

22 April 2026

Agenda for the 7th AGM of the Association for Academic Administrators to be held on 15 May 2026 at 11:45 at The Boardwalk Convention Centre, Gqeberha, Eastern Cape.

Chair: Mr Ashmind Daniels

1. Welcome and attendance

2. Finalizing of the agenda – See point 10 below for additional points to be added from the floor.

3. Minutes of the 6th AGM that was held on 9 May 2025 at 11:50 at Emperors Convention Centre, OR Tambo IA, Gauteng.

Annexure A

For approval

4. Matters from the minutes

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

The proposal to approach USAf on this matter has not yet been pursued with this body by the Board, but remains on the agenda to be attended to in the very near future.

For notice

5. Chairperson's report

To be tabled by the vice-chairperson, Mr Ashmind Daniels, standing in for Mr Vido Kungune who tendered his apology due to work commitments.

6. Annual Financial report, Directors' report, and independent review by the auditors for the financial year ending 28 February 2025

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 2026 Conference webpage at:

<https://assocacadadmin.co.za/conferences/aaa-2026-conference-agm/conference-agm-2026/>

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

- Total revenue for the financial year ending 28 Feb. 2025, which refers to the 2024 conference held in May at The Boardwalk, amounted to R1 621 190. (2024: R1 471 350)
- The profit before tax amounted to R426 609. (2024: R530 429).
- The total equity, or in other words the membership fund, amounted to R1 331 227. (2024: R884 6180).

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 following changes to the constitution are recommended by the Board to the AGM for approval:

The first change to the constitution is mainly in par. 6.2.1 on the reduction of the members of the Board from 5 to 4 by removal of the position of non-executive director as advised by the AAA's auditors as such a member will still be fully accountable for his/her fiduciary duties as that of executive directors. (Words in strike-through to be removed and those in red to be added).

iv) ~~One (1) member gets elected as non-executive Director. A non-executive director serves as a full Board Member but will not be a registered director with the CIPC.~~

The second major change is in the election process of Board members with the following par. that is recommended to be changed:

6.2.2 Nomination and election

- i) Each Institutional Member ~~has a maximum of four (4) nominations~~ **may submit one nomination for each vacancy on the Board, for Directors of the Board,** i.e. each member institution will be given the opportunity to submit to the AGM one nomination ~~letter form~~ **letter form** for ~~the each~~ **each** vacancy on the Board, in accordance with the rules of the Constitution.
- ii) ~~Where the TVET Colleges representative on the Board is vacant, The each~~ **Where the TVET Colleges representative on the Board is vacant, The each** TVET College Institutional Member ~~have~~ **may** submit one additional nomination for their representative as per par. 6.2.1. iii) above, whereas such a **nominated** member must be from a TVET College.
- iii) An Institutional Member may nominate any member of the Association whether such an Association member is from another Institutional Member or an Association member from its own institution's staff members.
- iv) **Institutional Members must use the official Board member nomination form that will be available from the general manager and will also be available on the AAA website. The nomination form will also be distributed by email three (3) weeks prior to the AGM to all delegates already registered at that point in time.**
- v) **The nomination form will clearly specify what the requirements are that must be met for the submission, which will include the following:**
 - **The name and surname of the nominee, his/her institution, his/her position at the institution, qualifications, experience of serving on similar committees or boards, previous participation at the AAA.**
 - **The signature of the nominee giving his/her consent to be nominated and to accept his/her responsibilities as a director if elected to the Board, and that he/she does not have a criminal record and that he/she was not subjected to any disciplinary procedures at his/her institution.**
 - **The nominee must hold a managerial or supervisory position at his/her institution.**
 - **The form must be signed by the nominee's management giving consent to the nomination and if elected to the Board to be allowed to fulfil his/her responsibilities as a director.**
 - **The form must be signed by two other existing members of the AAA.**
 - **The latest date of submission of the form to the general manager of the AAA, should be not less than a week before the AGM so that it can be published on the webpage of that year's conference and to ensure that all nominees can be communicated to all members that will be attending the AGM.**
- vi) ~~Each delegation representing an Institutional Member will receive a ballot letter with the names of all the nominees and they will collectively vote for the nominee/s that they choose to fill the vacancy/ies on the Board.~~
- vii) ~~The ballot letters must be handed to the general manager of the AAA who acts as the electoral officer before the commencement of the AGM, and the results of the vote will be announced before the close of the AGM.~~
- vi) ~~Only Institutional Members represented at the AGM are allowed to nominate, provided a quorum is present as specified in 6.1.4 vi). There will be no proxy vote available for institutions not represented at an AGM.~~
- viii) ~~The member nominee who receives the most nominations~~ **votes** will ~~automatically be elected as~~ **be** the Chairperson.
- ix) ~~The member nominee who receives the second most nominations~~ **votes** will ~~act as~~ **be** the Deputy Chairperson.

