



ASSOCIATION FOR DIETETICS IN SOUTH AFRICA

MINUTES OF THE 2nd ADSA KZN BRANCH COMMITTEE MEETING, HELD AT ROYAL SECHABA REGIONAL OFFICE ON 16th October 2006

1. Welcome & Introduction

CH opened the meeting at 13h00 and welcomed all present.

2. Present and Apologies

PRESENT

C Heine (CH)
Z Cuba (ZC)
Strachan (Nel) (KS)

T Reid (TR)
S Myeza (SM)
I Maharaj (IM)

APOLOGIES

T van Niekerk (TvN)

3. Acceptance of previous minutes (31.07.2006)

These were confirmed by CH and seconded by KS.

4. Discussion of last branch meeting

Evaluations from the previous meeting were required for an analysis of feedback from branch members (ZC responsible).

5. Matters arising from previous minutes

5.1 ADSA Branch Meeting - 25 November 2006

5.1.1- 2 New Date and Proposal from Jane Downs

A proposal to have the next branch meeting on Saturday 25th November 2006 was discussed. This was based on an offer from Jane Downs who had funds available from the Nestle Nutrition Institute. These funds could only be accessible if Dr Groenewald was the main speaker. Although it was not the norm to hold meetings on Saturdays, this was the only possible time for Dr Groenewald.

5.1.3 Cost of Speakers

The financial implications of hosting the next branch meeting on the 23rd November 2006 were discussed. The professional fees and transport costs for the 2 speakers from Cape Town would have to come out of the branch funds due to a lack of sponsorship. The final decision from these discussions is noted below.

5.1.4 Decision

A decision was made to cancel arrangements with the Cape Town speakers and to accept the offer from Jane Downs. This meant a change of date from the 23rd to the 25th November. The need to pursue possibilities of a second (local) speaker were also discussed. The two options that were suggested were Nicki Tottman, who was suggested by Jane Downs, and Chara Biggs, who was still to be contacted by CH to confirm availability.

Due to reserved seating at the venue, ADSA members would be encouraged to forward their RSVPs early.

6. New Matters

6.1 Discussion of Roles of office bearers

Role assignments for the upcoming branch meetings were discussed as below:

CH - responsible for RSVPs and sending invites

IM - design and distribute evaluation forms and speakers' notes, if applicable

TR - manage the cash and float

SM – print out CPD certificates

ZC – write minutes and circulate

TvN & KS – not sure? To help with registration?

7. Congresses

Diabetes Congress 2006 in Cape Town

8. Date of next meeting

The dates for future **branch committee meetings would be on Tuesdays** as follows:

6th February 2007

1st May 2007

14th August 2007

(I don't have date for final meeting)

Dates for **branch meetings would be on Fridays** as follows:

AGM - 23 March 2007

22nd June 2007

21st September 2007

30th November 2007

9. General

A decision was also made to develop a database of potential sponsors as this would help secure funds in advance. ZC would have to investigate the costs involved if the committee was to have some form of identification.

It was also noted that some of the dieticians were keen on some form of orientation on how to use the renal exchange lists. This was a possible future topic.

10. Closure

CH closed the meeting at 2:30pm.