

ANNUAL GENERAL MEETING 2018

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1. AGM Agenda 2018

ANNUAL GENERAL MEETING AGENDA

Date: 29 November 2018

Time: 18:30 – 19:30

Venue: Dial in via Zoom <https://zoom.us/j/111240507>

- | | | |
|-----|--|--------------------------|
| 1. | Call to Order & Welcome | President |
| 2. | Apologies, attendance and quorum | Secretary |
| 3. | Acceptance of previous minutes | Secretary |
| | 3.1 Ratification of previous minutes | Secretary |
| 4. | Resignation and Appointment of Board 2018 | President |
| | 4.1 Ratification of the 2018 Board members | Secretary |
| 5. | Resignation and Appointment of Directors | President |
| | 5.1 Ratification of new Directors | Secretary |
| 6. | Nominate auditors | President |
| | 6.1 Ratification of Gracia Chartered Accountants and Auditors Inc. as auditors | Secretary |
| 7. | Presentation of Portfolio reports | |
| | 7.1. Presidents Report | President |
| | 7.2. Secretary Report | |
| | 7.3. Treasurer Report | Treasurer |
| | 7.3.1 Ratification of Financial Results | Secretary |
| | 7.4. Operations Report | Operations/President |
| | 7.5. Professional Development | Professional Development |
| 8. | Invite questions on Portfolio reports | Secretary |
| 9. | General questions | President |
| 10. | Closing | Secretary |

2. AGM Minutes 2017



Minutes of the Annual General Meeting held on Tuesday 21 November 2017

Time: 18h00 – 19h30

Venue: Zoom online - <https://zoom.us/j/641796116>

Present: As per the Attendance Screen shot at the end of this doc

Chair: Ryan Folster

Secretary: Lucy Davies

11. Call to Order & Welcome

Ryan Folster (Chairman) called the meeting to order and officially welcomed all members to the IIBA®-SA Annual General Meeting for 2017.

12. Apologies, attendance and quorum

- 15 - Had 15 online attendees (screen shot at end of the document)

For record Purposes the people are formally recorded as:

1. Lucy Davies
2. Paul Benn (as Webinar Host IIBA)
3. Ryan Folster
4. Angie Doyle
5. Chardi Potgieter
6. Ellen Chemaly
7. Francois Combrinck
8. Giovanni Focaraccio
9. James Neethling
10. Larry van Onselen
11. Marna van Zyl
12. Masupha Letsie
13. Reggie Musonza
14. Sonia Vaessler
15. Wesley Moffett

- 3 - Janet Wood, Selwin Opperman and Edward Ngubane sitting with Lucy Davies in Sandton

- 3 proxies

Andrew vd Watt, (abstain 5.1 and 7.1)

Lardus Brooks

Saul Margolis

- 0 apologies

Quorum required is 10% of IIBA-SA members, we had an eligible list of 143, therefore required 15 for quorum. We had 21 in total.

13. Acceptance of previous minutes

Confirmation of the Minutes of Annual General Meeting held on 5 December 2016

Acceptance of previous minutes was proposed by Ryan Folster and seconded by all in attendance.

14. Resignation and Appointment of Board 2018
New 2018 Board is:
 1. President – Lucy Davies
 2. Secretary – Edward Ngubane
 3. Treasurer – Gio Focaraccio
 4. Operations – Chardi Potgieter
 5. Professional Development – Francois CombrinckAccepted by all attendees

15. Resignation and Appointment of Directors
Current Directors for Section 21 are Giovanni Focaraccio, Lucy Davies and Ryan Folster.
Ryan Folster will be replaced by Chardi Potgieter.
Acceptance by all attendees with 1 abstention recorded from a proxy.

16. Presentation of the updated Bylaws
Accepted by all attendees

17. Nominate auditors
Meridian was accepted by all but 1 of the attendees.
And 1 abstention from the proxy recorded.
Motion still passed.

18. Presentation of selected Portfolio reports
 - 18.1. President's Report was presented by Ryan Folster. No issues.
 - 18.2. Secretary report was presented by Lucy Davies
 - i. Call for volunteers to assist with governance items for 2018.
 - ii. Action item - Add corporate membership as a task for 2018. Add to the volunteer strategy session (planned for January 2018).
 - 18.3. Treasurer's Report was presented by Giovanni Focaraccio. No issues.
 - i. 8.2.1 Ratification of 2017 Financial results.
Accepted by all
 - 18.4. Professional Development presented by Francois Combrinck. No issues.
 - 18.5. Operations Report was presented by Chardi Potgieter. No issues.

