



**Minutes of a Special General Meeting of the Association for Dietetics in South Africa held at 5pm, on the 5<sup>th</sup> of September 2007 at Stellenbosch University, Cape Town.**

**1. WELCOME**

Rene Smalberger opened the meeting and welcomed all ADSA members present to this Special general meeting.

**2. PRESENT**

Rene Smalberger,	Dianne Conradie,	Liesbet Koornhof,
Maritha Marais,	Retha Treurnicht,	Katie Ferreira,
Lauren Ponting,	Janicke Visser,	Leonore Ward,
Karen Horsburgh,	Debbi Marais,	Kim Hofmann

**3. APOLOGIES**

Lisanne du Plessis,	Megan Pentz-Kluyts,	Hillary Woodley,
Karen de Klerk,	Nadia Bowley,	Berna Harmse,
Marietjie Herselman,	Nolene Conrade,	Daleen Rocher,
Philna Eksteen		

**4. MINUTES FROM THE PREVIOUS EXEC MEETING**

The minutes of the previous BGM, held at the nutrition congress in 2007 were accepted as correct.

**5. ADDITIONAL POINTS FOR THE AGENDA**

No additional points added to the agenda

**6. STANDING MATTERS**

5.1 IUNS 2005 Financials

Rene Smalberger reported that when planning the IUNS 2005, an Article 21 Company was formed. This was done to ensure that the 4 societies involved (ADSA, NSSA, SASPEN and MRC) would not have to carry the risk of potential losses made by the congress. Prof. Este Vorster is the chairperson of this company, and they have 7 other directors.

After the IUNS 2005 congress was finalized, R250 000 from the profit was given to each of the societies that was involved. The representatives of each society on the organizing committee of IUNS 2005 did NOT share in any of the profit, and were NOT paid for their involvement (other than an honorarium at the end of the congress). Involvement in planning the congress was on a voluntary basis, representing each association. The remainder of the profit was invested by the Article 21 company directors. It was decided by the Art. 21 Company to use the interest of the profit made in 2005 for capacity building projects. The directors meet annually, where they discuss projects for the next year, and allocate funds to various projects.

Their next meeting will be between October and December 2007, at which time they will contact each of the societies and ask for submissions of projects which they can support.

## **7. NEW MATTERS**

6.1 Suggested Constitutional Changes/ Additions (Supporting document attached as Annexure 1)

- a) Honorary Membership
- b) Working Groups
- c) Community Service Dietitians

Currently Community Service Dietitians is not a listed group of dietitians in our constitution, which we would like to add.

6.2 Honorary Membership

- a) Megan Pentz-Kluyts

The motivation for Megan Pentz-Kluyts as honorary ADSA member is attached as Annexure 2. A letter was received, signed by 5 past presidents, not supporting this nomination.

- b) Gerda Gericke

The motivation for Gerda Gericke as honorary ADSA member is attached as Annexure 3.

#### 6.3 Term of Office of Current ADSA Executive- and Branch Committees

Currently the election of a new ADSA Executive- and ADSA branch Committee, the Biannual Nutrition Congress and the ADSA Biannual General Meeting all fall in the same year. The current ADSA Executive proposed to change this term of office to only end on 30 June 2009, to have elections one year, and the Nutrition congress the following. This once off change will ensure that the ADSA president and executive committee will be in office for at least twelve months before they have to facilitate a BGM. Some other suggestions were made at this meeting, to ensure a smooth change from one term of office to the next. These suggestions include electing a "president-elect". This person would then automatically become the next president.

