



THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS NPC

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SAIAT IS A SACAP RECOGNISED
VOLUNTARY ASSOCIATION
CIPC Reg N°: 2016/274655/08
VAT Reg N°: 4940275813

NOTICE IS HEREBY GIVEN OF THE

31ST ANNUAL GENERAL MEETING

of the

SOUTH AFRICAN INSTITUTE of ARCHITECTURAL TECHNOLOGISTS (NPC)

to be held on

SATURDAY 26 MAY 2018

09:00 – 13:10

at

**BLANDFORD MANOR
107 Hyperion Drive
Northriding
Johannesburg**

Dear Member:

You are cordially invited to attend the 31st Annual General Meeting.

We urge all Members to either attend the AGM or submit written comments/motions timeously to contribute towards the future planning and preparation of your Institute.

The AGM will be in the form of a working breakfast and therefore registration is essential.

For those members residing outside the boundaries of Gauteng the AGM will be broadcast live via GoToWebinar. Registration is essential as participation is limited to 100 members.

Kindly note that the AGM is considered a CPD activity and SACAP registered members will earn 0.1 category 3 credits per hour for attending (including via webinar).

The National Committee encourages SAIAT members to bring interested guests with them to the AGM as observers. Non-members of the SAIAT are also welcome to attend the AGM as non-participating observers.

Please note that attendance to the AGM will be charged at **R200.00** per person to cover the cost of the breakfast. Those who will be attending through GoToWebinar will be charged **R50.00** to ensure attendance.

Please register for attending this ATM not later than Wednesday 16 May 2018. Registration is required to establish the number of attendees for printing and catering purposes.

MOTIONS

- Any motions to be discussed at the AGM must be submitted in writing to the SAIAT Head Office by latest 12:00 on Wednesday 09 May 2018 and must be signed by the member.
- Only paid-up members can submit a motion.
- Matters not on the agenda, or motions not received in time and in writing, will only be accepted/discussed at the discretion of the Directors.
- Please note that any member proposing a motion must be present to motivate motion in person.

VOTING

- It should be noted that only **paid-up Full Members** (i.e. Full, Senior, Retired, Senior Retired and Honorary Life Members) and not Associate Members (i.e. Students, Associates, Senior Associates and Senior Retired Associates) have voting power. The latter are, however, most welcome to attend the meeting and take part in the discussions.

VISITORS / GUESTS

- Visitors are welcome to attend as observers only. They are not permitted to vote or comment on any SAIAT matter during the meeting.

ATTENDANCE

- Attendance of the meeting must be confirmed by submitting the Registration Form by 16 May 2018.

THE QUORUM

- Two Directors and all paid-up SAIAT members present, irrespective of numbers, for all matters which require voting, will constitute the quorum as per the SAIAT Constitution. Decisions arrived at during the meeting will be officially accepted.

AGENDA

- Attached

ANNUAL REPORT

All attending the AGM will receive a copy of the *2017 SAIAT Annual Report* containing abbreviated versions of the 2017 Financial Statements and 2018 Budget. Those attending via webinar will be able to download such from the system. The Annual Report will be made available for download from the SAIAT website after the AGM.

A Full copy of the 2017 Financial Statements will be available at the AGM for inspection.

*Click Here to
Register Online*

On behalf of the
SAIAT Board of Directors
SAIAT National Committee

AGENDA

SAIAT 31ST ANNUAL GENERAL MEETING 26 MAY 2018

09:00 - 09:30	Registration (with Tea/Coffee)	
09:30 - 09:40	Opening and Welcome	Linke Strohmenget-de Klerk
09:40 - 10:00	<ul style="list-style-type: none"> • Notice of Convening the 31st Annual General Meeting of SAIAT Members • Apologies • Confirmation of the Minutes of the 30th Annual General Meeting 	Frans Dekker
10:00 - 10:30	Serving of Breakfast (please serve yourselves and be seated with your breakfast by 10:25 - and enjoy it while the programme continues!)	
10:30 - 11:00	Reports by Regional Chairpersons <ul style="list-style-type: none"> • Gauteng • Kwazulu-Natal • Mpumalanga-Limpopo • Southern Cape • Western Cape • Eastern Cape • Freestate, Northern Cape and North-West 	Linke Strohmenget-de Klerk Sharon Keuter Liezel Raath Marius Smith Janette Bronchi Russell Boucher Petrus Muller
11:30 - 11:45	Board of Directors' Report (including 2018 Budget)	Frans Dekker
11:45 - 12:00	Comfort Break	
12:00 - 12:10	Launch of SAIAT Design Competition	Petrus Muller
12:10 - 12:30	Motions	Linke Strohmenget-de Klerk
12:30 - 13:00	President's Address	Frans Dekker
13:00 - 13:10	Next AGM Closing Remarks	Linke Strohmenget-de Klerk

