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SAESI DIRECTORS MEETING #5

MINUTES OF THE SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC DIRECTORS MEETING #5 Held On Friday and Saturday 4 & 5 September 2015, at Ekurhuleni Disaster Management Offices, Hawley Road, Bedfordview, Johannesburg.

1. OPENING OF THE MEETING

1.1 Welcome and Opening

Mr. OS Masibi as Chairman of the Board apologised for being unable to attend the Board Meeting in full due to Employee responsibilities he needed to attend to. The Board Members accepted his apology and acknowledged that he would join the meeting at intervals as was feasible from his side.

Mr. D Padayachee opened the meeting and officially started the meeting at 10h15. Mr. R Janse van Vuuren was requested to bless the meeting with a short prayer.

2. CONSTITUTING OF MEETING

The meeting was in quorum at 4 out of 5 of the Board members present.

2.1 Present

Friday 4 September 2015

D Padayachee	-	Vice Chairman of the Board (President)
M Ramlall	-	Director (Vice President)
R Janse van Vuuren	-	Director Treasurer (Chairperson: Administration Working Group)
S van den Berg	-	Chief Executive Officer
OS Masibi	-	Chairman of the Board (Immediate Past President)

Saturday 5 September 2015

OS Masibi	-	Chairman of the Board (Immediate Past President)
D Padayachee	-	Vice Chairman of the Board (President)
M Ramlall	-	Director (Vice President)
R Janse van Vuuren	-	Director Treasurer (Chairperson: Administration Working Group)
S van den Berg	-	Chief Executive Officer

2.2 Apologies

None. Apology only as contained in opening paragraph.

3. Adoption of Minutes: Board Meeting # 4 held on 6 & 7 August 2015 at Interact Media Defined, 13 A Riley Road, Bedfordview, Johannesburg.

Prior to the adoption of the Minutes of the last Board Meeting general discussion took place on the format of the capturing of the minutes.

BOD Adopted Resolution # 24 – BOD Minute s format

The Board of Directors agreed that Minutes of the Board will reflect the following four tier format,

- a) Item Title submitted,
- b) Discussion
- c) Resolution and or Decision
- d) Whom Motioned and Accepted the Resolution/Decision

Mr. R Janse van Vuuren motioned to adopt the Minutes of Board Meeting # 4 held on 6 & 7 August 2015 at Interact Media Defined, 13 A Riley Road, Bedfordview, Johannesburg. Mr. M Ramlall seconded the motion.

4. AGENDA ITEMS

Mr. R Janse van Vuuren proposed that the Board delay starting with the Agenda Items and as a matter of priority first determine the Strategic Direction of the Board with regards to its Terms of Reference, Mandate and Company Rules. Mr. M Ramlall supported the notion.

4.1 Terms of Reference of the Board of Directors of the Southern African Emergency Services Institute NPC.

Mr. M Ramlall submitted a Board of Directors Charter as per instruction from the previous meeting. Mr. R Janse van Vuuren submitted several templates of Terms of Reference that can be refined and personalised according to the Board's needs.

BOD Adopted Resolution # 25 – TOR Board of Directors

1. The Board of Directors agreed to the term Board of Directors Charter [The Charter] as opposed to Terms of Reference of the Board of Directors.
2. The Board of Directors agreed to adopt the Document Version History as contained on page 2 of The Charter for all future documents.

BOD Adopted Resolution # 26 – Board of Directors Charter

1. Item: Board of Directors Charter
2. The Board of Directors adopted the Charter with the following changes and correction to be effected for the next draft;

2.1 Page 2 of 16, paragraph (1) one to be changed to read from ... Company Rules *and Regulations* (Document Reference Number BDC 001/09/2015).

2.2 Page 2 of 16, paragraph 3(three) sign off to be changed to *Chairman of the Board*.

2.3 Page 2 of 16, paragraph 4(four) to read ... *This document may be reviewed from time to time limited to once per annum.*

{The Meeting was adjourned for a comfort break at 11h23 am. and reconvened at 11h52 am.}

2.4 All editorial corrections and 'clean-up' to The Charter to be done by Me. S van den Berg.

{Mr. R Janse van Vuuren took a personal call at 11h54 until 12h05 re-joining the meeting.}
{Mr. OS Masibi joined the meeting at 12h05. Mr. M Ramlall briefed Mr. OS Masibi on the progress and status thus far of the meeting and agenda item under discussion.}

2.5 Page 8 of 16, paragraph 4.1 should also include the *listing* of stakeholders.

2.6 Page 8 of 16, paragraph 4.2 all detail after ... the Company's value system should be deleted in order for the paragraph to read 4.2 Providing strategic direction and leadership which is aligned to the Company's value system.

