

**MINUTES OF THE ANNUAL GENERAL MEETING HELD AT
 CAMELOT INTERNATIONAL C/O 9TH AND 11TH AVENUE, HOUGHTON
 ON 4 JUNE 2018 AT 10:20 to 11:00**

1. WELCOME SAAHSP PRESIDENT – ELNA HAGEN
 Elna Hagen President of the Professional Body welcomed all the members and thanked them for offering their time to attend the AGM.

2. SIGNING OF THE ATTENDANCE REGISTER
 Attendance register was signed by the members and will be added to the Minute Book.

Total of 26 paid up members was present at the meeting.

Joelette Theron confirmed that we reached a quorum of the required 25% as stipulated in the MOI. 25 % Quorum on total members of the organisation required was 40 members.

Quorum reached was 44 members in person or via proxy.

- 2.1 Apologies and Proxies
 The following members made apologies and proxies received.

Apologies received;

15th May 2018

Miranda Forrester, Valerie Mogwara, Carla Crafford, Maria Avriemeedes, Winnie Taylor, Doulina Kruger,

16 May 2018

Jo Cohen, Michelle Maloy, Christa Kleyn, Sule Loggenberg

24 May 2018

Farzaan Banderker, Paula Becker, Audrey Coetzee, Olga de Klerk

25 May 2018

Marja Basson, Menna Kleine, Marelize Earl

27 May 2018

Isabel Roos

28 May 2018

Yolandi Kirschner, Helene Bramwell

1 June 2018

Liandre Hawkes, Maja Grewe, Annanda Hughes

Proxies

Joelette Theron

-

Miranda Forrester

Carla Crafford

Doulina Kruger

Olga De Klerk

Sandy Fuhr

-

Farnaaz Banderker

Charlotte Jacobi

Megan Douglas

Sandra Rath

-

Winnie Taylor

Elnari Breytenbach

Maja Grewe

Susanne Ableitinger

-

Maria Avraamides

Deonette van der Ross

-

Sule Loggenberg

Paula Becker

Elna Hagen

-

Audrey Coetzee

Jo Cohen

Tracy Chambers	-	Dawn Johansson
Feroza Fakir	-	Lauren Gibson
		Marelize Earle

3. CONFIRMATION OF THE NOTICE OF THE MEETING

Notice was sent to members on the 15th May 2018

Propose Susanne Ableitinger

Second Adrie Smal

4. CONFIRMATION OF THE MINUTES RECEIVED OF THE 2017 AGM

Sent out the 26th July 2017 and resent to members on the 22nd May 2018.

Propose Sandy Fuhr

Second Tracy Chambers

4.1 Any matters arising from the previous minutes

No matters arose.

5. GENERAL PURPOSE OF THE MEETING

5.1 Presidents Report – Elna Hagen

Elna Hagen presented a summary report on all portfolios on the dealings of the Professional Body.

PR

It has been a very active year for SAAHSP and the PR Portfolio has exploded with all the events being held around the country. As membership of Professionals and Corporate grew, the PR Portfolio becomes more important to SAAHSP as an Association and Professional Body. With the new look came changes to things like the Certificates, Badges, Letterheads, etc. The SAAHSP website went through a complete evolution, making it easy to make changes and do updates within minutes.

We now have

- over **2,680 Likes** on Facebook
- Instagram
 - **352** posts
 - **986** followers
 - **1,508** following

Elna thanked Dawn in her absence for the amazing job that she did in her term in office. She expressed that she believes that no one really knows the amount of worked put into this Portfolio. She will be greatly missed.

Membership

Membership figures

SAAHSP MEMBERSHIP REGISTRATION	2016	2017	2018
Type of Membership	% Increase	% Increase	% Increase
Associate	10,75%	4,84%	15,59%
Affiliate	50,00%	50,00%	100,00%
Corporate	19,23%	42,31%	61,54%
Salons	0,00%	50,00%	50,00%
Post Graduate		100,00%	0,00%
New School Designated Members – FREE	45,45%	20,78%	72,73%

Even though there was an improvement, it is still far from where we need to be. Members and non-members need to understand the importance of belonging to a Professional body and the credibility that the organization gives them as the CIDESCO section SA.

The Committees work very hard to raise awareness and offer workshops to members and the JHB committee gained a lot of new enthusiastic members. This is very exciting as we now have a great representation of the different fields and designations.

Board members had to set up a Johannesburg Committee to represent the Skin, Body and Nail industry and to offer workshops to bring awareness about SAAHSP as the Professional Body and why it is important to be represented and become a member to enable therapists to apply for their Designation.

