

The Minutes of the 29th Annual General Meeting of the Southern African Association for the Conference Industry (SAACI), held as an in person and online meeting, with in-person attendees at the following venues:

- Zeitz Moccaa Cape Town
- SAACI members and guest dialled-in via ZOOM ONLINE PLATFORM

Date: Monday, 14 November 2022

<u>NO.</u>	<u>ITEM FOR DISCUSSION AND COMMENT</u>	<u>ACTION BY</u>
1.	<p><u>WELCOME</u></p> <p>The SAACI vice chair, Minister Kganyago welcomed everyone to the 29th AGM in Cape Town Zeitz Moccaa as well as those joining online.</p> <p>In line with the MOI of the association at the current time we did not meet the intended quorum, however in respecting time we will share the CEO report and all the financials. We are ensuring that we make note that this cycle of the AGM is not for the purpose of resolutions and not inline with the MOI constitute for resolutions, it is also a non-voting cycle.</p>	MK
2.	<p><u>APOLOGIES TENDERED BY MEMBERS</u></p> <p>Apologies have been noted for those attending in person and online.</p>	MK
3.	<p><u>MATTERS ARISING</u></p> <p>No matters arising received.</p>	MK
4.	<p><u>CHAIRPERSONS' REPORT</u></p> <p>The SAACI National Chairperson, Mrs Kim Roberts extended a warm welcome to all.</p> <ul style="list-style-type: none"> • This was only a report back session since we have not reached our quorum. • 2021 / 2 was an excellent albeit difficult year for us – SAACI have ticked great strategic boxes. • We have held in person meetings and attended conferences including Congress in Stellenbosch • We welcomed new board members who have joined the board serving since our last AGM in 2021. • Kim thanked each board member for their contribution so far, and we have also had the opportunity to say goodbye to those board members who have served a long time. • We have been working hard and sticking to our manifesto – SAACI is about facilitating and enabling environment for learning, growth, and collaboration. Our goal is to be the recognized association for the business events industry in SA. • This year we have seen a return of membership and we established a number of MOU's – Focusing on growing and recovery. • Established the Youth Council • Started the birth of our learning and events school. • We have worked and cross collaborated topics to better our industry. • New regions have been identified and working around the country to add value. • We have improved our communication to members. • Our chair gave a brief refresher of what the business industry means and how it drives activities for all and a key supporter of SA economy. • SAACI has always been about working for their members and hope to carve out a continued sustainable future. The board has met to revisit strategies, what we've achieved and where we will look at in the coming years. • We have done more listening – Across regions • We want a shift in mindset and forward planning: Improving our membership engagement, focusing on sustainable actions, operational excellence and will continue to lobby with other associations to improve the business events landscape. <p>Operational plans – We will look to continue to grow our national office.</p>	KR

	<ul style="list-style-type: none"> We extend gratitude to all our stakeholders for financial report as well as patron members for continued support. Thank you to every board member and national office for commitment and consistency in driven our association forward. SAACI commits to provide a forum to grow the business events industry – Thank you to all members and we look forward to breaking barriers with you. 	
5.	<p><u>TREASURERS' REPORT</u></p> <ul style="list-style-type: none"> All the financials were circulated together with the notice of AGM and members were given the opportunity to post any questions. Audited financials for the end of Feb 2022. Alastair has taken over as the public officer and since resigned due to work obligations (Oct 2021 – July 2022). Jaques highlighted the financials – The details have already been shared and if there were any additional questions they should be directed to Glenton / Jaques. Jaques also thanked Glenton for steering us through very challenging times and all partners who helped us stay afloat. Jaques went over the highlights of the income received and noted the changes for the financial year, as well as operational fees. There were no questions in the room and online questions would be answered during the general Q&A. We will still monitor the numbers and hopefully reach the 50 + 1 quorum and adapt the finances, otherwise we will do another AGM to adapt all the finances. 	JF
6.	<p><u>CHIEF EXECUTIVE OFFICER REPORT</u></p> <p>Glenton started by thanking members for coming out, and a word of gratitude to the chairperson and board.</p> <p>On reflecting we need to be mindful that when we decided to have a SAACI National conference – We need to demonstrate how to push through the challenges.</p> <p>What we have learnt is that a lot of us have become COVID smart.</p> <p>We signed the MOU with City of JHB</p> <p>We didn't have Meetings Africa in 2021</p> <p>We did our conference at the start of the 3rd wave</p> <p>At the same time we had to figure out how to adapt to the changes in numbers in conferencing – Our year evolved to the extend that in December 2021 we then saw a need for more in person events.</p> <p>It allowed the rest of the country to meet at meetings africa in 2022.</p> <p>Glenton thanked the city of JHB, WESGRO and our patron members – A lot of what we do cannot be done without support.</p> <p>As we keep moving with conference into a challenging financial year the realization from ourself is that at some stage how do we scale back? COVID has allowed us to relook at how to add that value to members.</p> <p>What do members think that value is?</p> <p>There is still some lag in how to get back to the numbers before in other parts of the country – Glenton urges members to let us know where that value is going to be.</p> <p>We are going to embark in the coming weeks with national convention bureau on research and there is collaboration that will need to be done – The data is quite important.</p> <p>In closing Glenton expresses his gratitude to all for having patience for us as an association.</p> <p>It is also very important to take a time out.</p> <p>Many of us are still losing family members to covid and Glenton expresses his sympathy.</p> <p>The most important ask is for members to be more engaged in 2023 – How do you work within your destination. Let us as an association continue to play our role in leading the industry.</p> <p>We need to be proud of our association, but we ask that members be part of the delivery as an association.</p>	GdK
11.	<p><u>GENERAL</u></p>	GdK / MK / KR

