

MINUTES OF MEETING

THE NAUTICAL INSTITUTE: SOUTHERN AFRICA BRANCH ANNUAL GENERAL MEETING

Date: 20 August 2018

Venue: The Galley Restaurant at Royal Cape Yacht Club,
Duncan Road, Table Bay Harbour,
Foreshore, Cape Town

1. Welcome

The Chairman, Capt. Rob Whitehead, welcomed all to the meeting and lunch. A special thanks to those attending from outside of Cape Town.

The proposed Agenda was adopted.

2. Attendance:

a. Branch Committee Members:

Rob Whitehead	Branch Chairman
Lloyd Merriman	Vice-Chairman
Alan R. Brink	Treasurer
Dennis Henwood	Membership Secretary
Yvette de Klerk	Branch Secretary
David Wolfaardt	Committee Member

b. Branch Members:

Charles Knight	Guy Emslie
Ian Merriman	Jim W. Abbott
Kerry Freeman	Malek Pourzanjani
Mike Melly	

c. By invitation:

Keith Burchell	Kevin Tate
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3. Apologies

Nick Sloane	John Evans	Rui Dos Santos	Chris Savage
Robert Young	Mike Casserley	Garth Hansen	Thomas Solomon
Ann Till	Keith Pletschke	Bill Wilson	Andy MacLennan
Ann Meyers	Benjahmin Bothma	Gavin Le Roux	Anthony Da Silva
David Gibbs	Liam Casey	Azwi Nelwamondo	Lindokhule Mkhize
John Hare	Alex Gibson	Rolf Sieboldt-Berry	Alan Reid

Muziwandla Zaca	Lance Tiedt	Lauren Lawson	Kieron Cox
Guy Barker	Simon Pearson	Rob Farren-Handford	Mnqobi Shandu
Willem van Dipten	Leslie A. Martin	Lwazi Dlula	Zandile Ngwabe
Patrick Knight			

4. Minutes of the Meeting held on 13 July 2017
Minutes of the previous Committee meeting were tabled, there were no matters arising.
5. Chairman's Report
Refer to: Annex A - Chairman's Report
6. Treasurer's Report
Refer to: Annex B - NI Financial Statement to 31.07.2018
Audited Financial Statements for the period 1 July 2017 to 31 July 2018 were circulated prior to the meeting for further discussion.
 - Website expenses were the only expenditure during past year; this included a new local site and annual hosting fee
 - Bank Balance as at 31 July 2018 is ZAR 96 743,61
7. Appointment of Auditors
The current Auditors, Saunders Haynes & Stewart have been appointed since inception of the Southern Africa Branch, and were unanimously re-confirmed as Auditors.
8. Secretary's Report, feedback from HTW Meeting in London
Refer to: Annex C - Secretary's Report, and
Refer to: Annex D - IMO HTW 5 Feedback

With reference to the reduced cadet membership fees negotiated with NIHQ; this rate was in fact further reduced to £15.

With reference to the NIHQ request for nominations, Alan Brink explained that the NI Council is selected out of the global Membership, and effectively runs The Institute – Chaired by the President and supported by the CEO. Council meets 3 to 4 times per year to discuss amongst others, matters raised through Branch representatives' reports. Alan himself has 6-7 years' experience on Council.

Refer to: Annex E - Draft Guidance on the selection of Council Members
Refer to: Annex F - Guidance on the selection of Vice Presidents

9. Membership
 - Average age of Members has reduced from 55 to 33 years of age
 - Geographical spread; large increase of Members in KZN
 - Branch Membership breakdown
 - South Africa 267
 - Angola 3
 - Kenya 7
 - Mauritius 6
 - Namibia 4
 - Mozambique 1
 - Tanzania 0

The possible challenges that the increased membership poses were discussed, these included –

- a) Capture and retention of new cadets as Members once qualified; hosting of a topical Seminar is of vital importance
 - Members were cautioned against possible fruitless expenditure in terms of cadets' membership – some 'free-loading', i.e. no real interest in forming part of The NI Institute
 - Importance of networking, and the content of Seaways magazine were seen as beneficial to Members, and this should be capitalized on
- b) Location and topic of activities;
 - Consideration of hosting Branch activities in areas such as KZN and EC, where there is an increased footprint, and which will appeal to younger Members.

10. Election of Office Bearers

- No nominations were received
- Yvette de Klerk is still available to assist remotely as Honorary Branch Secretary
- Committee was unanimously re-elected for another term after confirming their availability and willingness.

Mike Melly proposed having another sea-going member on the Committee; nominations to follow

Dennis Henwood proposed having a Durban-based Committee Member; nominations to follow

The Chairman confirmed that a working group will be established for any Durban-based activities.

11. General

a) Company-sponsored bulk memberships

Following on from the earlier discussion regarding possible 'free-loaders' in terms of membership fees paid by Employers or Training Managers, it was reiterated that these Members should be encouraged to add to discussions and become valuable members of the Institute.

b) Possible subjects and timing of next Seminar

- Easter 2019 (week before) was earmarked
- Topical subject to attract a diverse group of people; i.e. Lawyers, Engineers, Ship Brokers; this could also lead to possible funding for the Seminar

"Topical" issues to consider -

- i. Deteriorating quality of state-funded maritime education and training; considering its impact on the Branch's membership and Whitelist status of South Africa
 - ii. New MSA Regulations: Ship Registration to increase SA cadet training capacity
- *(It was proposed that i. and ii. could perhaps be combined)

- iii. Un-regulated Surveyors; no Maritime background or experience
- iv. EU (EMSA) Audit; addressing non-compliance

It was suggested to request from Membership a topic and preferred geographical area for the Seminar; consideration should be given to that which can add value to younger membership profile.

Mike Melly suggested that this Seminar can perhaps piggy-back on the Unicorn Crew Conference; tbc.

c) NIHQ cadet prize

NI CEO, Capt. John Lloyd (during recent discussions in London) confirmed sponsorship of a book prize and full year membership to two deserving cadets per year.

- The Committee should develop the terms of reference for making this award; i.e. best marks in S4 etc.

d) Seaways

- Some Members have not been receiving their hard copy of Seaways; this could possibly be due to the on-going strike of SA Postal Services
- Dennis Henwood advised Members of the Seaways App that is available to download for viewing it electronically

12. Date of next meeting: To be advised.

13. Close

There being no further business, the meeting was closed and followed by lunch.

Action Items

	Item	Responsibility	Due Date
1	NIHQ Request for nominations: <ul style="list-style-type: none"> ➤ Member of Council – Seagoing member ➤ Member of Council – Shore-based member ➤ Vice-president to the Nautical Institute 	YdK to circulate to Membership	Members to revert to Yvette with nominations by 25 September 2018
2	Branch nomination: <ul style="list-style-type: none"> ➤ Seagoing member to join the Committee ➤ Durban based member to join the Committee 	All Members	Members to revert to Yvette with nominations by 25 September 2018
3	Seminar: April 2019 <ul style="list-style-type: none"> i. Dates tbc ii. Members to propose topic and preferred geographical location in SA 	<ul style="list-style-type: none"> i. Committee and Mike Melly (Unicorn Crew Conference) ii. All Members 	Members to revert to Yvette with recommendations by 30 November 2018

4	Cadet Memberships and Prize i. Sign-up via, and invoicing to SAIMI of new cadets ii. T.O.R. and nominations for 'best cadet' prize	i. YdK and DN, via NIHQ ii. Committee to confirm T.O.R	This was paid March 2018; suggest we keep to similar timeframe annually in signing up new cadets
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Yvette de Klerk
Honorary Branch Secretary
30 August 2018