

MINUTES OF THE 10th ANNUAL GENERAL MEETING
of the
Financial Aid Practitioners of South Africa

Held on the

22 June 2011

@

14h00;

President Hotel, Bloemfontein

2011 & 10th FAPSA AGM AGENDA

1. Opening and Welcome

President, Brian Gallant welcomed all members present and extended a warm to all delegates present. He extended his words of appreciation to all those who participated in whichever way possible to make the AGM a success. He further outlined the importance of the 10th FAPSA AGM as an electing Annual General Meeting, details of which are contained in the attached President's Report.

2. Attendance Register and Apologies/Credentials

The General Secretary, Sbu Ncengwa confirmed the credentials, in accordance with the attendance register and voting cards issued as per the provisions of the FAPSA Constitution, par. 6.1.5, in that

“One tenth (1/10) of the voting members of FAPSA (or their representatives) who have received voting cards at registration, and who are in attendance at the business meeting, shall constitute a quorum for an AGM. Members who are unable to attend the meeting may vote by proxy”

There were 63 voting cards issued; and 39 members with voting cards were present in the meeting. Therefore, the meeting was deemed to have quorated.

The President reminded the AGM that the Conference registration fee paid by all 63 member Institutions/Organisations were inclusive of the FAPSA Membership Fee for purposes of the Conference and thus all members present, who are registered for the Conference, were in good standing – and therefore have the right to vote and be voted for.

2.1 Apologies

a) There were no apologies.

**3. Minutes of the 9th FAPSA AGM held on 23 June 2009 at Techno Park, Stellenbosch, Cape Town
Minutes of the 8th FAPSA AGM were circulated with the Notice of the 2010 & 9th AGM.**

Minutes were taken as read, with Nkangala FET College moving for the adoption, and seconded by University of Venda. There being no objections, minutes were unanimously adopted.

4. Matters Arising

There were no matters arising.

5. President's Report

The President's report was circulated to all members before the start of the AGM. The President presented his report. Copy of the President's report is attached.

Discussion: President's Report

i) Challenges facing the next crop of leadership:-

- To build a coherent organisation that operates in all the provinces – so as to make sure that we address all the regional challenges as swift as possible as and when they arise;
- To make sure that our members interest comes first than any other;
- promote institutions and/or organisations whose interest is to promote the Administration of student financial aid/funding;
- To encourage inclusivity – ensuring that all sectors that deal with the Administration of student financial aid are represented in decision making processes;
- To inculcate a culture of pride and selflessness in serving FAPSA.

ii) Implementation of the 9th FAPSA Conference Resolutions

The President highlighted that although the FAPSA Management Committee tried to implement all the resolutions of the 9th FAPSA AGM but are still a number of issues that needs the New Executives attention. Amongst them, he highlighted the following:-

- Consideration by DHET to make NSFAS loans available to National FET Colleges for students who do not qualify for a DHET-Bursary;
- The need for DHET to set aside funding earmarked for support staff which is not catered for in the current funding formula;
- The review DHET's FET Colleges funding formula to take into account Institutions' socio economic, geographic and financial conditions.
- The finalisation of guidelines on how the Financial Aid Offices should be resourced, on areas such as staff component (human resource: number of staff members commensurate with the volume of work being done) and other resources that must be provided for by the institution. In this regard, a questionnaire has been developed as mechanisms to try and gather as much information as needed so that when the FAPSA Management Committee engages Institutional Executive Management they are in a better position to understand the state of each FAO and what the benchmark is across institutions;
- To finalise the process of developing a FAPSA Financial Aid Manual – taking into account all the developments that are taking place regarding the new funding regime. The Management Committee is of the view that this process be put on hold until such time that there is a clear indication of how the recommendations of the Review Committee on NSFAS is implemented.
- Establishment of Regional Forums in all Provinces where there are higher and further education and training institutions. The first meeting of the Regional Forum to be facilitated by a FAPSA Management Committee member.

After deliberations by delegates regarding the above issues raised by the President, the report was adopted, with Unisa moving for its adoption, and was seconded by Mangosuthu University of Technology. There were no objections.

6. Financial Report

The Treasurer, Arrie Hanekom presented the 2011 Financial Report which had been circulated to all delegates at the start of the Conference on Tuesday, 21 June 2011.

A copy of the Financial Report and a declaration signed by the auditors were presented to the members.

The Treasurer highlighted the following issues regarding the FAPSA's finances:-

- i) That although FAPSA approved an annual membership fee only a handful of Institution/Organisations paid the membership fee for the 2010/11 financial year. He emphasized

that it would be important for the new leadership to be elected in this AGM to make sure that they put measures in place to maximize the collection of membership fee which is the only source of revenue the organization has.

- ii) That although the organization is in good financial position in that it managed to fulfill all its financial obligations for the period 2010/11 financial year, a lot need to be done to fundraise for other FAPSA activities.

The Financial report was discussed and adopted, with CPUT moving for its adoption, and seconded by Westcol FET College.

7. Draft Amendments to the FAPSA Constitution

The General Secretary, Sbu Ncengwa presented the "Draft Amendments to the FAPSA Constitution" which was circulated to all members Institutions/Organisation together with the Notice of the 10th FAPSA AGM.