Minister thanked all the speakers.
We have not still yet reached the quorum, so the financials have not been adopted.

Question:

Adriaan Fourie, from WESGRO asked on the membership income – it was noted that the membership income has dropped by more than 50% less and asked if someone could elaborate more on that topic and how that projection affects activities going forward. He also asked about the research study and if it would be conferencing industry only, or include exhibition and incentives in order to give a broader business events landscape snapshot.

Answer:

In Glenton response he asked to go 1 financial year back to COVID year where 60% of the membership was wiped out. In second year 40% of that 60% that was also out. We are hovering at a 1.350 membership fee. We don't speak about this but Glenton thanked him for this question as it gives context. We looked at what is needed to survive as an association and the blessing that we had is a lot of our 3 party service agreements were renewing or ending. The challenge now is we didn't increase membership and discounts were given – We need to consider as an association how do we scale? We have seen that in the current financial year there has been an increase in members and new members. We are projection a 1.6 in membership. If we hit 2 bar we would need to look at getting an office again. Glenton did again mention that there is a concern as to how we get members back that is why we need to identify the value proposition. Committees will report back as to what the board is doing to get that back. But we are clear that an increase on membership may not be the right thing at this stage to harness back more members. But it is something we need to manage as a collective going forward. We have done fairly well as an association. One the second question it is a collective of information, Most have participated in some SAACI surveys, but we haven't done one in a few months. If we look at what has been done later in the year the scale of exhibition floorspace – economic numbers need to be captured as they are very important. Very important on the employment opportunities. In closing we really need members to provide us with that information – If we don't have a sense of that it makes it harder for us to report. Bjorn mentioned that this is only meeting focused. The challenge is the complexity of lumping things together – It gets messy and members get frustrated so we are basing it on meetings over the financial year and are finalizing agreements with partners to run specific research projects for the incentives and associations segments. SANCB mentioned that there is a funding program for smaller SMME members who lost memberships and members will be able to apply based on the criteria (this is still being finalized).

Question:

John (online participant) would like to get an address on the committee regarding the MOU from City of JHB regarding assistance with bidding and where there funds were spend and which members benefitted from the MOU and which events were assisted? Who were and are appointed as members of the committee appointed to administer the MOU?

Answer:

Glenton gave a timeline of this, the committee had not been formalized as we were limited in what we can do as well as hesitance from the partner. The bulk of this funding went to meetings africa 2022 which was still in this financial year into the next financial year. We had 5 members JHB Specific who were on a shared stand and we spend R693k on that, the remainder of that was then in the retained income as reflected on annual financial statement. What has transpired is that we have received the second batch of money as part of the agreement that we hold. City of JHB has continued with their support outside of the funding (Joy of Jazz and Summer Cup). Committee is not formalized but we are guided as to how and when we can activate that.

Question:

Alastair – Just a thought as we are battling to get a quorum should we reincorporate the AGM into Congress?

Answer:

	<p>Kim says we have had several discussions and we plan to bring it into the congress. But this year we did not have sufficient time to do that but in 2023 we will have them aligned.</p> <p><u>No more questions asked from the floor.</u></p>	
	<p><u>CLOSURE</u> Minister then concluded and though we have not reached the quorum please be reminded it was not a cycle to vote or come to resolution but it was a cycle to reflect, reconnect and it is evident that we have collectively been successful. He then closed the AGM and thanked all members for joining in person and online. We realize that we are greater together!</p> <p>Bjorn mentioned that meetings africa in 2023 – There is great interest in hosted buyers and the only requirement is that you need to exhibit. These are initiatives to help with our recovery and push your business forward. Showcase your buyers to the rest of the country!</p> <p>Minister reminded us that meetings are important and this is why we are in this industry – We need to work together. Minister thanked everyone for playing a role in the work that the board was able to deliver. Thank you to our sponsors and we all gave them a round of applause.</p> <p>Thank you for joining us today.</p>	<p>MK</p>

Approved and signed by Chairperson

Name & Surname: Kim Roberts

Date: 21 November 2022

Signature:

