

The Society of Master Mariners  
South Africa  
**EXECUTIVE COMMITTEE MEETING 7<sup>th</sup> June 2011**

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**Minutes of the Executive Committee Meeting of the Society of Master Mariners held at the African Maritime Services 7<sup>th</sup> June 2011.**

**1. Opening**

- a. The Vice President (RW) opened the meeting at 11h00 Hrs

**2. Present**

- a. R Whitehead (RW), Vice President (Chair), K Burchell Hon.Gen.Sec (KHB) ,  
b. G Mannall, R Farren-Hanford, J Davies (by electronic communications)

**3. Apologies**

- a. C.Flockhart on leave  
b. B. Greenwood away

**4. Confirmation of the previous minutes**

- a. The minutes of the 3<sup>rd</sup> of May were not sighted as the acting Secretary (CF) was on leave but will be circulated ASAP

**5. Matters arising from previous minutes:**

- a. See items 6,7 and 8 below

**6. Follow up actions on 27<sup>th</sup> August 2010 Congress Resolutions.**

- a. **Joint SAIMENA/SOMSSA initiative with respect to Class 1 Certification NQF standing**  
i. Colin Johnsen (CJ) was finding it difficult to undertake all the work required to complete the SOMMSA input. In this respect, RW had contacted a new member serving on the coast who could assist, Capt. H.Schutemaker (HS). RW is scheduled to visit, Durban to meet with CJ and HS and will be discussing the way forward to complete the required work which encompasses writing a new "work book".

**ACTION RW**

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**7. Financial Matters**

- a. Central Fund Balance as at 31<sup>st</sup> May 2010 = R79,761.07
- b. Benevolent Fund
  - i. Call account as at 31<sup>st</sup> May 2010 = R234,400.32
  - ii. Benevolent Fund Unit Trusts value as at 3<sup>rd</sup> May 2010 = R999,076.78
- c. Audited Branch Financial Statements/Reports
  - i. Certain Branch Information Outstanding **ACTION RW**
- d. Establishment of Money Market Account for Central Fund.
  - i. It was agreed that the Society should establish a Central fund money market account in order to be able to transfer funds to such account, which would generate interest, which at present the current account does not do. With EFT facilities amounts could be switched between the two accounts as required.  
**ACTION RW**
- e. Meeting with Auditors – way ahead with Tax Affairs
  - i. The EXCO will proceed to register the Society and all its branches as a “Association of persons”
  - ii. The separate Bursary fund will be dealt with by amalgamating it with Benevolent fund and adopting constitution.
  - iii. Prepare full set of Audited accounts.
  - iv. Submit Tax return.
  - v. Register with VDP
  - vi. This requires actions by the Branches as laid out in the letter from RW to Branches in email of 11/05 – **ACTION ALL BRANCHES .**

**8. Constitutional Development (To facilitate 7e above)**

- a. Benevolent Fund
  - i. The draft compiled by RW, which was amended to both satisfy requirements for submission as a PBO to SARS and in addition to change the constitution to accommodate its proposed function as a Bursary fund was tabled and discussed. Some further minor text amendments were agreed and once these and ii below were made, RW would be circulating this draft to the membership for comment.
  - ii. It was further agreed that the “Limitation of benefits “ paragraph be amended In such a way that it limited the award of Bursaries to the amount of interest received during the previous financial year.
  - iii. **ACTION RW**

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b. SOMMSA Constitution

- i. The draft compiled by KHB, which was amended to satisfy the requirements for the Society to apply for Tax exemption as a “Association of Persons”, accommodate the new benevolent fund constitution and submit to the Voluntary Disclosure Program (VDP) was tabled.
- ii. It was noted and agreed as follows:
  1. That the opportunity was taken to update its lay-out and create a Contents page for easy reference purposes.
  2. That in view of the agreement that a separate Bursary Fund should not be established, but that the Benevolent Fund constitution would instead be amended to accommodate Bursaries, the relevant paragraphs should be amended.
  3. That the Legal Status paragraph should be amended to incorporate the reference to Body Corporate as in the Benevolent Fund draft.
  4. That the terminology used in respect of Certification in the Membership paragraphs was to be checked.
  5. That the incorporation of various paragraphs where they were relevant, improved the text.
  6. That the renaming and adding of Headings was relevant in order to create the Contents page which enabled easy reference and to further ensure that all relevant matters were under the right heading.
  7. That the draft extra paragraph included under the heading “Procedures before and at Congress” - allowing any interested member to attend congress provided that he could only vote if he satisfied the voting rules was acceptable.
  8. That the final amendments would be made and the draft circulated to the membership for comment ASAP **ACTION KHB**

