



# ANNUAL GENERAL MEETING

Wednesday 4<sup>th</sup> December 2013

18h00, Assagay Hotel

## Minutes

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### 1) Attendance and Apologies

#### i. Apologies:

Kim Ward	Sue Viljoen	Pat Reddy
Francois Talbot	Leanne Henman	Christine Colvin
John Fourie	Merrill King	Hayden Hutton
Val Spearman	Scott Maynard	Mark Dent

#### ii. Attendance:

Lindi Still	Penny Rees	Phakamani Dlamini
Siyabonga Ndlovu	Luvuno Thandanani	Liz Taylor
Keith Clover	Caroline Clover	Mark Graham
Steve Cohen	Sibusiso Ntinga	Wiseman Mhlongo
Sanele Vilakazi	Sithembiso Sangweni	Skhumbuzo Kubetha
Pandora Long	Falakhe Shozi	Nkosinathi Nene
Nicholas Gumede	Jacob Sikhonde	Alfred Zuma
Jessica Cockburn	Julian Barker	Ian Bailey
Colin Everson	Trevor Gorven	Kirsten Oliver
Simone Dale	Sandile Ndawonde	Dennis Mncwabe
Zakhele Mdunge	Rod Bulman	Fiona Bulman
Kholosa Maguda	Hlengiwe Nxele	Jim Taylor
Matthew Black	Mike Pace	Bart Fokkens
Rodney Bartholomew	Wendy Ngcobo	Jasper Pons
Stuart Roberts	Vanessa Talbot	Chris Finnemore
Gary Cullen	John Butler	Jane Bain

### 2) Welcome and Introductions

- Dave Still welcomed everyone to the 2013 AGM.
- The 2012 AGM minutes, agendas and 2013 year financial reports were handed out to everyone.
- The AGM 2012 minutes were adopted by Trevor Gorven, and seconded by Ian Bailey.

**3) Chairman's report: David Still**

- DS reminded the meeting of and described the DUCT Mission, Vision and goals, as well as DUCT's focus areas and modus operandi.
- Highlights at Duct in 2013
  - Bosberaad at Mfula Store – Management team and Board of directors – a weekend spent doing strategic planning.
  - RCT Graduation of RCT Supervisors (Nicholas Gumede, Sibusiso Ntinga, Alfred Zuma, Wiseman Mhlongo and Jacob Sikhonde).. These 5 supervisors had been with DUCT for the entire 3 year NLB RCT project. Most of them are still employed by other DUCT projects. They are a credit to DUCT, and they are also finding their own project work.
  - The commencement of the three Groen Sebenza (SANBI) staff members (interns) – Sanele Vilakazi, Kholosa Magudu, Siyabonga Ndlovu and Wendy Ngcobo.
  - DUCT Supporting the Mandela Marathon.
  - The DUCT Story has been completed. Distributed at the AGM to everyone. Gives a good story of DUCT's first 8 years. DOUG thanked the sponsors.
  - DUCT's new mascot, Ntini the Otter, has been painted by Rose Rigden
  - Growth of the Durban Green Corridor Programme
  - First Dusi2C MTB Race (supported by DGC)
  - Kick off of the WWF Nedbank Green Trust Programme
  - R900 million to be invested in bulk sewerage upgrades in PMB – including Darvill Wetland
  - Signing of Umngeni Ecological Infrastructure Partnership (UEIP)
  - DUCT has survived the transition from the NLB RCT Programme
  - DS showed a graph showing DUCT turnover and surplus over the last three years – this shows steady growth
- Challenges faced by Duct in 2014
  - Completion and operationalization of strategic plan
  - Keeping the wheels on
  - Diversifying our support base
- Staff Changes in 2013  
We have welcomed the following new staff members:
  - Kholosa Magudu
  - Sanele Vilakzi
  - Siyabonga Ndlovu
  - Jane BainWe said farewell to the following
  - Joshua Xaba (deceased)
  - Devlin Fogg (resigned)
- A number of photos were presented by DS, showing the work done by DUCT over the last year. The photos showed Duct employees and teams in action, as well as progress made, and events held.
- Lastly, Dave Still thanked everyone at DUCT, as well as all DUCT supporters for a successful year.

**4) General Manager's report: Doug Burden**

- Doug Burden welcomed everyone to the 2013 AGM, and thanked everyone for attending. Great to see so many people attending and supporting us.
- DB gave an overview of the year's highlights at DUCT, and showed a photo slideshow, including images DUCT in action.
- DB went through a few of DUCT employees "highlights" of the year – including funding issues, the Groen Sebenza programme, "graduation" of the supervisors, Eco Champs

workshops, 10 day accredited course by Wessa.

- DB noted the following highlights at DUCT for the previous year:
  - Establishment and operation of the Eco Furniture Project
  - Enviro Club Field Trip and training taken place at Wessa
  - Bio-Control
  - SANBI Interns
  - Sandmining monitoring
  - Dusi/ Lions River/ Slangspruit walks - Surveillance of the rivers
  - Shiyabazali Water testing
  - Bateleurs flights- flying for the environment – with Bart Fokkens
  - Identification of a large number of dumping sites
  - Hyacinth infestations/blockages
  - Dusi2C bridge used as a boom for litter
  - Mandela Day Marathon
  - DGC sporting events
  - DUCT Eco Club – 23 schools involved
  - Handover of equipment to the RCT Supervisors
  - Letters of support of DUCT from various groups/ individuals/ and forums

**5) Treasurer's report: Trevor Gorven**

- Trevor Gorven presented and explained DUCT's Annual Financial Statements, as well as the DUCT Income Statement and Balance Sheet.
- TG explained the "qualifications" note on the AFS's page 3 (regarding donations)
- TG explained the concept of 'advanced payments', to explain why the AFS's show a large amount of funding remaining. This is because we are holding unspent project funds.
- Net surplus of R281 228 for the 2013 year. We are a non-profit organization so we don't require or expect a large net profit.
- DUCT is in a healthy financial position
- However there are many projects whose funding has come to an end. Vital to continue to source funding
- Most of overheads have been covered by general donations and KNCU levies
- DUCT is now a registered Non-Profit Company, in terms of the new Companies Act.

**6) Acceptance of Financial Statements**

- Trevor Gorven proposed that the Annual Financial Statements be accepted, and Dave Still seconded the proposal. This proposal was passed by the meeting.

**7) Appointment of Auditors**

- The meeting agreed that Colenbrander has been appointed the DUCT auditors for the 2014/15 year.

**8) Election of three Directors for 2013-2016 term of office**

- Dave Still explained the terms of office for Directors, and the need to elect new directors.
- Directors are elected for a 3 year period.
- David Still, Ian Bailey and Liz Taylor's terms of office have expired. All are prepared to continue serving.
- One new nominee has been nominated – Sandile Ndawonde
- DUCT members were asked to vote on the provided ballot slip.
- David Still, Sandile Ndawonde and Liz Taylor were elected to serve for the period 2013 to 2016.

**9) Introduction of Guest Speaker**

- Dave Still introduced Mark Graham as the guest speaker.

- MG trained into grassland science, involved in water health SASS, Mini Sass
- Mark Graham gave a presentation/talk:
  - *It's a long, long ~~road~~ river..... unlocking the potential of citizen science to help manage our long, long rivers...*

**10) Closure**

- Dave Still gave the chairman's award to Pandora Long for her efforts over the last year.
- Dave Still thanked everyone for attending the AGM, and congratulated and thanked everyone on a successful year at DUCT.