

The Society of Master Mariners  
South Africa  
**EXECUTIVE COMMITTEE**

Vice President / Hon. Gen. Secretary

Telephone: 021 7i29167  
Fax: 086-6266032  
E-Mail: k.h.burchell@yebo.co.za  
Mobile: 083 282 4928

PO Box 1956  
CAPE TOWN  
8000

**EXCO Meeting of 1<sup>st</sup> November Updated Action List (See minutes From Page 2)**

**Rob Whitehead - President**

- 1 .Once the MLA had come back on their intent RW would arrange a meeting of representatives of the bodies
2. RW to circulate draft Questionnaire to EXCO for comment and then to members for completion
- 3 To approach suitable candidates preferably recently retired Masters who could attend meetings in Cape Town and Durban
- 4 In process - to be finalised -the dormant Durban Branch funds should be closed and amalgamated with the Central Fund.
- 3 To follow up representation on SAMSA Syllabus committee by arranging appointment of Cape Town and Durban representative and advising John Abercrombie accordingly.
- 9 To arrange processing of new memberships and referral of non –approved applications to branch and/or applicant for clarification.

**Keith Burchell – Vice President**

- 1 To complete Draft Strategic Plan Lay-out & circulate to EXCO for Comment
- 2 To attend Maritime Conference Technical Sub and Main Committee meetings or arrange replacement.

**Roy Martin**

- 1 To report Back on Dbn meeting with GBOBA

**Sub Committees/ Benevolent Fund**

- 1 Certification Sub Committee to continue its work and report back for next meeting
- 2 Membership Sub Committee to continue with its work and report back to next Meeting

**Minutes of the Executive Committee Meeting of the Society of Master Mariners held at the Maritime Room, Survival Centre, CPUT after the CT Branch meeting on the of 1st November, 2011.**

**1. Opening**

The President welcomed all members present

**2. Present**

Rob Whitehead President / Hon Gen Treasurer (RW)

Keith Burchell Vice President / Hon Gen Secretary

Colin Flockhart Member

Circulated by email

Roy Martin – Durban Representative

Siegfried Duwe – Port Elizabeth Branch Master

Rob Farren – Hanford – Richards Bay Branch Master

Simon Pearson – Chairman Membership Committee

Colin Johnsen – Member CoC upgrade Committee

Members of Benevolent Fund Governing Board

**3. Apologies**

Nil

**4. Confirmation of the previous minutes**

The minutes of the meeting of the 4<sup>th</sup> of October were approved Proposed by Colin Flockhart and Seconded by Rob Whitehead.

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

a. Ongoing Follow up actions on 2010 & 2011 National AGM Resolutions

- i. Joint SAMEINA/ SOMMSA Sub Committee - Upgrade of Masters and CE's Certs / Letter to SAMSA

*It was noted that the committee had not reported back to EXCO on their progress*

A letter had been drafted by the president and sent to the Chief Examiner of SAMSA John Abercrombie and this was copied to the CEO.

- ii. Sub Committee on Membership Changes

A letter from Simon Pearson was tabled saying that he had been unsure of his appointment to chair this committee but he had been otherwise engaged but he would now pursue this task together with his committee.

- iii. Formation of Umbrella Organisation (Maritime Forum) to represent Maritime Industry Associations

It was noted that the President had drafted a letter to the various Professional Maritime bodies and that all of them except the MLA has indicated approval.

**ACTION Once the MLA had come back on their intent RW would arrange a meeting of representatives of the bodies**

iv. SOMMSA Re-Structuring RW

RW indicated that he had already compiled a first draft of a Questionnaire which would be circulated to EXCO for comment and once finalised sent to all members to complete.

**ACTION: RW to circulate draft Questionnaire to EXCO for comment and then to members for completion**

v. Draft Strategic Plan KHB

KHB was busy with a Draft Lay out of a Strategic Plan and would finalise it in due course and circulate for comment before the next meeting.