**9. Correspondence**

a. **Outgoing**

- i. 5/5 – RW to Auditor re way ahead with Constitution and submissions to SARS
- ii. 08/05 RW to President re Durban AGM
- iii. 11/05 – RW to Branch Masters re proposed AGM Schedule
- iv. 11/05 – RW to All Branches re way ahead with Constitution and submissions to SARS
- v. 13/05 – RW to Interested Durban Members re re-establishment of Durban Branch and holding of AGM
- vi. 17/05 –RW to interested Durban Members re No interest in Durban Branch AGM
- vii. 18/05 – RW to Colin Johnsen re SOMMSA Cert Project

b. **Incoming:**

- i. 11/05 – President to RW –Re Branch accounts
- ii. 12/05 – Roy Martin to RW – Re Tax affairs of Durban Branch
- iii. 16/05 – President to RW – re lack of interest in Branch AGM and Branch dissolution.

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**10. Membership**

- a. No new memberships were tabled
- b. No resignations were tabled
- c. RW has completed updating the membership list and listed the invoice payments made. There has been a reasonably good response so far, and new invoices have been issued to those that have so far not responded. **ACTION RW**
- d. The matter of members with large fee amounts outstanding was discussed and it was agreed that in particular with Durban members, because of lack of Branch activity, consideration should be given to offering a discounted amount to try and retain membership. **ACTION ALL**

**11. Annual Congress Matters:**

- a. It was earlier agreed that congress would be held on the 7<sup>th</sup> of September 2011 at the Maritime Room, KPUT which was the day before the Granger Bay Nautical Institute hold their 2 day Command Seminar.
- b. SOMMSA will host a cocktail party that evening which will be for both NI Seminar and SOMMSA Congress attendees.
- c. Matters and Items to be tabled at Congress
  - i. It was agreed that the Constitutions of the Society and the Benevolent Fund should be circulated to all members for comment before Congress so that these changes could be approved in principle beforehand and approved at Congress without widespread discussion. **ACTION RW/KHB**
  - ii. It was further agreed that a number of very pressing issues with regards to the Societies future needed to be tabled discussed and actions approved.
    1. Restructuring the Society and the way it is run to ensure its sustainability in the present day environment. Among proposals tabled were:
      - a. Restructure the Society by Streamlining EXCO and Branch Structures.
      - b. Restructure financial affairs/accounts of the society in line with modern day internet banking and ease of payments.
      - c. Appoint present Chief Director Maritime, CEO of SAMSA and Chief Harbour Master Honorary Members with the idea of promoting membership from amongst these organisational ranks.
      - d. Make concerted efforts to market the Society to newly qualified certificate holders.
      - e. Make a meaningful contribution to Maritime Affairs by investigating the establishment of an annual/bi-annual conference together with other Maritime organisations to suggest resolutions of issues facing the industry.
      - f. **ACTION KHB/RW**
- d. Preparation of Documentation and organisation of Congress
  - i. It was agreed that KHB would draw up a draft Agenda for Congress to be tabled at the next meeting.
  - ii. It was agreed that KHB would circulate the Branches as per Constitution for items for Congress.
  - iii. **ACTION KHB**

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**12. IFSMA matters**

- a. The Agenda for the Halifax meeting was tabled and noted –having been circulated to the Society membership by RW.
- b. A Communication from IFSMA HQ requesting comments on the subject “of how IFSMA could increase its membership” was received and circulated to the membership.
- c. Attendance at Halifax meeting by Rick Sullivan TBC

**13. The meeting was Closed at 12h30**

**14. NEXT MEETING**

- a. This would be held after the CT Branch Meeting on Tuesday the 5<sup>th</sup> July 2011

**R Whitehead**

**K Burchell**

**VICE PRESIDENT**

**HON. GEN SECRETARY**