



24 April 2025

Agenda for the 6th AGM of the Association for Academic Administrators to be held on 9 May 2025 at 11:45 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 5th AGM that was held on 17 May 2024 at 11:50 at The Boardwalk Convention Centre, Gqeberha, EC. **Annexure A**

For approval

4. Matters from the minutes

4.1 Refer to par. 4.1: Professionalization of Academic Administrators and registration as a professional body with SAQA

The report by the GM, Mr Peet du Plessis, on the investigation into all the implications of registration, the advantages and disadvantages of being registered with SAQA, which was submitted to the Board to make a recommendation at the AGM, is published on the conference webpage together with this agenda.

Board recommendation for consideration

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

This point is covered in the report referred to in point 4.1 above.

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

The process to review the reciprocal agreement with AHEP is well underway and should be finalised shortly.

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.

Ms Ranitha Ramdeyal attended their 2024 AHEP conference, and her feedback was recorded in the minutes of the 2024 AGM.

The Board nominated the Deputy chairperson, Mr Ashmind Daniels to attend the 2025 AHEP conference taking place on 1-3 June at the Glasgow Caledonian University in Scotland. He has obtained the authorization from the Stellenbosch University to attend.

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 2024

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 2025 Conference webpage at <https://assocacadadmin.co.za/conferences/2025-conference-agm/>

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

- Total revenue for the financial year ending 28 Feb. 2024, which refers to the 2023 conference held in May in Emperors, amounted to R1 417 350.
- The profit before tax amounted to R530 429.
- The total equity, or in other words the membership fund, amounted to R884 618.

The larger part of the content of the report must 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. Changes to the AAA Constitution

The changes to the constitution are mainly on the removal of an Executive Committee of the Board (Exco) which did not operate as such as the Exco consisted of 4 members of the Board and the existing Board consist of 5 members. As the management structure therefore does not require an Exco, the responsibilities specified for the Exco have been transferred to the Board of Directors.

Another small change is the requirement of an independent audit that was changed to an independent review for operational reasons and within the statutory requirements.

The revised constitution is published on the AAA 2025 conference webpage at: <https://assocacadadmin.co.za/conferences/2025-conference-agm/>

8. Election of members of the Board of Directors

The Board as elected at the 2024 AGM is as follows:

Chairperson: Mr Vido Kungune, VUT. Serving for the second three-year term - 2026 to 2028

Deputy Chairperson: Mr Ashmind Daniels, SU. Serving for the second three-year term - 2026 to 2028

Additional member and Treasurer: Ms Ranitha Ramdeyal, UKZN. Serving for the second three-year term - 2026 to 2028

TVET Colleges Representative: Ms Sandra Raubenheimer, Northlink College, WC. Elected in 2023 and serving first three-year term until 2026.

Non-executive Director: Mr Pragasen (Preggy) Reddy, DUT. Elected in 2022 and serving first three-year term until and including 2025.

With no existing vacancy on the Board, there is no election at this AGM

For notice

9. Additional points added to the agenda (if any):

8.1 _____

8.2 _____

10. 2026 Conference and AGM

10.1 The 2026 AAA conference will again be held at Sun International The Boardwalk Convention Centre in Gqeberha (PE), Eastern Cape.

10.2 Proposals for topics to be tabled or submitted to the GM anytime during the coming year.

11. Closing

Compiled by:

Peet du Plessis
AAA: General Manager

08 Apr 2025

Minutes of the 5th AGM of the Association for Academic Administrators that was held on 17 May 2024 at 11:50 at The Boardwalk Convention Centre, Gqeberha, EC.

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 on request.

2. Finalizing of the agenda

Two additional point were added to the agenda through the chair. Refer to points 8.1 and 8.2 below.

3. Minutes of the 4th AGM that was held on 19 May 2023 at 11:30 at Emperors Palace Convention Centre, OR Tambo IA, Gauteng.

Proposed: Hilda Potgieter, UP

Seconded: Ranitha Ramdeyal, UKZN

4. Matters from the minutes

4.1 Refer to par. 4.1: Professionalization of Academic Administrators

The GM, Mr Peet du Plessis reported on the status of the registration of the AAA with SAQA as a non-statutory professional body. He attended an online workshop presented by SAQA's Division for registration of professional bodies on 24 March 2024. This was a compulsory workshop for all potentially professional bodies that plan to register.

From this workshop, Mr du Plessis reported that it became clear that for the AAA to register as a professional body will require a major administrative effort to meet their requirements of registration, and that registration will also have annual financial implications for the AAA. He pointed out that for example, SAQA requires the ID's of all the already registered associates on the member register, as well as their racial classification. To collect this information will require a major administrative effort and subsequent additional capacity.

He proposed that he does a very thorough investigation into all the implications of registration, the advantages and disadvantages to be registered with SAQA, and then submit a report to the Board who can then make a recommendation to the next AGM.

