20 March 2020	Membership Fees	University of Limpopo	2 940,00	557 808,53
20 March 2020	Travel Costs	Reimburse North West University for Mario Chauke	-2 963,97	554 844,56
20 March 2020	Travel Costs	Reimburse Stellenbosch University for Lamese Chetty	-3 668,87	551 175,69
20 March 2020	Bank Charges	180 Days Statement	-37,50	551 138,19
31 March 2020	Bank Charges	Service Fee	-80,00	551 058,19
31 March 2020	Bank Charges	Monthly Management Fee	-85,00	550 973,19
30 April 2020	Bank Charges	Service Fee	-80,00	550 893,19
30 April 2020	Bank Charges	Monthly Management Fee	-85,00	550 808,19
01 June 2020	Bank Charges	Service Fee	-80,00	550 728,19
01 June 2020	Bank Charges	Monthly Management Fee	-85,00	550 643,19
20 June 2020	Membership Fees	Stellenbosch University	6 450,00	557 093,19
20 June 2020	Bank Charges	Bank Stamped letter	-5,00	557 088,19
20 June 2020	Bank Charges	Autoplus Statement	-37,50	557 050,69
30 June 2020	Bank Charges	Service Fee	-80,00	556 970,69
30 June 2020	Bank Charges	Monthly Management Fee	-85,00	556 885,69
03 July 2020	Membership Fees	Northwest University	4 065,00	560 950,69
13 July 2020	Membership Fees	Nelson Mandela University	7 205,00	568 155,69
17 July 2020	Membership Fees	University of KwaZulu-Natal	3 650,00	571 805,69
31 July 2020	Bank Charges	Service Fee	-80,00	571 725,69
31 July 2020	Bank Charges	Monthly Management Fee	-85,00	571 640,69
03 August 2020	Data costs	GMC- online meeting- data allowance-L Thipe	-200,00	571 440,69
03 August 2020	Data costs	GMC- online meeting- data allowance- E Pitsoane	-200,00	571 240,69
03 August 2020	Data costs	GMC-online meeting- data allowance- A Craven	-200,00	571 040,69
07 August 2020	Membership Fees	Northlink	4 065,00	575 105,69
17 August 2020	Membership Fees	Vaal University of Technology	3 650,00	578 755,69
26 August 2020	Membership Fees	Cape Peninsula University of Technology	6 065,00	584 820,69
31 August 2020	Bank Charges	Service Fee	-80,00	584 740,69
31 August 2020	Bank Charges	Monthly Management Fee	-85,00	584 655,69
30 September 2020	Bank Charges	Service Fee	-80,00	584 575,69

30 September 2020	Bank Charges	Monthly Management Fee	-85,00	584 490,69
09 October 2020	Membership Fees	MUT	3 230,00	587 720,69
31 October 2020	Bank Charges	Service Fee	-80,00	587 640,69
31 October 2020	Bank Charges	Monthly Management Fee	-85,00	587 555,69
30 November 2020	Bank Charges	Service Fee	-80,00	587 475,69
30 November 2020	Bank Charge	Monthly Management Fee	-85,00	587 390,69
18 December 2020	Membership Fees	University of the Western Cape	3 650,00	591 040,69
21 December 2020	Webmaster fees	Leza Deyzel	-3 167,92	587 872,77
31 December 2020	Bank Charges	Service Fee	-80,00	587 792,77
31 December 2020	Bank Charges	Monthly Management Fee	-85,00	587 707,77
30 January 2021	Bank Charges	Monthly Management Fee	-85,00	587 622,77
27 February 2021	Bank Charges	Monthly Management Fee	-85,00	587 537,77
30 March 2021	Membership Fees	Rhodes University	5 565,00	593 102,77
31 March 2021	Bank Charges	Monthly Management Fee	-85,00	593 017,77
29 April 2021	Membership Fees	Tshwane University of Technology	4 475,00	597 492,77
30 April 2021	Membership Fees	Cape Peninsula University of Technology	6 065,00	603 557,77
30 April 2021	Bank Charges	Monthly Management Fee	-85,00	603 472,77
07 May 2021	Membership Fees	Stellenbosch University	7 940,00	611 412,77
12 May 2021	Webmaster Fees	Leza Deyzel	-2 399,51	609 013,26
20 May 2021	Membership Fees	University of the Free State	6 830,00	615 843,26
31 May 2021	Bank Charges	Service Fee	-7,00	615 836,26
31 May 2021	Bank Charges	Monthly Management Fee	-85,00	615 751,26
10 June 2021	Membership Fees	Northwest University	5 596,00	621 347,26
22 June 2021	CPD	CPD costs for MindCare-UFS	-748,05	620 599,21
22 June 2021	Bank Charges	Bank Stamped letter	-5,00	620 594,21
22 June 2021	Bank Charges	180 Days Statement	-36,00	620 558,21
24 June 2021	Membership Fees	Unknown payment-no reference	3 230,00	623 788,21
30 June 2021	Bank Charges	Service Fee	-7,00	623 781,21
30 June 2021	Bank Charges	Monthly Management Fee	-85,00	623 696,21
08 July 2021	Membership Fees	Northwest University	2 265,00	625 961,21
09 July 2021	Membership Fees	Northwest University	2 085,00	628 046,21
30 July 2021	Membership Fees	University of KwaZulu-Natal	3 650,00	631 696,21
31 July 2021	Bank Charges	Monthly Management Fee	-85,00	631 611,21