19. Ryan invited questions on other Portfolio reports with no issues raised.

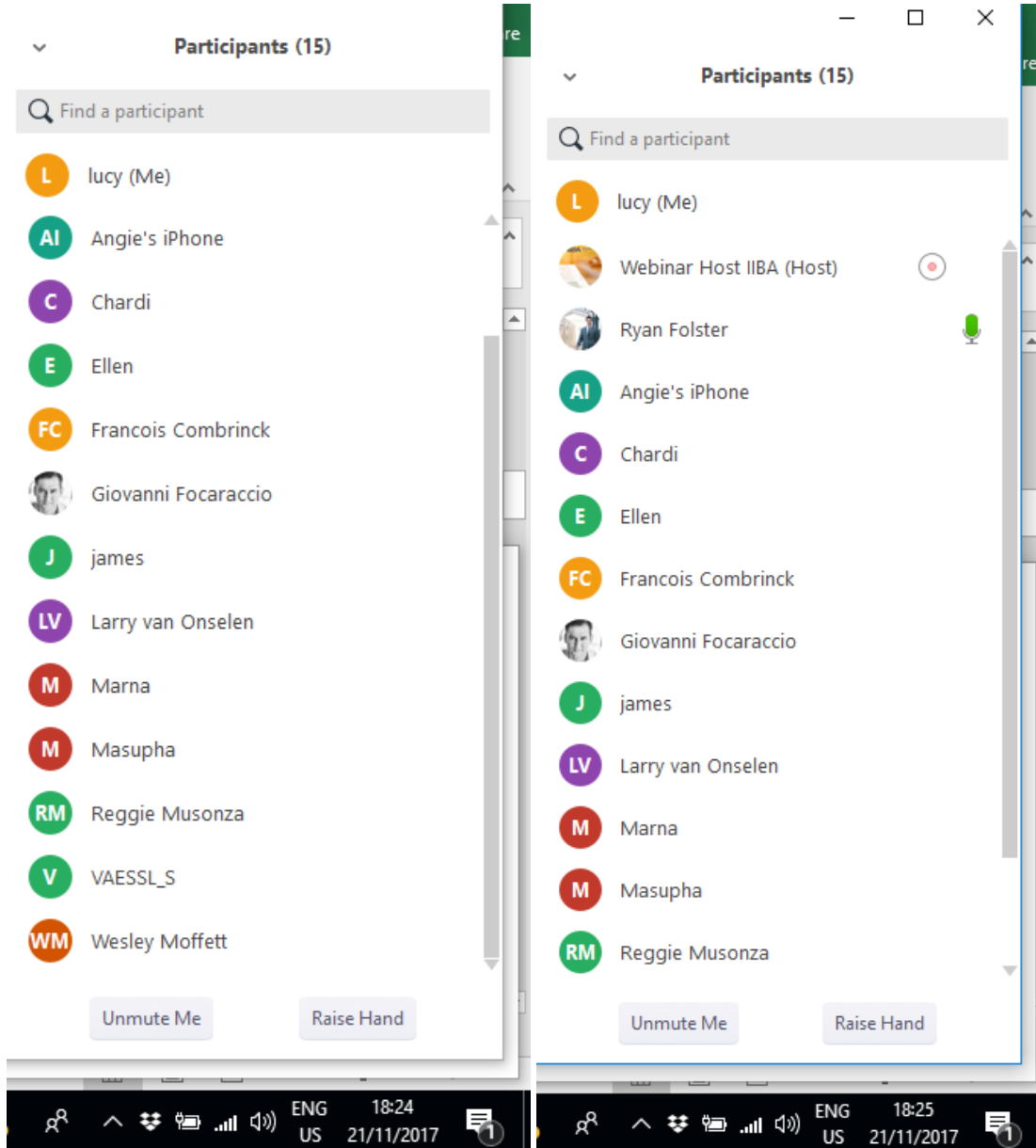
20. There were no general questions.
 - 20.1. Lucy thanked Ryan for being the IIBA®-SA president for the last 2 years and for rejuvenating the IIBA®-SA, opening the opportunity for more volunteer participation and connecting the BA community together. Thanks to Ryan for all the technology we now use at IIBA®-SA and for the very successful 2017 BA Summit. Ryan has started many great initiatives that are adding value and the IIBA®-SA Board will continue to support.

