

MOUNTED ARCHERY ASSOCIATION OF SOUTH AFRICA

MEETING MINUTES



DATE	10 July 2020
VENUE	Internet Spreadsheet due to Covid-19 Regulations and load shedding
TIME	N/A

PARTICIPANTS:

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MINUTES:

	POINTS	DISCUSSION/DECISION	TASKS
1.	Meeting Formalities		
1.1	Welcome & Opening		
1.2	Signing off on previous minutes - AGM & committee 9 Feb	Signed Off given changes requested by Deirdre, Diane and Rudi are made	Maretha to make requested changes
1.3	Matters arising from previous meeting/tasks		
2.	MAASA Qualifiers		
2.1	Official decision to cancel	<ul style="list-style-type: none"> - WC & Freestate have notified Deirdre there will be no further competitions for the year at their shareholding bodies. - Botha Wil Gauteng no further competitions for 2020. - Bekker Equestrian Gauteng still open to and willing to host competitions. - Unsure of Potchefstroom Ruitersklub, status in terms of competitions <p>A Unanimous vote was reached from committee to cancel all qualifiers for the remainder of the year.</p>	<p>Maretha to draft a letter explaining the reason for all qualifiers to be cancelled and unanimous vote from committee. Send to Deirdre to sign then email letter to all members. (31 Jul)</p> <p>Diane to write post and share letter on FB and on WhatsApp Group and include in newsletter (31 Jul)</p> <p>Deirdre to update website and FB</p>

			calendars to delete all qualifier events (31 Jul)
3.	SANESA Qualifiers		
		<p>Because SANESA falls under the Department of Basic Education (and not SAEF), they have not been able to confirm whether they will continue with qualifiers the rest of this year. The DBE has made it very clear that the school year may only continue academically, and no sports or cultural activities have been given permission to resume.</p> <p>Diane asked Karen Bekker (SANESA head of Additional Disciplines) whether there was a possibility of qualifiers continuing, and this is what she replied:</p> <p>We, as SANESA, have not written off the year in respect of qualifiers and even possibly a National Champs. This of course depends on when DBE give us permission to proceed with the school sport.</p> <p>A 'state of emergency' special selection criteria would be looked at should we be able to host a National Championships.</p> <p>So while MAASA may take the decision to cancel further qualifiers and nationals for the rest of the year, this does not necessarily mean that SANESA Mounted Archery cannot go ahead with the necessary permission of the DBE (which I seriously doubt will be given, but you never know).</p> <p>Due to costs, we always combine SANESA and MAASA qualifiers, but technically if a province is able to make budget on their SANESA shows, they will be allowed to continue. North West has held 2 qualifiers this year, while FS and GP have each held one – this could be sufficient to select teams for Nationals, depending on the special selection criteria that SANESA decides on (the riders in the smaller disciplines may be told</p>	<p>Diane to speak to SANESA Management and convey decision to SANESA riders once decision is finalised with SANESA (31 Jul)</p>

		<p>that they only have to do one qualifier to be eligible for team selection for Nationals later in the year).</p> <p>In summary, SANESA qualifiers are not as yet totally off the table, and there may still be a National Championship held, depending on future developments and availability of venues.</p> <p>In conclusion: Majority vote from committee against SANESA Qualifiers for 2020. Gauteng and North West is willing and able to attend a Nationals based on the qualifiers they've already had in the beginning of the year. The Free State is unwilling to host/attend nationals. Based on the above votes and fact that not all our SANESA provinces are willing or able to host/attend nationals it was recommended that we communicate to SANESA that MA will not be continuing with qualifiers or Nationals for SANESA.</p>	
4.	IHAA GP		
4.1	Dates	<p>Dates to compete was supplied by IHAA. Deirdre has applied for the following dates with the SAEF:</p> <ul style="list-style-type: none"> - 19-20 August (Wed & Thurs) - 29-30 August (Sat & Sun) - 16-17 September (Wed & Thurs) - 26-27 September (Sat & Sun) - 9-10 October (Fri & Sat) - 24-25 October (Sat & Sun) <p>According to IHAA rules we are supposed to run one event or 2 per day, so 2-3 day competition with raid, tower and skirmish spread over the days. There are supposed to be 3 separate competition dates with one stage of 3 competitors from the team competing and the next 3 competitors at the next stage etc.</p> <p>We have obtained special permission from IHAA to run all 3 events on 1</p>	<p>Deirdre to set up temporary WhatsApp group to communicate with all riders (21 Jul)</p>

