

Minutes of the Annual General Meeting of Protective Behaviours Southern Africa held on 11 July 2020 at 10h00 via Zoom Conferencing

In Attendance

Hayley Walker – Board Member
Hilda O’Callaghan – Board Member
Janice King – Board Member
Hannelie Millar – Board Member
Lydia Gordon – Organisational Member
Kelsey Jooste – Organisational Member
Trudie Benerer – Organisational Member
Debbie Hemens – Individual Member
Elizabeth (Liza) Meecham
Patience Kamanga
Lorraine Odendaal
Mandla Mkandla
Mxolisi Nyuswa
Cisca Van Zyl
Anna Karin Ohrstedt
Elaine Pienaar
Bronwyn Forbes
Rehoboth Childrens Village

Apologies

Liesl (Stander) Pretorius
Sarah Ackers
Refiloe Mofelehetsi

1. Welcome

Hayley Walker was appointed chairperson for the meeting, and welcomed everyone present.

Hayley confirmed that there were no proxies to be noted.

Hayley asked if there were any further nominations for new board members to be noted. There were no additional nominations to the ones that has already been received.

Hayley confirmed that a quorum is established.

2. Approval of the Agenda

Hayley presented the agenda and asked whether there were any additional items to be placed on the agenda. There being no additional points raised, the agenda was accepted and approved.

3. Approval of the minutes of the previous Annual General Meeting

Hayley noted that the minutes of the previous Annual General Meeting has been uploaded in the chat feature. Hannelie stated that a copy is also available on the PBSA website. She asked whether it is accepted as a true reflection of the proceedings of that day.

The minutes of the Annual General Meeting held on 11 March 2019 was proposed and accepted by Hayley Walker and seconded by Lydia Gordon.

4. Receiving the Chairperson's Report

Hayley Walker presented a visual display of the annual Chairperson's Report¹

She noted that, despite the challenges thrown at us by the COVID-19 pandemic this year, there are some key moments to celebrate. She reported on the following points during her presentation:

- a. PBSA were able to do some infrastructure development using SharePoint and Microsoft Teams, which includes an online portal for training material and a membership database.
- b. The significant financial contribution made by Cape Gate and BSI which enabled us to get administrative support, and to extend our reach even further.
- c. Continued opportunities for strategic partnerships, attendance of conferences, and being able to work in the more 'at risk' communities.
- d. The successful launch of our membership offering and application process.
- e. Links to advocacy forums and the "Leave no Child Behind' Charter
- f. The impact of COVID-19 and the inability to do any face-to-face training. Some online parent information sessions, and children's activities have been done.
- g. Our future plans to train more senior trainers so that we can get the programme into more communities.
- h. Closing comments on her term as Chairperson having reached its end, based on the PBSA constitution. Hayley extended her gratitude for the opportunity to serve as Chair.

Hayley closed her report asking if there were any comments or questions relating to the report.

Lydia Gordon thanked the chairperson for the visual presentation, and thanked Hayley for her guidance and commitment during her time as Chairperson. She stated that she looks forward to a continued relationship with Hayley being part of PBSA in the future.

5. Receiving the Financial Report

Hannelie Millar presented a visual display of the annual Financial Report²

Hannelie started by recognising and thanking our current chartered accountant, Chantel Elliott and Co. who did the audited financials for PBSA for free for the first year. As a result, Hannelie confirmed that the financials that were presented at the last AGM has now been audited and approved.

Hannelie continued to present a summary of the Income and Expenditure of the past financial year, as illustrated in the Financial Report².

The Balance Sheet and Income Statement were presented on the screen, and Hannelie invited attendees to raise any questions. There being no questions raised, she continued to present the planned budget for the ensuing year.

Hannelie closed her report asking if there were any comments or questions relating to the report.

Janice King asked what the current membership fees were.

Hannelie responded that Individual Membership is currently R50 per annum, and our Organisational membership is dependent on the scope of practice of the organisation. Where the organisation only has Practitioners on their team, the annual membership is R500 per annum, and where the organisation has both Senior Trainers and Practitioners, the annual fee is R1200 per annum.

There being no further questions, Hayley requested for the acceptance and approval of:

- a. The presented Financial Statements
- b. The presented Budget
- c. The appointment of the auditors, being Chantel Elliott and Co.