7. PROJECTED BUDGET FOR THE PERIOD 2021/2022

DESCRIPTION	PROJECTED	ACTUAL	PROJECTED
	2019/2020	2019/2021	2021/2022
INCOME			
Membership Fees: 20 Institutions [178 members]	R 100,000.00	(R78 135.00) R68 361.00	R90 000.00
Conference Income –Eastern Cape Region	R 50, 000.00	(R 229 180.00) No conference in 2020	R90 000.00
TOTAL: Membership Fees + Conference Income	R 150,000.00	R375 676.00	R180 000.00
INVESTMENT			
Stanlib Money Market Account	R 383,000.00	R426 905.00	R440 000.00
Interest on Stanlib Money Market Account	(R 29,000.00)	(R 42 842.00)	(R 20 000.00)
TOTAL INCOME and INVESTMENT	R 562, 000.00	R802 581.00	R620 000.00
EXPENSES: MEETINGS			
EMC/GMC - November/December Meeting [2019]			
Transport	R22,000.00	R23 752.06	R 25 000.00
Accommodation, Shuttle and Meals	R20,000.00	R21 279.00	R 25 000.00
TOTAL 1	R42,000.00	R45 031,06	R 50 000.00
EMC -ONLINE MEETINGS			
Data	R 1,000.00	R600.00	R 5000.00
TOTAL 2	R 1,000.00	R600.00	R 5000.00
EMC/GMC - June Meeting			
Transport	R 28,000.00	R0,000.00	R 0,000.00
Accommodation, Shuttle and Meals	R 30,000.00	R0,000.00	R 0,000.00
TOTAL 3	R 58,000.00	R0.000.00	R0,000.00
EMC Strategic Planning Meeting			
Transport	R 10,000.00	R0,000.00	R15 000.00

Accommodation, Shuttle and Meals	R 20,000.00	R0,000.00	R25 000.00
TOTAL 4	R 30,000.00	R0,000.00	R40 000.00
SAFSAS meetings			
<i>Travel and accommodation</i>	R 30,000.00	R0,000.00	R 30,000.00
Total 5	R 30,000.00	R0.000.00	R 30,000.00
TOTAL: Meeting Costs	R161,000.00	R45 631.06	R125 000.00
EXPENSES: OPERATIONS			
Accounting Fees	R 13,500.00	R 12 284.00	R 13 500.00
Bank charges	R 2,300.00	R 3566.00	R 2 500.00
Branding	R 10,000.00	R 18 199.96	R 15 000.00
Conference 10% profit paid back to Region	R 5,000.00	R 23 810.00	R 5 000.00
Conference awards (R500 per award)	R 2,500.00	R 3820.00	R 3 000.00
Conference Rewards [Journal Publications]	R 2,000.00	R 0,000.00	R 2 000.00
Conference: Seed Money	R 4,000.00	R4000.00	R 4 000.00
Conference: Start-up Loan	R 6,000.00	R6000.00	R 6 000.00
Honorary Awards	R 10,000.00	R 450.00	R 1500.00
Honorary Awardees Travel and Accom	R 10,000.00	R 0,000.00	R10 000.00
SAFSAS Affiliation	R 10,000.00	R0,000.00	R10 000.00
Seed Money: Regional	R 10,500.00	R1 500.00	R10 500.00
Strategic Planning facilitator	R 20,000.00	R0,000.00	R20 000.00
RTD Travel	R 0,000.00	R0,000.00	R 0,000.00
CPD application	R 3,000.00	R 748.05	R 5,000.00
Website maintenance + Blue Host	R 5,000.00	R 11 255.51	R 10 000.00
TOTAL: Operational Costs	R103,300.00	R85633.52	R118 000.00
TOTAL EXPENSES: MEETINGS AND OPERATIONAL COSTS	R264,300.00	R131 264.58	R 243 000.00
RESEARCH, TRAINING AND DEVELOPMENT ALLOCATION	PROJECTED		R
40% of conference profits [Eastern Cape]	R 16, 000.00	R80 316.00	R36 000.00