		<p>day to alleviate costs. Permission granted, provided that there is no sharing of horses as each horse may do a maximum of 22 runs on the day.</p> <p>We can then wait until October dates for competition which gives us time to prepare (hopefully time for lockdown measures to progress to a lower level and also gives Marli's finger time to fully heal).</p> <p>Majority has voted to try to host all 9 riders and all 3 stages on a single day or at least over a single weekend. Deirdre will consult with competitors regarding dates and horses.</p>	
4.2	Teams and other competitors	<p>Whether we have the 3 stages across 3 separate competition dates or all 3 stages with 9 riders on 1 day, the question is: Do we create local competition around it to invite other members to compete to help with the budget. We are allowed a maximum 50 people excluding officials. 2 helpers per person allowed. No spectators. No snoepie.</p> <p>Conclusion: 5 votes yes and 4 votes no. Considering all comments from committee members, Deirdre changed her vote as it is more sensible to keep it small, keep it safe, limit the entries (which will help with admin) and only host the 9 riders. We should be able to break even on this competition if we just host the 9 over 2 days.</p> <p>Several people notified Deirdre that they would not be able to participate in this competition. The final team that will compete have been chosen in order of highest scores obtained in the 2019 competition year as per the MAASA selection criteria. The final team to represent South Africa is: Jaco Jacobs, Marli Jacobs, Deirdre Janse v Rensburg, Jacques Horn, El-Rico Klemp, Johan du Toit, Callie Kruger, Marna Wium, Maretha Kruger.</p>	Committee to re discuss.
4.3	Venues	<ul style="list-style-type: none"> • Bekker Equestrian is ready, willing and Covid 19 Compliant. • Deirdre spoke to Jaco, who is happy to host a competition as well (need to clarify Tower vs. Kassai track issues with Daniel first to make sure 	Deirdre will contact Jaco & discuss possibility to host raid & skirmish at his track and tower event at Bekker

		<p>regarding conflict of interest issues).</p> <p>No decision made yet on venues, still waiting for feedback from Jaco.</p>	Equestrian. (21 Jul)
4.4	Officials	<p>We will need a minimum of 11 officials:</p> <ol style="list-style-type: none"> 1. Parking lot attendant to show people where to park as they have to park 5m apart. 2. Someone to take temperatures and log down details. (Karen is willing depending on dates) 3. Covid 19 officer to inspect venue compliance, competitor compliance etc. 4. Judge (Amali is available to judge; she is also doing the compliance course for SAEF) 5. Assistant Judge 6. Scribe 7. Timekeeper 8. Gate official at end of track 9. 3 x arrow pullers (Cyrus) 10. Ambulance & Medic (Deirdre will arrange) <p>Deirdre will help organise the show before and after Diane is available either as official wherever needed or official photographer for the event. Zelda can help out if we a shortage of officials.</p> <p>We have a few committee members willing to help but not enough officials yet.</p>	Deirdre will set up officials list & start contacting people to help as officials (31 Jul)
4.5	Requirements Covid 19 Compliance	<ul style="list-style-type: none"> • Covid Officers to be trained • Attendant in parking lot to show people where to park 5m apart from one another • Official to screen each person arriving at venue, check temperature, write down details. 	<p>Diane to include notice of this competition to members in newsletter (31 Jul)</p> <p>Deirdre to create team announcement poster & publish on</p>

