



**MINUTES OF THE 3<sup>rd</sup> ANNUAL GENERAL MEETING OF THE  
ENVIRONMENTAL ASSESSMENT PROFESSIONALS ASSOCIATION OF NAMIBIA (EAPAN)**

**Friday 10 October 2014, Auditorium, Ministry of Mines & Energy, Windhoek**

**1. Opening and welcome**

Pierre Botha, the President welcomed all present to the third AGM of EAPAN.

**2. Attendance**

The attendance list is attached as Appendix A1.

**Apologies**

Angie Kamundjebo; Michele Kilbourn Louw; Eloise Carstens; Carol Steenkamp;  
Alexandra Speiser; Taimi Sofia Kapalanga; Christa D'Alton; Anja Kreiner;  
Stefanie Urban; Coleen Mannheimer; Stephan Bezuidenhout

**Proxy forms**

The following three members submitted proxy forms:

Coleen Mannheimer

Stephan Bezuidenhout

Taimi Sofia Kapalanga

These proxies were read out to the meeting.

**Quorum**

After it was established that a quorum had been comfortably achieved, the meeting continued.

**3. Additions to the agenda**

None

**4. Minutes of the 2013 AGM**

Pierre Botha displayed the 2013 AGM minutes on the screen. No amendments were proposed. Simon Charter proposed that the minutes be accepted and this was seconded by Auriol Ashby.

The 2013 AGM minutes were therefore accepted as tabled. The minutes are attached as Appendix A2.

**5. President's report**

Pierre Botha presented the 2014 President's report. The full report is attached as Appendix A3.

A minute of silence was observed for EAPAN member Dr Jonathan Barnes, who had recently passed away.

**6. Treasurer's report**

Simon Charter presented the financial overview of EAPAN, which is attached as Appendix A4.

No questions on the finances were raised.

Simon Charter proposed to amend the annual financial period in order to coincide with the AGM, i.e. to run from 1 September to 31 August.

All members present were in favour. The amendment to the financial cycle was hence ratified as proposed.

Simon furthermore mentioned that it posed to be quite challenging working via NNF, who currently hold EAPAN's bank account as part of their own account. He suggested that EAPAN opened its own bank account.

It was noted as a requirement that 4 members would be registered as official signatories/online banking administrators and at least 2 signatories should confirm each transaction.

This proposal was unanimously accepted.

Simon asked that two members needed to be appointed for the purpose of auditing the accounts. Norman van Zyl and Joyce Katjirua nominated themselves and were appointed for this purpose.

## **7. Membership fees for 2015**

Pierre Botha proposed that the membership fees that were applicable in since 2013 remain unchanged for 2015.

The current fees are:

N\$500 for ordinary members  
N\$250 for apprentice members, and  
N\$100 for student members

A discussion evolved around this matter and it was decided to maintain the membership fees for 2015 at the same rate as 2014. It was furthermore proposed that the EC discussed the following points risen by members in detail and to report back to members on:

- using surplus funds on the account to arrange more regular get-togethers in order to create networking platforms for members, for presentations, etc;
- considering industry-related sponsorships;
- employing an administrative person to take care of the increasing admin-related duties and to pay a fee for this; and
- the financial committee could in future make a recommendation prior to an AGM on whether it was necessary to raise the funds or not and then to let the members cast a vote on this.

This was accepted.

## **8. Election of office-bearers for ensuing year**

The current executive committee nominated to serve at the first AGM in October 2013 is as follows:

Mr Pierre Botha:	President
Dr Peter Tarr:	Vice-president
Mr Simon Charter:	Treasurer
Ms Stephanie van Zyl:	Secretary
Mr Don Muroua:	Member
Dr Chris Brown:	Member
Mr Chris Ailonga:	Member
Ms Auriol Ashby	Member

Pierre Botha informed the meeting that, despite nomination forms having been distributed to all members prior to the meeting, no nominations were received. Current officer bearers are automatically nominated according to the

Constitution and in the absence of any additional nominations, the current committee was nominated. Dr Chris Brown asked to stand down from the Executive Committee, but will be available to serve on the sub-committee dealing with the Bill.

