MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON 5TH SEPTEMBER 2012, FROM 09:00 TILL 13:00 AT SAQCC GAS OFFICES

Present:

Chairman  
B Richardson (BR)  
A Spencer (AS)  
BJ Little (BJL)  
D Herold (DH)  
N Brijlal (NB)  
P Swanepoel (PS)  
V Mtshali (VM)

SARACCA  
SACGA  
SACGA  
LPGSASA  
LPGSASA  
Berlin Serv  
SAQCC Gas  
Chairman  
Secretary  
Finance  
Communication  
Internal Audit  
Bookkeeper  
Administrator  

1. Opening and Welcome:

B Richardson opened the meeting and welcoming everybody present.

2. Absent with reason:

- JP Thornhill (JT)  SARACCA  Competency
- R Lubbe (RL)  SAPGA  Disciplinary
- V Pooran (VP)  SAPGA  Governance & Risk

3. Confirmation of Agenda:

All discussion items were agreed on and the agenda was set for the meeting.

4. Anti-trust Policy and Meeting Rules

The meeting was informed of its content and intent.

5. Directors Disclosure of Interest

No director expressed any form of disclosure of interest.

6. Approval of previous meeting minutes held on the 23rd February 2012

B Richardson presented to the board minutes of the 23rd February 2012 meeting for board approval, the minutes were noted to be a true reflection of the previous meeting and as such approved and signed by chairman.
7. Matters arising from previous minutes

7.1 Company Act /King III– MOI & Timelines
The Customized NPC MOI was obtained from Spoor & Fisher, the board suggested to work through the document on the next operational meeting for approval at the AGM or a special meeting for lodging with CIPC during the year.

7.2 Results of Board Evaluation
Report attached, it was suggested that the board should focus on the following:
(a) Selection and composition
(b) Orientation and training
It was also suggested that J Thornhill should send his report before the next operational meeting.

7.3 Safety Compliance Communique
DH will prepare the draft and present it on the next operational meeting.

8. Director’s Report per Portfolio

8.1 Finance
Report attached. It was agreed that consultancy fees should be reallocated to legal expenses. P Swanepoel should send a list of prepayment to each, to monitor the situation it was suggested that this report should be sent quarterly.
It was agreed that the amount of R250 000 should be transferred to investment account.
It was agreed that each association should re-look at the time, effort and cost each puts in administration of SAQCC Gas application forms, reports should be submitted on the 22nd November 2012 to be finalized in January with new registration fees.
A Spencer should check if third party and public liability insurance liability also cover company assets.

8.1.1 New Bookkeeper
P Swanepoel reported to the board that she’s got an offer for permanent job therefore it will be difficult to continue working for SAQCC Gas. She recommended two people who are willing to take over, B Richardson thanked Patricia for everything she has done for SAQCC Gas and the board wished all the best for her future.
B Little asked Patricia to inform those people to send their curriculum vitae to him; he will then arrange interviews with them.

8.2 Disciplinary
Report attached. V Mtshali should send latest disciplinary procedure to all directors. It was suggested that SAQCC Gas should request list of DoL Inspector’s region managers from Department of Labour.
8.3 Competency
No report

8.4 Communication
Report based on previous report dated 12 July 2012. DH requested that marketing changed to communication portfolio. D Herold will communicate with Matlala concerning press release. It was agreed that database and card printer should be linked to avoid error on the cards. It was agreed that Gas Institute of Excellence should be removed from the SAQCC Gas logo. D Herold suggest that a copy of SAQCC Gas database should be forwarded to DoL quarterly.

8.5 Internal Audit
Report will follow. B Richardson and A Spencer to send revised letter for people authorised to recommend application forms. N Brijlal suggested that the board should re-look at the approval process for applicants when circulating via email. The board suggested that each association should have an option for application form for New or Renewal. The board agreed that the should be a proper application form for card re-prints and upgrades showing the change of details; these changes should be noted on the database.

8.6 Governance.
Report attached. It was agreed that a board should have a resolution register. Board needs more clarity from V Pooran concerning board evaluation result.

9 Items for discussion:

9.1 Data Storage
B Richardson presented the proposal from Digital Cabinet; the board suggested that they should be invited for demonstration on the operational meeting. It was suggested that SAQCC Gas was not ready for a 'cloud' form of data storage, this to be considered at the next operations meeting.

9.2 Electronic Application
The requirement of an online application form needs further investigation and consideration of the management and input form associations on the administration of the format.

9.3 Letter from Spoor & Fisher
AS presented an engagement letter from Spoor & Fisher for authorization so that SAQCC Gas can have account with them. It was suggested that V Mtshali should check if there's any lawyer/ legal firm in this building.

9.4 Christmas Function
B Richardson presented spa voucher for each couple with overnight accommodation, dinner, bar and breakfast. The board approved the amount of R3500 per couple. It was suggested that V Mtshali should get at least two quotations, to be finalized on the next operational meeting.
9.5 Strategy Session

Draft document attached

10. Closing

There being no further discussion as per the set agenda the meeting was concluded at 13:30

11. Next Board Meeting: 22nd November 2012

Chairman’s signature  Date

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