



MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON 25 NOVEMBER at 16:00

at Hollard Insurance, 22 Oxford Rd, Parktown, Johannesburg

PRESENT:

26 Members attended the meeting as per the attendance register

1 WELCOME AND APOLOGIES

The meeting opened at 16:20. Cliff Hocking welcomed everyone present.

Bill Ward has tendered his apologies.

2. PRESIDENT'S REPORT

Cliff Hocking presented the attached President's Report.

3. FINANCIAL REPORT

Cliff Hocking with later input from Douglas Weinrich presented the financial report for the 10 month period ending October 2009. The report is attached.

The report showed that SAFMA was now in a much healthier financial position. Costs are being managed well and income from the conference boosted income. Council planned to aggressively increase membership, although the stretch target has not been achieved there has been a substantial increase on membership.

4. RESIGNATION AND APPOINTMENT OF COUNCIL MEMBERS

All current Council members were prepared to stand for office again. Andre Klopper of Turner Townsend and Keith Thompson of FacilityScope were nominated as council members and accepted the nomination.

The meeting agreed that the Council could elect office bearers at their first meeting and that they need not be appointed now.

5. GENERAL

Rudd van Deventer thanked Council for their good work in developing and growing SAFMA in the past 10 months.

6. CLOSE

As there was no further business Cliff Hocking closed the meeting at 17:00

Cliff Hocking
(President)

Nicolette van den Eijkel
(Secretary)

Date

Date

REPORT OF THE PRESIDENT TO THE ANNUAL GENERAL MEETING

25th November 2009

1. Introduction:

It is my pleasure to report on the activities of the SAFMA Council for the 2009 fiscal year.

2. Administration:

Your Council appointed [The Building Works](#) as the SAFMA administrators effective from 1 January 2009 for an initial period of six months as a replacement for Heidi Gouws. The contract has now been extended to March 2010 and number of hours increased rather significantly. We would like to place on record our thanks to Nicolette v d Eijkel and Kim Veltman for their sterling efforts during the year.

3. Functions:

A number of events and networking sessions were held during the period under review. The highlights were:

- Constitutional Court - Gauteng - February 2009
- Green Point Stadium Visit - Cape Town - March 2009
- Clem Sunter Breakfast - Gauteng - May 2009
- Green Buildings and Sustainability - Cape Town - June 2009
- World FM Day - Pretoria and Cape Town - August 2009
- Engen Petroleum Ltd - Cape Town - November 2009
- This visit to Hollard today.

Attendance at functions was very good in both Gauteng and Cape Town and we thank our members for their ongoing support of these activities.

Attendance of non-members is also encouraging and we need to convert these into full members.

We will continue with these activities next year as members seem to get a benefit from them. We would also like to see suggestions from the membership as to the type of functions arranged.

4. Conference

Held in July at the Indaba Hotel, Fourways with 110 delegates

A good panel of speakers was put together with Marie Puybaruad from Johnson Controls being viewed as the best. The Gautrain presentation and case study was also extremely well accepted.

As a result of the PPP panel discussion and subsequent discussion a meeting was held with the PPP Unit in National Treasury.

Good feedback was received from attendees with 100% of respondents saying that they benefited directly and will attend again next year

The 2010 Conference is planned for 24 and 25 August.

5. Membership

At start of 2009 we were down to 70 members and we now have a database of 320.

Our current membership consists of:

- Platinum - 7
ESS, TFMC, Colliers, Superfecta Trading, Intersite, WSP, Johnson Controls
- Gold - 1
Drake and Scull
- Silver - 1
Global FM
- Blue - 11
Afroteq Facilities Management, Bosasa Operations Pty Ltd, Izakhiwo Management (Pty) Ltd, Jessen Dakile Pty Ltd, Motseng Facilities Management, University of the Witwatersrand, ECH Solutions, Growthpoint Properties, Turner and Townsend, Ryden International and Benir Projects Ptd Ltd
- Individual 86 paid up
Interested parties that receive our newsletters total an additional 500 people.

6. Website

We revamped our website in May 2009. Used extensively now by members and non-members. The hits has increased to approximately 3 000 visitors a month to the site.

Expanding our articles of interest section and calendar is updated on an ongoing basis.

Next year we will continue to expand the website and will be introducing a "members only" section which should have appositve effect on our membership growth.

7. Newsletters

These are now going out regularly every month with the readership statistics looking good but still improving.

8. Media

Our association with the Commercial & Industrial Property News has not proved to be as successful as we had hoped primarily due to distribution problems on their part.

We have therefore decided to end the relationship. Commencing in January 2010 all paid up Members will receive 3 months free editions of the JFM as well as the email bulletins.

We have also reached an agreement with African Facilities Management on-line (Gobetter.co.za) that SAFMA members get a 10% discount.

Wide coverage of SAFMA has been seen in the media – Property News, AFM, JFM, Municipal Engineers Magazine 3s Media (this publication also gave our members an opportunity to advertise at no charge in their annual suppliers directory)

9. Global FM

SAFMA has been a member of Global FM, the international association of FM associations since 2007.

As mentioned previously we participated in their International FM day during the year.

We are now in the process of assessing the benefit of us remaining a member and any input from our membership will be appreciated. We would like to encourage members to use the new resource centre on-line service.

10. Services SETA

We are stating the obvious when we say that professionalisation of FM practioners is a priority.

The Seta approved SAFMA as a schedule 1 association which means we are recognised as the industry body and can serve on their governing structure and have now become a member of the Property Industry Steering Committee.

Prior to our involvement in 2008, 11 job profiles were identified for property practitioners and only 1 was for a Facilities Manager. SAFMA and the industry had no input into the development of this and it was largely driven by SAPOA. These 11 profiles have been legislated by the OFO (Occupation Framework Organisation). This means that a complicated and formal process needs to be followed to have this changed.

We submitted a motivation in October 2009 for the Facilities Manager profile to be changed and expanded and are now awaiting feedback.

SETA is calling for nominations for organisations to join the Property Sector Professional body which will regulate this professionalization of the property sector. We will submit our nomination before the closing date of 15 December as the official FM industry representative.

The purpose of this Professional Body is to work with the Services SETA in:

- Regulating the professionalization of the Property Sector in South Africa.
- Being entrusted with the Governance and Oversight activities relating to:
 - The development of Unit Standards and Qualifications for the Sector
 - The development of an Occupational Profile for each of the Industries within the Sector
 - The development and registration of Instruments of Professional Designation including those for Summative Assessment and Professional Designation activities.
 - The development and management of a stringent behavioural and performance-based Code of Ethics and enforcement procedures
 - The accreditation of Training Providers and RPL / Assessment Centres
 - Advocacy of a Professional Charter and the creation of a Civil Society Compact on-behalf of the Sector

11. Government Liaison

One meeting was held with the Dept of Public Works. The next meeting with DDG of Policy Unity has been scheduled. The Department is keen to get involved with SAFMA.

A meeting with the PPP Unit of National Treasury took place a few weeks ago to discuss the facilities management component of PPP's. A number of worthwhile exchanges took place and we are confident that we will see an improvement in certain quarters.

12. Conclusion:

I would like to conclude by thanking the members of the Council for their efforts during the year. Also a special thank you to Nicolette and Kim for adding value to the administrative, marketing and events management functions at all times. Then finally thank you to all our members for your participation in our Association.