



SOUTHERN AFRICA INSTITUTE OF MANAGEMENT SERVICES

EXECUTIVE PRESIDENT'S ANNUAL REPORT ON THE ACTIVITIES OF THE COUNCIL FOR THE PERIOD

1 MARCH 2018 UNTIL 28 FEBRUARY 2019

Vice-Executive President, Members of the Institute and Guests,

I hereby wish to submit my annual report on the activities of the Institute to the Annual General Meeting for approval. It has been a privilege to serve as Executive President of the Institute for the mentioned period. I need to reflect on our achievements for the year, which could not have been realised without the commitment, support and hard work of the Council, Executive Management members and the Office Support.

1. STRUCTURE OF THE INSTITUTE

The Council of the Institute consists of a maximum of **eight (8)** and a minimum of **six (6)** elected by postal ballot.

Members are:

The members are: POSITION	NAME
Elected members:	
Executive President	Ms M J Loubser (Ria)
Vice-Executive President	Ms N G Kgwefane (Futhi)
Secretary & Treasurer	Mr E M Morrison (Eddie)
Editor	Ms L Forssman (Lydia)
Members	Mr P Munsamy (Preggie) Mr B F Gouws (Ben) Mr J G Marais (Jimmy)

2. ATTENDANCE OF MEETINGS BY COUNCIL MEMBERS

According to the Constitution the Council meet at least once annually and the Executive Management at least four (4) times per annum, to ensure proper administration of the Institute.

Executive Management and Institute Council meetings attendance for 2018/19 were:

	Exco #1	Council #1	Exco #2	Exco #3	Exco #4		
NAME	Exco Meeting 15 March 2018	Council Meeting 18 May 2018	Exco Meeting 18 May 2018	Exco Meeting 13 September 2018	Exco Meeting 24 January 2019	Meetings	Attendance %
Forssman L (Ms) (Lydia)	Yes	Yes	Yes	Yes	Yes	5 out of 5	100%
Gouws B F (Ben)	Yes	Yes	Yes	No	Yes	4 out of 5	80%
Kgwefane NG (Ms) (Futhi)	Yes	No	No	Yes	No	2 out of 5	40%
Loubser M J (Ms) (Ria)	Yes	Yes	Yes	Yes	Yes	5 out of 5	100%
Marais JG (Jimmy) *	Yes	No	No	Yes	Yes	3 out of 5	60%
Morrison E M (Eddie)	Yes	Yes	Yes	Yes	Yes	5 out of 5	100%
Munsamy P (Preggie)	Yes	Yes	Yes	No	No	3 out of 5	60%

** Mr Marais is entitled to attend, but do not have to attend.*

3. ACTIVITIES OF THE COUNCIL

The Council used the year to give attention to and finalise the following activities:

3.1 The Annual Conference

The Conference Committee arranged and presented the 28th Annual Conference with the theme "ORGANISATIONAL EFFECTIVENESS: MANAGEMENT SERVICES / OD APPROACH – THE SMART OPTION", at the Forever Hotel @Badplaas, Mpumalanga from 24 to 26 October 2018.

Positive feedback was received from the delegates in terms of the presentations and presenters were all rated between Good to Very Good. The team building programme consisting of a Line Dancing competition was enjoyed by everyone, great fun and proofed that team work makes a winning team. Photographs of the conference and the presentations of the presenters were published on the SAIMAS website. Articles on the conference have been published in the SAIMAS Journal.

All credit to the performance by all the presenters and all delegates who attended, the spirit in which the delegates participated is appreciated!

3.2 Workshop

A workshop with the theme *Practical MS /OD Policy Development* was held on 22 February 2019 at Protea Hotel by Marriott®, Centurion. The workshop was presented by Mr Dirk Ehlers from Crossroad Consulting.

During the interactive workshop, the presenter focussed on what is required to write good management services / OD policy documents. The workshop was well attended and rated as excellent by those who attended.

3.3 SAIMAS Policies Review

The Executive Management reviewed all policies and developed a new policy, namely SAIMAS Editorial Policy, effective from 20 May 2018.

3.4 SAIMAS Journal

The journal is a valuable document through which the members and others receive the latest information on the Institute and our profession. For some members their only link with the Institute is the Journal that they receive. I would like to encourage members and non-members to provide our editor with articles for the journal, thank you to those who have been contributing for the past few years.

The success of the journal is due to the hard work and effort of the editor Mrs L Forssman and I want to thank her for that. She is also receiving assistance from Mr J Marais. Thank you also to the SAIMAS office for the effort to distribute the journals to all relevant parties.

3.5 SAIMAS Website

Our Web site (www.saimas.org.za) is continuously being updated. The office receives and transmits E-mail communications from the E-mail address, namely saimas@global.co.za.

4. FUTURE ACTIVITIES

4.1 29th Annual Conference

The Conference Organising team has started with arrangements for this year's Annual Conference. The Theme of the conference is '*SUCCESS THROUGH SYNERGY OF PEOPLE, PROCESS & TECHNOLOGY*' and will be presented from 30 October to 1 November 2019. Information on the tariffs is available on the website.

The Call for Papers has been distributed with the latest journal and the latest response date was 10 May 2019. Feedback to successful presenters will be given by the end of May 2018.

Possible venues in Kwazulu-Natal, Drakensberg area are being considered. Topics such as 4th Industrial Revolution implications for Management Services, staffing model will be presented. Information regarding progress on the conference arrangements will be available on the SAIMAS Website or at the SAIMAS Office.

4.2 Workshop

The next Workshop will be arranged in due course. Details regarding this will be distributed as soon as final arrangements have been made.

5. MEMBERSHIP

The status of the membership of the Institute is as follows:

Movement	Individual	Corporate
Members – 1 March 2018	80	5
Members – new	47	0
Members – resigned	0	0
Members – deleted (due to non-payment / passed on)	30	0
Members – 28 February 2019	97	5

Your assistance in recruiting new members will be highly appreciated, as no organisation can function and survive without members. I would also like to encourage our students to continue with their membership. Our profession focuses on management advisory from which our governmental and non- governmental organisations can benefit.

6. FINANCES OF THE INSTITUTE

Our main source of income is the annual conference and individual and corporate membership fees, while the annual conference, journal and workshops form the biggest part of our expenditure.

We will deal shortly with the detail of the financial situation.

I want to thank the Treasurer of the Institute, Mr E M Morrison, for his hard work to ensure a stable financial situation. I also want to thank our Honorary Auditor, VDMNell Financial Services CC Registration Number 2009/058606/23, for time and effort in auditing our financial statements.

7. OFFICE ADMINISTRATION

I want to congratulate and thank our part time secretary, Mrs Gerda Morrison for the efficient running of and services rendered by the office. Her time and efforts to ensure the smooth administration of SAIMAS for the past year is noted and highly appreciated.

I also want to thank the Council member responsible for Office Administration, Eddie Morrison, for all his efforts and assistance.

8. APPRECIATION

I wish to thank the members of the Institute for their continued support and contributions towards the Institute as well as their participation in the activities of the Institute.

Thank you to the Council members, for your contributions and commitment during the past year, as well as for your friendship and support. A special thank you to the Vice-Executive President, Ms Futhi Kgwefane, for her dedication towards the Institute.

SAIMAS Greetings

R Loubser

SAIMAS EXECUTIVE PRESIDENT