**MINUTES OF THE 30TH ANNUAL GENERAL MEETING OF
THE SOUTH AFRICAN INSTITUTE
OF ARCHITECTURAL TECHNOLOGISTS NPC
(SAIAT)
HELD ON
SATURDAY 11TH MARCH 2016
AT
BLANDFORD MANOR
106 HYPERION DRIVE
NORTH RIDING**



1. REGISTRATION, SIGNING OF ATTENDANCE REGISTER.

The register was available prior to the meeting and all attendees signed. A copy is available at the SAIAT offices.

2. WELCOME

The President, Frans Dekker, opened the meeting at 09:00 and welcomed all present. He advised the meeting that guest speaker Mr Luckin and Ms O'Reilly had apologized for being late as they had had to attend a broadcast session at SABC at short notice. The agenda was projected onto the screen.

3. NOTICE CONVENING THE 30TH ANNUAL GENERAL MEETING,

In line with the regulations governing meetings, the notice of the meeting was e-mailed to all members and was read out to all delegates.

It was declared that there was a constitutionally accepted quorum, and that it should be recorded that the 30th Annual General Meeting officially commenced at 09:00. The participation and voting powers of the respective members as per the SAIAT constitution were explained. SAIAT members had received copies of the minutes of the previous Annual General Meeting and these documents would be referred to during the meeting.

In respect of voting procedures, members were asked to note that no motions were received before the published close-off date and that unfortunately none could be accepted at the meeting, although the President did request permission to introduce a topic for approval.

Anyone is welcome to ask questions and a period for this has been included at the end of the meeting.

PRESENT

(A copy of the signed register is available at the SAIAT National Office)

F J A DEKKER (EXECUTIVE PRESIDENT)	L STROHMENGER-DE KLERK (DIRECTOR)	M SMITH (DIRECTOR)
S MORTON (ADMINSTRATION)	S BASSON (NC)	R BOUCHER (NC)
M KEUTER (NC)	S KEUTER (NC)	L RAATH (NC)
L BADENHORST	M GIBSON	M A PATEY
D I N BANZA	M P GREAVES	P J J ROSTOLL
G BOTHMA	D A G GURNEY	M SAVORY
J BRONCHI	L M HARDING	C SCOTT
T CHINORUMA	C F KINSELLA	P E SCOTT
P C C DE JAGER	J F LOUW	D G SCOTT-HAYWARD
N d'ELBOUX	N MALL	P SERFONTEIN
H C DU PLESSIS	S J MANN	T SUTCLIFFE
J A DU TOIT	B MERABAH	M C TLHABANG
T F ENGELBRECHT	N MIOCH	A VAN DAM
B B O FASHINA	G MOSTERT	M O'REILLY
H GEYER	P MULLER	Y LUCKIN

WRITTEN APOLOGIES

D IRELAND

4. CONFIRMATION OF THE MINUTES OF THE 29th ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING (JUNE 2016)

The minutes of the 29th Annual General Meeting of the SAIAT held at Blandford Manor, North Riding, Johannesburg as well those of the Special General Meeting held at the SAIAT Offices in June 2016, had been circulated via e-mail and published on the website prior to the meeting, and a hard copy handed out to members present. Delegates were reminded that only members present at these meetings could propose and/or second the adoption of these minutes.

The minutes of the 29th Annual General Meeting were accepted as a true reflection of the meeting.

Proposed: S. Keuter
Seconded: M Keuter

The minutes of Special General Meeting (June 2016) were accepted as a true reflection of the meeting.

Proposed: M Laserson
Seconded: S Basson

5. REGIONAL AND OTHER REPORTS

The Regional reports were presented by the relevant Regional Chairpersons.