- x) The ~~member~~ **nominee** who receives the third most ~~nominations~~ **votes** will ~~act as~~ **be** the third ~~executive~~ Director with the portfolio of Treasurer. The ~~Exec~~ **Board** may decide to assign certain financial responsibilities to other members of the ~~Exec~~ **Board** to even out the workload.
- xi) The ~~member~~ **nominee** from a TVET College member institution **that received the most votes** will ~~act as~~ **be the** Director – TVET Colleges’ representative.
- ~~vii) The position of the one non-executive Director will be filled according to the descending number of nominations received.~~
- xii) ~~If in any nomination~~ it happens that two or more nominees received the same number of ~~nominations~~ **votes**, the position will be decided upon by a closed vote by the show of hands.
- xiii) The Board of Directors should be representative of Institutional Members and therefore, if two staff members from the same institution are ~~nominated~~ **voted in** as members of the Board, the one with the least number of ~~nominations~~ **votes**, will have to step down.
- xiv) Members of the Board are elected for a period of three (3) years and may be re-elected for a further period of three (3) years where after the member must step down for at least one year.
- xv) Should a Director on the Board ceases to be a staff member of a member institution, or if his/her membership of the Association is terminated as per par.5.5, his/her membership of the Board is also terminated.
- xvi) The Board may ~~recommend to the AGM~~ decide that the term of an elected member of the Board should be terminated if such a member is not performing on his/her responsibilities as a Board member. **In the case of such a decision the member will be given notice thereof and the reason for the decision. Such a member will then be given an opportunity to provide reasons why his/her term should not be terminated, and the Board may then decide to reverse their decision, or to uphold it.**
- xvii) A member of the Board may resign as a director by written notification addressed to the Chairperson.
- xviii) **The Board may co-opt a suitable AAA member to serve on the Board when a vacancy arises for an interim period until the next AGM, when an election for the vacancy can be conducted, provided that such a member accepts the co-option. Such a co-opted member will not have voting rights and will not be registered with the CIPC.**

The revised constitution is published on the AAA 2025 conference webpage at:

<https://assocacadadmin.co.za/conferences/aaa-2026-conference-agm/conference-agm-2026/>

For approval

8. Election of members of the Board of Directors

The serving Board members that were 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: This position became vacant when the previous representative opted out as a Board member during 2025.

The Board then coopted Ms Ncamisile Thwala of Majuba TVET College in an advisory capacity until this AGM where there will be an election of a TVET College representative by the TVET Colleges represented at the AGM according to the stipulations of the constitution before the recommended changes to the constitution above in point. 7.

This process will be conducted by the general manager who acts as the electoral officer.

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

His term therefore has come to an end, and if the change to the constitution as above gets approved, this position of non-executive director on the Board falls away, so there is no logical reason to conduct an election in terms of the previous stipulation of the constitution.

For notice

9. Strategic planning for the AAA for the short, medium and long term to ensure the sustainability and continuity of the Association in the future.

Executive summary

The Board of Directors met on 6-7 November 2025 at The Protea Hotel Oliver Tambo, Gauteng, for a strategic planning meeting. The purpose was to formulate strategic goals and subsequent actions to ensure the sustainability and continuity of the Association in the short, medium and longer term covering the next five years.

The areas that were identified to address beforehand originated from various previous Board meetings and contributions from both Board members and AAA members over the last couple of years post Covid-19.

These areas can be summarized on a high level as follows:

1. **Growth** of the Association in both attendance at **the annual conference** and the quality of the **value add** at the annual conference whereas the annual conference is the main driver for **sustainability and continuity**.
2. **Marketing and promotion** of the AAA to enhance visibility in the higher education sector.
3. **Financial sustainability** of the Association by detailed financial planning for the next three years with the main points of consideration being:
 - Income from registration fees as the main source but keeping the fee as affordable as possible keeping in mind that the AAA is a non-profit company.
 - Growing the exhibitors' participation from suppliers in respect of functions within academic administration.
4. **Succession planning** for serving members on the AAA Board and for the operations of the association as performed by the contracted general manager which must be supported by a **reliable infrastructure**, and to ensure that the AAA **complies with all regulatory requirements** according to **good corporate governance**.