The EAPAN Constitution states that there has to be a minimum of 7 office bearers. There are currently seven bearers willing to serve for the next year.

**Nominations:**

Joyce Katjirua nominated Cornelia-Snerry Mungungu	Snerry accepted
Pierre Botha nominated Sheldon Husselmann	Sheldon accepted

Pierre welcomed Snerry and Sheldon to the Executive Committee and welcomed old members back onto the committee, stating that he looks forward to the strong contributions they will bring.

The Executive Committee nominated to serve at the third AGM in October 2014 is as follows:

Ms Stephanie van Zyl:	President
Mr Simon Charter:	Vice-President & Treasurer
Ms Auriol Ashby:	Secretary
Mr Don Muroua:	Member
Mr Chris Ailonga:	Member
Dr Peter Tarr:	Member
Ms Cornelia-Snerry Mungungu:	Member
Mr Sheldon Husselmann:	Member
Mr Pierre Botha:	Member

Norman van Zyl suggested that, as from the following AGM, the “younger generation” should become more involved to ensure circulation of fresh ideas and inspirations.

The Executive Committee will appoint the individual positions within the committee at the next EC meeting.

9. Any other business

Question/comment	Response
<p><b>Norman van Zyl</b> enquired as to how EAPAN plans to promote itself?</p>	<p><b>Chris Brown</b> commented that EAPAN had never gone out to formally announce itself. He suggested using some of the available funds to advertise, raise awareness and to also advise of EAPAN's website.</p> <p>A discussion around this topic evolved, with a number of ideas for further consideration, like promoting via the Scientific Society; presenting EAPAN to other bodies, like the NCCI and industry councils; strengthening and utilizing relationships with partners within the Government; getting the EAPAN website more visible and to utilise it even more to advertise vacancies, inform about projects, events, etc.</p> <p><b>Pierre Botha</b> mentioned the need to get EIAs into the public domain, which would also force consultants to follow the correct steps and remain in line with regulations and legal requirements. It was suggested to add "member of EAPAN" in project and vacancy advertisements. This automatically markets EAPAN, but also adds a certain standard. A standard phrase should be decided upon by the EC and this, together with the logo and strict instructions as to the correct/applicable use of these be made available to EAPAN members. In order to prevent any bad reflection on EAPAN in the event that somebody published a poor EIA or was in transgression with the act or regulations, this needed to be well considered as well as strictly governed. It could also form a way of holding members accountable.</p> <p>It was decided to let the steering</p>







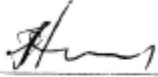

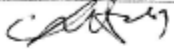
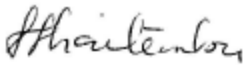
Question/comment	Response
	committee consider this matter, together with all its pro's and con's, and to communicate their decision and way forward in this regard to the member base.
<b>Quzette Bosman</b> suggested appointing a new president 1 or 2 years prior to their official commencement of duty, i.e. serving in a designate position, in order to provide training and guidance.	<b>Pierre Botha</b> said that this was the idea of serving as vice-president, who usually proceeded to become the next president.
<b>Quzette Bosman</b> also asked whether the treasurer and any official signatories should not change every 2 years.	<b>Chris Brown</b> commented that, EAPAN being registered as a voluntary association, the requirements are very lenient and it is more of a self-regulating body. In effect the members of an association needed to be comfortable with the finances tabled and the operation in general. There are no requirements to even have audited financials, etc.

There being no other matters the meeting was duly closed at 11h30.


