



08 March 2022

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

Chair: Mr Vido Kungune

1. Welcome and attendance
2. Finalizing of the agenda – See point 9 below for additional points to be added from the floor.
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. **Annexure A**

For approval

4. Matters from the minutes

4.1 Refer to par. 4.1: Professionalization of Academic Administrators

The progress of the registration of the AAA as a professional body will be reported on by the Chair and General Manager. Unfortunately, since the 2019 AGM there has been no progress with registration at SAQA, since 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 now plans to get this process underway during 2022 after the 2022 conference.

4.2 Refer to par. 3.2: Registration of the proposed qualification in academic administration

The progress of the registration of the proposed qualification with the QCTO will be reported on by the Chair and General Manager. 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 at date of the AGM uncertain if this USAf workgroup continued with its mandate to register a qualification in academic administration.

An alternative route to the QCTO route is to engage with a university that might be interested to offer such a qualification. The Board will investigate this option, but AAA members are also invited to make inputs in this regard where there is such a possibility at their own institution.

4.3 Refer par. 6: Revised Constitution of the Association for Academic Administrators

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 can be 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 Reduced 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".

For consideration and approval

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 2021

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 a dormant year without any conference income due to the Covid-19 pandemic. 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

7 Appointment of Auditors

As 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, **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 has 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. For the sake of continuity of these services, the Board requests the AGM to delegate the appointment of a financial services provider for the new financial year to the Board, with ratification by the AGM at its next meeting.

For consideration and approval

8. Reciprocal agreement with the AUA-UK

The reciprocal agreement determines that the AAA can send one delegate to the AUA's annual Conference with the registration fee waived, and the same applies to them to send one delegate to the annual AAA conference at no registration fee. Travelling costs and accommodation costs is for each association's own account. For more information on the AUA members can log into: www.aua.ac.uk

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 will be requested to give a summary of his attendance of this virtual conference during the AGM.

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 is prepared to sponsor her travelling and accommodation cost.

For notice

9. Election of members of the Board of Directors

The members that were elected as the then Management Committee at the first AGM in 2018 of the new AAA for a term of 2 years, renewable with a further 2 years, were as follows:

Chairperson:	Mr Vido Kungune, VUT
Deputy Chairperson:	Mr Ashmind Daniels, UWC (since moved to US)
Additional members:	Ms Ranitha Ramdeyal, UKZN Ms Simoné Williams, University of Limpopo
TVET Representative:	Ms Thilo Dookhi, Elangeni TVET College

In 2019 a recommendation to the AGM that the then existing Management Committee act as the interim Board of Directors until the next AGM in 2020, was accepted. The abovementioned members, together with the then Administrator, Mr Peet du Plessis, were then registered as the NPC's Directors with the CIPC in 2019.

During 2020, when it became clear that Adapt IT was going to withdraw its main sponsorship of the AAA, and was therefore not going to renew its post-retirement contact with Mr Peet du Plessis at the end of 2020, the Board decided to offer Mr du Plessis an independent contract to continue to render his services to the AAA in the same format he did on behalf of Adapt IT. For this reason, Mr du Plessis then resigned as a director, and he took over all aspects of the operations of the AAA.

In 2020 Ms Simoné Williams, who took up a new position at the Sol Plaatje University, also resigned as a director for personal reasons.

Both these resignations were recoded with the CIPC.

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

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.

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. Also, that Ms Ramdeyal then be assigned the portfolio of Treasurer.

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 consideration and approval

9.1 Election of one Non-executive Director to the Board

Provided that the above recommendations are approved, it leaves the one vacancy of a Non-Executive Director on the Board. In terms of the revised constitution, it is determined as follows:

Par. 6.2.1 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.

Each institutional member (university and TVET college) will therefore according to the constitution receive a nomination letter to nominate one member to serve as non-executive Director. The general manager will oversee the nomination process and after counting the nominations announce the nominee that received the most nominations who will then serve on the Board as a non-executive Director for 3 years from 2022 to 2025.

10. Additional points added to the agenda:

10.1 _____

10.2 _____

10.3 _____

11. 2023 Conference and AGM

- 6.1 Proposals for venues (need to be able to accommodate 300 delegates for 2 days)
- 6.2 Proposals for topics

12. Closing

Compiled by:

Peet du Plessis
AAA: General Manager

22 November 2019

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

1. Welcome and attendance

The chair, Mr Vido Kungune, welcomed all members and new members to the AGM. He had a special word of welcome to delegates from the new institutional members of the AAA, i.e. Botswana Open University; Botswana University for Agriculture & Natural Resources; Makerere University, Uganda; Sefako Makgatho Health Sciences University.