### **8. VOTING**

Voting took place by means of ballot papers and proxy forms. The results of the voting was as follows:

- o Honorary Membership Constitutional change, 49 Approve Change, nil Oppose Change
- o Formation of Dietetic Working Groups Constitutional change, 49 Approve Change, nil Oppose Change
- o ADSA Membership Groups Constitutional change, 48 Approve Change, nil Oppose Change
- o Megan Pentz-Kluyts Honorary membership, 43 Approve Change, 4 Oppose Change
- o Gerda Gericke Honorary Membership, 48 Approve Change, nil Oppose Change
- o Executive- and Branch Committees Term of Office to continue till 31/7/2009 and not expire on 31/7/2008, 47 Approve Change, 1 Oppose Change

### **9. ADDITIONAL POINTS**

No additional points

### **10. DATE OF NEXT MEETING**

The date for the next ADSA meeting will be at the bi-annual nutrition congress in October 2008

### **11. CLOSURE**

Rene Smalberger closed the meeting

## **Annexure 1:**

### **PROPOSED CONSTITUTIONAL CHANGES**

#### **A) HONORARY MEMBERSHIP**

##### CURRENT

##### a) Qualifications

Any person who has made a significant contribution to dietetics or a related field in South Africa and who has upheld the Vision, Mission and Values of the Association, may be nominated to become an Honorary member of the Association. This nomination must be proposed by a full member and seconded by two (2) other full members of the Association and include a full motivation and a **curriculum vitae** of such a person. After due consideration of the **curriculum vitae** of such a person by the Executive Committee of the Association, the motivation shall be distributed to all members of the Association for voting, either by post or at the Annual General Meeting.

##### SUGGESTED CHANGES/ADDITIONS

##### a) Qualifications for consideration for this category

Any person who has made a significant contribution to dietetics or a related field in South Africa and who has upheld the current Vision, Mission and Values of the Association, may be nominated to become an Honorary member of the Association.

This nomination must be proposed by a full member and seconded by two (2) other full members of the Association and include a full motivation and a **curriculum vitae** of such a person.

After due consideration of the **curriculum vitae** of such a person by the Executive Committee of the Association, the motivation together with the relevant **curriculum vitae/resume** that supports this nomination, shall be distributed to all categories of membership of the Association for voting, either by post, via the email, fax or proxy, together with the Agenda of the Biennial General Meeting (BGM) or Special General Meeting (SGM).

## **HONORARY MEMBERSHIP**

A final vote will be taken at the BGM or a Special General Meeting.

## **VOTING PROCESS AT THE BGM / SGM**

If the applicant is present, he/she will be asked to leave the room for the voting to take place. The motivation and a short resume will be given of the applicant at the meeting.

All full members of the Association, whose membership fees are not in arrears for the current year, shall be eligible to vote. Honorary members and retired members of the Association, who were full members before retirement shall be eligible to vote.

## **HONORARY MEMBERSHIP**

### **Proxy**

Voting on behalf of a member eligible to vote may be by proxy provided that the proxy voter obtains written permission to do so from such a member. Such written permission shall be handed to the President / Chairman before the start of the meeting.

### **Decision**

At least 40% of the eligible members, choosing to vote, at the meeting, must agree with the application for it to be passed.

The current National president will inform the honorary member of the outcome.

## **B) FORMATION OF DIETETIC WORKGROUPS**

### CURRENT

Branches of the Association may form dietetic workgroups for the following categories or combinations of categories.

- Community dietetics
- Clinical dietetics
- Consulting and private practice
- Private sector dietetics

- Food service administration / management
- Training and research
- Student workgroup

Workgroups will be required to democratically elect a co-ordinator / chairperson from the group who will be responsible for quarterly feedback reports to the Branch Chairperson. A qualified, registered dietitian is required to be a representative on any Student Workgroup.

### SUGGESTED CHANGES/ADDITIONS

#### **Policy**

Dietetic Workgroups (DWGs) are professional interest groups within ADSA, their formation being pre-approved by the Extended ADSA Executive Committee.

#### **Role**

Dietetic Working groups advance ADSA's mission and vision. DWGs enhance practice, professional roles, and research. They offer benefits that may include leadership opportunities, networking, mentoring, continuing education, technical expertise, specialization within practice areas, and networks and alliances with other organizations.

#### **Formation of Dietetic Workgroups (DWG)**

A dietetic work group will consist of members with an interest in an area of practice regardless of membership classification or employment status. A dietetic practice group will engage in activities which meet the needs of its members and are consistent with the mission and vision of the Association; develop guiding principles that are consistent with that of the Association, and establish its own structure.

Branches of the Association may form dietetic workgroups for the following categories or combinations of categories.