These abovementioned areas were discussed in detail and defined into action plans with clear timelines and responsibilities assigned.

For notice

10. Establishing an Advisory Committee to the AAA Board

The AAA Board has decided to establish an Advisory Committee to the Board whereas such a committee will then advise the Board on a wider consultative basis on matters primarily concerning the organising of the annual conference.

Herewith the terms of reference of this committee, its membership and conduct of its meetings for notice by the AGM.

2. Terms of reference of the Committee

2.1 Name of the Committee

It is proposed that the committee be named "The AAA Board Advisory Committee", hereafter called "the Committee".

2.2 Purpose of the Committee

The purpose of the Committee will be to advise the elected Board of Directors of the AAA NPC on the following matters:

- Marketing of the annual conference to increase attendance.

- Topics to be included in the program that will be of interest to most delegates.
- To represent their institutions' views that may be of interest to the Board of Directors in their responsibilities to conduct a successful annual conference.
- Any other matter that the Board may need advice on from a wider representative body from AAA members for the Board to execute on its mandate.

The decision-making responsibilities remain within the Board and their delegated authorizations, whilst the Committee will not have any decision-making authority and operates in an advisory capacity only.

2.3 Membership and composition

- The Committee will be composed by one representative to be nominated by qualifying AAA institutional members.
- AAA institutional members that will qualify to nominate a representative on the Committee are those institutions that have had at least two registered delegates at the annual conference for at least two consecutive years.
- Once an institution qualifies, the institution's management will be informed that the institution is entitled to nominate one of their staff members to represent the institution on the Committee. The invitation will call upon the institution's management to nominate a representative that holds a managerial position in academic administration and who has attended a AAA conference. The nominated representative does not necessarily have to attend the conference every year.
- The nomination is in the hands of the institution, and their management may recall a representative and nominate another whenever they deem it necessary, i.e. there is not a period determined for a representative to be a member of the Committee.
- It will not be required of members of the Committee to spend substantial time to serve on the Committee and there will be not more than three meetings a year with a planned duration of one hour each.
- The number of members on the Committee is therefore determined by the number of qualifying institutions.

2.4 Meetings

- The Committee will meet face-to-face during the annual conference by the members who are in attendance for the conference. Members of the Committee who have not registered for the conference will be invited to attend the meeting on-line.
- The Committee will be chaired by the chairperson of the elected AAA Board.
- The chairperson of the Board may also call for an online meeting of the Committee during the year when the Board needs advice on the matters as specified in par. 2.2. above.
- The AAA's general manager will be responsible for the secretarial functions of the Committee and for all communications to members.

3. Conclusion

As this Committee is instituted by the AAA Board as an advisory body for the Board, it will not be necessary to incorporate its terms of reference in the constitution, nor does the Committee have to report on its activities to the AGM. The Board may change or add to the abovementioned terms of reference when required.

For notice

11. 2027 Conference and AGM

- 11.1 The 2027 AAA conference will be held inland in Gauteng. The venue is still to be finalized, but at this early stage the venue, in terms of comparative costs, will be The Radisson Hotel and Convention Centre, OR Tambo, but it still needs to be confirmed.

11.2 **Dates of the conference in 2027**

In a recent emailed survey with voting buttons sent to the 2025 delegates, the Board was trying to establish which of the following time slots will be preferred as it came to their attention that some institutions' graduation ceremonies might clash with the current time slot of mid-May. The responses received to date on this agenda were as follows:

Mid-May (15-25): 7

Mid-Sept (10-25): 7

This matter will also be put to a **vote by a show of hands** during this AGM.

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

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

12.1 _____

12.2 _____

13. Closing

Compiled by:

Peet du Plessis
AAA: General Manager

02 April 2026

Minutes of the 6th AGM of the Association for Academic Administrators that was 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

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.

The attendance register for the 2025 AGM is available from the AAA General Manager, Mr Peet du Plessis peet.duplessis@assocacadadmin.co.za on request.

2. Finalizing of the agenda

The chairperson allowed one additional point as point 9.1 as follows:

9.1 Agreement of Communities of Practice (COP's).

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

A correction was made to the minutes with the name of Ranitha Ramdeyal as seconding the 2023 minutes was incorrect as she was absent due to ill-health.

Proposed for approval: Andries Ramakgwakgwa, UL

Seconded: Antoinette Botha, UKZN

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, as it was submitted to the Board and published on the conference webpage, was discussed at length.