21. Closing

Meeting ended at 19h15

Note:

1. The Chat record can be referenced for the decisions recorded in these minutes.
2. Zoom Screenshot of attendees:



3. Election results for 2019

IIBA-SA Bylaws state that elections for board positions must occur every 2 years. More details in the Secretary report. No elections were necessary.

The 2018 Board positions were:

1. President – Lucy Davies
2. Secretary – Edward Ngubane
3. Treasurer – Gio Focaraccio
4. Operations – Chardi Potgieter
5. Professional Development – Francois Combrinck

The new 2019 Board positions are:

1. President – Lucy Davies
2. Secretary – Olu (Oluwakorede) Asuni
3. Treasurer – Edward Ngubane
4. Operations – Trevor Joubert
5. Professional Development – Melissa Botha
6. Marketing/Communications/Branding – Deidre Forbay

4. Board of Directors 2019

IIBA-SA created a Non-Profit company registered with CIPC that has 3 directors that must be from the IIBA-SA Board.

The 2018 Company Directors positions were:

1. Lucy Davies
2. Gio Focaraccio
3. Chardi Potgieter

The new 2019 Company Directors positions are:

1. Lucy Davies
2. Edward Ngubane
3. TBA (The Board will finalise)

5. President Report - Lucy Davies



This has been a busy, long and fast paced year for many of us, and IIBA-SA was no different. We had great plans, ideas and intentions and not all of them materialised for 2018. But we will continue to keep trying and move forward.

IIBA®-SA Vision

IIBA-SA’s vision is to be the home for business analysis in South Africa. IIBA-SA is part of the larger international body, International Institute of Business Analysis™, IIBA®, whose Core Purpose is “To unite a community of professionals to create better business outcomes”. The IIBA-SA Board takes pride in creating this community of business analysis and this is evidenced in the new committees formed to support and develop this year’s conference as well as slowly building a community of members and volunteers who want to add value and be relevant.

Transparency was also a key focus for IIBA-SA in 2018, this year we published an open call for conference service providers, Track chairs and BA Summit committee. Thank you to all these committee members who gave their time and assistance during 2018.

<u>Track Chairs</u>
Paulo Conde
Reggie Musonza
Trevor Joubert
Tendai Chakabuda

<u>BA Summit Committee</u>
Bayabulela Jolobe
Nancy Simango
Zandile Keebine

IIBA-SA Presence in 2018

The South Africa Chapter of IIBA, (IIBA-SA) is proud to still have a **presence in Durban, Cape Town and Johannesburg/Tshwane** this year. The volunteers in each of these regions are self-regulating teams of people making events happen under the IIBA-SA brand.

Through the year:

Early in 2018 the IIBA-SA **Strategy session** was hosted, attended by the Board and Non-Executives, aided by an external facilitator to help IIBA-SA identify the key focus areas for 2018. These were: Operational Excellence, Community and Professional Development. This was followed **by regional volunteer sessions** across all 3 regions with numbers of ~12 each in Durban and Cape Town and Johannesburg had over 60 volunteers attending.

The next few months were spent on **administration efforts** as we had to update the CIPC registration documents, address SARS issues and resolve FICA issues for the bank account. This all had a knock-on effect for starting BA Summit preparations as company procurement systems require this paperwork (and more) to be in place in order to send delegates to BA Summit.

This year we had fewer formal events, and unfortunately no PDDs were held. We continued the popular **Lean Coffee Sessions** held via Meetup in the regions. And who can turn down a good cup of coffee with great business analysis conversation in the mix! The Lean Coffee style is becoming a great way to ascertain the needs of the business analysis community and at each event there are

many varied and interesting topics. Find the local regional Meetup group that suits you and come along to add to the debates.

The **Bursary Programme** saw 5 applicants pass their ECBA™ certificate exam in March. Congratulations to each of them and thank you to Sandy Smith for delivering the programme.

ECBA™ Certificates obtained by
Robyn Bouillon
Neo Letsaba
Ada Brand
Duka Hlatshwayo
Zandile Keebine

The **Mentorship Programme** was introduced this year and overall was a success with plans underway for a new and improved version next year.

As **BA Summit** is our key annual event, IIBA-SA is delighted to once again showcase business analysis thought leaders from both near and far. This was our 7th BA Summit and thank you to everyone involved. It was successfully run at the Hilton in Sandton and although we had fewer attendees than previous years, it was still an event not to be missed. The theme of "Transforming Business to Realise Value" was very pertinent in today's changing and unpredictable environment.

