



Minutes of the Annual General Meeting on 13 September 2015 @ 12:30, NETWORK SAAHE conference, at the Boabab, Birchwood Conference Centre, 14 View Point Road, Gauteng, South Africa.

## **1. OPENING AND WELCOME**

The chairperson calls the meeting to order and welcomes all at the meeting.

## **2. ATTENDANCE**

2.1 The attendance register was circulated.

2.2 Apologies were noted.

## **3. SPECIAL ANNOUNCEMENTS**

**G Van Zyl**

The chairperson (G van Zyl) and the Western Cape council member (F Cilliers) were inaugurated as fellows of AMEE at the recent AMEE conference in Glasgow, Scotland. This award recognises persons who are active in Health Professions Education during the past five years, with specific reference to scholarship activities and achievements at national and international levels. The call for nominations will re-open soon and the chairperson encourages the SAAHE community to nominate e.g. previous recipients of the SAAHE Distinguished Educator awards. The call for Associate Fellows is open already and persons can be nominated.

## **4. PREVIOUS MINUTES**

The minutes of the meeting held on 27 June 2014 in Cape Town were circulated to the SAAHE community with a link via the SAAHE website on July 24, 2015. A small number of attendees indicated that they accessed the minutes. The minutes could thus not be approved and were noted.

## **5. CHAIRPERSON REPORT**

**G van Zyl**

**The chairperson reported on the following:**

- 5.1 Council meetings between conferences assisted council to move forward with matters.
- 5.2 The mission and vision document was finalised and will be available on the SAAHE website.
- 5.3 The SAAHE logo was updated and will be presented to the meeting.
- 5.4 The changes to the constitution will be presented to the meeting.
- 5.5 Finances (refer to the treasurer's report).
- 5.6 The website was updated with thanks to M Rowe.
- 5.7 The first Special Interest Group (SIG) of SAAHE, Forum for Rural development was approved at the council meeting on 12 September 2015.
- 5.8 A SAAHE research award was approved in principle at the council meeting on 12 September 2015. An announcement will be made at the next SAAHE conference.
- 5.9 Council decided to rotate conferences between regions. NWU will host the 2017 conference (organisers should confirm the dates in advance to prevent an overlap with other relevant international meetings). The KZN region will host the 2018 conference and the Central region the 2019 conference.
- 5.10 Future matters to follow-up on are collaboration with AMEE on the promotion criteria for health professionals and the call for AMEE fellowships.

## **6. MATTERS FROM THE PREVIOUS MINUTES**

### **6.1 Constitutional changes**

**L Green-Thompson**

Proposed changes to the constitution were circulated with the agenda and minutes of the previous meeting on 24 July 2015. However a few members accessed the documents. L Green-Thompson presented the proposed changes to the constitution. The changes entail the following:

- That the term chairperson be replaced with the term 'president' (generally accepted at the meeting).
- Use the term past president in the constitution.
- Changes regarding the procedure for the election of council.

It was proposed that the changes will be tidied up and approved at the next meeting. The chairperson indicated that SAAHE will use the changed constitution as from now on and that the document will be presented for approval at the next AGM in June 2016.

No objection was tabled. An additional proposal from the floor was to look into the detail of 'any position of the executive can only be held for two consecutive terms' (I Couper). The example used was the possibility of the secretary becoming the chairperson? The chairperson indicated that council will revisit that specific matter.

## **6.2 Logo**

**R Kruger**

R Kruger presented the new SAAHE logo and the meaning connected to it. The background to the update of the logo started at the AGM on 27 June 2014. The members indicated that the current logo needed to be restyled and updated to fit the SAAHE goals, namely moving forward with new ideas, reflecting the heterogeneity of the community and the uniqueness.

The following symbols outlines the above:

- Arrows – moving forward, new standards, DNA strands captures uniqueness.
- White ribbon – connects the different groups and show that they are working together.
- Cross indicates health in general.

The chairperson expresses gratitude to R Kruger for the efforts with the arrangements of the new logo. Hans Poto from Graphikos designed the logo.

## **6.3 2016 conference**

**I Truter**

I Truter, convenor of the next SAAHE conference in 2016 presented a video and presentation on the next conference. The dates are 20 to 24 June 2016 at the Broadwalk Convention centre Port Elizabeth. The main conference dates are 22 to 24 June 2016. The theme for the conference is 'Transformative Health Education in motion'. The organisers presented 'Save the date leaflets' at the meeting. For more information visit [www.saaheconf.co.za](http://www.saaheconf.co.za).

Feedback at the meeting was that these dates overlap with the 2016 community based education conference in Canada (I Couper). It was noted.

## **6.4 Finances**

**V Singaram**

The income and expenses were presented (see attached document).

A request discussed at the council meeting on 12 September 2015 re financial support of council members not attending the conference was put to the meeting for approval. The meeting did not approve the request.

Additional comment raised on the matter:

- There is a need for a code of conduct for council members (L Green-Thompson).
- SAAHE council members provide service to SAAHE and should receive incentives (S Schoeman).

## **7. ADDITIONAL MATTERS**

### **7.1 SIG documents**

**S Schoeman**

There is a need for SIG documents to be shared for more submissions for the next council meeting. The chairperson indicated it is possible that the documents can be made available on request. The closing date for submission to council is 1 February 2016.

### **8. DATE OF THE NEXT AGM MEETING**

The date of next AGM meeting is June 2016 at the SAAHE conference. The meeting should not be scheduled during lunch hour.

### **9. The meeting closed at 14:00**

The Chair thanked everybody for attending and those that presented and took minutes and closed the meeting.

DRAFT