These were approved by Lydia Gordon, and seconded by Janice King and Hilda O'Callaghan

6. Election of the Board for the ensuing year

Hayley presented the nominations and coordinated the election of the new board after everyone present agreed that her nomination was ex officio and therefore bares no conflict of interest.

Nominations of board members were received by written nomination, and submitted to the board prior to the AGM. The following nominations, and proposed positions was presented.

As Chairperson: Hannelie Millar

As Vice Chair: Refiloe Mofelehetsi

As Treasurer: Mandla Mkandla

As Secretary: Janice King

As Legal Advisor: Liesl (Stander) Pretorius

As Training Rep: Hilda O'Callaghan (EO)

As Advocacy and Activism Rep: Hayley Walker (EO)

Hayley asked whether this proposal can be ratified as a valid board. She invited votes through the chat feature, where the proposal was ratified by Elizabeth Meecham and seconded by Lydia Gordon.

There being no further enquiry or objections to the elected board, Hayley congratulated the new Board and in particular welcomed Liesl and Mandla, as new members. She confirmed all appointment as listed.

7. Receiving the Senior Trainers' Report

Hilda O'Callaghan presented a visual display of the annual Senior Trainers' Report³

She reported on the following points during her presentation:

- a. The flowchart and structure of the programme as it exists in South Africa and bordering African countries
- b. The number of new senior trainers and practitioners trained during the last year
- c. The number of children reached in the last year, and since inception
- d. Additional training done to create awareness of PB, including free public information sessions, young adult sessions and parent sessions.
- e. Awareness campaigns through conferencing, Advocacy Forums, and radio talks.
- f. Training plans for 2020

8. New and Other Business

There were no new or general points raised.

9. Closing

Hayley asked Hannelie if she had any closing comments. Hannelie stated that her journey with PBSA was a tremendously rewarding experience, and she accepts the nomination as chairperson, knowing that she has an incredible support group. She thanked the previous board for their commitment and contributions during the last term, and stated that she looks forward to working with the new board.

Hilda expressed her gratitude to Hayley and Hannelie, for the hours they have put into PBSA. Hayley responded that it has been a privilege.

There being no further matters to discuss, the Chairperson confirmed the meeting closed at 11h09

Recording of online proceedings available here: <https://youtu.be/rPF0JDIhWhY>



Moments to Celebrate



Infrastructure development using Sharepoint and Microsoft Teams



Sponsorships that have allowed us to train new Senior Trainers as well as bring administrative support on board



Continued opportunities for Advocacy



PB Program getting to the most vulnerable groups through key partnerships

Sponsors



THANK YOU
FOR YOUR SUPPORT

Strategic Partnerships

We have seen many great opportunities open up for us with strategic partnerships

- We are partnering with
- National Freedom Network
 - Catholic Schools Board
 - ACSI Association of Christian Schools international
 - Cause for Justice



Membership

We have had success with launching our membership. This has created opportunity to monitor our work further and keep a relationship with our practitioners using PB in their environments.



Organizational Members

We welcome our first organisational members to Protective Behaviours



Advocacy Forums



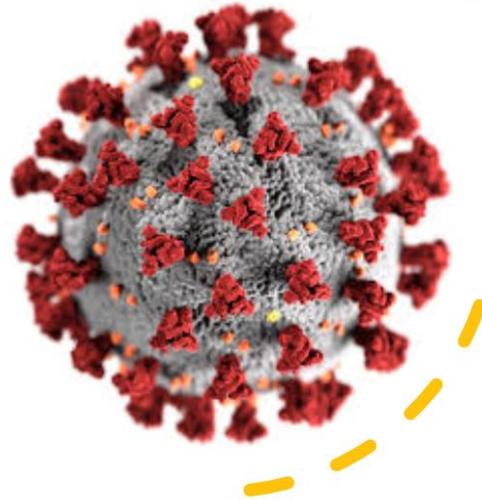
- Stop Hitting Children Advocacy Forum (Child Protection)
- DBE Social Inclusion Working Group
- The truth about love (GBV Activism)

