



08 May 2024

## **Agenda for the 5<sup>th</sup> AGM of the Association for Academic Administrators to be held on 17 May 2024 at 11:50 at The Boardwalk Convention Centre, Gqeberha, EC.**

**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 4<sup>th</sup> AGM that was held on 19 May 2023 at 11:30 at Emperors Palace Convention Centre, OR Tambo IA, Gauteng. **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 with SAQA as a non-statutory professional body is as follows:

The GM, Mr Peet du Plessis attended an online workshop presented by SAQA's Division for registration of professional bodies on 24 March 2024. This is a compulsory workshop for all potentially professional bodies that plan to register and it was previously attended by the chair person, Mr Vido Kungune and Mr du Plessis in 2019, whereafter the process was delayed due to Covid-19.. Mr du Plessis will report to the AGM on the current status of this process.

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

At this stage this process has stalled altogether due to the withdrawal of key role players, namely USAf and the QCTO.

The GM will deal with this matter in his report on the previous par. 4.1.

##### **4.3 Refer par. 4.4: Reciprocal agreement with the AHEP-UK**

The Board member, Ms Ranitha Ramdeyal was nominated to represent the AAA at the July 2022 AUA (now AHEP) conference in Manchester. She could not attend the conference in person due to unforeseen circumstances relating to a visa and she eventually attended the event virtually.

Mr Ashmind Daniels, vice-chairperson of the Board was nominated to attend the 2023 AUA Conference at the University of Warwick, but due to work commitments he had to withdraw and there was not enough time to nominate another AAA representative.

The Board then again nominated Ms Ranitha Ramdeyal from UKZN to attend the 2024 AHEP Conference from 24-26 March 2024 at Warwick University, and she then got the support at UKZN to attend. She will be presenting her feedback report at this AGM.

This reciprocal agreement with AHEP (UK) has been in place for over 15 years (previously between HEFAF and AUA) and has been very beneficial for the AAA through the insights gained of the higher education sector in the UK. It is again up for renewal and the Board recommends that it be renewed for another 3-year term with minor updates where necessary.

### **For consideration**

#### **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 2023**

The Annual Financial report, the Directors' report and an independent review by the auditors, Nova Sententia Inc. is tabled at the AGM for approval.

This report is available on the 2024 Conference webpage at <https://assocacadadmin.co.za/aaa-2024-conference/>

The GM would like to highlight the following points of importance:

- Total revenue for the financial year ending 28 Feb. 2023, which refers to the 2022 conference held in March in East London, amounted to R1 014 160.
- The profit before tax amounted to R386 456.
- The total equity, or in other words the membership fund, amounted to R354 187.

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.

Please note that the financial statements are not subject to a full audit, but the auditors must express an independent review thereof.

### **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 and Treasurer:	Ms Ranitha Ramdeyal, UKZN

TVET Colleges Representative: Ms Sandra Raubenheimer, Northlink College, WC (elected in 2023 and registration with the CIPC still in progress)

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

Mr Vido Kungune, Mr Ashmind Daniels and Ms Ranitha Ramdeyal have served their 3-year term which was extended by two years due to Covid-19 when there were no conferences held in 2020 and 2021.

It will therefore be necessary to conduct an election of three members to the Board of Directors for a next term of 3 years. The GM will act as electoral officer and will hand out one nomination form to each of the institutions represented at the AGM and who are automatically institutional members of the AAA due to their representation at the AGM.

#### **Important:**

- Mr Vido Kungune has indicated that he wants to step down and is not available for re-election to the Board.
- Mr Ashmind Daniels has indicated that he is available for re-election for a next term of 3 years.
- Ms Ranitha Ramdeyal has indicated that she is available for re-election for a next term of 3 years.

#### **8. Additional points added to the agenda (if any):**

8.1 \_\_\_\_\_

8.2 \_\_\_\_\_

8.3 \_\_\_\_\_

#### **9. 2025 Conference and AGM**

- 6.1 Proposals for venues – 2025 conference to be held inland (venue needs to be able to accommodate 400 delegates for 2 days).
- 6.2 Proposals for topics to be submitted to the GM anytime during the coming year.

## **10. Closing**

### **Compiled by:**

Peet du Plessis  
AAA: General Manager

14 December 2023

**Minutes of the 4<sup>th</sup> AGM of the Association for Academic Administrators that was held on 19 May 2023 at 11:30 at Emperors Palace Convention Centre, OR Tambo IA, Gauteng.**

**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 tendered the apology from the Board member, Ms Ranitha Ramdeyal, from UKZN, who unfortunately fell sick and could not travel to attend the conference. He wished her a speedy recovery.

The attendance register for the 2023 AGM is available from the AAA General Manager, Mr Peet du Plessis [peet.duplessis@assocacadadmin.co.za](mailto:peet.duplessis@assocacadadmin.co.za) on request.

**2. Finalizing of the agenda**

Two additional points were added to the agenda from the chair, Mr Vido Kungune. Refer to point 8.1 and 8.2 of the minutes.

**3. Minutes of the 3<sup>rd</sup> AGM that was held on 23 March 2022 at 11:15 at The East London International Convention Centre, East London, Eastern Cape.**

**Proposed:** Moeti Tsotetsi, UFS

**Seconded:** Niven Cloete, CPUT

**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 since the previous 2022 AGM.

A letter was submitted to SAQA requesting that the GM again attend the workshop on the registration of a professional body on the next date that they will present this workshop.

The GM pointed out that there are some challenges with the registration requirements with SAQA which include information on all members recorded in the AAA members' register e.g., ID numbers, gender, and race, which is information that the AAA does not have on the 400 odd members of the AAA. Hopefully these requirements could be negotiated with SAQA to relax these requirements.