The proposal was accepted by the meeting.

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

The GM reported that this process has stalled altogether due to the withdrawal of key role players, namely USAf and the QCTO.

As this qualification requirement is also part of the registration of a professional body with SAQA, the GM will deal with this as part of his investigation mentioned in par. 4.1 above.

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

The Board delegated Ms Ranitha Ramdeyal from UKZN to represent the AAA at the 2024 AHEP Conference from 24-26 March 2024 at Warwick University, and she then got the support at UKZN to attend.

She was requested by the chair to present her feedback on her attendance of the AHEP conference.

Ms Ramdeyal then gave a very short summary on her attendance, which included the following:

- Due to the very large number of delegates attending this annual event, i.e. approximately 700 delegates, they have a buddy system for first time attendees, which was very helpful.
- The keynote address was delivered by the Labour Party's shadow minister for higher education.
- She pointed out that the conference program makes provision for quite a few parallel sessions which delegates have to pre-book on-line before the conference. She inter alia attended session on Emotional Intelligence, governance in HEI's, and other topics of relevance.
- She concluded her feedback report by expressing her gratitude to the Board for giving her the opportunity to attend this very important event in the UK and that she gained a lot of knowledge and insight from it.

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. At this conference AHEP was represented by two of their members, Mr. Sam Bayley, who delivered the opening address, and Ms Rachel Hill-Kelly who presented a paper.

The reciprocal agreement is again up for renewal and the Board's recommendation that it be renewed for another 3-year term with minor updates where necessary, was approved.

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:

- The growth experienced in the number of delegates attending the annual conference since post Covid-19.
- The healthy financial position the AAA is in, with an annual growth in the surpluses from the conferences and the funds in the membership fee fund.
- The challenges that the AAA Board must find a suitable venue for the annual conference that is big enough and offers overnight accommodation to all delegates.
- He also alluded to the responsibilities of the AAA Board members who serve voluntary and contribute their time and knowledge at no financial compensation. He thanked them for inputs and for their support to him as the chairperson.

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. was tabled at the AGM.

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

The annual financial report as adopted and seconded.

7. Election of members of the Board of Directors

The General Manager who acted as the electoral officer, has during the conference announcements explained the process of nomination of members to the Board of Directors.

He also announced that the current chairperson, Mr Vido Kungune, who indicated that he will not be available for re-election for another three-year term, has been convinced by other members to recall his decision, and make himself available for re-election.

The GM started to hand out the nomination letters – one per institution represented. He requested at various times during the conference that institutions hand in their nomination letters to him before the start of the AGM.

The chairperson handed the meeting over to the electoral officer to announce the results of the nominations as reflected by the nomination letters that he received within the set time for submission.

The electoral officer mentioned that the results of the nominations is open to any member of the Association for scrutiny.

The result of the nominations was announced which was as follows:

All three the following Board members were re-elected for another term of 3 years, i.e. 2025 to 2028.

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

The following Board members are still serving their first term of 3 years:

TVET Colleges Representative:	Ms Sandra Raubenheimer, Northlink College, WC (elected in 2023)
Non-executive Director:	Mr Pragasen (Preggy) Reddy, DUT (elected to the Board in 2022)

The electoral officer, Mr Peet du Plessis, congratulated the three members with their re-election and thanked them for their willingness to voluntarily serve the Association for another term of 3 years with the same diligence and commitment of the last 5 years, including the 2 years of the pandemic.

He handed the chair back to the re-elected chairperson, Mr Vido Kungune.

8. Additional points added to the agenda:

8.1 Community of Practice groups:

The proposal to form CoP's for specific functions in academic administration whereas these CoP's could then have specific sessions during the break-away sessions on the program, was discussed.

It was proposed that the Board considers extending the time allocated in the program for the break-away sessions to incorporate the CoP proposal. Furthermore, the Board should consider upgrading the website to make provisions for members to place posts of interest on the website.

The GM mentioned that the AAA has a LinkedIn profile and that members are encouraged to join this profile and then make use of this media to post points of interest to members.

8.2 Forming parallel groups for on-line streaming

This point was added and relates to the previous additional point. It was mentioned that the set-up and running of an on-line streaming platform is rather costly and that members should make use of the existing platforms on social media and the website.

9. 2025 Conference and AGM

9.1 Proposals for venues – 2025 conference to be held inland (venue needs to be able to accommodate 400 delegates for 2 days)

The GM pointed out that inland venues that are large enough to accommodate the group with overnight accommodation, are extremely limited and mostly only in Gauteng. The Board also needs to consider the costs as institutions' budgets are limited.

9.2 Proposals for topics can be submitted to the GM anytime during the coming year.

10. Closing

With this the AGM was concluded and the chairperson 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. He also thanked the members for their vote of confidence in the re-election of the three members for a second three-year term.

Compiled by:

Peet du Plessis
AAA: General Manager