

SOCIETY FOR ADVANCED CELL CULTURE MODELLING FOR AFRICA AGM 2021

| Minutes |

Meeting:	Inaugural Annual General Meeting 2021
Date of meeting:	20 May 2021
Time of meeting:	15:00
Meeting room:	Virtually <i>via</i> Microsoft Teams
Meeting chair:	Prof Chrisna Gouws (North-West University)
Minutes:	Dr Clarissa Willers

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1 Welcoming

Prof Chrisna Gouws acted as chair for the meeting and welcomed everyone to the first inaugural annual general meeting 2021 for SACCMA. Dr Clarissa Willers hosted the virtual meeting on Microsoft Teams.

2 Register and apologies

Everyone who attended the meeting typed their full name, surname and email address in the chat box.

Attended

Chair:	Prof Chrisna Gouws	(chrisna.gouws@nwu.ac.za)
Committee members:	Prof Minja Gerber	(minja.gerber@nwu.ac.za)
	Dr Clarissa Willers	(clarissa.willers@nwu.ac.za)
	Prof Sias Hamman	(sias.hamman@nwu.ac.za)
	Beynon Abrahams	(abrahamsbr@ufs.ac.za)
	Wynand Breydenbach	(wynand@separations.co.za)
	Yonela Ntamo	(yonela.ntamo@mrc.ac.za)
	Keith Ncube	(keith.ncube@up.ac.za)
	Nireshni Chellan	(nchellan@mrc.ac.za)
	Amcois Visagie	(amcoisv@ascendismedical.com)
	Lize-Marie Chapman	(lizemarie.chapman@escoglobal.com)
	Prof Duncan Cromarty	(duncan.cromarty@up.ac.za)
	Ania Botha	(ania.botha@zeiss.com)
	Jason Regal	(jason.regal@escoglobal.com)
	Dr Iman van den Bout	(iman.vandenbout@up.ac.za)
	Werner Cordier	(werner.cordier@up.ac.za)
	Charnay Cunningham	(cecunningham232@gmail.com)
	Krzysztof Wrzesinski	(kwr@celvivo.com)

Apologies were received from Prof Rose Hayeshi and Dr Wihan Pheiffer from the North-West University. No proxy appointments were received.

3 Vision and Mission:

a. SACCMA Vision:

b. SACCMA Mission:

Prof Chrisna Gouws discussed the vision and mission of SACCMA and it was approved by the committee in its current form. Prof Minja Gerber, Ania Botha and Prof Sias Hamman were seconders.

4 Membership

a. Eligibility

b. Annual fees

Prof Chrisna Gouws listed the benefits of SACCMA membership and mentioned that the membership eligibility will be discussed in this meeting under Section 6 of the Constitution, but the annual fees for the various membership categories should be decided upon. The following fees were proposed: Full members – R200 p.a.; student members – R100 p.a.; industry members – R1000 p.a. for up to three corporate members per company. The proposed annual fees were approved and accepted by seconders Prof Minja Gerber, Dr Iman van den Bout, Wynand Breydenbach and Jason Regal.

5 Executive committee:

a. Positions

b. Eligibility

Prof Chrisna Gouws mentioned that six positions should be filled for the executive committee namely a chair, vice-chair, secretary, treasurer, an additional member (convener of next conference) and a student member. These positions and eligibility were accepted and approved by the seconders Prof Minja Gerber and Beynon Abrahams. Prof Duncan Cromarty stated that additional people should be co-opted onto the committee, when necessary, and Prof Chrisna Gouws confirmed that this is stated in the constitution.

c. Nominations 2021

d. Election 2021

Prof Chrisna Gouws asked whether an interim managing committee should be elected so long to start steering the administrative tasks and setup of the society, or should we wait for registered members before nominations can be made. Prof Duncan Cromarty suggested that a steering committee be nominated and elected today to get the society up-and-running; this was seconded by Dr Iman van den Bout and Ania Botha. Prof Chrisna Gouws, Dr Clarissa Willers and Dr Iman van den Bout were nominated as steering committee members to do the ground-work to get the society going. It was mentioned that as soon as enough registered members are available, an official election will take place for the executive committee of the society. This was approved and seconded by Prof Minja Gerber, Ania Botha, Lize-Marie Chapman and Dr Werner Cordier.

6 Constitution

See Appendix A

7 Symposium and inaugural conference

a. Symposium 2021

b. Conference 2022

Due to the COVID-19 pandemic, the SACCMA conference had to be cancelled for 2020 and a new future date should be decided upon. Prof Chrisna Gouws proposed that this official conference be postponed to October 2022; hoping that the pandemic will be under control by then and travel restrictions lifted. Seeing as this will be the inaugural conference of the society, with new connections, collaborations and networking taking place among members, it would not be wise to host it as a virtual conference. She asked whether there is any interest in a short virtual symposium hosted in September / October 2021 focusing on postgraduate students submitting end of 2021. After discussion, it was agreed that the society should rather focus on advertising the official 2022 conference than also hosting a short virtual symposium in 2021. Such a short symposium may reduce the interest for the upcoming bigger conference. The final decision was to focus on promoting and advertising the official inaugural conference to be held in October 2022 and NOT host a virtual symposium in 2021.

Prof Chrisna Gouws also stated that by hosting the conference in October 2022, it can substantiate the conference funding received from the South Africa National Convention Bureau, seeing as Potchefstroom hosts the Aardklop festival in October which attracts various tourists across the country. It was accepted and approved that the Inaugural SACCMA conference be hosted by the North-West University in October 2022.