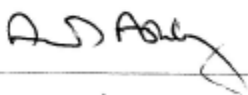

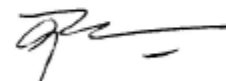

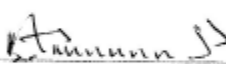





Appendix A1: Attendance List


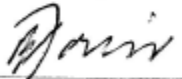

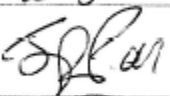



ATTENDANCE LIST					
EAPAN AGM and Mini-Conference					
10 October 2014 @ MME Auditorium, Windhoek					
Name	Organisation	Work Tel	Cell	E-mail	Signature
Lina Maartens	Consulting Environmental (APE)	255750	081 2458790	lina@iway.na	
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Stephanie v. Zyl	Enviro Dynamics	061- 223 336	081-	stephanie@envirad.com	
Quzette Bosman	Enviro Dynamics	061- 223 336	081-	quzette@envirad.com	

**Appendix A2: Minutes of previous AGM**

The minutes of the previous AGM will be circulated as an attachment

## **Appendix A3: President's Report**

### **President's Annual Report to the Environmental Assessment Practitioners Association of Namibia on the occasion of its 3<sup>rd</sup> Annual General Meeting on 10 October 2014**

### **President's Annual Report to the Environmental Assessment Practitioners Association of Namibia on the occasion of its 3<sup>rd</sup> Annual General Meeting on 10<sup>th</sup> October, 2014**

It is a great pleasure to welcome you all to this 3<sup>rd</sup> EAPAN AGM.

At our 2<sup>nd</sup> EAPAN AGM in 2013 the current Executive Committee was elected and authorized to serve for the past year. The Committee comprised the following members:

Pierre Botha	President
Peter Tarr	Vice President
Stephanie van Zyl	Secretary
Simon Charter	Treasurer
Auriol Ashby	Member
Chris Ailonga	Member
Chris Brown	Member
Don Muroua	Member

The Executive Committee has met four times this past year to progress the work of the Association. As this was the third year of EAPAN as an institution, less time was spent on evaluating new members than in the initial two years. The Steering Committee could therefore spend more time on issues for which EAPAN was established. The main issues addressed by the Committee were:

- Dealing with complaints regarding EAPAN Members. The main concern underlying these complaints were related to practitioners not following procedures and then specifically related to the public consultation processes.
- Further complaints were received regarding certain developments. As the objective of EAPAN is to promote best practice the Steering Committee decided not to get involved with such complaints, except where a member transgresses the EAPAN Code of Conduct.
- The practice of EIA's being conducted on conceptual drawings was questioned by a member and the matter was addressed.
- Two subcommittees were tasked to look at the "Environmental Assessment Professionals Bill" and at compiling Guidance for EIA Screening and specialist studies.
  - The "Environmental Assessment Professionals Bill" is being circulated between Subcommittee members to adjust the bill. A decision was taken to only let Practitioners, as defined in the regulations of the Environmental Management Act, register under the bill. Registered practitioners will be

responsible to ensure that specialists who they employ and use are suitably qualified and experienced.

- Regarding the Guidance for EIA Screening some ideas were compiled and a decision taken to look for funding for compiling the guidance. This will give legitimacy for the guidance and hopefully easier acceptance by Government.
- The matter of screening also included continued consideration to the interface of the planning and the environmental professions. Continued interaction with the planning profession is ensured with Ernst Simon, a Town and Regional Planner, being part of the screening sub-committee.
- Both these subcommittees will continue with their work.
- The AGM of the Town Planners Association was attended and EAPAN promoted.
- Membership applications received were reviewed against the membership criteria and letters sent out, invoices and certificates were issued. This time last year 58 applicants had been approved. Over the past year this number has grown to 67, with 4 members leaving EAPAN. All 57 paid up members are listed on the website with their contact details. There is also provision for each member to add a short biography that sets out their area of expertise and level of experience, and to add a link to their business website. I would encourage you to submit your short bio to the EAPAN Secretary as this is a useful marketing tool for you and your company.
- It seems as if the website is gaining popularity, with more people enquiring about the services offered, and referrals made to look for people on the website list.