A Significant
Advocacy
Moment

- The 'Leave no child behind' Charter has, to date, been shared widely for further signing and support throughout the various organisations and networks across the region. It is envisioned that this charter and the processes that will emanate from it will result in measures that will prevent, and ultimately end, child violence on the African continent. To achieve this, it is designed to work towards ensuring international recognition of the severity and the impacts of child violence/trauma in Africa, and to support the realization of the following:

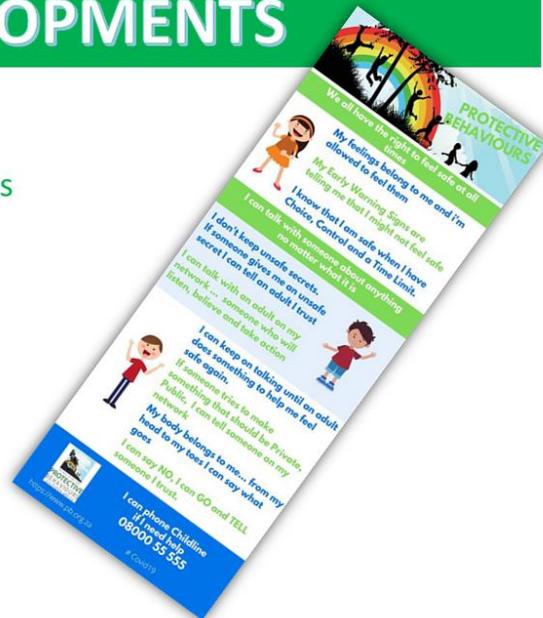
COVID 19

- This has had a major impact on our organisation
- No face to face training from March 2020 – present
- No work directly with children since schools closed in March 2020
- Will continue to affect our training and programs for the foreseeable future.



NEW DEVELOPMENTS

- Delivering of Online Training in Information sessions and to parents
- New lesson Plans (Hilda)
- Family Activities



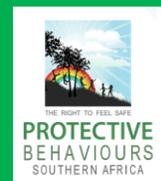


- Continue training practitioners and trainers
- Get the program into communities
- Explore Online Safety
- Continue with advocacy

Thank you for the opportunity to serve as your Chair over the last few years. I look forward to handing over the reigns and watching PB grow from strength to strength

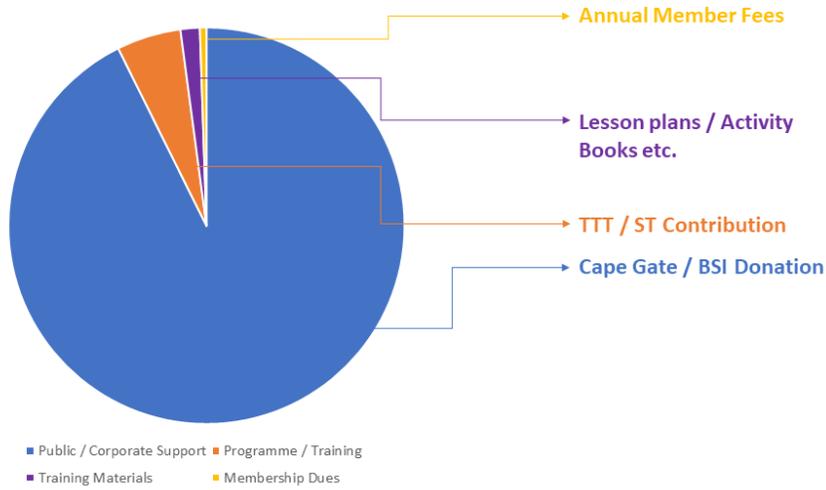
“SAFETY AND SECURITY DON'T JUST HAPPEN, THEY ARE THE RESULT OF COLLECTIVE CONSENSUS AND PUBLIC INVESTMENT. WE OWE OUR CHILDREN, THE MOST VULNERABLE CITIZENS IN OUR SOCIETY, A LIFE FREE OF VIOLENCE AND FEAR.”

