



DRAFT MINUTES OF THE ANNUAL GENERAL MEETING 2014/01
OF
THE SOUTH AFRICAN ASSOCIATION OF HEALTH EDUCATIONALISTS
HELD ON
27 JUNE 2014, 13:45
AT THE DOUBLE TREE BY HILTON, CAPE TOWN

G VAN ZYL
CHAIRPERSON

AGENDA

ITEM NR	ITEM	ACTION	RESPONSIBLE
1.	OPENING	Noting	G van Zyl
2.	ATTENDANCE	Recorded on the attendance list	H Friedrich-Nel
2.1	APOLOGIES	Noted	H Friedrich-Nel
3.	SPECIAL ANNOUNCEMENTS	Words of appreciation conveyed to the previous council members	G van Zyl
4.	MINUTES		
4.1	MINUTES OF THE MEETING HELD ON 26 JUNE 2013	Records of the minutes are not currently available. It was decided not to pursue the matter and to leave the minutes as not being available.	
5.	MATTERS ARISING FROM THE MINUTES		
5.1	Vision and mission	<ul style="list-style-type: none"> • The documentation is ready after the two council meetings in 2013. • By the next AGM the vision and mission will have been finalised. • The Council will take responsibility to finalise the document for submission at the next AGM. 	Council members
5.2	Website	<ul style="list-style-type: none"> • There is a need for an informative website containing additional information, such as advertising other conferences. • A proposal for a national website with administrative rights to regions to facilitate management was generally accepted. • Regions will not have their own websites in future. • Mailing lists to announce events will be phased out, as SAAHE is mindful of e-mail overload. • Approval was granted that SAAHE will pay the yearly fees to register the website and also to maintain the content. 	M Rowe Regions
5.3	Logo	<ul style="list-style-type: none"> • The vision and mission must first be finalised in order to be incorporated in the logo. • The current logo will be revised. 	M Rowe / G van Zyl

		<ul style="list-style-type: none"> • This motion was supported by the AGM members. • The AGM members also accepted the proposal for SAAHE to collaborate with AMEE. • No discussion was necessary and nobody was against the proposal – thus the proposal was unanimously accepted. • The proposal for an AMEE stand at the Network conference in Brazil was also supported – D Manning to investigate the matter. • The AGM members agreed that more links with international societies are favoured for SAAHE. • The constitution would be revised and these links would be updated in the revised constitution. 	D Manning
8.2	Future conferences		G van Zyl
8.2.1	2015 Conference	<ul style="list-style-type: none"> • D Manning led the discussion on the SAAHE•Network conference in September 2015 in Gauteng. • D Manning will give a short presentation on the morning of 28 June 2014 at the conference opening session, giving more information on the next event of 2015. • The tentative dates of 12 – 16 September 2015 were approved by the AGM, in order to continue with discussions and arrangements. • Discussions regarding the finalisation of the dates will continue between D Manning and D Murdoch-Eaton, as the dates may pose specific challenges in the northern parts of the world. The dates may also be close to the AMEE conference. However, the proposed dates have not yet been cast in stone, so any proposals are welcome. Input to be provided to D Manning. • A pre-conference workshop will be held on Day 1 in 2015. • This will be a joint event between SAAHE and The Network, and the SAAHE distinguished educator award will also be awarded – D Manning to confirm the planning. • All agreed that was it important to plan conference events more than one year in advance. • Some 750 delegates are expected/required at the SAAHE•Network conference in 2015. • The chairperson thanked D Manning for the initiative to facilitate the joint event. The AGM members supported the initiative. 	D Manning
8.2.2	2016 Conference	<ul style="list-style-type: none"> • Three regions indicated willingness to host: Gauteng (NWU), Free State and KZN; however there is another region interested in hosting the next SAAHE conference in 2016. • L Green-Thompson proposed to allow the Eastern Cape to present the conference in 2016 in the context of developing regions. • Should the specific region not be interested in hosting the 2016 conference, the formal call will go out at the end of July 2014 to allow time for planning. • There was a request that the previous time frame of the end of June be used again for the 2016 SAAHE conference. 	G van Zyl

		<ul style="list-style-type: none"> No information is available yet on the city or venue. This will be finalised by Council and communicated to the SAAHE community. 	
8.2.3	Registration fees	<ul style="list-style-type: none"> Council has taken note of the additional fees requested for the conference dinner, as well as the feedback from delegates to request that the conference attendance fees be kept as affordable as possible. The matter will be investigated for upcoming events. A standing resolution had been taken at Council that the previous conference chairperson and the new conference chairperson would be invited to Council meetings in future, to facilitate the handover from one conference to the next. 	Council
8.3	Distinguished Educator Awards	<ul style="list-style-type: none"> The nomination process and formal evaluation outside the Council worked well this year. The chairperson thanked the chairperson of the panel and the panel members for their efforts. Improvements, e.g. on the scoring rubric, are necessary and will be done before the end of 2014. Two categories were available (education and research), but Council has resolved to continue with the education award only, as research is embedded in the scholarly activities. 	G van Zyl H Friedrich-Nel Council
8.5	Constitution	<ul style="list-style-type: none"> Notice was given that there will be changes the constitution. The constitution will be circulated to the members in the time as specified in constitution, namely that a 60-day notice period is required before the next AGM. The AGM members have been informed that the election methods have changed. The election had been run by secret ballot, with an independent person overseeing the nomination and election process. L Green-Thompson introduced the new Council to the AGM members. The importance of addressing AJHPE, SAFRI, and AMEE collaborations in the constitution was again emphasised. 	G van Zyl H Friedrich-Nel Council
8.6	Abstracts in African Journal for Health Professions Education (AJHPE)	<ul style="list-style-type: none"> A question was raised of whether the abstracts will again be published in the AJHPE (S Schoeman). SAAHE will continue with that initiative sponsored by the National Council account. More stringent guidelines for abstracts are necessary so as to promote the publication of abstracts 	Council V Singaram
9.	DATE OF NEXT MEETING		
		At the next conference in September 2015.	H Friedrich-Nel
10.	CLOSURE	@ 13:36	G van Zyl