The attendance register for the 2019 AGM is available from the Administrator at peet.duplessis@adaptit.co.za on request.

2. Finalizing of the agenda – The following additional points were added from the floor. Refer to par. 9 below for the minutes.

9.1 Interim Board of Directors – Added by Peet du Plessis, Administrator

9.2 Dissemination of information – Changes in legislation and how it affects the AAA – Added by Dr Ronel Retief, US.

9.3 Creation of an app for the AAA Conference – Added by the Chair

9.4 Creation of task teams or interest groups - Added by the Chair

3. Minutes of the founding AGM that was held on 25 May 2018 at 11:15 at The Coastlands Hotel & Conference Centre, Umhlanga, KZN

The minutes of the 2018 AGM was circulated to all attendees, and the Chair tabled it as annexed to the agenda.

The minutes were approved.

Proposed: Pierre Rossouw, US

Seconded: Rahintha Ramdeyal, UKZN

4. Matters from the minutes

4.1 Refer to par. 3.2: Professionalization of Academic Administrators

The Chair and Administrator reported on the progress of the registration of the AAA as a professional body with SAQA. They have attended a workshop on 16 Aug. 2018 at SAQA on the registration of professional bodies, and one of the pre-requirements is that AAA must be operating as a legal entity. Man Com has engaged an accounting firm to register AAA as a Non-Profit Organisation with the CIPC. This is in progress and notification was received that the reservation of the NPO's name as Association for Academic Administrators was confirmed by CIPC.

4.2 Refer to par. 3.2: Registration of the proposed qualification in academic administration

The Chair and Administrator reported on the progress of the registration of the proposed qualification with the QCTO. They have attended a meeting on 30 Oct. 2018 together with the convenor of the USAf workgroup, Mr Basiami Disipi, at QCTO, after the QCTO rejected the application on the grounds that it overlaps with similar administrative / secretarial occupations. The workgroup could then convince the office of the QCTO that the work of an academic administrator at a HEI requires certain unique skills, and the QCTO then agreed to re-consider the application on provision of further information on the job descriptions of various academic administrators. These were then provided to the QCTO, but no further feedback regarding the re-submission was available at the date of this AGM.

4.3 Refer par. 3.3: Membership register

The Administrator reported back on the membership register procedure for both the Associate Members and Institutional Members. It has since the workshop that was attended at SAQA, became clear that further information, e.g. ID numbers, and contact details will be requested from all members in order to comply with the reporting requirements on members to be submitted annually to SAQA. He also informed members that CPD points earned in terms of the revised constitution will also have to be recorded in the membership register.

5. Chairperson's report

The chairperson, Mr Vido Kungune, tabled his report. He referred to the following activities of the AAA Interim Management Committee:

- The attendance of the SAQA workshop by himself and the administrator regarding the registration of a professional body. He informed the AGM of the major amount of work that still have to be done before the application can be submitted.
- The status of the AAA's registration as a Non-Profit Company with the CIPC.
- He also referred to the strategic planning meeting of the Interim Man Com in October 2018 at the same venue, i.e. the Saint George Hotel. The revised constitution and the rules and procedures thereto, together with a vision and mission statement, as presented to this AGM, were products of this meeting. He pointed out that a huge amount of work has gone into this, and he thanked the members of the Man Com, and especially Mr Peet du Plessis who drafted the documents.
- He expressed his concern regarding the very slow progress made at the QCTO with the registration of the planned qualification in academic administration. However, the AAA is merely in an advisory capacity to the USAf workgroup who was tasked to deal with the application.
- He mentioned that from the 2018 Conference feedback, there were various requests to extend the break-away group discussions, and he assured members that Man Com is attending to it. However, there are some logistics involved with the break-away sessions, namely the size of the groups, the availability of break-away rooms at the venue, etc.
- There was also a concern regarding the very poor turnout on a Friday morning when the day's program commences, normally at an already later time of 08:30. This has been a problem at many previous conferences. He assured the AGM that Man Com is looking at a way to address this.
- In conclusion he gave a feedback report on his attendance of the AUA Conference in Manchester, UK as the representative of the AAA in April 2019. He took members through a brief on the program of this conference, and he said that he found the entire conference an eye-opening experience and that he learned a lot about the UK Higher Education administration. He recommended that the AAA should continue to establish and maintain the reciprocal agreement with the AUA. He thanked the AAA for the R20 000 sponsorship he was awarded from the AAA Fund.