8 New items

The official email address of the Society, info@saccma.com, will be used for future SACCMA-related correspondence. Any news, positions or marketing material that members want to distribute through the society network, can be sent to this email address and the appointed Secretary will distribute it accordingly.

Dr Niresni Chellan suggested that the Society should look into the POPIA aspects and it should be included on the membership application.

9 Closing

Prof Chrisna Gouws asked that those who still needs to be refunded for paid registration fees after the cancelled 2020 conference, should please contact her directly for further arrangements. She thanked the attendees and the meeting was concluded at 16:42.

Steering committee/Directors of Organization:



2022/02/07

Prof Chrisna Gouws

Date



2022/02/07

Dr Iman van den Bout

Date



2022/02/10

Dr Clarissa Willers

Date

Appendix A:

| Proposed Constitution |

1. DEFINITIONS

Prof Chrisna Gouws discussed the definitions provided and the time line considered by the society. Prof Sias Hamman asked if a quorum should be present at the society elections and Prof Chrisna Gouws confirmed that a quorum is included and discussed in Section 9 of the constitution.

2. NAME

Prof Chrisna Gouws noted that the approved constitution will be sent to legal and financial advisors to double-check the respective aspects within the written constitution.

3. ADDRESS

Prof Chrisna Gouws mentioned that the address of the society will be the address of the treasurer of the society, seeing as the treasurer will be responsible for the tax of the society. Prof Duncan Cromarty recommended that the FICA requirements at the bank should be taken into account here, to prevent any future problems.

4. OBJECTIVES

The objectives were accepted and approved by the committee.

5. MANAGEMENT

Prof Chrisna Gouws discussed the management points of the constitution, with specific mentioning of no 5.7 as answer to Prof Duncan Cromarty's earlier question regarding co-opting members. Prof Chrisna Gouws also highlighted at no 5.9 that the sentence should be made gender neutral. No further issues came forth and this was accepted.

6. MEMBERSHIP

The membership points were accepted, approved and seconded by Dr Iman van den Bout, Wynand Breydenbach and Ania Botha.

7. MEMBERSHIP FEES

Prof Chrisna Gouws asked whether the financial year of the Society should be kept at 1 January or changed to accommodate the tax period from 1 March to 28 February. Prof Duncan Cromarty noted that academic members are on leave over December. Ania Botha suggested changing it to the tax period of 1 March to 28 February, to prevent problems with payments made out of yearly budgets. This suggestion was approved by the committee. Ania Botha, Duncan Cromarty and Minja Gerber seconded the membership point's approval.

8. MEETINGS OF THE SOCIETY

Prof Chrisna Gouws discussed the meeting points and highlighted that at no 8.5.1 it should be “Chair” and not “President”. The complete section 8 was accepted and approved.

9. QUORUM

10. COMMITTEE MEETING VOTING

11. CONSTITUTED GENERAL MEETING VOTING

All three these points were accepted and approved as proposed.

12. THE CHAIR

The position and responsibilities of the Chair were accepted as proposed.

13. THE SECRETARY AND TREASURER

It was discussed and accepted that the Secretary do not have to be at the same institution as the Chair; it is therefore not a requirement. Prof Duncan Cromarty also stated that the treasurer should have access to all the financial statements and accounts electronically and backups should be made regularly. He also mentioned that senior committee members should approve transactions and financial statements before its discussion at the Annual General Meeting. The committee accepted that.

14. CONGRESSES, SEMINARS, ETC.

Prof Chrisna Gouws discussed the congresses and seminars’ points and highlighted a spelling mistake in no 14.6. This was accepted.

15. FINANCES

Dr Iman van den Bout asked whether auditors will be appointed and Prof Chrisna Gouws confirmed that auditors will be appointed and a statement should be included here that they will audit the financial statements annually. Prof Duncan Cromarty also mentioned that the appointed auditors should be approved at an Annual General Meeting and stated in the Constitution. Prof Chrisna Gouws pointed out that no 8.6.4 mentions this. This statement is accepted as is.

16. POWERS

Prof Duncan Cromarty suggested that the Society should be acknowledged and taken into consideration by other societies and professional bodies such as for earning continuing professional development (CPD) points and South African Council for Natural Scientific Professions (SACNASP) accreditation. It was agreed to add this to section 16. Prof Chrisna Gouws said that future collaboration with the European Cost-Action is also in the pipeline, but that will be discussed in another meeting.

17. AWARDS AND DISTINCTIONS

The awards and distinctions were accepted as is.

18. CONSTITUTION

Prof Chrisna Gouws asked whether the modified constitution should be sent *via* round-robin and approved afterwards or can the suggested changes in today’s meeting be made and the constitution then considered

finalised. Prof Duncan Cromarty commented that the steering committee should handle the constitution and get it finalised and at the next AGM, it will be adopted as the final constitution. This was accepted.

19. AMENDMENTS TO THE CONSTITUTION

This was discussed by Prof Chrisna Gouws and she highlighted that the necessary experts will be consulted in this regard.

20. LANGUAGE

English was accepted as the official language of the Society.

21. DISSOLUTION

Prof Chrisna Gouws asked whether the dissolution of the Society should be a unanimous vote or rather a two-third majority vote. Prof Duncan Cromarty confirmed that it should rather be a two-third majority vote.

It was decided that the constitution will be approved at the meeting with the changes proposed. The steering committee will then handle it as approved and the finalised constitution will be adopted at the next AGM. This was accepted and approved by Dr Iman van den Bout and Prof Duncan Cromarty.