{Mr. R Janse van Vuuren took a personal call at 12h21 until 12h22 re-joining the meeting.}
{Mr. D Padayachee took a personal call at 12h23 until 12h25 re-joining the meeting.}

2.7 Page 9 of 16 paragraph 4.16, The Board tasked Mr. R Janse van Vuuren to acquire confirmation and clarity on the status of SAESI as a Public Company compared to a Public Listed Company and the obligations of said Public Company as well as the status of Directors under said Public Company with regards to Executive versus Non-Executive Directorship.

2.8 Page 10 of 16, paragraph 5.5 to be corrected to read *stakeholders* instead of shareholders.

2.9 Page 10 of 16, paragraph 5.8 to be removed in its entirety.

2.10 Page 10 of 16, paragraph 6 to be sequentially changed to include 6. Role and Responsibilities of the Vice Chairman of the Board of Directors,
7. Role and Responsibilities of the Treasurer of the Board of Directors,
8. Role and Responsibilities of the Chief Executive Officer

{The Meeting adjourned for Lunch at 13h17 and reconvened at 14h19.}
{Mr. OS Masibi was unable to return to the meeting after lunch.}

2.11 Page 10 of 16, paragraph 6.4 to include... *and Company Rules*.

2.12 Page 10 of 16, paragraph 6 to include paragraph 6.5 The Chief Executive Officer will have the legitimacy and authority to engage and report on the execution, progress and compliance of the Working Groups with regards to their mandate to the Board of Directors.

{Mr. D Padayachee took a personal call at 14h23 and re-joined the meeting at 14h33}

2.13 Page 11 of 16, paragraph 7.5. The Board agreed to have a standardized Template incorporated into all Company Meeting forums from the Board of Directors, The Executive Committee, Working Groups, Council and or Annual General Meetings as well as Branch Meetings, with regards to the Declaration of Interest.

2.14 Page 12 of 16, paragraph 9.24 to be corrected to read ... *Convening of Annual General Meetings of stakeholders of the Company*.

- 2.15 Page 12 of 16, paragraph 9.3.1 to remove ... *and the approval of nomination of the alternate directors (if any).*
- 2.16 Page 12 of 16, paragraph 9.3.2 to be corrected to read... *9.3.2 Appointment of, and effect changes in the composition of other committees as the Board may deem required from time to time.*
- 2.17 Page 12 of 16, paragraph 9.3.3 to be corrected to read... *9.3.3 Effecting the Remuneration of Directors as recommended by the remuneration committee.*
- 2.18 Page 13 of 16, paragraph 10.3 to be corrected to read... *50% + 1(one) of the Directors, as provided for by that section.*
- 2.19 Page 13 of 16, paragraph 10.7 to remove the section... *is set out in Section 73(5) of the Act, namely: 10.7.1 if all of the Directors of the Company:*
10.7.1.1 Acknowledge actual receipt of the notice;
10.7.1.2 Are present at a meeting; or
10.7.1.3 Waive notice of the meeting, the meeting may proceed even if the Company failed to give the required notice of that meeting, or there was a defect in the giving of the notice;
- 2.20 Paragraph to be included... 10.8 The Notice of a Board Meeting must be circulated at least 20 business days prior to the meeting.

{Mr. OS Masibi re-joined the meeting at 15h21}

- 2.21 Page 14 of 16, paragraph 11.3 to remove... *in conjunction with the Chief Executive Officer.*
- 2.22 Page 14 of 16, paragraph 11.4 to be corrected to read... 11.4 Standing Agenda Items will include amongst others, Financial Reports, Director Disclosure, Compliance and Notifications of Directors' relevant interests, as well as Board of Directors Year Planner/Annual Schedule.
- 2.23 Page 14 of 16, paragraph 11.5 to include the word ...*raise* before ITEMS to read... 11.5 Each Director is free to raise ITEMS at any Board Meeting that are not on the agenda for that meeting.