**Noted**

**4.2 Registration of the proposed qualification in academic administration**

The GM, Peet du Plessis, reported that there has been no further progress made with the registration of the proposed qualification with the QCTO since the 2022 AGM.

Mr Steven Baloyi from UL proposed that the GM clears the requirement of a professionally specific qualification with SAQA when attending the workshop mentioned above in par. 4.1.

**Noted with thanks to Mr Baloyi**

**4.3 Revised Constitution of the Association for Academic Administrators**

The current version of the constitution is available on the website at [www.assocacadadmin.co.za](http://www.assocacadadmin.co.za) as well as the "Rules and procedures to the Constitution".

**Noted**

**4.4 Reciprocal agreement with the AUA-UK**

The Board member, Ms Ranitha Ramdeyal who was nominated to represent the AAA at the July 2022 AUA conference in Manchester could not attend the conference in person due to circumstances out of her control so attended it virtually.

Due to Ms Ramdeyal's absence due to illness, she could not deliver her report back on her virtual attendance.

The AGM was informed that the Board nominated Mr Ashmind Daniels of SU, and the vice-chair, to attend the AUA Conference in April 2023, but due to work commitments and time pressures he had to decline the offer. As a result there was not enough time to nominate another AAA representative to attend the AUA Conference.

**Noted**

#### **4.5 Forming of Interest Groups / Task Teams**

The GM reported that no volunteers contacted him during the last year in regard to a conference organizing committee that was proposed in 2022.

The Board and the GM subsequently came to an agreement that Board members will get more involved with the conference program, whilst Mr du Plessis more fulfills a supporting and organizing role. The Board also accepted the GM's proposal to involve more of the AAA members who were invited to volunteer to assist during the conference.

In this regard, there were indeed, apart from a record submission of proposals to present a paper at this conference, 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.

The Chair thanked everyone that came forward and in various ways offered their services at this event.

**Noted**

### **5. Chairperson's report**

The chairperson, Mr Vido Kungune, tabled his report. He referred to the following points of importance on the state and progress of the AAA.

- This year a record number of submissions to present a paper was received. Of the seven submissions received, only three could be accommodated in the program. Some of these then formed discussion points during the break-away groups.
- A record number of registrations were received this year. The previous highest number was in 2019 at the St George Hotel of 300 delegates. This year 340 delegates pre-registered and hence we got fully booked in terms of the max capacity of the booked venue 2 weeks before the closing date. We never anticipated this number as last year there were 237 delegates in East London.

If there were more seats in the conference room, we could have turned out with 382 delegates. This means for next year's conference we will have to find a venue that can accommodate at least 400 delegates.

- The 340 delegates represent 20 SA universities, 1 Botswana university, 2 TVET Colleges, 1 Private HEI. The university with the largest delegation is UWC with 50 delegates, and the second largest delegation WSU with 34 delegates.
- Thanks to our main sponsor, Advanced Secure Technologies.

Lastly, he thanked all members for attending this 2023 Conference and AGM and for contributing to the major success of this conference.

### **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. was tabled at the AGM for approval. The GM highlighted points of importance, whereas the AAA had another dormant year ending 28 February 2022 without any 2021 conference income

due to the Covid-19 pandemic. However, with the 2022 conference in March 2022, provisions were made in the financial statements for deferred registration fees income and conference expenses as of 28 February 2022.

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](http://www.assocacadadmin.co.za)

**The report was approved by the AGM.**

## **7. Election of members of the Board of Directors**

The chair requested the GM to take the AGM through this agenda point. He informed the AGM as follows:

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.

The GM, Mr Peet du Plessis then proposed that the vacant position on the Board of the TVET Colleges' representative remain vacant since only two TVET Colleges, i.e. Northlink and Majuba, were represented at this AGM.

The proposal was opposed by Ms Sandra Raubenheimer of Northlink on the grounds that this position on the Board was indeed for the representative to muster more support from the TVET College sector to attend the AAA Conference. By leaving the position vacant, defies this purpose. She was supported by various other members and the counter proposal was that the two TVET Colleges present nominate a representative on the Board, was accepted.

The GM then conducted a process of nomination in accordance with the constitution and Ms Sandra Raubenheimer of Northlink College was nominated as the TVET College representative on the Board. The GM will engage with her to process her appointment as a Board member of the NPC and lodge it with the CIPC.

The GM then handed back to the chair, who congratulated Ms Raubenheimer to the Board and expressed his hope that this step will promote the AAA within the TVET College sector to increase their attendance at the annual conference.

## **8. Additional points added to the agenda:**

### **8.1 Engagement modalities post conference.**

The chair elaborated on this point which he added, and he expressed the need for members to follow up on presentations during the conference and for a way to get in contact with presenters after the conference. He requested that speakers should be contacted to get their

permission to give their contact details to delegates who wish to follow up with them regarding their presentations. The AAA's LinkedIn profile could also be used for this purpose.

## **8.2 Digitization benchmarking.**

The chair who added this point, referred to the presentations on digitization during the conference where it became clear to him that there are institutions that have clearly set benchmarks in the digitization of academic administration. He proposed that the possibility should be investigated on how to perhaps conduct webinars where such institutions could share their digitization best practice with other institutions.

## **9. 2024 Conference and AGM**

9.1 Proposals for venues (need to be able to accommodate 400 delegates for 2 days).  
The Chair informed the meeting that the 2024 annual event should be at a coastal venue.

It was then left to the Board to explore possible venues in the Western Cape (Cape Town) and the Eastern Cape (Gqeberha).

9.2 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.

## **10. 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