We also did a co-hosting function with Isa Carstens Academy and it was a great success. We are looking forward to do this in the future with our corporate members too.

We have responded to numerous Queries and there is a strong need for more clarification regarding medical devices and uses in the industry, as well as setting strict standards to be adhered to in regard to who may treat what and with what device and how – need to standardize and monitor.

Elna thanked Sandra for the efforts that went into membership and the continued work.

Professional Body Designations and CPD

Professional body status was up for renewal and after a site visit, SAAHSP status as Professional Body of the Body, Skin and Nail Industry were renewed for another 5 years.

Elna mentioned that Joelette Theron was integral in getting this process awarded again and thanked her for the hard work.

A total of 200 Designations is reflecting on the system.

DESIGNATION	ACTIVE	INACTIVE
Beauty Technologist	18	3
Beauty Therapist	59	6
Nail Technologist	0	1
Somatologist	122	12

Elna commented that it is interesting that we might think that the modular or short course approach is more opted for, but by the Somatologist registrations this is not the case.

We urgently need to improve our Nail Technology designations, and this is actively being worked on by having the various committees that focus on Nails.

Corporate members submitted CPD programmes and a total of

- 19 CPD programs were approved and allocated with CPD points however not all programmes are active in other words not all offered currently.
- 4 New CPD programmes submitted to be reviewed and awarded with CPD points by the CPD committee.

The board is looking at different options for designated members to record and keep track of CPD points. We are busy with negotiations with Skillzbook to use as a platform is one of the options.

Educational Bodies QAP

There are 10 Accredited Providers currently with 2 in the process of accreditation.

The system is reflecting:

- 100 enrolled learners
- 225 achieved learners
- 10 withdrawn learners
- 43 withheld learners

Elna requested clarification from Joelette on the withheld. She confirmed in this case it is learners that according to the providers rules have not completed all aspects to obtain their certification, e.g. not completed they practical work hours/workplace learning.

Designations and CPD

Professional body status was up for renewal and after a site visit, SAAHSP status as Professional

CIDESCO

A new School Grading system has been implemented since the launch of their 3 new certificates

- Skincare
- Aesthetics
- Body Therapy

The 3 levels are

- CIDESCO Certificate School
- CIDESCO Diploma School
- CIDESCO Certificate and Diploma School

A new signature treatment for salons and spas were also launched.

- Facial
- Body launched later in the year

Motions at the General Assembly:

- Spa and Salons to be inspected for both Section and CIDESCO accreditation and charged one price. Elna to present at GA to pay a portion of the inspection fee then to CIDESCO.
- Pricing of certificates. Proposal at GA:
 - Skin Care: CHF190.00 per student - Maximum candidates per day: 20
 - Aesthetics: CHF215.00 per student - Maximum candidates per day: 10
 - Body therapy: CHF190.00 per student - Maximum candidates per day: 20
 - Minimum exam Fee: CHF1900.00

Elna opened the floor for questions. There were numerous comments made in terms of the following;

- How to regulate standards of practise in the industry e.g. microneedling etc.
- Why not become a Statutory body

Brief discussion on this was allowed, however as these were not Agenda points, we could not allow for further discussion but advised members to send their requests in order for the Directors to be able to revert back at a suitable time.

In summary we will not be able to become a statutory body as many of the aspects within our scope of practise fall within the Allied Health and Health Professions council, which means writing Acts, will be fruitless as there are already some in operation.

Joelette reiterated to the members that we require membership to have a stronger representation within the industry and so put more pressure on industry to become truly self-regulatory.

5.1.1 Confirmation of new Directors

Jo Cohen	New Director
Sandra Rath	Re-elected
Elna Hagen	Re-elected

5.2 Treasurers Report – Farzana Verachia

Bank

The current bank balance is R 271 740, 12 as at 23 May 2018

Sage accounting system balance is at R 293 751, 74

The variance is due to un-allocated transactions

PROFIT AND LOSS

The profit for 2017 according to Sage is R7454.00

Audited Financial Statement is R7265.00

Variance of R189 that can be corrected with a journal once the auditors have finalized the AFS

Year to date profit is R411 849.00

To maintain the profitability of the organization, we need more members. At the last meeting we implemented a sales strategy;

We have the following new members;

Professional	8
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Affiliate	4
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Corporate	8
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Salon	6
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New strategies will be looked at in the next Board meeting

South African Association of Health and Skincare Professionals NPC

(Registration number: 2003/016035/08)

