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MEETING: 29TH ANNUAL GENERAL MEETING : 26TH COUNCIL
DATE & TIME: 01 July 2009 at 17h30
VENUE: Fürstenhof Hotel, Dr. Frans Indongo Street, Windhoek

29.1 WELCOME

The President, Mr. Felix Kuchling and the Treasurer, Mr. Günter Brettschneider requested Mr. Peter Forster to apologies on their behalf for not being able to attend the 29th Annual General Meeting.

Mr. Peter Forster was asked to conduct the meeting on the President's behalf.

Mr. Forster welcomed all members present. He requested all persons present to complete the attendance register.

The meeting was convened at 17h40.

Soon after the meeting commenced he confirmed that more than a third of the mandated principals are present and therefore a quorum exists.

29.2 ATTENDANCE AND APOLOGIES

29.2.1 Present

Ms. A Rusch (Vice President)	CMB (Namibia)
Mr. P Forster (Council Member)	Consulting Services Africa
Ms. K de Waal (Council Member)	Lood de Jager & Ass. C E
Mr. L Redecker (Council Member)	SCE

Mr. G Fourie (YCEN representative on Council)	Burmeister & Partners
Mr. A Strauss	The Soil Engineer CC
Mr. F le Roux	F le Roux C E
Mr. V Fischer-Buder	Volker Fischer-Buder C E
Mr. H Bruce	Lund C E
Mr. G Leicher	Knight Piésold Consulting
Mr. H Rusch	CMB (Namibia)
Mr. B Cummings	Brian Cummings C E
Mr. U Böhlke	SCE
Mr. R Steyn	SCE
Mr. F Jeske	Bicon Namibia
Mr. H Seelenbinder	FSA
Mr. W Fischer	FSA
Mr. B Van der Merwe	Environmental Engineering services
Mr. F Marx	Aurecon Namibia (PTY LTD)

29.2.2

Apologies

Mr. J Taylor	Juliohn Taylor C E
Mr. F Kuchling (President)	Kuchling C E
Mr. G Diehl	SCE
Mr. L de Jager	Lood de Jager & Ass. C E
Mr. G Brettschneider (Treasurer)	Pro-Services
Mr. R Alexander	Alexander & Becker
Dr. P Urayeneza	CEPM & Partners
Mr. G Howard	Emcon C E
Mr. G Kleber	Kleber & Associates
Mr. M Handl	Martin Handl C E
Mr. H Greeff	Seal C E

29.3

CORRECTION AND APPROVAL OF PREVIOUS MINUTES

The minutes of the 28th Annual General Meeting were accepted with the following correction noted:

29.3.1

Page 1 and 4: Spelling mistake – ‘Knight Piéshold Consulting’ should be spelled Knight Piésold Consulting.

With the mentioned correction noted, the previous minutes were approved.

Mr. V Fischer-Buder proposed and Mr. L Redecker seconded the notion.

ACTION

ALL

29.4 MATTERS ARISING FROM PREVIOUS MINUTES

No matters were raised. Where not specifically itemised here, such matters has been addressed through the activities listed elsewhere in the minutes.

29.5 THE PRESIDENT'S REPORT

PF

Mr. Forster thanked Mr. Kuchling (in his absence) for preparing the President's Report.

Mr. Forster informed the meeting that Council is completely satisfied with the performance and efficiency of ACEN.

29.5.1 MEMBER INFORMATION

29.5.1.1 Member Information and fees

Mr. P Forster informed the meeting that the same annual declaration format as the previous year was used this year.

All ACEN membership fees for 2010 were paid up to date. Mr. Foster thanked all members for their cooperation in this regard.

29.5.1.2 Member firms

According to the information submitted by members over the past four years the following conclusion can be drawn:

There is a growth in the **number of firms**, which joined ACEN:

- 32 firms in 2007 to 40 firms in 2010

The number of **Professional staff** escalated from:

- 95 persons in 2007 to 160 persons in 2010

The number of **Non-professional staff** also increased from:

- 137 persons in 2007 to 176 persons in 2010

There is a positive trend in the average number of **total staff per firm**:

- 333 staff members per firm in 2007 to 461 staff members per firm in 2010

In general we can assume that the engineering profession is an integral part of the more stable and developing industries in Namibia.