		<ul style="list-style-type: none"> • Venue sanitised • Social distancing • Masks (not while competing) • No sharing of horses, tack or equipment • No spectators, 50 people max excluding officials • Special room allocated in case anyone is above 38 degrees • Procedure in place should someone present with symptoms 	FB (31 Jul)
5.	Other competitions / training days		
		<p>The questions is whether MAASA should be hosting any other competitions this year, ie. Training Shows, Postal Matches, Grand Africa etc.</p> <p>5 Votes for Grand Africa as a Yes, 3 votes No and the rest no comment. We will revisit this matter later in the year once we've seen how things have developed with the state of lockdown etc.</p> <p>Everyone is happy with postal matches and we will continue with postal matches for the rest of the year.</p> <p>Karen feels that the postal matches should have a gradual progression in the degree of difficulty.</p> <p>Deirdre is asking Karen to please take over the design of the postal match for each month as she (Deirdre) is overwhelmed with work and MAASA admin. Deirdre will still handle entries, payments and results.</p> <p>These Postal matches need to be designed with the following taken into account:</p> <ul style="list-style-type: none"> - suitable for riders at all levels whether they are doing it at a walk, trot or canter. - include courses that nearly anyone can do whether they have proper targets or not. - some people only have 3 or 4 arrows left and only 2 or 3 targets. - not everyone has the same facilities so the postals should cater 	Deirdre is asking Karen to please take over the design of the postal match for each month (31 Jul) (Next postal match is due first week of August)

		<p>for a lunge ring, a 40 x 20 arena and an 80m track at least.</p> <ul style="list-style-type: none"> - we don't only have beginners participating in the postal matches but also intermediate and advanced riders and we need to try to make the postals so that all can participate in it and be challenged by it - the purpose of the postal matches is to get people to practice and hone their skills. 	
6.	MAASA OGM		
		<p>MAASA is constitutionally obligated to hold an OGM before the end of the year. We need to decide on a date for the OGM so that we can send out notification of it and any rule changes etc. to members no less than 30 days before the OGM is to be held so that members have time to respond.</p> <p>A suggestion was made that we could hold a big competition towards the end of the year (November sometime) i.e. Grand Africa to coincide with OGM dates and Year End Function.</p> <p>Most committee members want to delay this decision. We cannot however delay this decision very long as we need to send out a formal notice 30 days before along with any material or rule changes. This means we need to set the date at least two months in advance.</p>	<p>Maretha please make a note of it to raise the subject of an OGM date at the beginning of September (1 Sep)</p>
6.1	Date	<p>Date suggestions: 13 or 29 Nov. We would then have to formally decide on a meeting date no later than mid-September.</p> <p>Another suggestion has been made to host a virtual meeting with a number of venues for all attendees to congregate and skype/zoom in, in the case that a physical meeting and intra-provincial travel is not yet allowed.</p>	<p>Maretha please make a note of it to raise the subject of an OGM date at the beginning of September (1 Sep)</p>

6.2	Venue/Format	<p>Majority vote for an email meeting should a physical meeting not be possible. If we do it via email we would have to start debating topics in advance to allow for back and forth and discussion of topics so that it's not just a yes or no decision without having all information and viewing all sides of an issue.</p> <p>Also check with SAEF regarding legality of such a meeting.</p>	<p>Deirdre to contact SAEF (1 Sep)</p>
6.3	Work out dates for notification and dates to send out documentation / voting	<p>Based on date decided on for the OGM we need to work out dates for notification and dates to send out documentation / voting</p>	
7.	IHAA vs Kassai Affiliation		
		<p>The year is drawing to a close pretty fast and we will need to get moving on the IHAA vs Kassai Issue. We will need to decide which body to affiliate with for 2020. This decision will have implications to our current rulebook regarding rules, selection and grading criteria. This means that we will need to reach a decision regarding affiliation way before we send out documentation for the OGM at the end of the year because the rule changes will have to be part of the documentation that gets sent out.</p> <p>MAASA Members will need to vote on who we should affiliate with.</p> <p>We therefore need to send out a document to the members which gives them the pro's and con's and when affiliating with each body and it should also contain solutions from MAASA council. The members need to be able to make an educated decision based on all the facts. They need to know what the perks/consequences of affiliating with the one or the other is going to be.</p> <p>This is a long discussion we need to have. Deirdre suggests we hold an entire separate committee meeting with the sole focus of discussing IHAA vs. Kassai. Amali as IHAA rep and Daniel as Kassai rep need to prepare a document (perhaps we can do a google spreadsheet like this one) which</p>	<p>Maretha Please organise a special committee meeting for the end of July/beginning of August. This needs to be a zoom meeting so that we can discuss back and forth.</p> <p>Daniel Please prepare what you can in terms of KASSAI Affiliation.</p> <p>Amali Please prepare what you can in terms of IHAA Affiliation. (31 Jul)</p>