Membership is steady this year, although is more difficult to report now with GDPR legislation. The new legislation means that only if the IIBA member selects affiliation with IIBA-SA chapter then we get that members details shared with South African Chapter. This has made managing membership harder, but we will march on and devise a suitable plan going forward. Total active local membership stands at 119 members. (2017: 129)

IIBA-SA is proud to congratulate all the **certification** holders and recertified applicants.

The numbers to date are:

Level	IIBA®- AAC	ECBA™	CCBA®	CBAP®
International numbers	103		1427	1377
South Africa numbers	0	17	9	104

The IIBA-SA was happy to learn of the new competency-based **IIBA® Agile Analysis Certification**, that recognizes development of enhanced capabilities in Agile Analysis. With agile adoption soaring, this is a great way to continually develop yourself professionally.

Thank you to the Board for their input, time and support, and to the Non-executive Board for their suggestions and guidance. With the incoming 2019 Board we have innovative enthusiasm along with new faces and we look forward to re-energising and revitalising IIBA-SA in the year ahead. An African proverb states "If you want to go fast, go alone. If you want to go far, go together". If there is something that you want to see happen, join IIBA and IIBA-SA and get involved.

6. Secretary Report – Edward Ngubane



New Chapter Affiliation

A new Chapter Affiliation form was received from IIBA. Both the Secretary and the President had to sign and send this back to IIBA. The Chapter Affiliation lists the obligations of the chapter (in relation to the governance of an NPO, and provides authorisation to the Chapter (from IIBA) in the following manner:

IIBA hereby grants a limited, non-exclusive, non-transferable, and revocable license (without the right to sublicense) to the Chapter to use the trademarks listed in Schedule A (Marks). The Chapter

may use the IIBA logo on its business cards, brochures, advertisements, websites, and business materials for the purpose of identifying itself as a Chapter of IIBA. The Marks may be used by the Chapter only for official Chapter related purposes. The Chapter shall not permit any third party to use the Marks, the IIBA corporate name, or any trademark without IIBA's express prior written approval.

Revision of By-Laws

Although there was a plan in the beginning of the year to revise the Chapter's By-Laws, this was never done, due to time constraints. This exercise will be conducted in 2019.

Board Packs for Board Meetings

In the beginning of the year, a decision was taken to replace the Board Pack (with KPI's and other metrics) with a lighter pack for Board meetings. However, this did not seem to be an effective way of tracking the Chapter's activities in the year. As a result, in the last Board Meeting (held in Oct 2018), it was agreed to re-instate the full Board Pack in 2019.

Mentorship Programme

This activity did not fall in the ambit of the Secretary portfolio; however, it was initiated and ran within this portfolio in 2018. The programme was officially launched on 26 May 2018 and concluded on 24 November 2018. It got off the ground with about 17 mentors and over 30 mentees. Although there were drop-offs along the way – mainly from the mentees, and one mentor – the programme was a huge success, with a few mentors indicating that they would be keen to continue as mentors in 2019.

Some of the feedback received from the mentees during the programme's retrospective were:

- I gained some invaluable professional links to help advance my career through my mentor.
- I received useful tips, feedback and support on how to position myself and move to the next stage of career development.
- My mentor had a positive impact on my career through one-on-one sessions to discuss and resolve specific individual issues (excellent mentor–mentee pairing).
- We had knowledge sharing from disciplines that went beyond Business Analysis.
- The programme gave us an opportunity to meet and network with likeminded, aspiring and experienced Business Analysis professionals and learn lessons on:

- Use of Business Analysis Tools
- Incubation of ideas
- Planning for Success
- Evaluating your options
- I am most appreciative of the opportunity afforded to me as a mentee on the IIBA-SA mentorship programme.
- The programme has boosted my self-confidence and helped me to enhance my specification writing skills.

Some of the feedback received from the mentors was:

- The programme enabled mentors and mentees to connect and share knowledge and experience.
- This is a great program to get more people involved in the world of Business Analysis and Business Systems Analysis.
- I have also learned from my mentee - and had to think about how we interact.
- The initial kick off session set up by the IIBA-SA was very inspirational

This programme will be formally moved to Professional Development portfolio in 2019.

Collaboration with other professional bodies

In the year a request for collaboration with PMI was received. This was brainstormed at the Board Level in terms of the implication it has, and an agreement that a non-formal collaboration approach would be taken, e.g. IIBA-SA to notify PMI of its events, e.g. Lean Coffees etc, and if they are keen to attend, would be welcome to do so. This does not seem to have taken shape in 2018. It is something to revisit in 2019, and if IIBA-SA has interest and/or capacity – to take it forward.