NELSON MANDELA, FORMER PRESIDENT OF SOUTH AFRICA



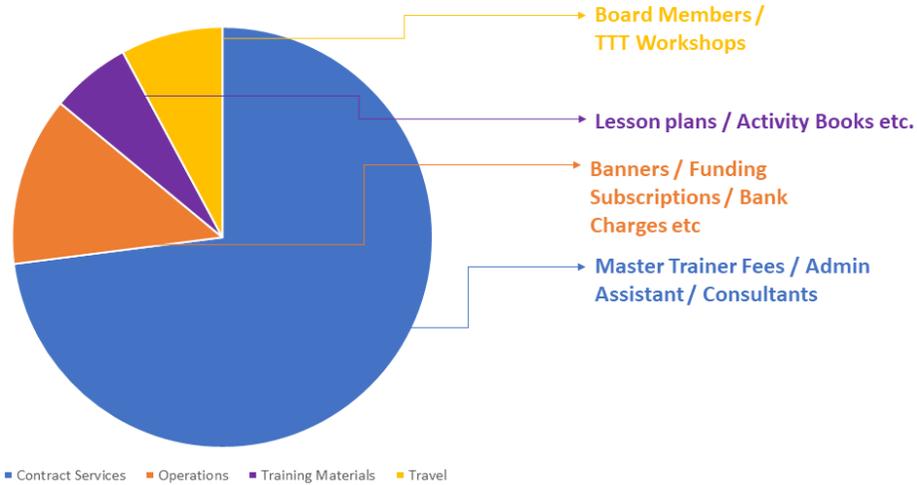


Income Summary (R516k)





Expense Summary (R86k)



Balance Sheet

Protective Behaviours Southern Africa
As of Mar 01, 2020



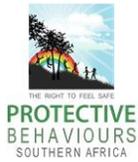
ACCOUNTS	Mar 01, 2020
Assets	
Cash and Bank	
Nedbank 1180790677	ZAR474,188.87
Total Cash and Bank	ZAR474,188.87
Other Current Assets	
Accounts Receivable	ZAR5,395.00
Total Other Current Assets	ZAR5,395.00
Long-term Assets	
Total Long-term Assets	ZAR0.00
Total Assets	ZAR479,583.87
Liabilities	
Current Liabilities	
Total Current Liabilities	ZAR0.00
Long-term Liabilities	
Total Long-term Liabilities	ZAR0.00
Total Liabilities	ZAR0.00

Profit and Loss

Protective Behaviours Southern Africa
Date Range: Mar 01, 2019 to Feb 29, 2020



ACCOUNTS	Mar 01, 2019 to Feb 29, 2020
Income	
Direct Public Support – Corporate Contributions	ZAR477,500.00
Direct Public Support – Individual Contributions	ZAR1,110.00
Program Income - Training Fees (TTT)	ZAR24,600.00
Program Income – Membership Dues	ZAR2,550.00
Program Income – Program Service Fees	ZAR2,504.20
Training Material - Activity Books	ZAR3,780.00
Training Material - Lesson Plans	ZAR4,300.00
Training Material - Strength Cards	ZAR50.00
Uncategorized Income	ZAR200.00
Total Income	ZAR516,594.20
Operating Expenses	
Bank Charges	ZAR56.35
Contract Services	ZAR63,135.27
Funding Subscription Fees	ZAR520.69
Office Supplies	ZAR1,250.00
Printing and Production	ZAR9,430.00
Training Material	ZAR5,320.00
Travel Expense	ZAR6,798.04
Total Operating Expenses	ZAR86,510.35



Budget

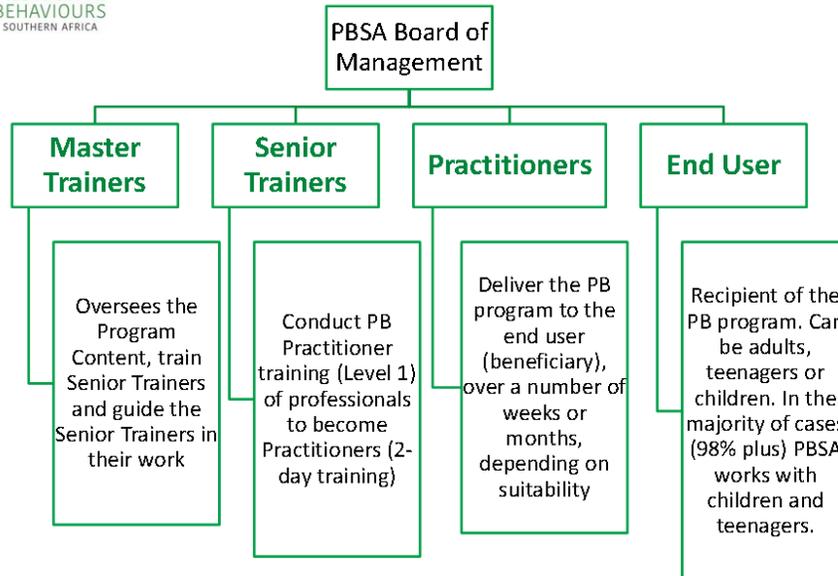
Income		R525 500,00
Membership Dues	R12 400,00	
Cape Gate	R402 500,00	
BSI	R75 000,00	
ST Training Fee	R48 000,00	