In the end it was decided to accept the recommendation of the Board to the 2025 AGM that the intention that was proposed to register the AAA as a non-statutory professional body with SAQA should be withdrawn, and that the AAA continues to define itself as a non-statutory professional body in terms of its constitution.

An amendment proposed by Mr Kwezi Bonani of UWC that the above was accepted with the understanding that the application to SAQA should not be withdrawn, but put on ice for re-consideration in the future, was accepted.

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

This point was covered in the report referred to in point 4.1 above. It was proposed by Mr Wallace Isaacs of UP and seconded by Antionette Botha of UKZN, that the AAA approaches USAf for advice on the possibility to register a qualification in academic administration with the purpose of getting it recognized eventually as a formal qualification.

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

The meeting noted that the review of the reciprocal agreement with AHEP is well underway and should be finalised shortly.

It was noted that 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.

5. Chairperson's report

The chairperson, Mr Vido Kungune reported as follows:

- The Board had a strategic planning meeting at Emperors in July 2024 to discuss matters of strategic importance to the continuous growth of the AAA and to re-imagine the goals and purpose. One of the important points that was discussed is the various requests to expand on the break-away discussions as these were found to be very participative and covering topics of specific interests. This is one of the reasons why the Board decided to add one extra day to the duration of the conference from the traditional one and a half days to two and a half days. The program has been expanded to now include the extra first day (Wednesday), with the full afternoon with 2 one-hour sessions for the break-away discussions.
 - The implications of the extra day were that it increased costs substantially with an extra day and one extra evening. The Board decided to include a get-to-know teambuilding evening for the Wednesday evening.
 - Although the extra day did increase the costs of the event substantially, the Board was still able to keep the increase in the registration fee to only R500 from R4 300 in 2024 to R4 800 this year. It should result in a slight reduction of the conference surpluses that the AAA experienced over the last 3 years after Covid-19.
 - He thanked all the members that submitted proposals for papers that they presented and to members that led a discussion during the break-away sessions.
 - The Board decided that the strategic planning meeting was so fruitful, that they will now have a similar face-to-face full day meeting every year to discuss matters of strategic and operational importance, apart from the on-line meetings they have during the year as and when required.
 - He thanked the Board members for their time and inputs that they contributed in a voluntary capacity without receiving any remuneration for it.
 - He referred to the reasons for the revision of the constitution to be considered later in the meeting.
 - He informed the AGM that there was a planning meeting with Emperors where it was negotiated that the conference fees and the accommodation rates are offered at their government rates.
 - He said that the theme for the conference was formulated by the Board members, and it was decided to keep it rather open-ended to allow for members to submit proposals to present papers.
 - He referred to the conference gifts which were decided on by the Board members from proposals made by various suppliers. It was difficult to make such a decision from a picture and limited specs, so in future the Board will insist on a sample of the gift before making a final decision.
- He then allowed for remarks and Prof Fanie Botha from UKZN commended the decision to expand the break-away sessions as these discussion sessions were very fruitful and allowed for more participation by delegates.

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. was 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 highlighted 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 financial report was adopted.

Proposed: Prof Fanie Botha, UKZN

Seconded: Mr Bruce Banda, UKZN

7. Changes to the AAA Constitution

The chairperson pointed out that 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/>

The changes to the constitution were adopted.

Proposed: Ms Ferial Moola, UJ

Seconded: Prof Fanie Botha, UKZN

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.

It was noted that with no existing vacancy on the Board, there is no election at this AGM

9. Additional point added to the agenda:

9.1 Agreement of Communities of Practice (COP's).

The chairperson referred to a previous proposal on the forming COP's for the various functions in academic administration. He pointed out that until now there has been no proposal from the member community to form a COP.

It was decided that any member that wants to take such an initiative should start a conversation on the AAA's LinkedIn profile and invite members to participate in conversations on a specific function within academic administration.

10. 2026 Conference and AGM

10.1 It was noted that the 2026 AAA conference will again be held at Sun International The Boardwalk Convention Centre in Gqeberha (PE), Eastern Cape. The meeting was informed that a quotation was also requested from Century City Convention Centre in Cape Town, but it was approximately R750 000 more than The Boardwalk.

Prof Fanie Botha of UKZN pointed out that flights from Durban to Gqeberha are a lot more expensive than flights to Cape Town.

10.2 Members were called upon to submit their proposals for topics to the GM anytime during the coming year. These submissions can assist the Board to formulate a theme for the conference.

11. 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 of the Board for their most appreciated inputs to make this conference a success and thanked the delegates for their attendance.

Compiled by:

Peet du Plessis