Our EAPAN website is a window as to who and what we are. It contains all our information, including our constitution, code of conduct, mission, vision and values, the Environmental Management Act and Regulations, our newsletters, proceedings, presentations, membership information and list, etc. A "Resources" component was also added to the website. This is for any reports or publications (not EA reports at this stage) which may be of use to EA practitioners. If you have such reference material that you think might be useful to others please send it as a pdf file to the EAPAN Secretary who will make sure that it is uploaded to the website.

So what are the challenges for the year ahead?

1. Proceed with work on the "Environmental Assessment Professionals Bill"
2. Look for funding and thus get a more dedicated approach in compiling the Guidance for EIA Screening and specialist studies.
3. Identify and compile guidance documents similar to the Guidance for EIA Screening and specialist studies that EAPAN is working on. The aim is to guide Practitioners and specialists when compiling EIAs and thereby improving the standards of EA in Namibia.
4. Continue to work with the Office of the Environmental Commissioner to revise the legislation as well as its interpretation and implementation.
5. Promote the notion that all EA reports should be in the public domain and openly accessible to anyone interested. These could be placed on an open website to allow people to review and download. That is the spirit of EA work. At the same time, EA

regulators in the DEA should be provided with plagiarism software to ensure that all EA reports reflect original work.

6. Continue to grow the membership of EAPAN.
7. Continue to promote good practice in general, particularly amongst the membership.

It is important that the Committee maintains close contact with the membership of EAPAN. The Committee must always remain open to ideas to make the Association as valuable and as service-oriented as possible to its members. Your ideas and guidance is essential and will guide the Steering Committee.

I would like to applaud the dedication and hard work of the Steering Committee. I am sure that the rest of the committee will not mind my lifting out two committee members in particular - first your Treasurer, Simon, who has also carried the "membership" portfolio which is a very time-consuming job, and Stephanie, your Secretary, who has taken minutes and done all the membership correspondence. I would also like to thank Sigi Horsthemke who has assisted Stephanie, specifically with organizing the AGM.

It has been a very rewarding experience serving with this committee. It has also been a great privilege serving as your President for the past year. I will be standing down from this position today, and while I would be happy to serve on the committee for another year as a member, I think that it is both healthy and invigorating for membership-based institutions to change leadership more often and to give other long serving members the opportunity.

EAPAN's membership is growing, its program of work is becoming more focused and effective and it has a great future ahead of it. I'm specifically impress with the involvement of EAPAN members during the AGM and I thank you all for that.

Thank you

Pierre Botha  
President: EAPAN  
10<sup>th</sup> October 2014

## Appendix A4: Treasurer's Report

# FINANCIAL STATEMENT

<u>PREVIOUS: AUGUST 2011 - AUGUST 2013</u>		
INCOME/ASSETS	EXPENDITURE	BALANCE
23 200.00	12 363.25	10 836.75

<u>SEPTEMBER 2013 - AUGUST 2014</u>		
INCOME/ASSETS	EXPENDITURE	BALANCE
38 186.75	11 485.82	26 700.93

### For the period of September 2013 - August 2014 (all numbers in N\$)

INCOME		LIABILITIES & COSTS	
<b>Current Assets</b>		<b>Current Liabilities</b>	
Balance brought forward (October 2013)	10 836.75	Accounts payable	0.00
Conference fees received (2013)	4 150.00	Interest payable	0.00
Fees received	23 200.00	Taxes payable	0.00
Interest received	0.00	<b>Total Current Liabilities</b>	<u>0.00</u>
<b>Total Current Assets</b>	<u>38 186.75</u>		
<b>Fixed Assets</b>		<b>Costs</b>	
General fixed assets	0.00	Bank charges	336.82
<b>Total Net Fixed Assets</b>	<u>0.00</u>	Website management	1 332.00
		Conference venue hire - 2013	7 540.00
		NNF management fees	2 277.00
		<b>Total costs</b>	<u>11 485.82</u>
<b>TOTAL INCOME AND ASSETS</b>	<u>38 186.75</u>	<b>TOTAL COSTS AND LIABILITIES</b>	<u>11 485.82</u>
		<b>BALANCE</b>	<u><u>26 700.93</u></u>