{Mr. D Padayachee took a personal call at 3h48 for 30 seconds}

BOD Adopted Resolution # 27 – Reporting Structure

The Board of Directors adopted the following Reporting Structure;

- a) Only Final Corrected, Adopted and Resolved Minutes of Meetings signed off by the Chairman of the Meeting will be distributed and posted online.
- b) The President submit/reports at Exco with regards to the activities of the Presidency.
- c) The Chairman of the Board submit/reports at Council/AGM.
- d) The CEO submit/reports at Exco only for information on the activities of the Board of Directors.

{The Meeting adjourned on day 1 at 16h08 in order to afford Mr. D Padayachee to conclude an interview for the Institute Publication. The Board was unable to reconvene and the meeting was officially closed for the day at 17h10}

The Board of Directors Meeting reconvened on Saturday 5 September 2015 at 08h58

5. MATTERS ARISING

Mr. OS Masibi presented the items listed under Matters Arising as well as Listed Agenda Items. Mr. R Janse van Vuuren proposed to adopt a standing item on the agenda as item **3. ANNOUNCEMENTS.**

BOD Adopted Resolution # 28 – Standing Agenda Items

The Board of Directors approved the following standing items to be included in the Agenda of the Board of Directors;

Item 2. Disclosure of Interest, thereafter Announcements, Risk Register, Contracts listed and Business Plan.

Mr. R Janse van Vuuren prioritised for discussion for the Agenda for this session as;

- 5.1 Report back on the outsourcing of the Company Secretarial Responsibility
- 5.2 Submission of Agenda for the scheduled next Executive committee Meeting
- 5.3 Submission of Terms of Reference for the Board of Directors [**Concluded 4 September 2015**]
- 5.4 Proposed Budget and Budget Processes to be submitted and dealt with.

The Agenda was adopted as follow:

5. Matters Arising

- 5.1 Report back on the outsourcing of the Company Secretarial responsibility - R Janse van Vuuren [PRIORITIZED]
- 5.2 Submission of Agenda for the scheduled next Executive Committee Meeting - R Janse van Vuuren [PRIORITIZED]
- 5.3 Submission of Terms of Reference for the Board of Directors - M Ramlall & R Janse van Vuuren [CONCLUDED]
- 5.4 Proposed Budget and Budget Processes to be submitted and dealt with. [PRIORITIZED]
- 5.4.1 Workshop before Exco - R Janse van Vuuren [CONCLUDED]
- 5.5 Clarification on difference of interpretation of Memorandum of Incorporation items [CONCLUDED]
- 5.6 Review of the agreement between SAESI and IMD with regards to the hosting of the Institute Conference [DEFERED TO NEXT BOD MEETING]
- 5.7 Roles and Responsibilities of Board Members and dress code at the Conference [PRIORITIZED]
- 5.8 Alignment of Meetings of the Branches with the new proposed schedule [PRIORITIZED]
- 5.9 Report on the relocation of Head Office/Establishing of a SAESI House - S van den Berg [PRIORITIZED]

6. Listed Agenda Items

- 6.1 Creating and/or Expanding Board Representation with Key Role-players that may or may not be "Directors" [PRIORITIZED]
- 6.2 Forging Strategic Alliances with juristic bodies not limited to Government, Ngo's, Private Companies etcetera and entering into MOU/MOA/Contracts with such bodies. [PRIORITIZED]
- 6.3 April 2015 examination problems - KZN Inland Branch [PRIORITIZED]
- 6.4 Official Complaint received from COJ [NOTED]
- 6.5 Fire Safety & Management Conference - 14 August 2015 [NOTED]
- 6.6 Administration Committee Meeting - 20 August 2015 [CONCLUDED]
- 6.7 Representation of SAESI at Road Incident Management System: National RIMS [DEFERED TO NEXT BOD MEETING]
- 6.8 Fire Brigade Board dormancy since 2005 [DEFERED TO NEXT BOD MEETING]
- 6.9 NAFSAC - the National Fire Services Advisory Committee dormancy [DEFERED TO NEXT BOD MEETING]
- 6.10 Development of the career path of the Fire Fighter which is holding us back with the development of applicable qualifications for the different future levels. [PRIORITIZED]
- 6.11 Short Courses - BAC, AEA and CCA [PRIORITIZED]
- 6.12 White Paper on Fire Services
- 6.13 Non-attendance of National Department at Institute Exco Meetings [COMBINED WITH POINT6.2]
- 6.14 IMPS-SA Conference 2015 [NOTED]

Mr. M Ramlall proposed to accept the Agenda with the notations and Mr. R Janse van Vuuren seconded the motion.

