

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

Vice President / Hon. Gen. Secretary

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**EXCO Meeting of 4<sup>th</sup> October Action List (See minutes From Page 3)**

**Rob Whitehead - President**

- 1 *Draft a letter re concerns on level of Master CoC recognition and circulate draft before submitting to SAMSA (John Abercrombie and CEO SAMSA).*
- 2 *Draft a letter re Umbrella Organisation and send to the relative Organisations suggesting a meeting.*
- 3 *To arrange listing of Commander Mokhele as an honorary Member; printing of parchment; advising Commander Mokhele and arranging presentation.*
- 4 *To re-Draft restructuring document in line with the outcomes from the National AGM and those of the members who had replied to its circulation.*
- 5 *Ben Fund Governing Body: It was agreed that these funds (Bursary Funds) be amalgamated with the Benevolent Fund Accounts and that the Governing Body should give consideration of where these funds should be invested.*
- 6 *It was agreed that the dormant PE and Durban Branch funds should be closed and amalgamated with the Central Fund.*
- 7 *It was agreed that the EXCO and Bursary Fund Governing Body should consult re investment advice.*
- 8 *To follow up representation on SAMSA Syllabus committee by arranging appoint 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 compile first draft Strategic Plan based on the Re- Structuring document and the amended SOMMSA Constitution.*
- 2 *To ensure that the Web Master receives copy of EXCO Minutes.*
- 3 *To arrange follow up meeting with NSRI*
- 4 *To report back on situation at Cape Town Mission to Seafarers after Cape Sailors Home meeting*
- 5 *To attend Maritime Conference Technical Sub Committee and Main Committee meeting or arrange replacement.*
- 6 *To send out notices to postal members to confirm contact details.*

**Roy Martin**

- 1 *To report Back on Dbn meeting*

**Sub Committees/ Benevolent Fund**

- 1 Certification Sub Committee to continue its work and report back
- 2 Membership Sub Committee to continue with its work and report back to next Meeting
- 3 Benevolent Fund -Governing Body RW; KHB;NL: All Benevolent Fund Governing Body members to provide required information for the completion of the forms
- 4 Benevolent Fund Governing Body: It was agreed that these funds (Bursary Funds) be amalgamated with the Benevolent Fund Accounts and that the Governing Body should give consideration of where these funds should be invested

**Minutes of the August Executive Committee Meeting of the Society of Master Mariners at the Maritime Room, Survival Centre, CPUT after the CT Branch meeting on the of 4<sup>th</sup> October 2011.**

**1. Opening**

Welcome by the President

**2. Present**

Rob Whitehead – President/ Hon Gen Treasurer; Keith Burchell -Vice President/ Hon Gen Secretary; Colin Flockhart – Member(CT) – In attendance Neil Lawson Member of Benevolent Fund Governing Body.

Circulated by email

Siegfried Duwe – Branch Master Port Elizabeth; Rob Farren- Handford –Branch Master Richards Bay; Roy Martin – Representative Durban

**3. Apologies**

Nil

**4. Confirmation of the previous minutes**

The minutes of the last EXCO Meeting held on the 2<sup>nd</sup> August 2011 were approved;  
Proposed: R. Whitehead; Seconded: Colin Flockhart

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

No matters arising from the minutes were raised as they had all been dealt with or referred to arrangements for Congress

**6. Follow up actions on 2010 & 2011 National AGM Resolutions**

a. The meeting was briefed about the interaction between the President & VP and the CEO of SAMSA Commander Tsietsi Mokhele at the Nautical Institute Command Seminar which was held in Cape Town after the National AGM of the Society. Where a number of issues were raised with Commander Mokhele, concerning the Society:.