Expenses		R519 500,00
Senior Trainers (16)	R141 000,00	←
Venues & accomodation		
Travel		
Printing		
Evaluation		
Master Training Fee supervision @ R7500 per session		
Administrator	R50 000,00	←
12 x 40 hours per month		
Promotional Material	R10 000,00	
5 x banners		
5 x table cloths		
Monitoring & Evaluation	R25 000,00	
Formal evaluation of PB		
Translation	R20 000,00	
Development of Cyber Safety Program	R15 000,00	
Development of Special Needs	R10 000,00	
CPD	R1 000,00	
Registration Practioners Training		
Registration Train the Trainer		
Financial	R167 500,00	←
Bookkeeper	R30 500,00	
Audit	R4 000,00	
Tax	R133 000,00	
Work in Provinces	R80 000,00	←

DRAFT



Flowchart of Training





Training results for 2019

- Number of Practitioners trained during 2019 using the services of 2 Master Trainers and 6 Senior Trainers:**

South Africa – 468

Mozambique – 30

Zimbabwe – 16

- International training of Practitioners included:**

Lebanon - 22

Benin - 26

- Eight new Senior Trainers trained in November 2019 to resume training in 2020**



Training results for 2019 cont.

Number of Children who received PB during 2019

- South Africa – 2823**
- Mozambique – 310**
- Zimbabwe – 165**
- Namibia – 408**

Number of children estimated to have received the program to date – in excess of 100,000



Training results for 2019 cont.

Other training and awareness raising opportunities included:

- 1293 People attended 39 free 2-hour information sessions in 9 different cities
- 63 Young people attended six 'Teenagers Guide for Personal Safety' workshops
- 32 Parents attended PB Parent sessions



Conference Presentations by Master Trainers during 2019

- The International Child Care Workers Conference in July 2019 in Durban
- Preschools for Africa ECD Conference August 2019 in Alberton





- Africa Play conference
March 2019 in Pretoria
- Child Trauma Conference
August 2019 in Cape Town
- EduEx Conference
exhibition table in Port
Elizabeth

PBSA has become known in various media platforms

- East Coast Radio: The Stacey Norman Show
- Contacted Radio sonder Grense for an interview during 2020
- Algoa Community Radio in Port Elizabeth

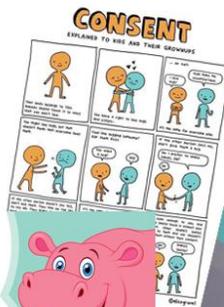
How do we reach children?



Trained practitioners deliver the program to groups of children



Using child friendly games, activities and videos



I do not keep unsafe secrets





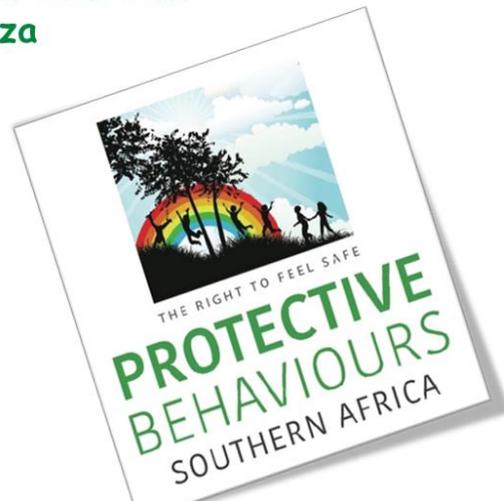
Planning for 2020 and beyond

- Developing a program for children with special needs
- Translating the training material into isiXhosa, Zulu and Afrikaans
- Developing more culturally sensitive learning materials for different culture groups