Mr. R Janse van Vuuren informed the house that Me. S van den Berg have successfully completed a Junior Bookkeeping, Payroll and Monthly SARS Return course. Me. MC Monageng is also in the process of completing an Office Administration Diploma Course as part of Skills Development and needs identified through the Head Office Audit process.

5. Matters Arising *Continued*

5.1 Report back on the outsourcing of the Company Secretarial responsibility

Mr. R Janse van Vuuren gave detailed feedback with regards to the companies approached and their respective proposals and costs with regards to Company Secretarial Services for SAESI. Companies approached included;

Arcay Client Support

Exceed CA

Kilgetty

CGF

Price WaterHouse Cooper

Deloitte Touche

Thorough review of cost per document, travel, attendance of meetings, hourly rates as well as changes to documents, notices and agendas have revealed that the average cost to SAESI irrespective of the company supplying the service will range from between R100 000-00 and R400 000-00 per annum.

{Mr. D Padayachee took a personal call for seconds at 09h52 and 09h56 respectively}

Deliberations on what the expectancy of a Company Secretary is, Roles and Responsibilities, Representation of SAESI and compliance obligations took place.

BOD Adopted Resolution # 29 – Company Secretary

- a) The Board of Directors took note of the feedback with regards to the service and cost of outsourced Company Secretarial duties.
- b) The Board of Directors agreed that none of the tabled quotations can be accepted due to the financial implications it would have to the Company.
- c) The Board of Directors re-iterated the need to clarify the classification of SAESI as a Public Company and the required compliance with regards to company secretarial obligations
- d) The Board of Directors approved Mr. M Ramlall to approach Mr. B Phillips for a quotation on company secretarial services, and Mr. R Janse van Vuuren to approach CGF, Chris Lambrecht and Pieter Viljoen (Dippenaar Coetzee en Vennote) for quotations on company secretarial services, to report back at the next Board of Directors Meeting.

5.2 Submission of Agenda for the scheduled next Executive Committee Meeting

BOD Adopted Resolution # 30 – Corporate Gifts and Promotional Items

The Board of Directors agreed that all Gifts and or promotional items must be SAESI branded and A-Sexual.

BOD Adopted Resolution # 31 – Agenda for Special EXCO Meeting November 2015

- a) The Board of Directors approved the following agenda for the Special Executive Committee meeting to be held on 2nd and 3rd November 2015 respectively.

1. OPENING BY THE PRESIDENT MR. D PADAYACHEE - CHAIRPERSON OF EXECUTIVE COMMITTEE

1.1. *Welcome and Opening*

2. LEAVE OF ABSENCE AND CONSTITUTING OF MEETING

2.1. *Quorum 14/24*

2.2. *Present*

2.3. *Apologies*

2.4. *Absent without apology*

3. ANNOUNCEMENTS

President: Mr. D Padayachee

4. AGENDA

4.1 *International Guest's Presentation*

President: Mr. D Padayachee

4.1.1 *Australia*

4.1.2 *United Kingdom*

4.1.3 *United States of America*

4.2 *Presentation by Working on Fire*

President: Mr. D Padayachee

4.3 *Feedback from the Board of Directors*

Chairman of the Board: Mr. OS Masibi

4.4 *Finances*

*Executive Director: Honorary
Treasurer Mr. R Janse van Vuuren*

4.5 *Feedback on LG Seta & QCTO process*

*Chairman: Accreditation Working
Group Mr. MW Pretorius*

4.6 *Signing of agreement: SAESI and LG Seta*

President: Mr. D Padayachee

4.7 *Feedback on Career path for Fire Fighters*

*Chairman: Accreditation Working
Group Mr. MW Pretorius*

4.8 *Information on Conference*

President: Mr. D Padayachee

4.8.1 *Medals and Awards*

*Chairman: Administration Working
Group Mr. R Janse van Vuuren*

4.8.2. *Program for the conference*

Interact Media Define

4.9 *Working Groups and their functions*

President: Mr. D Padayachee

5. DATE AND VENUE OF NEXT EXECUTIVE COMMITTEE MEETING

5.3 *Date*

5.2 *Venue*

6. CLOSING OF MEETING

President: Mr. D Padayachee

- b) The Board of Directors agreed that a letter be sent to all current Prescribed Officers in Portfolios requiring acceptance or decline of their current designation until elections in 2017.
- c) The Board of Directors approved the interim concurrent appointment of “Champions” to each new Working Group.
- d) The Board of Directors agreed that the appointed “Champion” will be responsible to establish the required Working Group Structure from either current serving prescribed officers or new appointments.