Membership income for publication (R500 per institution x 20)	R 10,000.00	R 7,000.00	R 7500.00[15 HEIs]
TOTAL ALLOCATION: RESEARCH, TRAINING AND DEVELOPMENT	R26,000.00	R87 316.00	R43 500.00

8. CHALLENGES:

1. The postponement of the 2020 conference due to the Covid-19 pandemic resulted in no conference income for 2020
2. Decrease in membership applications in 2020 resulted in decrease in income from membership fees
3. The lockdown and remote working created many challenges and delays in payments.
4. The Website based membership application process created much confusion with many institutions still not following the online procedure and expecting emailed membership details to be captured, and in some instances generating their own invoices or paying into incorrect bank accounts.
5. Changing institutional finance processes have created considerable admin tasks for this portfolio as institutions now request current bank stamped letters, NPO certificate, BBBEE certificate, cancelled cheques and comprehensive vendor applications forms to be completed.
6. Payment of membership fees after the close of financial year impacts the income and expense statement, is not a true reflection of membership per cycle and creates much confusion for members who do not follow the financial year cycle.
7. Member Institutions do not follow procedure to provide the POP or no reference with payment hence unknown payment.

8. HIGHLIGHTS:

1. Eastern Cape region to be applauded for their significant conference income in 2019, which allowed SAACDHE to continue operating in the absence of a conference in 2020.
2. In light of the lockdown and remote working, no penalties were implemented for late payment of membership fees.
3. During my term as Finance Coordinator, the SAACDHE books have grown significantly and SAACDHE has received an unqualified audit for each financial year to date.

S Pillay

Dr Saloschini Pillay

SAACDHE EMC [National Finance Coordinator]

REGIONAL REPORTS

EASTERN CAPE REGION

REGIONAL CHAIRPERSON: CHRISTINE LEWIS

MEMBER INSTITUTIONS

- Rhodes University
- Nelson Mandela University
- University of South Africa
- Walter Sisulu University
- University of Fort Hare

REGIONAL ACTIVITIES

Regional annual meeting 2020

A Zoom regional meeting was held on the 6th of August 2020. Representation of all Eastern Cape institutions were represented at the meeting.

An update from each institution were shared on service delivery and how each Institution operate and are currently providing support to students during this time.

Decisions taken at the meeting includes:

- The current regional office bearers (Ms. Lewis, Chair and Ms. Msengana, administrator) will continue in their roles until such time as an election can be held for the new term of office. (Mr. Ndlela reported that, at the national level, a similar procedure/decision took place).

CPD Activities

- The COVID-19 pandemic had a significant impact on our plans. Focus was placed on sustaining the operational function of each institution. Institutions were faced with a lot of uncertainties and challenges. As such, we were not in a position to implement a regional CPD activity.
- All SAACDHE members were encouraged to share CPD activities that they may be aware of. Regional office bearers share these as there were many free CPD activities provided throughout the year.

- Members were encouraging to look out for the SAACDHE CPD opportunity that was shared and some attend these. We appreciate the setting up of SAACDHE MindCare and connect by our Free State Colleagues.

Regional annual meeting 2021

The Eastern Cape region hosted their regional meeting on the 8th of July 2021.

Attendance was very poor however, representation from all institutions were present at the meeting. The region invited **SADAG** to share their services with institutions. This was an informative discussion by Vanishaa Gordhan who oversees SADAG university support. The second session was a fruitful session facilitated by Boitumelo Boikhutso (Trauma Counsellor) from **ICAS** on the theme *Holistic Wellbeing and Digital Detox*.

Decisions taken at the meeting includes:

- The current regional office bearers (Ms. Lewis, Chair and Ms. Msengana, administrator) need to step down. Another meeting will be hosted to elect new office bearers.
- To implement a CPD activity at our next meeting.