**ACTION: KHB to complete Draft Strategic Plan Lay-out & circulate to EXCO for Comment**

vi. Report Back from Benevolent Fund Governing Body / Progress on PBO application

The Chairman of the Benevolent Fund reported as follows:

- 1 The agreement had been made to award a grant to spouse of a deceased member to support her in time of need.
- 2 The agreement to award a Bursary covering Books and Tuition for a selected Lawhill candidate for studies at CPUT for S1 & S2 in 2012. The selection process would be undertaken in the next two weeks and the award made at the Lawhill Maritime Centre Awards Ceremony
- 3 That the fund was in the process of acquiring investment advice and had had a meeting with Graham Buchholtz (Son of Capt. Buchholtz) of GAB Financial Services with respect to this matter and the Board would be investigating the appointment of a Fund Manager.
- 4 The Funds in the Benevolent Fund as at the 31/10/2011 were:  
Standard Bank Call Account: R239,236.27  
Old Mutual Standard Investment Portfolio: – R990.242.45

## **6. Financial matters**

- a. Central Fund as at the 31/10/2011 = R60,337.55 after payments as approved had been made and interest received.
- b. Branch Funds transfer to Central Fund
  - i. It was noted that the Durban Branch funds were in the process of being transferred to the Central Fund.
  - ii. It was further noted that PE had indicated that they would wish to attempt to re-establish the Branch as functioning Branch and that they had requested that until it was decided one way or the other that the funds remain in PE. The EXCO agreed to this request and awaits feedback.
- c. Tax Exemption and VDP progress  
It was noted that SARS had acknowledged receipt of the application for VDP. It was also stated that the application had been made as one entity and it had included the Benevolent fund funds.

It was also noted that the Governing Board of the Benevolent Fund had completed all the relevant paper work for PBO application and that the paperwork had been submitted by APBCO to SARS

7. Branch Matters

- a. Report back on attempt to re- establish Durban Branch
  - i. Correspondence from Roy Martin/Howard Jackson Moss  
The report from Dbn was noted and it was agreed that should the Dbn Branch need any funds for Society matters that they would be funded from the Central Fund meanwhile they would have social gatherings and Roy Martin would serve as the Dbn representative.

8. Liaison with other Organisations

- a. NSRI
  - i. Follow up meeting with NSRI Management – KHB  
KHB reported that a follow up meeting with NSRI had been scheduled for the 1<sup>st</sup> of December 2011.
- b. Mission to Seafarers
  - i. Report back on Status of Cape Town Mission to Seafarers –KHB  
KHB tabled the attached report on the Status of the Mission.
- c. SAMSA/DOT
  - i. Report back on 2<sup>nd</sup> Maritime Conference Technical Committee meeting RW  
RW reported that he attended the Technical and Papers Sub Committee of the Maritime Conference Organising Committee and that he had managed to influence the content of the Conference Agenda.
  - ii. Report Back on attendance at 3<sup>rd</sup> Maritime Conference Organising Committee KHB  
KHB reported on his attendance at the Organising Committee and that it was both a very controversial Agenda and a very promising one for the future of the Maritime Industry in SA. The Agenda would be finalised very soon and would be being published and the Conference advertised soon.  
The Conference will be held at the CTICC from the evening of 6<sup>th</sup> of March to 8<sup>th</sup> of March 2011.

**ACTION: KHB to attend future meetings or arrange an alternate**

- iii. Report back on attendance at Annual Seafarer of the year awards. – RW  
The Society was invited to attend this function and RW attended together with his wife and it was a very well attended and organized function.
- iv. Representation on Syllabus Committee  
This item was not completed.  
**ACTION RW to approach suitable candidates preferably recently retired Masters who could attend meetings in Cape Town and Durban**

d. Lawhill Maritime School

Brian Ingpen had reported at the Ct Branch meeting as follows:

- 14 Cadets had been placed with a Canadian Management Company by SAMTRA one of which was from Lawhill
- A number of cadets had recently been placed with other companies and the SAMSA inspired and funded program whereby SAMTRA was engaged to facilitate this is having good success.
- The Centre had had a number of high level visits recently amongst which was a visit by the Cape Town Municipality which has funds to assist skills training.

e. CPUT

Nothing to report

f. DUT

Nothing to report

9. Correspondence

Updated Correspondence Register is attached

10. Membership

a. Full and Associate Membership

i. Ex CT

- Malan Le Roux Deck Officer was approved as an associate membership
- Miquel Antonio a 2<sup>nd</sup> Officer in Sonatide Angola was approved as an Associate Member.
- It was noted that a Chief Engineer in Smit's Rory Clampett had enquired about associate membership.

ii. Ex Dbn  
Nil

iii. Ex PE  
Nil

iv. Ex R Bay

A question was raised about one member that had attended the R Bay meeting, but was not on the Data Base.

b. Honorary Membership

i. CEO

It was noted that the appointment letter of the CEO of SAMSA as an Honorary Member had been posted to him by Registered mail.

ii. Update of Honorary Membership Listing

RW was in the process of updating this listing with Branch input

11. IFSMA matters

Nil

12. Next Meeting

**Tuesday 6<sup>th</sup> of December**