		<p>shows pros and cons, requirements, rules and costs of affiliating with each body. We then need to discuss these as a committee and decide on possible solutions should our members vote to affiliate with either Body. There has already been some good suggestions from Committee members regarding this.</p> <p>If OGM is scheduled let's say towards the end of November then documentation/rule changes need to go out to members by mid October. This means that we need about a month to write suggested rule changes to be sent out which takes us to mid September when the voting should be finalised. We should give members 30 days to vote which takes us to mid August when voting documentation has to go out. We therefore have a month to discuss this issue.</p> <p>Deirdre suggests Committee meeting for IHAA vs Kassai for end of July and then a second meeting about a week later at the end of the first week in August. This gives Daniel & Amali 2 weeks to prepare and gives the MAASA committee 1 week to come up with some more suggestions and solutions and another week to discuss and finalise the documentation for voting etc.</p> <p>To conclude: All committee members are in agreement that we need a special meeting to discuss IHAA, KASSAI (& WHAF) affiliation. Even if we do not have all the information from IHAA or Kassai yet, we need to get this discussion going as it might take several of these meetings to brainstorm, discuss and come to agreements as to how we would like to proceed.</p>	
8.	Selection Criteria and other rule changes		
8.1	The Problem	<p>Our current selection criteria is very vague and open to interpretation. We decided on selection criteria at the beginning of 2019 but we need to define it some more. We will need to make suggested changes to</p>	<p>Maretha Add to agenda for next meeting. All committee members please send</p>

	<p>selection criteria, send out to members as suggested changes to our rulebook 30 days before our scheduled OGM.</p> <p>Rudi & Amali was tasked with creating an automated spreadsheet system to calculate gradings and teams, this will be the central hub where all national scores are logged. But in order to do the spreadsheet the selection criteria need to be very clear. Rudi stumbled across some problems with our selection criteria, below are his findings as well as his suggestions:</p> <p>Currently we need to obtain an average of HA 3 level across 2 qualifiers and nationals to make the team (seniors). What this comes down to is that we are using an average of an average, so at the moment saying average at a qualifier and then adding two qualifiers plus the provincial or national and then averaging that again, with the current system you could be HA8 in Hungarian and HA0 in Korean and you will make the national team – which is not correct. Also, currently you could have done two HA1 qualifiers and if you do HA5 in National, now you are in the national team, which is also not correct.</p> <p>Deirdre has forwarded Rudi's mail to all committee members where committee members had to comment on whether they agree with his suggestions or come up with other suggestions for a rewrite of the selection criteria.</p> <p>5 votes agreed, 6 haven't commented. We will need to look at and redefine selection criteria. We can look at suggestions from Rudi and discuss what we would like to change, use or discard. Any proposed changes (agreed upon from the committee, to be sent out no less than 30 days prior to OGM). All committee members to respond with changes, suggestions etc. to Rudi's email regarding selection criteria. If we are to implement the Kassai track into our scoring and grading system then selection criteria will also have to change regarding this. The final</p>	<p>changes / recommendations by 30 August.</p> <p>Maretha please send out a reminder email to all members regarding this on 24 August.</p>
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		decision regarding selection criteria will have to wait until a decision has been made regarding affiliation.	
9.	Follow up / feedback Committee Tasks		
9.1	Website – Feedback required	Deirdre: MAASA Website is up to date with latest changes to committee, postal match results, newsletters, financial statements 2019 and 2020 and presidential report 2020. Deirdre will update as and when it is needed.	
9.2	Clinic Coaches & Instructors Course	<p>Daniel, Karen and Banie are in the process of putting together a basic clinic manual that can be distributed to instructors wanting to give clinics. This way we can all be giving out the same information for MAASA clinics.</p> <p>As far as instructors' courses are concerned, we haven't clarified what qualifications are needed prior to being able to do a MAASA instructors course. We also need to think about what that term means. Do MAASA instructors only teach people who can ride and have some knowledge of bows or should they have a basic riding instructors qualification and done some sort of training course in archery?</p> <p>Daniel is putting together content on History, Horse Archery and martial Arts and Techniques.</p> <p>In conversation with Abdullah and Karen, it is proposed that in these times of Corona, with traveling being difficult, it would be a good idea to go forward with E learning. Initial coaching can be done via a series of coaching DVDs covering a broad series of topics for the beginner in mounted archery. Daniel has put together a list of 13 videos that he can do.</p> <p>After this, follow up zoom sessions can take place for questions. Practicals can take place after these videos have been watched and zoom lessons done.</p>	<p>Karen please advise on when the clinic manual should be finished? Please could you in the meantime send the topics to be covered in this clinic manual? Maretha please add instructors course criteria to the agenda for the next meeting.</p>