If you'd like more information on the Program or want to become involved in the training, please contact PBSA on info@pb.org.za

It is a privilege to help improve the world our children live in.

www.pb.org.za



Addendum 4 – Online Chat Record

10:14:58 From Elizabeth Meecham : Sorry I am late!
10:18:15 From Lydia G : Apologies
Mxolisi Nyuswa - Give a Child a Family, Margate
Rehoboth Childrens Village - Murchinson
Cisca Van Zyl - KZN Hotspots/Turning Point, Shelly Beach
10:19:49 From Lydia G : Anna=Karin Ohrnstedt - did join but with loadshedding went down , might join come in.
10:20:58 From Lydia G : Yes it is clear
10:26:41 From Hayley Walker : can everyone hear me
10:27:07 From Hannelie Millar : some feedback but can hear
10:27:07 From Lydia G : cracking sound
10:27:14 From Elizabeth Meecham : lots of interference,can here intermittently.
10:31:31 From Elizabeth Meecham : Agree with Lydia-Thank you Hayley for all your hard work and for this report!
10:32:34 From Hayley Walker : you are clear
10:43:00 From Janice King : how much is the Membership Fee please?
10:43:02 From Elizabeth Meecham : no questions
10:43:27 From Lydia G : Yes good account , in agreement with budget, second auditors too.
10:43:32 From Janice King : Yes, approve Auditors!
10:43:40 From Hannelie Millar : Yes to all questions
10:43:47 From Hayley Walker : yes to all questions
10:43:48 From Janice King : Yes, to all questions
10:43:50 From Hilda O'Callaghan : Agree with the 3 questions
10:43:56 From Janice King : What is the Membership Fee?
10:44:06 From Lydia G : thanks Hannelie
10:44:51 From Janice King : Thanks!
10:45:19 From Lydia G : In order , Hayley
10:45:33 From Elizabeth Meecham : fine hayley
10:47:11 From Janice King : Ratify All
10:47:15 From Elizabeth Meecham : pl
10:47:19 From Hilda O'Callaghan : Agree
10:47:19 From Lydia G : Ratify all.
10:47:27 From Elizabeth Meecham : happy to ratify all
10:47:39 From Lydia G : Yeah , for the South Coast !!
10:47:41 From Elaine Pienaar : Yes I agree.
10:48:06 From Elaine Pienaar : yes to nominees
10:48:16 From Hannelie Millar : Indeed Lydia :-)
10:48:24 From Mandla's iPhone : thank you for the nomination and I graciously accept.
10:57:02 From Debbie Hemmens : Kingfisher FM in PE too
11:01:05 From Lydia G : Thank you Hilda , there has been a request for men's / fathers programme content
11:01:44 From Elizabeth Meecham : We also has an enquiry about men a while ago...
11:01:55 From Elizabeth Meecham : Thank you so much Hilda.
11:02:31 From Elaine Pienaar : Thanks a million Hilda
11:02:36 From Lydia G : Yes did receive
11:02:51 From Elizabeth Meecham : Cannot see minutes
11:03:01 From Elizabeth Meecham : Will look on website
11:03:08 From Lydia G : Hilda , cannot thank you enough for what you are doing for PB and the children of SA !!
11:03:28 From Lydia G : I second
11:03:49 From Janice King : Hilda, you are incredible, and we so appreciate your presence in SA always and your commitment to protecting children!!
11:05:01 From Hayley Walker : audio going flaky
11:05:08 From Hilda O'Callaghan : breaking up hannelie
11:05:19 From Trudie Beneder : audio very bad
11:05:52 From Hayley Walker : losing audio again
11:06:00 From Janice King : audio Gone
11:06:22 From Hannelie Millar : Sorry guys, just a big thank you to last year's board - and the new board as we head into another incredible year.
11:07:52 From Debbie Hemmens : thanks to everyone
11:08:05 From Elizabeth Meecham : Thank you Hayley ,Hilda and Hannelie for all your hard work for PBSA!!!
11:08:06 From Bronwyn Forbes : thank you
11:08:12 From Janice King : Thank you!
11:08:17 From Trudie Beneder : Thank you!
11:08:36 From Elaine Pienaar : It was my first AGM, Thank you Hilda andHayley