FINANCES

The financial statement is available.

CONCLUSION

The impact of the pandemic is impacted on our plans to meet as a region as we have our regional CPD activity and Regional AGM at the same time. Universities are still adjusting and finding the way forward and this contributes to poor attendance in online activities.

Compiled by

Christine Lewis

FREE STATE REGION

REGIONAL CHAIRPERSON: NICO VENTER

MEMBER INSTITUTIONS

University of the Free State (8 members)

REGIONAL MEETINGS

Date	Venue	Agenda
October 2020	All online meetings	Conference planning
November 2020		Conference planning
11 February 2021		Conference planning
11 March 2021		Conference planning
8 th April 2021		Conference planning
13 th May 2021		Conference planning
10 th June 2021		Conference planning
1 st July 2021		Conference planning
16 th July 2021		New bank account for conference & conference planning

REGIONAL ACTIVITIES:

Staff Wellness Activities:

Dates	Status
May	Monthly online “check-in” meetings to determine the well-being of employees
June	
July	
August	
September	

New initiative

#wellbeingwarriors

Various articles written by SCD staff to promote wellbeing of students.

FINANCES:

Balance of bank account as of 6th September 2021 is R8700.15

Overall objectives

- To facilitate regional implementation of the strategies outlined in clause 6 of the constitution.

- To co-ordinate regional activities.
- To present, promote and protect the needs and interests of the members within the specific region at the General Management Committee (GMC).

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairpersons' portfolio as stipulated in the SAACDHE Constitution:

NR	PORTFOLIO	ADRESSED: YES/NO/NA	REMARKS
1	The Regional Chairpersons should raise regional awareness - promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Although other institutions were approached, no new members applied.
2	Contribute toward the SAACDHE Newsletters – regional news	Yes	Annual Conference First online conference
3	Contribute toward the Annual Report – regional reports	YES	
4	Organise training and developmental activities within the region	Yes	All staff attended Mind care Workshop organised by SAACDHE
5	Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members re GMC and EMC (Executive Management Committee) decisions and activities	YES	
6	To represent the needs and the interests of the regional members at GMC level	YES	

7	Ensure continuous communication/dialogue with all members of the region	YES	
8	Manage and account for the finances of the region	YES	
9	Provide assistance to other GMC members for specific tasks, as required	YES	
10	Prepare and submit required regional reports and financial statements (before set deadlines) for: 10.1 GMC meeting (programme for the year and progress report) 10.2 Annual General Meeting (AGM) 10.3 Annual Report 10.4 Others as required	YES	

CONCLUSION:

In conclusion, the Free State region still has only one member institution (UFS) and we continue to work on marketing and canvassing at other institutions to join the association. We also need to arrange for more training opportunities but planning of the conference took priority.



Nico Venter

GAUNOLANGA REGION

REGIONAL CHAIRPERSON: ANÉ CRAVEN

MEMBER INSTITUTIONS

Tshwane University of Technology	Ane Craven and Megan Fredericks
University of Pretoria	Zuleikha Ahmed and Hanle Kirckaldy
University of Witwatersrand UNISA	Anne Lunsy, Raj Naran and Shameen Naidoo Dr. Rossano Wells
University of Limpopo (INVITED)	Ms. Mandu Selepe and Ms. Mpho Monama

REGIONAL ACTIVITIES

What	Who	When	Where	Objectives	Responsible parties
2020 CPD Webinar	Any SAACDHE and non-SAACDHE members registered for the CPD event	23 October 2020	Online	Dr Shahieda Jansen presented an online webinar for CPD points	Megan Fredericks & Ané Craven
2021 CPD Webinar	Any SAACDHE and non-SAACDHE members registered for the CPD event	28 May 2021	Online	Dr Shahieda Jansen presented an online webinar for CPD points	Megan Fredericks & Ané Craven

REGIONAL FINANCES

The balance in our bank account as on 31 July 2021 was **R 5454.10**.

CONCLUSION

The Gaunolanga region has built on an online presence developed during 2020 and 2021 and will continue build on this for the 2022 year, combining face-to-face and/or online strategies, depending on developments related to restrictions and regulations. A possible book launch is considered, as well as an online CPD event.

Overall objectives

- To facilitate regional implementation of the strategies outlined in clause 6 of the constitution.
- To co-ordinate regional activities.