		<p>Conclusion: A basic clinic manual is being put together. Video tutorials have been suggested & 13 video topics have been outlined. Regarding the instructors course, MAASA still needs to define this & decide how instructors will qualify. (Since then the video series with Quintessential rider have come onto the horizon). Deirdre and Daniel will discuss and share the topics that they will cover.</p> <p>Side note: another request was received for a clinic in KZN</p>	
9.3	Horse Database	<p>Deirdre completed Horse Database spreadsheet, horse safety assessments form and horse database for Gauteng and has sent out to all provincial presidents on 1 June. It will be the province's responsibility to keep an accurate record of the horses used in competition in their province. They have been tasked to fill in their province's database and send back to Deirdre by the end of 2020.</p>	
9.4	National Transformation & Development Plan	<p>Some suggestions:</p> <p>1) THEORY ONLINE CLINIC. Part of the online theory course will be a tutorial DVD created by Daniel. This will be included in the price of the course. MAASA can purchase the DVDs from Daniel, or anyone interested can purchase them directly</p> <p>2) PHYSICAL CLINIC. The amount of people per clinic should be at the discretion of the venue OR limit the amount to 6 in order to maintain social distancing. It will be the commitment of the person responsible for hosting the clinic to have 1-2 slots free for our Development riders...</p> <p>Identifying our Development riders The following groups should receive priority when programmes are designed and funded to promote inclusivity:</p> <p>a) Persons with a disability b) Youth</p>	<p>Deirdre to change MAASA membership form to include option as development rider.</p> <p>Deirdre to upload this form to dropbox and website.</p> <p>Abdullah to read through all recommendations listed here and via mail by committee members and put together formal Transformation & development document for MAASA National which contains the suggestions that have been made. Present to committee via email for further discussion. (31 Jul)</p>

	<p>c) Rural communities</p> <p>3) WAIVING OF MEMBERSHIP AND QUALIFIER FEES.</p> <p>a) MAASA membership fee of those who have not been graded before to be waived until the next season where they will receive their first grading. That way, we will not be discriminating in any way</p> <p>b) Membership and Qualifier fees to be waived for Approximately 10 underprivileged youth from rural communities, including grooms and or anyone that we know of that has a passion for horses and has some experience with them.</p> <p>4) INCREASE OF MEMBERSHIP AND QUALIFIERS FEES BY 10% - 15%. This increase will be set aside for our Development riders for transport, clothing, equipment, horse rental etc.</p> <p>General comments:</p> <ul style="list-style-type: none"> • We need to help those first that already do the sport and really want to do it rather than just some random kids (names that come to mind are Cyrus, as he loves horses and archery and Shumbashaba for example) • Deirdre will find out what the application procedure is at SAEF and what their Criteria is for development riders. Free MAASA Membership is not for the province to decide but for MAASA national as all membership fees go to MAASA national. Before implementing this we need to look at the criteria from SAEF and we will also need to establish how long it would be valid for for a member, is it indefinitely or for a year or two years? What about those of colour who can afford it? • Free entry to qualifiers is part of each province's T&D Plan and each province can decide how they want to implement this, whether the member will receive a limited number of free entries to qualifiers or if they will receive unlimited free entry. • It will be the responsibility of the province to provide these riders 	
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		<p>with horses to use, training and equipment to borrow. It will be the responsibility of each province to get funding for anything else, i.e. travel, clothing etc. These fundings should be collected separately and for the specific purpose of development and should not be collected through the increase in competition and membership fees.</p> <ul style="list-style-type: none"> • SANESA riders have to attend a clinic before they enter for qualifiers (if they don't already receive training in MA from one of our instructors), perhaps we could consider allowing one child free access to each SANESA clinic as part of our developmental program? • Western Cape already has 3 development riders they would like to sign up. <p>Conclusion: Deirdre has been unable to reach SAEF in the last week to establish what SAEF's criteria are in terms of their development riders. They have not responded to her email. It is important to find out what the SAEF's criteria are before we take action.</p> <p>Suggestion: To start with each province can submit 5-10 development riders to MAASA National per year. These riders will have FREE MAASA MEMBERSHIP. It will be the responsibility of the province to help these riders to register (for free) with MAASA and with SAEF. These riders will have free entry for all MAASA qualifiers. It will be the responsibility of the province to provide these riders with horses to use, training and equipment to borrow. It will be the responsibility of each province to get funding for anything else, i.e. travel, clothing etc. These fundings should be collected separately and for the specific purpose of development and should not be collected through the increase in competition and membership fees.</p>	
9.5	Electronic Platform – Judges & Officials Course	The officials course has been created on an electronic platform and has already been sent out to 12 people that have indicated that they want to	Deirdre and Diane to take the material from the Judges course and