Gauteng A:	Gerrit Bothma
Gauteng B:	Linke Strohenger-de Klerk
Kwazulu-Natal:	Sharon Keuter
Mpumalanga-Limpopo:	Liezel Raath
Western Cape:	Janette Bronchi
Eastern Cape:	Russell Boucher
Southern Cape:	Marius Smith
Freestate, Northern Cape and North West:	Vacant

6. ADMINISTRATION AND FINANCIAL REPORT

Frans Dekker, as Executive President responsible for the administration and financial affairs of the Institute, reported as follows:

6.1 Membership.

Since the change to a Non-Profit Company, SAIAT membership has been administered by the National Head Office and overseen by the Directors. Membership statistics were presented in graphic form, and are summarised below

Description	Number	Percentage
MEMBERSHIP BY SACAP CATEGORY		
PrArch	50	4
PSAT	523	47
PAT	229	21
PAD	162	15
Candidates	58	5
Non SACAP Registered	84	8
MEMBERSHIP BY RACE		
Black	177	16
White	830	75
Coloured	33	3
Asiatic	66	6
MEMBERSHIP BY GENDER		
Male	852	77
Female	254	23
MEMBERSHIP BY PROVINCE		
Gauteng	392	35
Western Cape	257	23
Kwazulu-Natal	162	15
Eastern Cape	116	10
Northern Cape	11	1
North-West	22	2
Mpumalanga	53	5
Limpopo	44	4
Freestate	41	4
Other	8	1

Membership only grows because of encouragement of existing members. In terms of demographics SAIAT is now able to track trends. There has been a steady (if slow) growth over the last three years. The economics of the country have played a part in the growth of membership, and Regions and Chapters have a role to play in encouraging potential members to join SAIAT. An increase in all categories of membership was reported, most pleasing the percentage increase of black professionals.

It was decided to alter the criteria for Full members with effect from 01 January 2017, in that should an applicant already be a Registered Professional with SACAP then Full membership would be awarded. This exercise took place during the last quarter of 2016, with the updating of the data-base and re-issuing of upgraded membership certificates

In terms of membership SAIAT now has the following various categories:

- Full members normally hold a Professional Registration from SACAP.
- Associate members are split into sub-categories:
 - a) Those who have the experience but not the Professional Registration (e.g. those who practice outside of the boundaries of South Africa) and Candidates who are yet to pass their Professional Practice Exam.
 - b) Associate (LA) is a category created to encourage Local Authority members to join. This category attracts reduced membership fees.
- Complimentary membership is offered to University graduates who are top in their disciplines in their third and fourth years of study.
- Senior Full or Senior Associate status is awarded to those members who have completed more than 10 years of uninterrupted membership

98 members were upgraded to Full membership at the end of 2016

At the end of 2016 there were 1106 members on the data base, although traditionally this decreases early in a new year when emigration, retirement and resignation take their toll.

6.2 Finances:

SAIAT's accounts are audited by an outside financial concern, Moore Stephens FRRS, to maintain complete transparency over the funds received. SAIAT has received the draft audit for 2016, and at first review it appears to be in line with the budget. There is a small loss for the year, but this is in line with and slightly less than budgeted for.

A brief overview of the 2017 budget, giving explanations when called for, was given and this showed a small profit. Members were reminded that with effect from 2017 we may no longer budget for a loss in terms of the Act.

The 2017 Budget, inclusive of membership fees, budget, honoraria and presenters' remuneration, was approved by the Directors in September 2016 and presented to the National Committee at the final meeting of 2016.

SAIAT is investigating investing a programme that will enable them to provide webinars. It is envisaged that these will be in the form of one-hour presentations weekly for a set number of weeks on a topic.

7. C P D REPORT

The following workshops were presented during 2016

- 1-6 of Architectural Practice
- Accessibility and Fire Prevention
- Structural Safety in Buildings
- Professional Practice Examination Preparation
- Construction Regulations
- Construction Technology 1
- Construction Technology 2
- JBCC – PBA and MWA
- Theory of History of Architecture 1
- Benefits of RPL
- Water Reticulation in Buildings.

Two specialised workshops were presented

- Water Reticulation for the Polokwane Local Authority and
- Energy for the DPW of KZN

In summary 1916 individuals attended the 2016 workshops with a potential total of 5139 credits.