Being:

- i. The desire of the society and the industry organisations as a whole to partake in Industry related issues and meetings. This resulted in the following:
- ii. The Society being invited to the Maritime Skills summit, and the celebration of the World Maritime day. (VP Report circulated before the meeting)
- iii. The Society being asked to partake as a member in the re-established Maritime Conference organising committee and Technical and Papers Sub Committee.
- iv. The Society being invited to partake in the SADC (SAGNEP) Committee which is a Southern African Organisation concerned with harmonization of efforts in Marine Safety, Aids to Navigation, Environment Protection, and Pollution Prevention.
- v. The Societies concern about the ranking of the Master CoC within the NQF equivalency table. It was agreed that the society would make a submission to the CEO of SAMSA and copy the Chief Examiner Capt. John Abercrombie.

b. Joint Sub Committee - Upgrade of Masters and CE's Certs

Submission by Society to CEO of SAMSA –Commander Mokhele

**Action: Rob Whitehead to draft and circulate draft before submitting to SAMSA**

**Action: Sub Committee to continue its work**

c. Sub Committee on Membership Changes:

The President indicated that he had submitted a proposal to the Committee established at the National AGM, consisting of Simon Pearson as Chairman, Stuart Almond, and Pierre Schutz. He also reported that the committee had already been active.

The VP also indicated that SP had said that he would be sounding out CPUT students as to what they thought about SOMMSA membership.

**Action: Sub Committee to continue with its work and report back to next meeting**

d. Appointment of IFSMA representative (See Item 11)

The President had advised Don McFadyen of his confirmed appointment and in turn advised the Secretary General of IFSMA and received confirmation thereof.

**This item is now completed all reports will now be dealt with under Item 11 – IFSMA matters**

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

The VP reported that further discussions with Commander Mokhele CEO of SAMSA, had resulted in him offering his support for the formation of an Umbrella Organisation to represent organisations like the Society, NI, SAIMENA, MLA SOSOA etc. He saw it as a positive approach and an approach which would allow both the DOT (Marine Directorate) and SAMSA to have a direct and simple link to this part of the Maritime Industry.

It was agreed after discussion that the Society would attempt to set up a investigatory meeting of representatives of these groups, to explore the possibilities of the formation of such an umbrella group.

**Action: RW to draft a letter to the Organisations suggesting a meeting**

f. Approved Constitution of the Benevolent Fund

It is noted that:

- i. The new Benevolent Fund Constitution had been signed and that it had been passed to the Auditors for the PBO Submission.
- ii. It has been posted on the Web site
- iii. The PBO documents have to be completed and the Auditors to submit to SARS.

**Action Governing Body RW; KHB;NL: All Benevolent Fund Governing Body members to provide required information for the completion of the forms**

g. Approved updated SOMMSA Constitution

It is noted that:

- i. The amended Constitution has been approved and signed and passed to the Auditors for them to process the application for Tax Exemption.
    - ii. It has been posted on the Web Site
  - h. Appointment of Honorary Members
    - i. Appointment of CEO of SAMSA as Honorary Member
 

The VP proposed and the President seconded that the CEO of SAMSA be made an Honorary Member of the Society for his support of the Society's efforts in partaking in Maritime affairs It was agreed that the CEO of SAMSA should be elected an Honorary member.

**Action RW to arrange listing of Commander Mokhele as an Honorary Member; printing of parchment; advising Commander Mokhele and arranging presentation**
    - i. SOMMSA Re-Structuring
      - i. The restructuring of the society being widely discussed and debated at the National AGM, it now needs to be addressed in line with the feelings of the AGM.
      - ii. It was agreed that a starting point would be for the President to redraft the Restructuring document in a form of Questions in a Survey type format for circulation and comment by EXCO.
      - iii. It was considered imperative that the younger and new members views on this should be garnered in this respect.
      - iv. In addition it was felt that a start should be made on compiling a Strategic Document which would enable the process of incorporating the Restructuring survey decisions in this document once it had been agreed by the larger membership.

