



10 May 2023

Agenda for the 4th AGM of the Association for Academic Administrators to be held on 19 May 2023 at 11:30 at Emperors Palace Convention Centre, OR Tambo IA, Gauteng.

Chair: Mr Vido Kungune

1. Welcome and attendance
2. Finalizing of the agenda – See point 8 below for additional points to be added from the floor.
3. Minutes of the 3rd AGM that was held on 23 March 2022 at 11:15 at The East London International Convention Centre, East London, Eastern Cape. **Annexure A**

For approval

4. Matters from the minutes

4.1 Refer to par. 4.1: Professionalization of Academic Administrators

The status of the registration of the AAA as a professional body is as follows:

The Chair and the GM attended a previous compulsory workshop at SAQA in 2018 after which SAQA sent the application forms to Peet du Plessis. However due to Covid-19 the application process was stalled. The entire process will now have to be repeated, i.e., a letter was submitted to SAQA again earlier this year to indicate the AAA's request to register as a professional body, whereafter the GM will again have to attend a similar and updated workshop. As soon as the date of the next workshop is communicated by SAQA, it will be attended and hopefully then the application process can commence again.

4.2 Refer to par. 4.2: Registration of the proposed qualification in academic administration

The USAf workgroup has seemingly seized all attempts to get a qualification registered with the QCTO, as no contact could be made with the convenor since May 2019.

An alternative route to the QCTO route is to engage with a university that might be interested to offer such a qualification. The Board's investigation of this option has not as yet commenced and no inputs were received from AAA members where there might be such a possibility at their own institution.

4.3 Refer par. 4.3: Revised Constitution of the Association for Academic Administrators

All the changes that were approved at the previous AGM have been incorporated in the constitution. The current version of the constitution is available on the website at www.assocacadadmin.co.za as well as the "Rules and procedures to the Constitution".

For notice

4.4 Refer par. 8: Reciprocal agreement with the AUA-UK

The Board member, Ms Ranitha Ramdeyal was nominated to represent the AAA at the July 2022 AUA conference in Manchester. She could not attend the conference in person due to circumstances that she will cover in her report to this AGM, as she eventually attended the event virtually.

4.5 Refer par 10.1: Forming of Interest Groups / Task Teams

The matter of interest groups was a discussion session during the conference lead by Mr Peet du Plessis. During the AGM a further proposal was tabled for an organizing committee to assist the Board and the GM with the planning and organizing of the annual conference.

Although no volunteers contacted the GM during the last year in this regard, the Board and the GM came to an agreement that they will get more involved with the conference program and become more "the face" of the conference, whilst Mr du Plessis more fulfills a supporting

and organizing role. The Board also decided to explore the GM's proposal to involve more of the AAA members who were invited to volunteer to assist during the conference.

We are happy to report that indeed, apart from a record submission of proposals to present a paper, there were also members that offered to help during the event as facilitators, discussion group leaders, as well as with some administrative tasks during the registration for example.

For notice

5. Chairperson's report

To be tabled by the chairperson, Mr Vido Kungune.

6. Annual Financial report, Directors' report, and independent review by the auditors for the financial year ending 28 February 2022

The Annual Financial report, the Directors' report and an independent review by the auditors, Nova Sententia Inc. is tabled at the AGM for approval. The general manager will highlight any points of importance, whereas the AAA had another dormant year without any conference income due to the Covid-19 pandemic. However, with the 2022 conference in March 2022, provisions were made in the financial statement for deferred registration fees income and conference expenses.

The larger part of the content of the report has to comply with International Financial Reporting Standards (IFRS) for SME's, and the auditors have adhered hereto accordingly.

This report is also available on the website at www.assocacadadmin.co.za

For consideration and approval

7. Election of members of the Board of Directors

The current Directors registered with the CIPC consists of:

Chairperson:	Mr Vido Kungune, VUT
Deputy Chairperson:	Mr Ashmind Daniels, University of Stellenbosch
Additional member:	Ms Ranitha Ramdeyal, UKZN
TVET Colleges Representative:	Vacant

A non-executive Director (not registered with the CIPC) was elected in 2022: Mr Pragasen (Preggy) Reddy, DUT.

The previous TVET College representative, Ms Thilo Dhooki, resigned from the Board after the 2022 AGM due to pressure from her college's executive management.

At the previous AGM, the term of 3 years of the directors above was determined as 2019 the first year of their term, 2020 and 2021 be excluded due to Covid-19 and no conferences, and that 2022 and 2023 then be years 2 and 3 of their term.