6. Revised Constitution of the Association for Academic Administrators

- 6.1 This document was circulated with the agenda to the e-mail addresses of all registered delegates in advance in order for delegates to study and then make recommendations for changes at this 2nd AGM. The administrator mentioned that he did not receive any recommendations for changes by e-mail before the AGM, as were members invited to do.

The Chairperson then dealt with all changes to the 2018 approved constitution as presented to the AGM in Power Point. He took the meeting through the revised constitution paragraph by paragraph where all changes and additions were indicated in red font, and all omission in strike-through font.

The final draft version of the constitution was the approved by the AGM.

- 6.2 The document, Rules and Procedures to the AAA Constitution, was also circulated together with the abovementioned draft constitution and members were invited to submit their comments or proposals for changes to the administrator beforehand. The administrator indicated that he did not receive any contributions.

As this document, its content, changes thereto and execution thereof, lies within the responsibilities of the Board of Directors, it was merely circulated to the AGM of Members for

notice. The document will however be published on the new AAA website and all members will be able to access it.

The matter of a minimum CPD points that a member has to earn, was raised by Ms Antoinette Botha of UKZN, as the rules did not make provision for it. The Administrator was requested to look into the matter and make the necessary changes to the CPD point's rules.

Noted

7. Fund Account

The interim report on the AAA Fund Account as at 30 April 2019 was tabled and the administrator took the AGM through the report and the explanatory notes thereto. It was merely an interim report as at 30 April 2019, and the final financial report will be compiled at the financial year-end of the Administration Company, Adapt IT, which is on 30 June 2019.

The report was approved as tabled

8. AAA Website development

Administrator reported that at the date of this meeting there has been no further development on a new AAA website, as much of the content thereof depends on the approval of the new constitution, the registration as an NPO, etc. The new Board will soon after the AGM engage web developers to start with this development.

9. Additional points added to the agenda:

9.1 Interim Board of Directors. The administrator proposed that due to the approval of the revised constitution under par. 6.1 above, the election of the newly structured Board of Directors be postponed to the next AGM, and that the current elected Management Committee, act as the interim Board until the 2020 AGM.

The proposal was accepted unanimously

9.2 Dissemination of information – Changes in legislation and how it affects the AAA – Added by Dr Ronel Retief, US.

The effect of changes in legislation regarding the way in which institutions have to deal with student information, has a direct impact on the function of academic administration. It was decided to refer this matter to the Board to consider how it could be addressed for the benefit of AAA's members.

9.3 Creation of an app for the AAA Conference – Added by the Chair.

Vido Kungune proposed that the creation of an app for the AAA Conference be investigated, i.e. delegates will be able to download the conference app on their mobile phones containing all the information currently contained in the conference handout document. This will save paper and improve the green environment.

9.4 Creation of task teams or interest groups - Added by the Chair.

Vido Kungune proposed that due to the growth in the size of this annual event, it should be considered to form task teams or interest groups from particular sub-functions, e.g. timetabling, post-graduate administration, TVET College student administration, etc. and have these groups sharing their best practices during break-away sessions at the annual event. The proposal was supported by Ranitha Ramdeyal of UKZN, and seemed to receive general support from members.

10. 2020 Conference and AGM

10.1 Proposals for venues (need to be able to accommodate 300 delegates for 2 days). The following proposals were received for the 2020 conference, i.e. Kruger National Park, Skukuza; Ngwenya Lodge, Mpumalanga; ICC East London. The Board will investigate the proposals.

It was then further proposed that for the future, venues should be rotated between one year a coastal region, and the next year an inland region. This proposal was supported by the majority of members.

- 10.2 Proposals for topics. 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 Administrator anytime throughout the year.

11. Closing

The meeting was then closed by the Chairperson, and he thanked those members that stayed for the AGM and for their participation and interest in the affairs of the AAA. He also thanked the members of the interim Board for their much-appreciated voluntary service and personal time to manage the affairs of the AAA.

Compiled by:

Peet du Plessis
Association Administrator