		do this course. The next step is to do the same for the Judges course that we've done for the officials course. Deadline needs to be decided on.	do the same, convert to an electronic platform. Banie and Karen to help supply questions for the quiz. (31 Aug)
9.6	Minutes of previous meetings	Maretha has sent out to members. No feedback required.	
9.7	Nationals Venue applications	Will be done by the end of the month.	Maretha to create form and send out mail (31 Jul)
9.8	Memo of cut-off times qualifier documentation	Will be done by the end of the month.	Maretha to send out mail (31 Jul)
9.9	Draft Policy AHS guidelines	Busy with a draft. Maretha has sent out some general info to all members for the time being. She will send the draft to the committee by end of the month.	Maretha to create policy document. (31 Jul)
9.10	Committee Code of conduct	Deadline for final commentary before everyone signs was Monday 13th July. If no further changes are requested, Deirdre will send out the final version to each committee member to sign. General comments: (Rudi) We need to be careful of the POPI act. He is not comfortable to as an ordinary committee member, divulging his ID number or personal finances to anyone. For this level of committee he does not see any reason why this info should be divulged, yes the three directors need to give it because they have a fiduciary responsibility but the rest of us don't. He suggested to remove the requirement for these two items. Final suggestions to be reviewed and implemented. Document to be sent out to committee to sign.	
9.11	International Affiliation report	Daniel and Amali to prepare what documentation they can for the IHAA	Daniel & Amali to prepare pros &

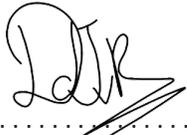
		vs. Kassai Debate.	cons documentation for affiliation. (31 Jul)
9.12	PBO Registration & Change of Directors	<p>Change of directors has been registered with CIPC.</p> <p>Diane was at SARS on Monday 6th July to be appointed public officer for MAASA, this was confirmed by SARS via email the same day. (We had to wait a number of weeks before they could give us an appointment due to a backlog of work caused by the lockdown).</p> <p>The PBO application to allow us to issue Section 18a certificates to potential donors has to be re-submitted in person at the SARS head office in Pretoria CBD, and they have a backlog of work after the lockdown, so we have been waiting for an appointment opening. Our auditors have tentatively got a slot on Tuesday 14th July, and Diane is waiting for Elsabe to confirm that she can go with me to get this finalized.</p> <p>Update: Diane went to SARS in the CBD after this meeting and they were closed until further notice - probably due to a Covid case. She will try to address this issue via email with SARS, but she's not hopeful that we will get any response. If not, this matter will have to wait until the pandemic peak has passed – it's too much of a risk to health and safety for her to attempt another visit to the CBD.</p> <p>The signatories on the bank account are not yet finalized, we had to wait for CIPC to issue confirmation of the change of directors, which we only received on 26th June. Since then, Deirdre has emailed the bank to ask them to remove Jaco as signatory and add Diane as the main signatory, and we received a reply from them last week to say that the changes must be signed by all current directors, and digital signatures are not accepted. Diane followed up telephonically, and it seems we will have to send the forms down to Daniel for signature and will have to wait for him to send them back to us before we can make the final changes at the bank.</p>	<p>Diane to investigate fees of registering PBO including tax lawyers & any extra accounting fees. (Check with our accounting firm) (31 Jul)</p>