- Community dietetics
- Therapeutic dietetics
- Consulting and private practice
- Private sector dietetics

- Food service administration / management
- Training and research
- Student workgroup

### **Procedure**

1. Any group of ADSA members desiring to form a DWG shall send a proposal to the ADSA Executive Committee for approval of the proposal.
2. The Extended ADSA Executive Committee will review the proposal and request any further appropriate information.
3. The Extended ADSA Executive Committee's Portfolio for Membership will reply and grant approval or disapproval, or more information within 60 days of receipt.
4. Workgroups will be required to democratically elect a co-ordinator / chairperson from the group who will be responsible for quarterly feedback reports to the Branch Chairperson and Executive Membership Portfolio holder. A registered dietitian is required to be a representative on any Student Workgroup.

### **Scope of Dietetic Workgroups**

The workgroup will only be entitled to answer any questions from the media, per occasion and only on request of the current ADSA Executive committee.

## **C) ADSA MEMBERSHIP GROUPS**

### CURRENT

Membership of the Association shall consist of the following six (6) categories:

1. Full members
2. Associate members
3. Retired members
4. Student members
5. Honorary members
6. Friends of the Association for Dietetics in South Africa

### SUGGESTED CHANGES/ADDITIONS

Membership of the Association shall consist of the following seven (7) categories:

1. Full members
2. Community Service Dietitians
3. Associate members
4. Retired members
5. Student members
6. Honorary members
7. Friends of the Association for Dietetics in South Africa

**Annexure 2:**

**Motivation for nomination of Megan Kluyts (nee Pentz) as an Honorary member of ADSA**

**Nominee:** \_\_\_\_\_

**D Marais (DT 0006777)**

**Secondant:** \_\_\_\_\_

**P Eksteen (DT0011274)**

**Secondant:** \_\_\_\_\_

**C Heine (DT0020826)**

**Megan has served ADSA on committee level for the past 14 years, ending as national president during her last term of office:**

- National President – Executive committee, 2004-2006
- Sponsorship Portfolio – Executive Committee, 2002-2004
- Publications Portfolio - Executive Committee, 2000-2002
- Chairlady Western Cape Branch & Executive Committee, 1998-2000
- Vice-Chairlady Western Cape Branch, 1996-1998
- Member Relations - Executive Committee 1994-1996
- Public Relations Officer Western Cape Branch, 1992-1994

She also represents/represented ADSA at various levels, as a member of the Paediatric FBDG National Working Group, IUNS nutrition congress 2006 organising committee, Nutrition congress 2006 (ADSA/Nutrition society) organising and scientific committees and CANSA.

During her presidency, Megan followed through with the marketing plan from the previous executive term of office, leading her team to implement many new and exciting changes in ADSA. To name a few of these innovations, the ADSA website was completely "renovated", a pamphlet marketing the role of dietitians was disseminated, a new ADSA logo was launched and a change in the secretariat enabled improved

communication and service to members which includes monthly newsletters, weekly job opportunities and news etc. Megan has at all times utilised her public persona to get as much publicity for ADSA as possible and brought a fresh, entrepreneurial spirit to the executive committee and ADSA.

**Annexure 3:**

**Motivation for nomination of Gerda Gericke as an Honorary member of ADSA**

**Nominee:** \_\_\_\_\_

**R Smallberger (DT 0013021)**

**Secondant:** \_\_\_\_\_

**L. Silber (DT 0015679)**

**Secondant:** \_\_\_\_\_

**D Rocher (DT 0009172)**

Throughout her professional career Gerda's passion for and commitment to dietetics is seen from her involvement on the fore front to develop and promote dietetics as a profession in South Africa

She has been involved in the founding of ADSA and has served on ADSA committees, both at branch and later executive level (Training and Career development Portfolio). Gerda has served on the Professional Board for Dietetics of the HPCSA. She has been involved in the organising of many workshops, seminars and symposiums aimed at the development of the scientific knowledge of dietitians. Since 1994, she has been the Head of the Department Human Nutrition, Faculty of Medicine at the University of Pretoria.

Currently she is involved in the writing-up of the ADSA's history over the last 20 years.