5.3 Submission of Terms of Reference for the Board of Directors [CONCLUDED]

{The Meeting adjourned for a comfort break at 12h03 and reconvened at 12h45}

{S van den Berg took calls with regards to the catering at 12h49 for a few seconds, and from 13h11 to 13h15}

{Mr. OS Masibi excused himself from the meeting at 13h33 and re-joined at 13h35}

5.4 Proposed Budget and Budget Processes to be submitted and dealt with.

BOD Adopted Resolution # 32 – Budget, Budget Processes and Financial Requirements

- a) The Board of Directors took note of the content and explanatory notes on the proposed 2015-2016 Budget for the Southern African Emergency Services Institute NPC. Mr. M Ramlall proposed to accept the 2015-2016 Budget, Mr. D Padayachee and Me. S van den Berg seconded.
- b) The Board of Directors approved the submitted Budget for the financial year 2015-2016 as per *Annexure A* attached.
- c) The Board of Directors approved the resubmission of the Budget after alignment with regards to the newly established Working Groups within 6 months.

{The Meeting adjourned for Lunch at 13h39 and reconvened at 14h21}

5.5 Clarification on difference of interpretation of Memorandum of Incorporation items [CONCLUDED]

5.6 Review of the agreement between SAESI and IMD with regards to the hosting of the Institute Conference [DEFERED TO NEXT BOD MEETING]

5.7 Roles and Responsibilities of Board Members and dress code at the Conference

The Board of Directors will finalise the program as well as give directives to each Board member after the final Plenary Meeting. Me. S van den Berg has already been tasked to acquisition Jackets and Shirts for the Board Members as “Uniform”.

5.8 Alignment of Meetings of the Branches with the new proposed schedule

BOD Adopted Resolution # 33 – SAESI Meeting Schedules

- a) The Board of Directors approved the alignment of Annual General Meetings of Branches with the schedule of the Board of Directors.
- b) The Board of Directors approved the attendance of the 2015 Annual General Meetings of Branches by the Directors with priority given to Mr. D Padayachee and Mr. M Ramlall to attend as a pair for purposes of introduction of the new Presidency.
- c) The Board of Directors agreed to arrange attendance in such a manner that Directors will be allocated to Branches outside of their familiar regions where feasible with regards to cost and individual diary availability.

{Mr. OS Masibi took a personal call at 15h05 and returned to the meeting at 15h12}
{Mr. M Ramlall exited the meeting at 15h07 and returned at 15h12}
{Mr. D Padayachee exited the meeting at 15h44 and returned at 15h46}

5.9 Report on the relocation of Head Office/Establishing of a SAESI House

Mr. M Ramlall rejected the report tabled and the proposal contained with regards to the relocation of Head Office/Establishing of a SAESI House. Mr. R Janse van Vuuren supported the motion.

BOD Adopted Resolution # 34 – SAESI House

- a) The Board of Directors referred the item of the Relocation of Head Office/Establishing of a SAESI House to Mr. R Janse van Vuuren for resubmission at the next Board of Directors Meeting.
- b) The Board of Directors tasked Mr. R Janse van Vuuren to visit the identified properties and evaluate the buildings on structural/architectural basis and financial affordability/implications to the Company.

6. Listed Agenda Items *Continued*

- 6.1 Creating and/or Expanding Board Representation with Key Role-players that may or may not be “Directors”**
- 6.2 Forging Strategic Alliances with juristic bodies not limited to Government, Ngo’s, Private Companies etcetera and entering into MOU/MOA/Contracts with such bodies.**

[6.13 Non-attendance of National Department at Institute Exco Meetings]

Items Listed above were addressed as one collective

Mr. M Ramlall listed several identified parties to be considered for inclusion and participation on the Board of Directors namely; Non-Executive Directors as per legislative requirements, Audit and Risk Committee Chairperson, Nominations Committee Chairperson, Fire Brigade Board, Company Secretary, Past Presidents.

