

## 1ST SAAEE COUNCIL MEETING 2021 AGENDA

GOOGLE MEET

DATE: FRIDAY 22 JANUARY 2021

TIME: 09H00-10H00

1. Welcome and apologies

*Present: Rod Crompton (RC); Heinrich Bohlmann (HB); Roula Inglesi-Lotz (RIL); Angelika Goliger (AG); Deon Joubert (DJ); Katambua Ntumba (KN); Lardo Stander (LS); Lungile Mashele (LM);*

*Absent with apologies: Ruan Fourie (RF)*

Agenda items	Discussion	Decisions and action items
<b>1 Welcoming</b>	1. Completed	
<b>2 Outstanding 2020 items</b> <b>2.1. Annual reports and AGM minutes</b>  <b>2.2. Council members' portfolios</b>	2.1 After discussion on transparency of documentation and exposure of financial position of the association, the Council approved the following actions: a) Annual reports to be posted in the website (open to SAAEE members and non-members) b) Financial statements, AGM minutes, and Council meeting minutes to be posted in the website under a <i>Members only</i> tab. 2.2 RIL suggested that she discusses with each of the council members separately on their portfolios (progress and future plans) and each council member reports in the next meeting. LS suggested to take the time and evaluate after the conference and report in the March meeting. Proposed action was approved.	2.1) RIL to send all documentation to LM to organise the website sections.  2.2) RIL in collaboration with each of the council members.

<p><b>2.3 Website – Membership registration payments</b></p>	<p>2.3 RC asked what is the progress with this option. LM informed the council that the amount of funds for a payment gateway after market research are approximately R20k plus licencing and transaction fees etc. For now, the option we are pursuing is that of automatic invoice generating linked with EFT. RC suggested that the bank details are posted in the website for ease of payment of membership fee. Approved by council.</p> <p>On this topic, council members noted that not all links are working properly in the website and that for example the conference links and information are a bit confusing. RIL suggested that she will have a meeting with LM to make sure all the links work the right way.</p>	<p>2.3) LM to proceed with evaluating the options for website invoice generation.</p> <p>LM to post bank details.</p> <p>RIL and LM to double check all links of the website.</p>
<p><b>3 Membership status 2021</b></p>	<p>No changes since the previous meeting.</p> <p>RIL mentioned that we need to find more innovative ways of communicating with our past member to renew their membership, except email reminders and social media.</p> <p>LS suggested that the council members will take the responsibility to contact personally past members to also get feedback on their experience and their views and ideas for the next year.</p> <p>RC suggested the idea of a multi-year membership option maybe more for corporate members than individual members. The council discussed the exchange rate risk of such an option. HB will put a list of pros and cons of such an option to evaluate and make an informed option if this is a prudent and viable option to offer only to corporate members or individuals or none.</p>	<p>RIL to assign members to each council member to contact.</p> <p>HB short pros and cons on the multi-year membership option.</p>
<p><b>4 Collaboration with Enlit</b></p>	<p>Enlit (Africa Utility week and Powergen Africa) proposed a signing of an MOU between the two organisations. RC questioned the inclusion of the extra two events (East Africa and Nigeria) as neither they will gain anything from exposure to our members, nor our members from these events.</p>	<p>RIL to negotiate the MOU with Enlit and finalise the MOU.</p>

	<p>The 10% discount of the Enlit event for our members is indeed a perk to advertise to our website and social media.</p> <p>RIL proposes to suggest to Enlit a mutual advertising of Enlit during our conference and vice versa.</p> <p>The Council approves giving mandate to Chair to negotiate the MOU to the benefit of SAAEE.</p>	
<p><b>5. Outstanding 2020 items</b></p> <p><b>5.1 Attendance</b></p> <p><b>5.2 Programme &amp; Panel discussions</b></p> <p><b>5.3 JESA Collaboration</b></p>	<p>5.1 Registrations and abstract submissions remained the same since the last meeting.</p> <p>5.2 The updated programme was shared with the council with a few extra additions. RIL asked for assistance by the council members to fill the open spots particularly with the two panel discussion spots. AG and RIL will contact the speakers to get final confirmation for their sessions' time and date. After confirmation, we will advertise the sessions separately – and the programme will be released as soon as it is "full".</p> <p>5.3 JESA Editor and RIL have talked about an MOU between the organisations. The proposal is to publish a Special section in one of the future volumes of the journal with top 3 papers selected from the conference (free from submission fee). The Council is positive to this – the suggestion was to put the commitments and requirements in writing for final approval before communicating with the editor again.</p>	
<p style="text-align: right;"><b>Next meeting:</b></p> <p style="text-align: right;">Monday 15<sup>th</sup> of February : Conference specific meeting</p> <p style="text-align: center;">Council members to be informed of the meetings of the conference organising committee in case they want to join.</p> <p style="text-align: right;"><b>From March onwards, back to our usual schedule.</b></p>		