- To present, promote and protect the needs and interests of the members within the specific region at the General Management Committee (GMC).

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's portfolio as stipulated in the SAACDHE Constitution:

NR	PORTFOLIO	ADRESSED: YES/NO/NA	REMARKS
1	The Regional Chairpersons should raise regional awareness - promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Done through regular e-mail communication and forwarding of relevant e-mails
2	Contribute toward the SAACDHE Newsletters – regional news	No	
3	Contribute toward the Annual Report – regional reports	Yes	
4	Organise training and developmental activities within the region	Yes	CPD Webinar presented on 28 May 2021
5	Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members re GMC and EMC (Executive Management Committee) decisions	No	Regional meeting date for 2021 still coming up (November 2021)

	and activities		
6	To re and present the needs and the interests of the regional members at GMC level	Yes	
7	Ensure continuous communication/dialogue with all members of the region	Yes	
8	Manage and account for the finances of the region	Yes	
9	Provide assistance to other GMC members for specific tasks, as required	Yes	
10	Prepare and submit required regional reports and financial statements (before set deadlines) for: 10.1 GMC meeting (programme for the year and progress report) 10.2 Annual General Meeting (AGM) 10.3 Annual Report 10.4 Others as required	Yes	

Ané Craven

KWAZULU-NATAL REGION

REGIONAL CHAIRPERSON: SALOSCHINI PILLAY

MEMBER INSTITUTIONS

NO.	INSTITUTION	FEES PAID	TOTAL MEMBERS
1	University of KwaZulu-Natal	Paid	5
2	Durban University of Technology	Not paid	0
3	Mangosuthu University of Technology	Not Paid	0
4	University of South Africa - KZN	Not Paid	0
5	University of Zululand	Not Paid	0
TOTAL MEMBERS			5

REGIONAL ACTIVITIES

Regional Meetings

The Region hosted no contact meetings due to Covid -19 and the lockdown. It has been a challenge to bring together the KZN members as membership fees are paid very late, usually just before the annual conference or not paid at all. For 2021 we only had 5 members from 1 Institution. This also impacts hosting an AGM with bona fide members for purposes of regional elections.

CPD Activities

11 online CPD activities were offered to KZN members and non- member for the period under review.

TOPIC	INSTITUTION/FACILITATOR	DATE	POINTS
Understanding Alcoholism: Stereotypes and stigma	UJ -department of Social Work	8 September 2020	3 CEU
The role of pastoral counselling in managing mental health issues	Rev Alice Fabian Williams- Pastoral Counsellor	15 December 2020	2 CEUs

Impact of online orientation on student success	Ms Sithabile Ndlovu -Clinical Psychologist	4December 2020	2 CEU
Psychotherapy from a Systemic Perspective	Ms Marcia Peters-Fort Napier Hospital -Clinical Psychologist	23 October 2020	2 CEU
The Neurobiology of trauma	Ms Kristy Greener -UKZN-Clinical Psychologist	13 November 2020	2 CEU
SAACDHE Gaunolanga Region presents: Therapy meets Masculinity: CPD Webinar presented by Dr Shahieda Jansen	SAACDHE	23 October 2020	
Life's better when you are healthy	SAMA	3 September 2020	1 CEU
Busting Covid Myths	Dr Michael Mol	6 July 2020	1 CEU
Mental Health Symposium	Fort Napier Hospital	27 October 2020	
MindCare: SAACHDE: 3 parts	SAACDHE	18 Nov, 25 Nov, 2 Dec 2020.	
MindCare 2021 series	SAACDHE		

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's KPA's and profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	YES	Mangosuthu University of Technology have applied for membership for the 2 nd time.
Contribute toward the SAACDHE Newsletters – regional news	NO	No current news
Contribute toward the Annual Report	YES	Submitted

Organise training and developmental activities within the region	YES	Online CPD activities offered
Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities	YES	Limited opportunity to meet. No contact meetings due to lockdown
To represent the needs and the interests of the regional members at GMC level	YES	Attend GMC and represent KZN interests
Ensure continuous communication/dialogue with all members of the region	YES	Regular sharing of CPD activities and SAACDHE national news and membership application process to update their membership, shared updates on the postponed 2020 conference.
Manage and account for the finances of the region (may be co-opted to a treasurer)	YES	Regional finances have grown due to income from CPD activities. The 2017 conference profit to be reimbursed to the region.
Provide assistance to other GMC members for specific tasks, as required	YES	Support with conference hosting processes
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> GMC meetings (programme for the year and progress report) 	YES	Reports and finance statements made available to the PRLO. The region has not hosted an AGM as yet as membership fees are paid very late in the year hence not sufficient bona fide members to form a meeting.