Mr. M Ramlall identified as immediate necessities to forge alignments with that of the LG SETA, QCTO and SALGA.

BOD Adopted Resolution # 35 – SAESI Board Representation and MOU’s

- a) The Board of Directors decided to defer the item and properly apply its collective mind to identify and prioritise Companies/Organisations and or Individuals most suitable to approach for representation at Board level and revisit the item at the next Board of Directors Meeting.
- b) The Board of Directors noted that in light of the above any and all MOU’s and MOA’s should be crafted and included into the subsequent Business Plan for the Board of Directors.

6.3 April 2015 examination problems - KZN Inland Branch

Mr. D Padayachee narrated the complaint sent to the Presidency by the KZN Inland Branch with regards to Irregularities during the April 2015 SAESI Examinations.

BOD Adopted Resolution # 36 - April 2015 examination problems - KZN Inland Branch

- a) The Board of Directors approved that the Presidency will acknowledge receipt of the complaint and inform the Branch that the Board is investigating the complaint.
- b) The Board of Directors approved the immediate release of any results outstanding to the members/students involved.
- c) The Board of Directors approved the determination of the history and documentary evidence available with regards to the complaint.
- d) The Board of Directors agreed to pronounce on the outcome when concluded.

6.4 Official Complaint received from COJ [NOTED]

6.5 Fire Safety & Management Conference - 14 August 2015 [NOTED]

6.6 Administration Committee Meeting - 20 August 2015 [CONCLUDED]

- 6.7 Representation of SAESI at Road Incident Management System: National RIMS [DEFERED TO NEXT BOD MEETING]
- 6.8 Fire Brigade Board dormancy since 2005 [DEFERED TO NEXT BOD MEETING]
- 6.9 NAFSAC - the National Fire Services Advisory Committee dormancy [DEFERED TO NEXT BOD MEETING]
- 6.10 Development of the career path of the Fire Fighter which is holding us back with the development of applicable qualifications for the different future levels. [PRIORITIZED]
- 6.12 White Paper on Fire Services
- 6.13 Non-attendance of National Department at Institute Exco Meetings [COMBINED WITH POINT6.2]
- 6.14 IMPS-SA Conference 2015 [NOTED]
- 6.11 Short Courses - BAC, AEA and CCA

BOD Adopted Resolution # 37 - Short Courses - BAC, AEA and CCA

- a) The Board of Directors took note of the information from Mr. R Janse van Vuuren that the Registry for the short courses like BAA, AEA etcetera has indeed NOT closed as previous information claimed.
- b) The Board of Directors approved the circulation of the Government Gazette issue 38176 of 4 November 2014 addressing the subject, to the Institute Members as well as the Accredited Training Providers.

6.12 White Paper on Fire Services

The Board of Directors did not manage to address this item during the meeting.

- 6.13 Non-attendance of National Department at Institute Exco Meetings [COMBINED WITH POINT6.2]
- 6.14 IMPS-SA Conference 2015 [NOTED]

7. URGENT UNLISTED ITEMS

Mr. D Padayachee submitted the following items as urgent unlisted;

7.1 Report Back on Working on Fire

Adopted Resolution # 38 - Report Back on Working on Fire

- a) The Board of Directors agreed to invite Sean Pillay the new CEO of Working on Fire to address the special Executive Committee meeting with a short presentation on the
- b) The Board of Directors agreed to limit questions from the house to only three and at a limited allotted time for reply on said questions.
- c) The Board of Directors agreed that the presentation should be submitted to the Board prior to the presentation at the Executive Committee Meeting for review.

~~7.2 Traffic Fine~~

~~The Board of Directors did not manage to address this item during the meeting.~~

Mr. R Janse van Vuuren submitted the following items as urgent unlisted;

- 7.3 Risk Register [CONCLUDED]
- 7.4 Company Contracts
- 7.5 Business Plan

8. NEXT MEETING OF THE BOARD OF DIRECTORS

The Board of Directors approved a tentative meeting to be scheduled either before or after the next Plenary Meeting. Should this not be approved a proposed date will be electronically circulated for acceptance and finalisation.

9. CLOSING OF MEETING

Mr. OS Masibi, Chairman of the Board closed the meeting at 17h08 on Saturday 5 September 2015.