



MINUTES SPECIAL GENERAL MEETING

Venue: Lions Club, 9 Umgazi Street, Menlo Park, Pretoria

Date 20<sup>th</sup> October 2015 – time: 19h00

Opening and apologies:

Chairman, Nicholas van der Nest declared the meeting open and thanked everybody for attending. CB objected to the meeting continuing as there was not a quorum of members present as per the Constitution. NvdNest clarified that as this was a special general meeting, members present constituted a quorum.

Attendance: attendance register handed to Secretary for record purposes – 13 members.

No proxies were tendered.

1. Acceptance of the Annual Financial Statements of the Association for the year ended 31 December 2014.

- AR asked exactly what had been done to ratify 2014 financials and why had it taken so long to produce corrected financials? Reason for delay was accountant did not rectify amendments sent to him for clarification, and not all supporting documents were in the files for payments made to members. Once received, SE was able to proceed with corrections as per the schedules sent to all members with notice of the SGM meeting.
- CB questioned the R10,000 expense for SO Training and SE confirmed this was for flights, accommodation and meals. AR asked if there was supporting paperwork for this expense and SE confirmed.
- AR asked if previous Treasurer had gained any benefit from linking the SADPA account to his personal portfolio, which resulted in the delay in changing the bank account signatories. NvdN explained that it was unlikely that any benefit had been realized.
- Schedule of payments made to IDPA for member fees was presented which detailed every payment made according to number of members at that time, and exchange rate against payment. CB asked where this was paid to and it was confirmed this was made to Bill Wilson's personal account which decision was made and agreed in 2001 when USA appointed Deon Storm as IDPA representative which included special dispensation for a lower membership rate with IDPA. AR requested that fixed dates for payment of IDPA member fees be made and NvdN agreed would be done every second month. Had previously been delayed with download and submission of member data.
- CvR asked if the previous Treasurer had executed his job as required or would it be necessary to schedule another meeting to address this issue? It was agreed not to go this route, start off with a clean slate ensuring that financials are done more efficiently and properly going forward, and in light of membership numbers having increased substantially ensure that constitutional duty is fulfilled.

SE confirmed that he had checked all expenditure and nothing irregular had been found. There was no misappropriation of funds and in his opinion, there was no need for a forensic auditor to be appointed. Conclusion reached accounting practices and controls were poorly executed 2014.

**Request that 2014 financials be accepted was agreed by all with no objections.**

2. Acceptance of the Budget for the activities of the Association for the year ended December 2015.

SE put the 2015 budget schedule up for discussion and worked through each Director's portfolio.

- Consolidated budget – based on actuals and being so close to year end, 2016 budget presented in March will not include salaries, director's fees, etc. unless approved. Suggestion made budget could run from 1<sup>st</sup> April, possibly 6month budget, thereafter 18month budget going forward.
- Safety & Training
- Budget had allocated R22,000 and CB asked if each and every SO will be given a timer?

- Shirts, safety officer incentives. CB queried allocation of R24,000 which had not been discussed nor agreed to by members? SO who worked at the Champs would also have their 2016 SADPA fees paid. PK asked without incentivising safety officers, would we have had enough SO's for the champs? NvdN explained SO incentive expenses will be incurred in 2016, and will only be paid next year.
- CB required the Exco to send an email to members requesting permission to spend money without a budget. AR explained the Exco could not compile a budget without the 2014 financial actuals to work on.
- NvdN explained that the Exco had always made the call without a budget for legitimate expenses. AR asked if CB wanted every single expense or purchase made by the Exco to be vetted by the members? There will always be unexpected expenses which must be paid to get the job done. Challenges Exco face is expenditure on club development, equipment for new clubs, etc. Aim of the Exco is to spend money as wisely as possible with the benefit going to clubs which is a difficult balancing act, but we do the best we can. Perpetuated the problem this year knowing there was no approved budget in place, but this will be rectified going forward. CB asked if he wanted another meeting called to discuss misspent funds 2015? Not agreed to by meeting. CB constitution says you cannot over or under spend. NvdN explained there will always be unexpected expenses and EXCO have a mandate to ensure the business of SADPA continues uninterrupted. Also bearing in mind that there will be new members on the Exco each year, unfamiliar with the practice and requirements of the association.
- Administration
- Website development R86,200.00 an abnormal item not a realisable asset, expense agreed at AGM.

### 3. Past Budget Estimates:

Article X of the constitution states: No salaries, director's fees, donations, subsidies, gifts or honorariums may be paid to any person, member or official from Association Funds unless such has been authorised in terms of a budget previously presented to and approved by a majority vote of a properly constituted AGM or Special General Meeting.

- AR asked whether decision had been made regarding the Appointment of additional person? Has not happened, AR questioned if we need another person as once the website upgrade takes place, administrative burden should be considerably lessened. DvH felt it was still necessary as this person could work outside the system, i.e. SO training, club development, more initiation than administration. Was approved in principle, but put on hold until SGM held, will wait website upgrade to see how much the workload decreases.
- Member fees had been increased by R50 to pay the salary of a second administrative person, what would be done with monies collected?

Real expenses incurred by officials and other members in execution of SADPA business may be reimbursed subject to authorisation by a majority ExCo decision and such expenditure must be detailed in the annual financial report tabled for approval during the AGM. Such ExCo authorisation must also be in terms of a budget estimate previously presented to and approved by a majority vote of a properly constituted AGM or Special General Meeting.

- Controls had been put in place whereby no refund would be made to any member without the relevant claim form and substantiating slips, which would be tabled at Exco meeting for approval, signed by Chairman and only thereafter payment processed by Treasurer. This would be strictly enforced going forward.

4. The Executive Committee now desires that condonation by the members of the Association be granted to all prior Executive Committee members for failing to present for approval at prior Annual General Meetings Budget Estimates for subsequent years as required by Article X of the Constitution.
  - **This request was accepted by all present at the meeting.**

It is noted the members had given acceptance to the Financial Statements detailing all such expenditures occurred that should have been authorised by the Executive Committee against such budget estimates.

5. Amendment of Article 6 “Regular Meetings” – of the Constitution of the South African Defensive Pistol Association, such that the Executive committee shall meet at least 6 times a year, and not Monthly as required by the current constitution.
  - **This request was agreed by all present at the meeting.**

**CHAIRMAN**

**SOUTH AFRICAN DEFENSIVE PISTOL ASSOCIATION**