The above mentioned statistics give you an idea on the increase of the number of firms joining ACEN.

29.5.1.3 **Member Information**

Comparison (2007 to 2010) as per annual declarations of 2010:

- Average staff – all firms: **2007: 10 – 2010: 12**
- Average staff – six largest firms: **2007: 35 – 2010: 34**
- Average staff – five smallest firms: **2007: 1 – 2010: 1**
- Firms employing 25+ staff: **2007: 6 – 2010: 7**

29.5.1.4 **New member information**

The following new members were admitted during the 2009/2010 session:

- The Soil Engineer
- CEPM & Partners
- Coastal Consulting Engineers

The re-application of Kwezi V3 was declined by Council.

29.5.2 **PROFESSIONAL FEES**

Council

- assisted the Engineering Council with negotiations to increase of the maximum hourly tariff from N\$ 799.00 to N\$ 890.00 per hour on Government work
- provided new factors for the new model form of appointment
- is working closely with the ECN on the proposed draft Bill and the recommended, reviewed remuneration survey document

29.5.3 **ACEN WEBSITE**

The ACEN website is updated regularly with the information obtained from the annual declaration forms submitted by the member firms.

The key information is available on the ACEN website. The address is: www.acen.org.na

Please notify the ACEN office if any information should change.

29.5.4 **RELATIONSHIPS**

ACEN continue to build and maintain relationships with the following organisations:

- FIDIC (Fédération Internationale des Ingénieurs-Conseils):
ACEN tried to establish a local library with FIDIC documents, but unfortunately FIDIC are not interested in providing us with the relevant literature or special rates on ordering documents.
- GAMA (Group of Africa Member Associations):
GAMA is a sub-group of FIDIC, established to give support to developing African countries. Unfortunately the majority of their meetings are conducted outside the borders of Africa, which makes it very expensive to attend.
- SAACE: ACEN is in contact with SAACE on a regular basis.
- ACE (UK): ACEN has regular contact with ACE.

Of the above, only FIDIC has an annual fee, which is related to the total employment in member firms which we confirm and pay to them annually.

Member firms receive up to date correspondence from the mentioned organisations.

29.5.5 **ADMINISTRATION**

The following administrative arrangements changed since the last session:

- 29.5.5.1 The secretary of ACEN, Ms. Deoné Nel's office hours were extended to five mornings a week.
- 29.5.5.2 In consequence of the vacant position of Executive Officer, the Council members were tasked to carry out certain designated duties.
- 29.5.5.3 According to the ACEN constitution; Council must have at least four Council meetings per annum.
In general Council meets monthly to address matters of importance.

29.5.6 **OBSERVATIONS**

29.5.6.1 ACEN

- remain the only viable representative body for Consulting engineering firms in Namibia
- continue to be a very important link between the EPA, ECN and the ACEN member firms
- continuously aim to establish a healthy relationship with the Government in order to create a platform for interaction between Government and the Engineering industry

29.5.6.2 The Construction Industries Association is a new initiative with members from the CIF, NAQS, INQS and ACEN. The aim is to build relations with Government and other bodies. A Council member represents ACEN in the CIA meetings in order to voice the opinion and concerns of the engineering profession.

The designated representative gives feedback to the ACEN Council following each CIA meeting.

29.5.6.3 In conclusion Mr. Forster enquired if there were any questions or comments on the President's report.

No questions or comments were tabled.

Refer to the President's report for specific detail.

29.6 **TREASURER'S REPORT: FINANCES AND BUDGET**

PF

Mr. Forster thanked Mr. Brettschneider (in his absence) for preparing the Treasurer's Report. He continued with the presentation of the Treasurer's report.

29.6.1 **ANNUAL FINANCIAL STATEMENTS**

☞ Audited reports as for the 2010 (i.e. 2009/10) book year are available to members.

☞ The financial statements were prepared by Mr. R La Cock (bookkeeper).

☞ Swart Grant Angula Financial Chartered Accountants prepared the audited financial reports.

☞ The report for February 2011 (i.e. 2010/11) should be finalised by July 2011.

29.6.2 **FINANCIAL STATUS**

It is clear that the financial status of ACEN remains healthy.