Update on the Board Composition

Resignations - Three board members stepped down, and they are

- Chardi Potgieter (Operations),
- Giovanni Focaraccio (Treasurer)
- Francois Combrinck (Professional Development)

Officially, they are stepping down as at 30 November 2018, however they have agreed to avail themselves for handover period, while the new board members are being on-boarded.

Chardi Potgieter has also availed herself to serve as a Non-Executive Board member.

Movements

The current Secretary, Edward Ngubane, will vacate the Secretary portfolio and take on the Treasurer's portfolio in the new year. The current President, Lucy Davies, will remain in the role as the President for 2019.

Appointments

After an election process (including a Call for Nominees and presentation to the Board by the nominees), the following were then appointed as the new Board members.

- Deidre Forbay (Marketing and Communications)
- Melissa Botha (Professional Development)
- Oluwakorede Asuni (Secretary)

Co-opted member

Trevor Joubert, a former Board Member (Treasurer) has been co-opted to be the Board for 2019. He will look after the Operations portfolio. He brings a lot of enthusiasm and experience in the running of the IIBA-SA matters.

7. Treasurer Report - Giovanni Focaraccio



2018 presented new challenges for the treasury function of IIBA-SA and to the extent we faced challenges we also learned important lessons which my successor can take into 2019.

Our decision in 2017 to move to a web-based accounting system (Xero) served us well in 2018 and allowed for multiple stakeholders to have real time access to financial records while maintaining control and accountability. This greatly facilitated financial discussions and decision making.

After experiencing challenges in terms of accessibility and turn-around time with our accounting partners the board ratified the decision to appoint a new accounting partner in Aug 2018. The web-based accounting system made the handover a relatively trivial exercise and the level of accounting service has been restored to an acceptable level after working through some backlog.

Overall day to day operational spending in 2018 was much like 2017 with many volunteers actively participating in minor events and claiming back petty expenses. However, 2018 was very different regarding our major revenue generating events which resulted in a substantially lower increase in surplus funds as compared to in 2017.

The annual BA Summit conference in 2018 was organized and managed using a different operating model than previous years which saw greater internal volunteer involvement in organizing the conference and a reduction in responsibilities of the conference service provider which rendered services at a fixed cost fee unlike the profit-sharing arrangement used in 2016 and 2017. The 2018 conference revenue (sponsorship and ticket sales) was R180 000 less than that of 2017 whilst expenses were similar and so the net conference surplus in 2018 was only R143 000.

Besides the BA Summit conference, there were no professional development day events hosted in 2018 which provided some surplus in previous years as well, potentially due to BA Summit absorbing most of the volunteer capacity in 2018.

Overall however, the IIBA-SA remains in a healthy financial position. As at 1 November 2018, cash reserves are at R486 000 with trade receivables of R320 000 in active collection, mostly related to BA Summit 2018 whilst payables are a low R20 000. The cash position is crucial to enable work on BA Summit 2019 (like venue booking) to commence soon.

The 2019 conference will need to ensure focused accountability and prioritization of conference marketing and sales activities to ensure optimal sponsorship and ticket revenue.

8. Operations Report – Chardi Taylor



Chardi Taylor headed the **Operational Portfolio** for the first part of 2018, in the second half of the year she excitedly welcomed her little bundle of joy in July, congratulations to her and her family.

In the Operations Portfolio, Chardi set up many structures and supported the volunteers with meetups and social media activity. She also administered the membership portfolio.

Reference is made to operational activity in the president report

9. Professional Development Report - Francois Combrinck

ECBA Bursary Programme 2017/2018 Feedback



We launched an ECBA Bursary Programme Pilot late in 2017 with 6 candidates. Of the 6 candidates, 5 completed their exams successfully, gaining ECBA Certification. Of these 5:

- One has successfully completed an internship. The company where she completed the internship commented that she was “performing at the level of an intermediary Business Analyst, rather a junior Business Analyst”
- Another recipient has been promoted from Test Analyst to Intermediate Business Analyst. This is in line with the recipient’s stated goal at the onset of the Bursary Programme.
- One recipient has recently started working as an Intermediate Business Analyst at another company. At the onset of the programme he was keen to move into Business Analysis but was not doing Business Analysis work at that employer.
- All bursary recipients indicated that they gained significant value from the programme and would like to be involved in rolling the programme out to a wider audience.

ECBA Bursary Programme 2018 was put on hold in favour of other priorities in 2018.

10. Audited Financial Statements 2017

See document attached