The General Secretary indicated that there were no further submissions to the Draft Amendment to the FAPSA Constitution that were received. In light of this, his conclusion was that member Institutions were not given sufficient time to discuss the amendments and thus proposed that the following process be looked at by the AGM:-

- i) That the 'Draft Amendment to the FAPSA Constitution" document be accepted by the AGM as a discussion document by all member Institutions/Organisations;
- ii) That the new FAPSA Management Committee be mandated to finalise the process that would be followed in discussing and making the necessary submission, with a view to have the final document submitted to the next AGM for adoption;
- iii) That the new FAPSA Management Committee set-up the timelines for the finalization of this process.

The AGM discussed this proposal at length, and resolve to adopt the proposal by the General Secretary, with Boland College moving for its adoption and seconded by University of the Free State. There were no objections.

8. Draft FAPSA Code of Conduct

The General Secretary, Sbu Ncengwa presented the "Draft FAPSA Code of Conduct" which was circulated to all members Institutions/Organisation together with the Notice of the 10th FAPSA AGM.

The General Secretary indicated that there were no further submissions to the Draft FAPSA Code of Conduct that were received. In light of this, he proposed that the following process be looked at by the AGM:-

- iv) That the 'Draft FAPSA Code of Conduct" document be accepted by the AGM as a discussion document by all member Institutions/Organisations;
- v) That the new FAPSA Management Committee be mandated to finalise the process that would be followed in discussing and making the necessary submission, with a view to have the final document submitted to the next AGM for adoption;
- vi) That the new FAPSA Management Committee set-up the timelines for the finalization of this process.

The AGM discussed this proposal, and resolve to adopt the proposal by the General Secretary, with Tshwane North College moving for its adoption and seconded by Nkangala FET College. There were no objections.

9. Election of Office Bearers for period 2011-2013

The General Secretary outlined the process as follows:

- i) As indicated by the President at the start of the AGM, all members present have the right to vote and be voted;
- ii) That voting will be conducted as prescribed by the FAPSA Constitution as amended by the 9th FAPSA AGM at Emperors Palace, Johannesburg;
- iii) The Management Committee consists of six members outlined in section 9.1.;
- iv) Members of the Management Committee are elected for a period of 2 years and may be re-elected for only one further consecutive period of two years. Therefore, in terms of this clause Mr Brian Gallant and Arrie Hanekom are not eligible for re-election;
- v) An institution may nominate one of its own delegates or staff members;
- vi) A vote will be held with the names of all nominated members listed with each institutional member being allowed six votes;
- vii) The six members receiving the highest number of votes will then be deemed to have been elected as the Management Committee.
- viii) If it happens that two or more delegates receive the same number of votes, the person to be elected will be decided upon by a closed vote or by show of hands.
- ix) The newly elected Management Committee will then elect a President, Deputy President, General Secretary and Treasurer within their own ranks;

The Nomination forms were issued to all member Institutions/Organisations on Tuesday, 21 June 2011 with clear nomination instructions outlined on the form. Delegates were requested to submit the completed nominations forms before the start of the AGM.

The General Secretary announced that Prof Peta Myers Bezuidenhout, the 2nd FAPSA President would be the Electoral Officer – and she immediately assumed her responsibilities.

The Electoral Officer reported that there are 16 nominations received as per the attached “Confirmed Nomination List – 10th FAPSA AGM”. The AGM confirmed the nomination list.

All the 16 nominated candidates were seconded by a minimum of 10 member Institutions/Organisations at the AGM for their nomination to stand.

Mr Sibusiso Ncengwa, General Secretary and Elmarie Britz, Deputy President declined their nominations by indicating that they are not available to serve for another term.

As outlined above, the voting process took place by secret ballot. The Electoral Commission counted the votes and declared that 2 candidates, who are sitting at numbers 6 and 7 in terms of the results, received equal number of votes. As prescribed by the FAPSA Constitution, the Electoral Officer sanctioned a second round of voting for the 2 candidates with equal number of votes.

At the end of the second round of voting, the following members were declared as duly elected:-

Title	Name	Surname	Institution/Organisation	Number of Votes
MR	CARL	WILLIAMS	BOLAND COLLEGE	36
MISS	BUSISIWE	SITHOLE	WITS University	28
MR	NORMAN	SITHOLE	TSHWANE NORTH COLLEGE	25
MR	WAYNE	MULLER	OFFICE OF THE PREMIER: EC	22
MR	VISH	NAIDOO	UNIVERSITY OF ZULULAND	20
MRS	BRIDGET	MZIMA	PORT ELIZABETH COLLEGE	21

At this point, the Electoral Officer requested the AGM to adjourn, giving the newly elected FAPSA Management Committee a chance to elect the President, Deputy President, General Secretary and treasurer amongst themselves as per the provisions of the FAPSA Constitution.

After 45 minutes, the AGM resumed, with the newly elected FAPSA Management Committee having agreed on the following positions, as announced by the Electoral Officer:-

<u>Name</u>	<u>Position</u>
Ms Busisiwe Sithole	President;
Wayne Muller	Deputy President;
Mr Norman Sithole	General Secretary;
Mr Carl Williams	Treasurer
Vish Naidoo	Additional Member
Bridget Mzima	Additional Member

10. Date and Host of the 2012 & 11th FAPSA Conference

The outgoing President, Brian Gallant requested that the newly elected FAPSA Management Committee be given time to discuss the host and date of the 2012 & 11th FAPSA Conference. The AGM accepted this with a proviso that this be announced before the end of the Conference.

11. Closure

There being no further business, the President thanked all members present for their participation in discussions and elections, especially Prof Bezuidenhout for conducting credible election process. The AGM terminated @ 16h45.

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 Ms Busisiwe Sithole
 President

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 Mr Wayne Muller
 Deputy President