Directors are of course entitled to resign from the Board at any point in time for whatever reason. In such a case the vacancy will be filled through an election at the next AGM.

For notice

7.1 Election of a TVET College representative in the vacancy on the Board

In terms of the constitution, it is stipulated as follows:

- iii) Members of the Board are elected to the following positions in the Executive Committee (Exco) with the duties and responsibilities as specified in the rules to the Constitution (Rules – point 9):
 - Director – TVET Colleges' representative (must be a member from a TVET College)
- ii) The TVET College Institutional Members have one additional nomination for their representative as per par. 6.2.1. iii) above, whereas such a member must be from a TVET College.

As only two TVET Colleges are attending this AGM, namely Northlink College and Majuba TVET College, the AGM should consider postponing the election of a new Director in the vacancy, due to such low representation of the College sector.

The Board, in terms of the option in the constitution, may decide to co-opt a representative of the TVET College sector for the interim, until there is sufficient representation of the College sector at an AGM to justify the election of a director on the Board.

8. Additional points added to the agenda:

8.1 _____

8.2 _____

8.3 _____

9. 2024 Conference and AGM

6.1 Proposals for venues (need to be able to accommodate 350 delegates for 2 days)

6.2 Proposals for topics

10. Closing

Compiled by:

Peet du Plessis
AAA: General Manager

28 September 2022

Minutes of the 3rd AGM of the Association for Academic Administrators that was held on 25 March 2022 at 11:15 at The East London International Convention Centre, East London, Eastern Cape.

1. Welcome and attendance

The Chairperson, Mr Vido Kungune, welcomed all the members to the AGM, with a special word of welcome to all the delegates who are attending this annual conference for the first time. He also welcomed the new institutional members represented for the first time at the AAA, I.E., The Two Oceans Graduate Institute and UNISA.

He tendered the apology from the Board member, Ms Thilo Dhooki from the Elangeni TVET College, and the TVET Colleges representative on the Board. She could not obtain permission from her College Principal to attend the conference and has indeed subsequently been required to tender her resignation from the Board.

The attendance register for the 2022 AGM is available from the AAA General Manager, Mr Peet du Plessis at stephandup1956@gmail.com on request.

2. Finalizing of the agenda

One additional point was added to the agenda from the floor by Mr Jonathan Blanckenberg of SU regarding the preceding discussion on the forming of Interest Groups / Task Teams. Refer to point 10.1 of the minutes.

3. Minutes of the 2nd AGM that was held on 24 May 2019 at 11:00 at The Saint George Hotel & Convention Centre, Irene, Pretoria, Gauteng.

Proposed: Madichakga Malahlela, UL

Seconded: Ashmind Daniels, SU

4. Matters from the minutes

4.1 Professionalization of Academic Administrators

The GM, Peet du Plessis, reported that there has been no progress with the registration of the AAA as a professional body as the AAA did not have a conference in both 2020 and 2021. Thus, there was a risk in terms of possible costs that could be incurred and a shortage of funds in the Membership Fee fund.

However, the Board plans to get this process underway during 2022 after the 2022 conference. There are some challenges with the registration requirements with SAQA which include information on all members e.g., ID numbers, gender, and race, which is information that the AAA does not have as yet on the 400 odd members of the AAA. This might lead to delays with the process.

4.2 Registration of the proposed qualification in academic administration

The GM, Peet du Plessis, reported that there has been no progress made with the registration of the proposed qualification with the QCTO. The convenor of the USAf workgroup, Mr Basiami Disipi, has subsequently resigned from this workgroup due to other responsibilities. His task was handed over to Juanita Burjins of the OFS. However, the last correspondence on this matter dates to 20 May 2019. It is thus uncertain if this USAf workgroup continued with its mandate to register a qualification in academic administration.

An alternative route to the QCTO route was considered by the Board, which is to engage with a university that might be interested to offer such a qualification. The UWC indicated at that stage in 2019 that they will discuss it with the responsible parties at their institution, but

nothing has emanated from that option. AAA members were again invited to make inputs in this regard where there is such a possibility at their own institution.

4.3 Revised Constitution of the Association for Academic Administrators

The Chair pointed out that since the withdrawal of Adapt IT from the end of 2020 as the AAA's previously main sponsor, and the registration of the AAA as a Non-profit Company, the Board recommends to the AGM that several editorial changes be incorporated in the Constitution, as well as a few minor changes to align the Constitution with the new governance and operational structure of the AAA.

