



SOUTH AFRICAN FACILITIES MANAGEMENT ASSOCIATION

MINUTES OF ANNUAL GENERAL MEETING OF SAFMA

HELD ON 24 August 2011

at 15:00

at The Galaxy Room, Focus Rooms, Sunninghill

PRESENT:
See attendance register.

APOLOGIES:
None.

1. WELCOME AND APOLOGIES

KT opened the meeting and welcomed everyone.

2. MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the previous meeting were approved.

3. PRESIDENTS REPORT

KT highlighted the following achievements in his report for the period September 2010 to August 2011

- 3.1 The **NQF-4 qualification** has been approved and registered with SAQA and training providers are currently being assessed for this.
- 3.2 Following a meeting with the **Department of Public Works** in March they have agreed to send an observer to sit in on our Council meetings before making a decision to join SAFMA or not. A representative attended the August meeting for the first time.
- 3.3 A **Memorandum of Understanding** has been signed with IFMA. This Memorandum of Understanding (MOU) is an agreement between the two associations to collaborate as partners in promoting facility management education, credentials and research. IFMA and SAFMA also will work together to enhance the image of facility professionals as essential components of effective work environments.
- 3.4 The **SAFMA website** has been upgraded further and now has voting buttons to poll members; a jobs page and tender section. The knowledge bank has been expanded. Members have received user names and passwords to access the members section.
- 3.5 The **2011 Conference** has been held successfully in spite of the increased competition and 147 Facilities Managers and Suppliers attended with more than 160 people including media representatives being present.
- 3.6 The **Training Endorsement policy** was finalised and published on the website. Two

training providers underwent the endorsement process and are also listed on the website.

- 3.7 A **survey into the state of the FM market** with a skills component has been commissioned for SAFMA on behalf of SAFMA members and will be available at the end of October 2011.
- 3.8 SAFMA has begun to build a comprehensive **presentation on Facilities Management** for use by members in explaining FM and for marketing purposes. This is still to be work shopped amongst members and then will be available for download on the website.
- 3.9 **SAFMA membership** has continued to grow over the past year and two new Corporate members have joined in recent months; they are i4 Solutions in Buildings & Facilities who have joined as a Silver member; and Maxima Global Facilities Managers who are our newest Platinum member. More details on the membership will be presented during the financial report.
- 3.10 A **KwaZulu Natal Chapter** has been launched and they held their first networking function on World FM Day at the Moses Mabidha Stadium.
- 3.11 SAFMA joined Global FM and Associations internationally to celebrate the **3rd Annual World FM day in June**. Functions were held in Durban, Johannesburg and Cape Town this year. The awards for the Global FM Awards for Excellence in Facilities Management were presented at these celebrations. Unfortunately South Africa did not have an entry into these awards for 2011 but will encourage members to submit applications for 2012.
- 3.12 SAFMA has received requests for benchmarking information and hopes to do a benchmarking exercise via the **voting buttons** on the website later in the year once members have become familiar and comfortable with using them.
- 3.13 SAFMA has been working with **Interact Media** in developing a series of six articles on how to do Facilities Management. The first one, on how to understand/use your energy efficiency data has been prepared and will be published shortly.

The next five articles will cover:

1. The FM contract or job description
2. Hard and soft services
3. Space planning
4. Report writing
5. Quality control

- 3.14 SAFMA was registered as a Section 21 Company during July 2011.
- 3.15 A proposal on certification for FM professionals is currently being drafted for approval by members in line with the SAQA requirements in order for SAFMA to register and be recognised as a professional body.

4. FINANCIAL REPORT

- 4.1 Keith Thompson thanked Douglas Weinrich for going above and beyond the call of duty and remaining on as Treasurer as SAFMA even though he is no longer in the FM Industry.

Douglas Weinrich presented the financial report and highlighted the following areas as matter of interest:

2008	2010
R5000.00	R471 000.00 Cash
R155 000	R180 000.00 Conference
R126 000	R350 000.00 Secretariat
R123 000	R490 000.00 Income

Paid membership as at the end of December 2010 was:

- 9 platinum;
- 0 gold;
- 4 silver;
- 17 blue;
- 150 individual

As the financial year end is 31 December future AGMs will need to be held earlier in the year to comply with the Companies Act.

KV to make the slides available to all members but putting them on the website.

Douglas thanked the Council for their assistance and expressed his appreciation for the opportunity to work with them and SAFMA.

5. ELECTION OF COUNCIL

- 5.1 Douglas explained that in terms of the Articles of the Section 21 company, office bearers will act as Directors and be responsible for the governance as per the companies act. Council members however do not have a fiduciary duty i.t.o the Act but do have a responsibility in terms of the Memorandum and Articles of Association. The posts of office bearers are as follows:

President;
Vice President;
Immediate Past President;
Secretary;
Treasurer.

DW also explained that as it stands the Council will be made up of elected members and appointed members who are representatives of the Platinum members. If we were to add the Durban and Western Cape Chairpersons to the Executive it would require a change in the memorandum and articles. According to the Memorandum the Executive (Office bearers) have a two year tenure to ensure consistency.

The following people were nominated and elected by vote:

Keith Thompson

Chris Aslett

Nicolette van den Eijkel

Chris Louw (appointed member)

Andre Klopper

Maja Macdougall

Sean Liebenberg

Xoliswa Boqwana

Thabiso Khoncha

Cliff Hocking

John Samuels

Arend van der Walt (appointed)

Ernest Sikupela

Ronald Nothnagel (appointed)

The meeting closed at 16:13.