		<p>Concerns:</p> <ul style="list-style-type: none"> - What is the estimated cost of establishing the PBO? - Is there really any point in doing this now in the midst of the Corona situation as the prospect of obtaining any form of sponsorship for our kind of sport is probably very close to Zero <p>Conclusion: PBO Registration process is standing still at the moment due to SARS being closed at the moment and with a huge backlog due to lockdown. Request to investigate cost of PBO registration and yearly fees from tax lawyers. Change of directors has been finalised at CIPC. Banking permissions in the process of being changed. Deirdre to follow up with Banking Permissions as they are ignoring Diane's emails.</p>	
9.13	1st & 2nd Quarter Financials	<p>1st & 2nd quarter financials were finalized and sent out to all committee members on 15th May and uploaded to Dropbox. The 2nd quarter Financials were emailed to all committee members on 9th July and uploaded to Dropbox.</p>	
9.14	National Colours & Ranking System	As discussed, this is Pending affiliation decision and rule changes as per Rudi's suggestions	
9.15	Clinics Schedule & Plan	No plan submitted from Abdullah and Karen	Abdullah & Karen Please submit suggestions 31 Aug
9.16	MAASA Grading numnahs and shirts	Deirdre has designed and sent suggestions and prices of shirts and numnahs to committee. Feedback was very positive. Deirdre to finish designs for all clubs and send out to clubs for their approval. Once all designs are finalised for shirts and numnahs then order information can be sent out to members. Deadline needs to be set for finalising designs.	Deirdre to send out final designs to each club for approval. (31 Aug)

		Designs are in progress for each club in each province. Maretha will get a sample numnah made to check quality. Our current quote is very reasonable as I have enquired about prices in general, and the going rate is currently R950 including embroidery.	
9.17	Business strategic plan for province – Feedback Required	Strategic plan received from WC, still waiting for Strategic plan from Gauteng, North West and Free State.	Gauteng, NW and Freestate to submit strategic plans. All Committee members to comment on WC strategic plan. (31 Aug)
9.18	Disciplinary process & Grievance procedure	Disciplinary process & Grievance procedure - nothing has been submitted. Not necessary to wait for affiliation decision as the disciplinary process has nothing to do with which international body we affiliate with. It needs to be in line with SAEF policy (which it currently is) but needs to be expanded on and must include full process as outlined in committee tasks document.	Amali and Daniel to submit suggested changes or add-ons and processes to current document. (31 Aug)
9.19	Provincial Structure NW	North West Committee has been elected. Constitution, minutes, committee members and bank details to be sent to Deirdre Asap.	Vicky Constitution, minutes, committee members and bank details to be sent to Deirdre Asap. Deirdre to update committee lists document and upload to website & notify SAEF of NW committee. (31 Aug)
9.20	Development of SA track	Maretha to send out mail asap. Reward can be to credit the person/people who came up with the idea, and maybe give them recognition on our social media, and/or at the launch of the new track. The winning track will also get submitted to IHAA so there's some prestige in that as well if the winning track gets recognized by IHAA and they also credit the creator of the track on their website and list the track with rules and course layout on their website.	Maretha to send out mail to members. Diane to publish request for SA track in newsletter and on MAASA FB page. (31 Jul)

10.	Closing		
10.1	Date of next meeting	Suggested Date for IHAA vs Kassai Meeting Thursday 30 July	Maretha to set up zoom meeting, finalise date & time for meeting 27 July
10.2	Closure of the meeting	Thank you everyone in advance for your participation in this spreadsheet meeting of ours! Keep well and stay safe! Regards Deirdre :-)	Maretha to minute this meeting and send out to committee. (31 Jul)

Greetings



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Deirdre Janse v Rensburg (Chairman)

Signed at Pretoria on 7th day of November 2020.