These changes were summarized as follows:

4.3.1 Changes that relate to the replacement of the Association Administrator (previously on behalf of Adapt IT) with the new designated General Manager/AAA Administration.

4.3.2 The removal from the constitution of Adapt IT as the party to whom the surplus of the annual conference previously reverted to, to now revert to the AAA Membership Fund.

4.3.3 Reduce the number of non-executive directors to be elected on the Board from 3 to 1, mainly as a cost consideration, and as there was no justification of the original decision to have three non-executive directors.

4.3.4 Furthermore to do away with the Executive Director – General Secretary, as there is no justification for such a position with the General Manager performing all secretarial functions applying to the AGM and Board Meetings, as well as a further cost saving consideration.

4.3.5 That the term of service by the elected Board Members is extended from 2 to 3 years for practical purposes and to ensure continuity over a longer period. As the executive directors are registered as directors of the AAA NPC at the CIPC, every time that there is a change on the Board, this must be registered with the CIPC with subsequent costs.

Note: The current version of the constitution is available on the website at www.assocacadadmin.co.za as well as the "Rules and procedures to the Constitution".

The recommendation by the Board were approved by the AGM

5. Chairperson's report

The chairperson, Mr Vido Kungune, tabled his report. He referred to the following activities of the elected Board since the previous AGM in 2019:

- He mentioned the devastating effect the Covid-19 pandemic had on the AAA with this conference having had to be postponed 6 times over the last 2 years. The pandemic has indeed made a major impact on the country and on higher education institutions.
- He explained that the Board met various times on-line to manage the business of the AAA once it became clear that, after the registration of the AAA as a non-profit company, the previous main sponsor, Adapt IT's Education Division was going to withdraw their sponsorship, and was not going to renew their post-retirement contract with Peet du Plessis to run the AAA, on expiring at the end of 2020.
- The Board therefore negotiated a contract directly with Peet to continue in his private capacity to organise the annual conference, supply all the administration and financial services. His fees would be paid from the surplus made from the annual conference, and the balance of the surplus, which before went to Adapt IT, will now befall the AAA NPC.
- During the AAA's dormant two years without a conference and AGM that were postponed six times since May 2020 due to Covid, the Board diligently continued to exercise its oversight and fiduciary duties of the AAA's operations.
- He thanked the members of the Board for their excellent cooperation and participation as volunteers to take the AAA through these two years and the re-structuring of the Association's operations, and to now take it forward. He also thanked Peet for his perseverance to provide his services for two years without being compensated for his time.

Lastly, he thanked all members for attending this 2022 Conference and AGM despite the Covid-19 protocols that still prevailed. It is very clear that the members and the country indeed want to get back to normal, albeit a “new normal”.

6. Annual Financial report, Directors’ report, and independent review by the auditors for the financial year ending 28 February 2021

The Annual Financial report, the Directors’ report and an independent review by the auditors, Nova Sententia Inc. was tabled at the AGM for approval. The general manager highlighted that there were no points of importance in the report, whereas the AAA had a dormant first business year without any conference income due to the Covid-19 pandemic. The larger part of the content of the report complies with International Financial Reporting Standards (IFRS) for SME’s, and the auditors have adhered hereto accordingly.

This report is also available on the website at www.assocacadadmin.co.za

The report was approved by the AGM

7. Appointment of Auditors

The Chair reported that Nova Sententia Inc. (formerly affiliated to JTC Inc.) has compiled the financial report for the year ending 28 February 2021 and provided financial services regarding the CIPC submissions and SARS related matters for the following year ending 28 February 2022, and therefore **the Board recommends** that their appointment be extended to the last-mentioned financial year end.

In the interest of good governance and to compare the fees of Nova Sententia Inc., the Board had put out a Request for Quotation to two other independent auditors’ firms to submit a quotation for these financial services for the new financial year starting on 1 March 2022. The GM informed the AGM that the other two firms have chosen not to respond and therefore, for the sake of continuity of these services, the Board recommends to the AGM that the appointment of Nova Sententia Inc. for the new financial year should be approved.