Both cash equivalents and short-term investments have remained stable over the past years

When coupled with the cash equivalents, the short term investments are sufficient to sustain the operations of ACEN for the current financial period

29.6.2.1 **Annual fees**

In view of the current, stable financial status, and taking into consideration the 2010/11 budget and keeping in mind that ACEN does not currently have the expenses of the EO remuneration; Council decided to adjust contributions from members as follows:

- ✓ **No** Special Fees were charged.
- ✓ The Ordinary Fees were **increased** by 10%.

The total income from fees will be sufficient to maintain the operations of ACEN for the current financial year without the depletion of funds.

Council would like to express gratitude to all member firms for their continued support.

29.6.3 **VAT**

ACEN was registered for VAT in 2008 therefore the annual fee invoices for 2010 included VAT.

29.6.4 **BUDGET**

Refer to the Treasurer's report for exact figures.

No questions were raised following the presentation of the Treasurer's report.

29.7 ELECTION OF COUNCIL MEMBERS

PF

Mr. Forster informed the meeting that the following members, currently serving on Council are:

Mr. F Kuchling – President (Civil/Structural)
 Ms. A Rusch – Vice –President (Electrical/Electronic)
 Mr. G Brettschneider – Treasurer (Mechanical)
 Mr. L Redecker – Member (Mechanical)
 Mr. M Hindjou – Member (Civil/Structural)
 Ms. K de Waal - Member (Electrical/Electronic)
 Mr. G Fourie - Representative for YCEN (Civil/Structural)
 Mr. P Forster - Co-opted Member (Civil/Structural)

According to the ACEN constitution: Ms. A Rusch's term as Vice-President came to an end and she opted to step down from Council.

Mr. L Redecker's term as an ACEN Council member expired.

- Mr. Forster has been elected by Council as the new Vice-President.

One, unopposed nomination was submitted for the above-mentioned vacant position on Council:

- Mr. L Redecker - Member

There is no co-opted member for Council at present.

No objections were tabled concerning point 29.7.

29.8 COUNCIL MATTERS

PF

29.8.1 VACANCY FOR THE POSITION OF EXECUTIVE OFFICER

29.8.1.1 The vacant position for the Executive Officer of ACEN was advertised in the following newspapers: ***Namibian, Allgemeine Zeitung and the Republikein***. The advertisement was also distributed among EPA and ACEN members.

Only two possible candidates were identified and interviewed.

- Mr. Wulf Friedrich:
 He had shown a keen amount of interest in the position although he declined because of logistic problems.

- The other aspirant was Mr. Alwyn Strauss:
He is a Geotechnical Engineer. Subsequent to the interview Mr. Strauss indicated that he is no longer interested in the position.

ACEN published another advertisement in all three news papers and circulated the advertisement among EPA and ACEN members again.

The position was advertised on the ACEN website as well. A recruitment agency was appointed to attempt to find a suitable candidate for the position.

One potential candidate was identified and interviewed.

- Mr. Pierré de Wet was interviewed by Mr. Forster, Mr. Kuchling and Mr. Redecker.
They will give feedback to Council in the next scheduled Council meeting.
- Mr. Alwyn Strauss also indicated that he was interested in the position again.

Council will consider the two applicants and continue with the process.

The main reason for the lack of interest in the position is due to absence of conflict of interest.

Mr. Forster stated that ACEN will continue with the process of finding the suitable candidate for the position of EO. He requested ACEN members to advertise the position by word of mouth.

COUNCIL
ALL

- 29.8.1.2 Council agreed that the ACEN office will still operate from the current premises until a new EO has been appointed. The secretary will continue to handle the day-to-day administration of ACEN.

Other matters will be referred to the President and the ACEN Council.

- 29.8.2 **PERCENTAGE OF MEMBERS REQUIRED FOR A QUORUM IN THE ACEN AGM**

COUNCIL

Mr. Brian Cummings recommended that the percentage of members required for a quorum should possibly be reduced.

Council will discuss the proposal in the Council meeting and investigate the possibility of altering the constitution accordingly.

29.9**CLOSURE**

PF

Mr. H Seelenbinder expressed appreciation on behalf of all the ACEN members for Council's continued commitment and hard work during the past year.

There being no further questions; Mr. Forster thanked all members for attending the meeting.
The meeting adjourned at 18h30.

Everyone was invited for drinks and dinner in the restaurant.

PRESIDENT

VICE-PRESIDENT

DATE