**Action: RW to re-Draft restructuring document in line with the outcomes from the National AGM and those of the members who had replied to its circulation**  
**Action: KHB to compile first draft Strategic Plan based on the Re- Structuring document and the amended SOMMSA Constitution.**

## **7. Financial matters**

- a. Central Fund
  - i. At Standard Bank as of the 30/09/2011 – R66,959.59
  - ii. Payments approved:
    - 1. APBCO Auditors – R2722.30
    - 2. Provisional Tax - R6153.28 Society and Ben. Fund
 

*Note- The Auditors believe that this money will be refunded once the Society is registered and achieves Tax Exemption.*
  - iii. Bursary Fund FNB as at R76,516.06
 

**Action RW/ Ben Fund Governing Body: It was agreed that these funds (Bursary Funds) be amalgamated with the Benevolent Fund Accounts and that the Governing Body should give consideration of where these funds should be invested.**

**Action RW: It was agreed that the dormant PE and Durban Branch funds should be closed and amalgamated with the Central Fund.**

b. Benevolent

i. Call Account: R238, 254.86 at 30/09/2011The

ii. Old Mutual Investments R908.517.85 as at the

*It was noted that the investments had lost some value due to the Economic situation existing at present.*

**Action RW EXCO & Ben Fund: It was agreed that the EXCO and Bursary Fund Governing Body should consult re investment advice.**

c. Financial reports from Branches

Nil

d. Tax Exemption and PBO application

As noted above the Society Tax Exemption application and the PBO application of the Benevolent Fund are in process.

**8. Branch Matters**

a. Re- Establishment of Durban Branch

i. Correspondence on this matter circulated by President

It was noted that Roy Martin had been appointed as the Durban representative and he was convening a meeting to attempt to re-establish the Branch

**Action: Roy Martin to report Back on meeting**

b. EXCO Minutes Distribution List:

The minutes should be distributed to the appointed EXCO members and to the Web Master Sean Minogue

**Action: Hon Gen Sec**

**9. Liaison with other Organisations**

a. NSRI

i. Follow up meeting with NSRI Management

**Action: KHB to follow up and arrange meeting with NSRI**

b. Mission to Seafarers

i. Financial position of Cape Town Mission

**Action: KHB to attend Cape Sailor Society meeting and report back on position at Mission**

c. SAMS/DOT

- i. Report back on attendance at Maritime Skills Summit  
Report Circulated prior to meeting and summarized by VP

- ii. Report Back on attendance at 2<sup>nd</sup> Maritime Conference Organising Committee  
Verbal Report made by VP. The Minutes of the Maritime Conference Technical Sub – Committee meeting, to be circulated. **(Attached)**

**Action: KHB. to attend next two meetings (Technical and Full Committee) or arrange a replacement.**

- iii. Representation on Syllabus Committee

It was agreed that a CT Member(possibly Simon Pearson/ Rob Whitehead) and Durban member be appointed(Possibly Roy Martin)

**Action RW : to follow up and appoint CT & DBN representative and advise John Abercrombie**

- d. Lawhill Maritime School  
Nothing to report

- e. CAPUT  
Nothing to Report

- f. DUT  
Nothing to report

**10. Correspondence**

See Attached Correspondence Register

Noted

Agreed: Need to follow up with Postal members to confirm that they have no email.

**Action: KHB to send out notices to postal members to confirm contact details.**

**11. Membership**

a. Applications Ex CT

- i. Bunton BA – Full Membership **Approved**  
ii. Du Toit .D. – Full Membership **Recommended KHB Approved**  
iii. Aggett SA – Full Membership **Approved.**  
iv. Viljoen.M.D.- Full Membership **Approved**  
v. Malaudzi.A – Full Membership **Approved**  
vi. Beadon.M.A. – Full Membership **Approved**  
vii. Antonio.M- Full Membership – **To check CoC**  
viii. Konstantinus.A.H. Full Membership **To Check CoC**

**12. IFSMA matters**

a. IFSMA papers – Address with IFSMA

Noted that the President had advised IFSMA of new contact details and address

b. Appointment of Capt. McFadyen as IFSMA representative

Noted that the appointment of Don McFadyen had been processed and IFSMA advised.

**13. Next Meeting**

**The next meeting is scheduled for the 1<sup>st</sup> of November at CPUT Maritime Room**