<ul style="list-style-type: none"> • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 		Annual report submitted
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FINANCES

The KZN Region 3-month bank statement is not attached. Last balance of **R21 730.46** as at 31st July 2020. Co-signatory has retired so account cannot be accessed, without a letter from her.

CONCLUSION

KZN is a very small region and due to the geographical distance, it is often difficult to meet on a regular basis. The restructuring at HEI, new models and structures for counselling, career and development services as well as and constrained institutional finances have impacted the uptake of membership. Lockdown due to the pandemic allowed for online meetings, but membership fees need to be paid for full benefits of SAACDHE.

Dr Saloschini Pillay

VAAL NORTH-WEST REGION

REGIONAL CHAIRPERSON: MARIO CHAUQUE

MEMBER INSTITUTIONS

- North-West University Vaal campus (5 members)
- North-West University Potchefstroom campus (7 members)
- North-West University Mafikeng campus (6 members)
- Vaal University of Technology (5 members)

REGIONAL ACTIVITIES

Regional Meetings

06 August 2020

- Regional meeting (hosts TBC)
- CPD accredited presentation (TBC)
- Lunch and socializing as a region

September 2020

- Attendance of annual conference in Bloemfontein
- Conference was postponed due to lockdown.

CPD Activities

13 November 2020

- Online CPD accredited presentation: (Ethics, Human Rights Law in Psychology, and education).

None of the above took place due to Covid-19 and the lockdown regulations. It was still a new phenomenon and by then we didn't have much knowledge of online meetings. Many were concerned with their wellbeing as well as how they need to adjust to new norm and working platform.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Regular email communication and clearly communicated meeting schedule. Provide information regarding the postponement of all activities planned. The region also has a whatsapp group which we use to communicate urgent matters.
Contribute toward the SAACDHE Newsletters – regional news	Yes	One member of our region has been sending information regarding some of the activities that took place in our region. This also includes sending vacancies in student counselling in our region.
Contribute toward the Annual Report	Yes	This report is part of the contribution to annual report.
Organise training and developmental activities within the region	Yes	Regular CPD Discussion opportunities. Circulating any information regarding online CPD to ensure members do get the information.
Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities	Yes	2020 was a difficult year and we could not have a single meeting as working remotely was a new thing to most of us. In 2021 we were now comfortable with the new norm, and we were able to plan meetings online. We also had the COC meeting to plan for the 2022 conference, and we were able to check venues as well.

To represent the needs and the interests of the regional members at GMC level	Yes	Quarterly regional meetings which unfortunately did not take place due to lockdown in 2020. In 2021 we did well as we had two virtual meetings and arranging that our members register and attend the virtual conference.
Ensure continuous communication/dialogue with all members of the region	Yes	Email as a form of communication as well as our whatsapp group.
Manage and account for the finances of the region (may be co-opted to a treasurer)	Yes	With the assistance of the finance coordinator, Mrs Retlotlilwe Mtimkhulu (NWU Vaal) we can manage our finances. Not much has been done with the finances for the past two years except for the COC meetings.
Provide assistance to other GMC members for specific tasks, as required	Yes	Advertising events hosted by other regions amongst members.
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> • GMC meetings (programme for the year and progress report) • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 	Yes	Few reports as there were not much to report on due to lockdown.

FINANCES

The region finance was used for the planning committee (COC) in planning for the conference as we were supposed to host the 2021. Our current balance is R14049.41 as of 24/03/2021.

CONCLUSION

The year 2020 was a challenging year for most of us and most if not, all activities were affected because of the unexpected new normal and lockdown. Arranging dates for regional activities was a challenge and the lockdown made it worse. For our region this continued for the whole year. We also tried to arrange a virtual meeting with CPD point training in November 2020 but many of the colleagues and presenters were not ready for this new norm and we had to cancel the meeting.

In 2021 things were much better, though nothing had changed regarding lockdown we were more advanced regarding hosting virtual meetings. We therefore arranged our first meeting and the second one as indicated above. It is for this reason we can attend virtual conference which as the committee assisted members to register. Our next meeting will either be virtual or face to face depending on the lockdown level at the time.