Annual Financial Statements for the year ended 31 December 2017

Notes to the Annual Financial Statements

Figures in Rand	2017	2016
2. Trade and other receivables		
Trade receivables	182 012	141 962
3. Cash and cash equivalents		
Cash and cash equivalents consist of:		
Cash on hand	6 268	6 268
Bank balances	120 572	106 549
Short-term deposits	68 168	114 976
	195 008	227 793
4. Taxation		
No provision has been made for 2017 tax as the company is deemed to be a tax exempt entity under Section 30 of the Income Tax Act.		
5. Cash used in operations		
Surplus	7 265	30 361
Adjustments for:		
Interest received	(4 374)	(9 467)
Changes in working capital:		
Trade and other receivables	(40 050)	5 761
Trade and other payables	-	(31 793)
	(37 159)	(5 138)
6. Breakdown of fees received		
Appointment book income	2 130	2 986
CIDESCO re-write income	1 800	36 000
CIDESCO school fees	16 391	33 778
CPD activity	25 250	25 750
Certificate reprint	2 380	3 508
Committee income	11 065	75 846
Corporate & Salon membership fees	15 850	8 943
Courier fee income	1 170	5 590
Full exam fee	121 800	170 333
Full exam re-write fee	763	4 768
Hygiene book advertising	-	(10 500)
Inspection fee income	3 500	1 060
Membership - members	95 159	95 678
Membership - students	213 557	289 795
Membership pack - members	17 068	6 260
Membership pack - students	85 831	109 821
Modular exam fees	28 668	65 700
PB seminar income	2 250	5 200
QAP learner registration	700	4 725
QAP qualification	47 501	18 820
QAP site visit fee	15 992	12 075
SAAHSP and CIDESCO school fees	44 691	62 639
SAAHSP school fees	9 576	12 186
Spa exam fees	-	8 960
Unallocated funds	3 590	-
	766 682	1 049 921

South African Association of Health and Skincare Professionals NPC

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Annual Financial Statements for the year ended 31 December 2017

Detailed Income Statement

Figures in Rand	Note(s)	2017	2016
Revenue		766 682	1 049 921
Income			
Interest received		4 374	9 467
Operating expenses			
Accounting fees		2 499	1 881
Bank charges		3 530	8 549
Board subs and vouchers		-	7 000
Business fees		-	2 299
CIDESCO congress accomodation		-	14 051
CIDESCO congress expense		7 327	8 345
CIDESCO congress flights		-	9 837
CIDESCO membership		38 495	68 477
CIDESCO rewrite expenses		-	3 284
CIPC documentation		1 295	1 518
Catering		7 168	8 856
Certificates and diplomas		1 481	-
Committee expense		8 112	24 967
Computer expenses		-	550
Courier expenses		19 895	31 650
Database		12 330	17 100
Employee costs		392 677	478 489
Exam expenses		40 110	44 666
Gifts		675	27 243
Insurance		4 029	4 949
Internet expense		2 208	2 348
Legal expenses		3 920	3 920
Membership pack expense		41 992	63 598
Post box		-	2 012
Printing and stationery		5 049	10 919
Public relations		11 175	14 291
Rent - office		107 085	110 700
Rent - storage		10 890	11 880
Reviewers remuneration		19 697	24 138
Telephone and fax		7 474	6 755
Travel		14 678	14 755
		763 791	1 029 027
Surplus for the year		7 265	30 361

6. SPECIAL PURPOSE OF THE MEETING

Elna confirmed that only paid up members are able to approve the special purpose.

Joelette mentioned that there were two abstentions, but that they did not form part of the quorum as they were not paid up members.

6.1 Special Resolutions confirmation of the Appointment of Auditors Certified Master Accountants (Pty) Ltd.

Joelette confirmed that the current Auditors – Certified Master Accountants are still suitable and reasonable and this year was the first year that the auditor was able to get all information from the cloud due to SAAHSP moving over to SAGE.

The member approved.

6.2 Company Memorandum of Incorporation Changes

Elna informed the members that the Directors are looking at making changes to the current MOI to improve the structure of the organization. She confirmed that once this document has been approved by our legal advisor that it will be circulated to the members for public comment and ensure that we will remain transparent, however to bare in mind that the Directors will sign off the document after members comments.

7. ANY OTHER BUSINESS

7.1 Presentation of Presidents Trophies

Elna explained that the president's trophy is an award of appreciation for a member that has shown great involvement within the industry.

This award was awarded to Dawn Johansson for her exceptional role in the PR portfolio for the past term.

The award was accepted by Sandra Rath in her absence.

8. CLOSURE

Elna thanked members again for their continued support and closed the meeting at 11:40

President

Board Secretary

Date

Date