The Board’s recommendation was approved by the AGM

8. Reciprocal agreement with the AUA-UK

The Chair informed the AGM that in terms of the reciprocal agreement between the AAA and the AUA-UK the following interactions took place over the last two years:

- Ms Ranitha Ramdeyal of UKZN was delegated by the Board to attend the 2020 AUA conference, and her university agreed to sponsor her travelling and accommodation costs. However, that conference was cancelled due to the Covid pandemic.
- Then in March 2021 the AUA invited the AAA to nominate a delegate for their virtual conference. The AAA Board nominated Mr Peet du Plessis, the AAA’s general manager to attend the virtual conference from 29-31 March. Mr du Plessis gave a short summary in power point of the sessions in the program he attended. In the interest of time, he referred members who need to know more about the AUA conference and the content of the session Peet attended to their weblink presenting the information: <https://aua.ac.uk/aua-2021-programme/>
- The AUA Annual Conference and Exhibition 2022 was going to take place in person at the University of Manchester on Monday, 11 and Tuesday, 12 April, but has since been postponed to July 2022 due to the pandemic. The theme of this year's conference is 'What now? Shaping our future'. As Ms Ramdeyal could not attend in 2020, it was just prudent that the Board delegated her again to attend this year as the AAA’s representative. Fortunately, the UKZN again has agreed to sponsor her travelling and accommodation cost.

Noted

9. Election of members of the Board of Directors

The Chair presented a short background as contained in the agenda on how the current Board is constituted.

The current Directors registered with the CIPC therefore consists of:

Chairperson: Mr Vido Kungune, VUT

Deputy Chairperson: Mr Ashmind Daniels, University of Stellenbosch
Additional member: Ms Ranitha Ramdeyal, UKZN
TVET Colleges Representative: Ms Thilo Dookhi, Elangeni TVET College

As pointed out in the welcome, Ms Dhooki has tendered an apology for her absence, and that her College's Executive has requested her to resign. Once her resignation is tendered, it will leave a vacancy on the Board, and such resignation as a director must then also be recorded with the CIPC. It is therefore, in the interests of continuity, recommended that the term of the four directors above should be, in accordance with the revised term of 2 to 3 years, be determined as 2019 the first year of their term, 2020 and 2021 be excluded, and that 2022 and 2023 then be years 2 and 3 of their term, pending the resignation of Ms Dhooki. (Refer to par. 4.3.5 above)

It is also recommended, that Ms Ramdeyal then be assigned the portfolio of Treasurer.

Recommendations approved by the AGM

Note: Directors are of course entitled to resign from the Board at any point in time for whatever reason. In such a case the vacancy will be filled through an election at the next AGM.

The GM explained that in terms of the above approvals to the constitution, the Board is now constituted as follows for the term ending at the 2024 AGM:

Executive Directors of the Board:

Chairperson: Mr Vido Kungune, VUT
Deputy Chairperson: Mr Ashmind Daniels, University of Stellenbosch
Treasurer: Ms Ranitha Ramdeyal, UKZN
TVET Colleges Representative: Ms Thilo Dookhi, Elangeni TVET College (resignation pending)

One Non-executive Director: New vacant position

It was then announced by the GM that, in accordance with the nomination letters handed out beforehand to each institution represented at the AGM and submitted to him, Mr Pragasen (Preggy) Reddy of DUT has been nominated in the new position on the Board as Non-executive Director for the 3 years ending at the 2025 AGM.

The Chair congratulated him with his nomination and welcomed him to the Board.

10. Additional points added to the agenda:

10.1 Forming of Interest Groups / Task Teams

Mr Jonathan Blanckenberg of Stellenbosch University stated that the organization of this annual conference is a mammoth task to be the responsibility of the Directors and the GM only. He said that he would like to propose that an organizing committee should be formed from volunteers to assist the Board and the GM with the organization, planning and conducting of the annual conference. As his proposal was supported by the AGM, he invited any volunteers that are interested to serve on the said committee, to contact him.

The Chair expressed his thanks to Mr Blanckenberg for this much appreciated gesture.

11. 2023 Conference and AGM

11.1 Proposals for venues (need to be able to accommodate 300 delegates for 2 days).
The Chair explained that as the Board tries to rotate the annual event between a coastal venue and an inland venue, the 2023 event should be held inland. A proposal for Limpopo was received from the floor, but the proposer could not provide a name of a suitable venue to accommodate the numbers of AAA delegates.

It was then left to the Board to identify and approach suitable venues situated inland.

11.2 Proposals for topics

No proposals from the floor were submitted. Members were once again invited to not only submit proposals for papers once invited by the save-the-dates e-mail that is normally distributed to the database at the beginning of Dec. preceding the May conference, but to submit any topic of relevance to the GM anytime throughout the year.

12. Closing

With this the AGM was concluded and the Chair closed the meeting with a word of thanks to Peet du Plessis for all his inputs and contributions to make this a successful conference and AGM.

Compiled by:

Peet du Plessis
AAA: General Manager