Mario Chauque

WESTERN CAPE REGION

REGIONAL CHAIRPERSON: VERUSHKA DANIELS

MEMBER INSTITUTIONS

- Northlink College (NC)
- Cape Peninsula University of Technology (CPUT)
- University of the Western Cape (UWC)
- Stellenbosch University (SUN)

REGIONAL ACTIVITIES

Regional Meetings

The Western Cape chairperson attended the first meeting on 24 February 2021 for the year with the EMC/GMC to discuss the plans and bring all regional leaders up to speed with national matters. The MindCare project was especially well explained and the strategy behind it could thus be supported for the upcoming sessions and having more marketing done around that within regions.

An online survey was created by the chairperson to allow members to indicate dates and topics for the current year as well as provide feedback on activities of the previous year. Meeting dates for the 2021 year were set on 21 April, 20 July, 19 October, and 7 December 2021.

There are a total of 43 members for 2021, from across four institutions. The first meeting was rescheduled to 25 May 2021 and was attended by 8 members. It was announced that UWC had filled the vacant position of the late Celeste Treu who sadly passed away in December of 2020, it was a 3-month contract period. Stellenbosch University was the only institution who adopted a hybrid approach to teaching & learning for 2021, the other universities continued fully online. The closing theme for the meeting was done through a group discussion on “self-care: on the “in-breath and out-breath we take in our work with others” which members appreciated, and with an excerpt read from the “circle of compassion – Gail Straubb”.

The second regional meeting took place on 20 July and had better attendance of 19 members. As this was midyear, it was assumed that most colleagues were on leave and a great appreciation was shared amongst members. Most colleagues had several losses in their close circles and this observation flowed from the check-in done where each person had to share their “gratitude item”

for that morning. Members were reminded of the national conference and a shared feeling on this was that people were not as able to focus on abstracts or presentations as in previous years, with most simply trying to keep afloat with the huge demand placed on staff for services as is. The next meeting date is set for 19 October 2021.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	YES	
Contribute toward the SAACDHE Newsletters – regional news	YES & NO	Not much to report on creatively, but announcement of content for this was regularly sent to members as the chair's contribution to keep the newsletter idea going.
Contribute toward the Annual Report	YES	Annual report for 2020 submitted to EMC in Dec 2020.
Organise training and developmental activities within the WC region	YES	Members were encouraged to register for the national MindCare CPD activities, and communications on this was repeatedly sent to all members.
Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management	YES	2 regional meetings were held until now.

Committee) decisions and activities		
To represent the needs and the interests of the regional members at GMC level	YES	
Ensure continuous communication/dialogue with all members of the region	YES	Regular emails to member institutions, regular update on SAADCHE matters
Manage and account for the finances of the region (may be co-opted to a treasurer)	YES	
Provide assistance to other GMC members for specific tasks, as required	YES	
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> ● GMC meetings (programme for the year and progress report) ● Regional Annual General Meeting (AGM) prior to the Association's AGM ● Annual Report ● Others as required 	YES	

Finances

There were no transactions performed in the bank account since the last report that was submitted. The chairperson also realised that the online banking details were not provided since the start of her term in 2020, and thus requested this from the previous chairperson Dr. Charlene Petersen in preparation of this midyear report. The balance indicated on the account was **R 2570.93**.

Verushka Daniels

CONCLUSION: Finding technological relief during the covid pandemic

During 2020-21, it was evident that all the EMC and GMC members reports started from impossible to working online. The global pandemic of COVID-19 brought much disruption into what our daily lives use to be, but certainly provided a digital platform for our daily engagements as well as excitement around MindCare and our first virtual conference.

We as EMC/GMC had to adapt to more online meetings especially with the COC from the Free State Region as host to the first virtual conference. After not being able to host a conference in 2020, the 2021 virtual conference brought us a moment of hope. Therefore, regular engagement was imperative in supporting the COC. At the same time, we were all still dealing with students, our clients, who also lost close individuals as well as being infected and had to deal with self-isolation. We took on being psychologists to those who needed us, but also operating adrift to keep our duties going. We were tested beyond our physiological and psychological capabilities.

In closing, our technological imprint as EMC and GMC have made virtual connections which keep us pushing to greatness during this global pandemic. The SAACDHE family continues to connect to those that we are given, hold on to and continue to persevere so that this association maintains its professional capacity.