SAIAT also validated or renew the validation of workshops presented by the following third party providers:

- Caddie
- Solien Solutions
- NCS Colours
- Ecophon
- Archicad
- Akzonobel
- Swartland
- Interpon
- Dulux
- Alusani
- Saint Gobain
- Maxiflex
- Tiletoria
- Safrinta
- Assa Abloy
- BuildAid

- Johannesburg Heritage Foundation
- Major-Tech

Workshops presented during the first three months of 2017 were

- Energy Efficiency
- Professional Practice Examination Preparation
- Construction Regulations
- Construction Technology 1
- Construction Technology 2
- Construction Technology 3
- JBCC – PBA and MWA
- Water Reticulation in Buildings

8. MOTIONS FOR DISCUSSION

No motions were received.

Frans Dekker advised the meeting that as SAIAT has grown, the finalisation of the Annual Financial Statements has become longer, and it has often proved impossible to have final audited statements by 31 March of each year, which is currently the latest date on which the AGM may be held in terms of the Constitution.

A proposal to amend to this portion of the Constitution was introduced to read “no later than 31st May”. This was unanimously accepted, approved by Steven Basson and Seconded by Liezel Raath.

9. GUEST SPEAKER – MR YASHAEN LUCKIN

Mr Yashaen Luckin is the President of The South African Council for the Architectural Profession (SACAP).

Mr Luckin’s presentation, including a video, was on the topic of RPL and the future of Education in Architecture. He expanded on the RPL programme being introduced by SACAP and emphasised that this was not a quick fix solution but require time and dedication to complete the various phases. Several questions were asked by the attendees and answers provided.

10. PRESIDENT’S REPORT

Frans Dekker thanked Mr Luckin for his interesting, explanatory and though provoking presentation

2016 was one of the busiest in the recent history of SAIAT.

In July 2016 SAIAT was registered with the CIPC as a Not-for-Profit Company (NPC). This required certain changes to our Constitution and Regulations to allow SAIAT to function with a Board of Directors and a National Committee. The initial Directors were Frans Dekker, Peter Brown and Linke Strohmerger-de Klerk, but with the resignation of Peter Brown at the end of 2016, Marius Smith joined the Directorate.

In September of 2016 our recognition as a Voluntary Association by the regulatory body SACAP was renewed, which resulted in the signing and renewing of the Memorandum of Understanding with SACAP.

In view of the possible changes to SACAP's Code of Conduct, SAIAT has been investigating various types of PII schemes to benefit our members and notifications will be going out next week to explain the options. The basis of this offer is that SAIAT will take out a policy and list all members who elect to join as the beneficiaries of this Benefit Scheme. The AGM delegates were asked to approve this initiative in principal so that negotiations with the provider may proceed. This was unanimously accepted, approved by Linke-Strohmerger de Klerk and Seconded by Liezel Raath.

11. SAIAT AWARDS

SAIAT were fortunate to have three previous presidents present at this 30th AGM, and Certificates of Appreciation and a token gift were given to Mrs Lula Scott, Mr. Dean Scott-Hayward and Mr Gerrit Bothma. These three were also able to present the winners of the SAIAT competition with their certificates:

Petrus Muller	The Lula Scott Award
Nadia d'Elboux	The Dean Scott-Hayward Award
Andrea van Dam	The Gerrit Bothma Award

A 10-year service award was given to Sandi Morton who has started to work for SAIAT on 01 February 2007.

Complimentary membership was given to the winning UJ team for their presentation, together with a Group Certificate detailing their achievement.

12. GENERAL DISCUSSION

No questions or discussion points were raised by the delegates.

Lula Scott, as Founding President, addressed the meeting encouraging all members to hold their heads high and stop thinking of the organisation as small. SAIAT was formed when registration of Technologists was not permitted.

"If we think of ourselves as small, then we are embarrassed about ourselves and won't achieve our potential. Don't hide your achievements, brag about them. We are not liked, but we are respected."

She closed with a motion of confidence in SAIAT, the Directors and National Committee.

13. CLOSURE

The meeting was officially closed at 13:00

Signed as a true record of the proceedings at the meeting and subject to any corrections noted in this meeting and recorded in the subsequent minutes.

CONFIRMED:

DATE: