



THE SOUTH AFRICAN SOCIETY OF
OCCUPATIONAL HEALTH NURSING
PRACTITIONERS

SASOHN 29th ANNUAL GENERAL MEETING

**BOARDWALK CASINO, PORT
ELIZABETH, 6 NOVEMBER 2009**



THE SOUTH AFRICAN SOCIETY OF OCCUPATIONAL HEALTH NURSING PRACTITIONERS

AGENDA FOR SASOHN 29th ANNUAL GENERAL MEETING TO BE HELD AT
BOARWALK CASINO, PORT ELIZABETH
FRIDAY 6 NOVEMBER 2009 @ 08h00

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| 1. | Welcome | SK |
| 2. | Opening | SK |
| 3. | Quorum and apologies | SK |
| 4. | Additions and alterations to the agenda | SK |
| 5. | Confirmation of previous minutes – 7 November 2008 | SK |
| 6. | Matters arising | |
| | 6.1 SASOHN Objectives | SK |
| 7. | Correspondence | SK |
| 8. | Finances | CVN |
| | 8.1 Financial report | |
| | 8.2 2009/2010 budget | |
| 9. | SASOHN Task Group Reports | |
| | 9.1 Indemnity | SK |
| | 9.2 SASOM | SK |
| | 9.3 SANC | SK |
| | 9.4 Construction | SK |
| | 9.5 Website | SK |
| | 9.6 Dispensing Licence | SK |
| | 9.7 Education (including research) | KM |
| | 9.8 Spirometry | KM |
| | 9.9 Journal | KM |
| | 9.10 SASOHN Book | KM |
| | 9.11 Audiometry | YvZ |
| | 9.12 Nursing SGB/OHS SGB/ ICOH/SCOHN | LP |
| | 9.13 National Office/ Waste Management/ SAMOSA/ MBOD/ Database/ Archives | LS |
| | 9.14 Transport | LS |
| | 9.15 SASOHN Guidelines | JM/LS |
| | 9.16 Prof Society Forum | KD/AS |
| | 9.17 PRO | LS |
| | 9.18 Ripple Effect | JM |
| | 9.19 Health Care Workers | MC |
| | 9.20 HIV Clinician's Society | MC |
| 10. | President's Report | SK |

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| 11. | General | |
| 11.1 | Region of the year award | SK |
| 11.2 | Journal article award | SK |
| 11.3 | Honorary life membership | SK |
| 11.4 | Certificates of Merits | SK |
| 11.5 | Occupational Health Nursing Practitioner of the year award | SK |
| 11.6 | Corporate OHNP of the year award | SK |
| 12. | Addition to the Constitution and Technical change | SK |
| 13. | New Business | SK |
| 13.1 | SASOHN Position Papers | SK |
| 13.2 | | |
| 13.3 | | |
| 13.4 | | |
| 14. | Date and Venue 2010 Conference and Annual General Meeting | WC |
| 15. | Closure | |



THE SOUTH AFRICAN SOCIETY OF OCCUPATIONAL HEALTH NURSING PRACTITIONERS

Minutes of 29th SASOHN AGM held on Friday 7th November 2007 at Sibaya Casino, KZN

1.	<p>WELCOME The President welcomed all the attendees.</p>	SK
2.	<p>OPENING The Meeting was opened by Sonja Kruger.</p>	SK
3.	<p>QUORUM AND APOLOGIES Quorum established. Apologies noted on attendance register.</p>	SK
4.	<p>ADDITIONS AND ALTERATIONS TO THE AGENDA None.</p>	SK
5.	<p>CONFIRMATION OF PREVIOUS MINUTES – 9 NOVEMBER 2007 Accepted: Jenny Meaker Seconded: Beth de Kock</p>	SK
6.	<p>MATTERS ARISING</p>	SK
6.1	<p>Construction workers Contact is being established with role players like the Master Builders Association. Person responsible for the portfolio is not attending the AGM and no report was received. Portfolio will be handed to new Exco member in 2009 as it needs special attention.</p>	SK
6.2	<p>SASOHN Objectives The 2008 guidelines were revisited and evaluated.</p> <ul style="list-style-type: none"> • OBJECTIVE 1 Upgrade the professional image of Occupational Health Nursing through improving standards and professional qualifications DONE through Pro-active proposals on under-graduate and post-graduate OH programs, Spirometry, Transport, Guidelines, Practitioner of the Year, liaison with tertiary institutions. • OBJECTIVE 2 Continue research project DONE: CPD point system for OHNP's, Alma Schultz research feedback. • OBJECTIVE 3 Build relationship with other bodies involved in Occupational Health DONE: Continuous efforts to make contact with different ministries. Portfolio holders involved with other bodies. • OBJECTIVE 4 Assist members to improve professional image DONE: Journal articles, SASOHN Exco feedback, Chatline, Academic workshops. • OBJECTIVE 5 Improve regional financial management and control DONE: Simplified spreadsheet for regions. Monthly report to National Treasurer. • OBJECTIVE 6 "Occupational Health Nursing in South Africa" book as entry level reference. PROGRESS: Chapters written need to be reviewed. Publisher and format with help of Ripple Effect. 	SK

7.	<p>CORRESPONDENCE</p> <p>In: Letter of complaint Acknowledgement of DOL Ms Subedar – SANC Ms Kahn – DOH National Asthma Educational Program</p> <p>Out: Letters to SANC regarding letter for certificate holders Letters to new Minister of Health Letter to Minister of Labour Letter to Minister of Transport Letters to Minister of Minerals and Energy Letter to SASOM – 60th birthday</p>	SK
8. 8.1	<p>FINANCES</p> <p>Financial report</p> <ul style="list-style-type: none"> • 1231 Paid up members as per bank statements including 19 Honorary life members • 1170 proof of payments submitted/ received • 61 not receiving Journals, communication from regions and not covered by indemnity insurance • Membership income - R573 902 • Conference Profit - R81 504 • Workshop Profit - R87 755 • Interest income - R42 333 • Cash SASOHN - R358 891 • Cash Audio Register - R50 000 • Total funds available - R408 891 <p>Accepted by: Bev Botha. Seconded by: Linda Stokes</p>	CvN
8.2	<p>2008/2009 Budget CvN presented the budget for the next financial year. Copies available from Regional Exco Reps.</p> <p>Proposed Membership fees for 2010 Members: R500 Honorary Life Members: R310 Regional Refund: R90 per member</p> <p>Accepted by: Maggie Clack Seconded by: Ethel Dixon</p>	CvN
9. 9.1	<p>SASOHN TASK GROUP REPORTS</p> <p>Indemnity Report in AGM pack. Rate for 2009 negotiated at R110 per member.</p>	SK
9.2	<p>SASOM Report in AGM pack. SASOM expressed appreciation of the great effort regarding ICOH2009 - The presentations from SASOHN members are excellent. SASOM's Diamond Anniversary year. Good wishes received from SASOHN are deeply appreciated. SASOM Guidelines – revised, ready in March '09. South African Publication - 3rd edition book edited by Acutt and Hattingh - 'Occupational Health: Management and Practice for Occupational Health Professionals' has been revised.</p>	SK
9.3	<p>Transport Report in AGM Pack.</p>	LS
9.4	<p>Website Report in AGM Pack. ICOH 2009 SASOHN/SCOH workshop registration forms on website.</p>	SK

9.5	Dispensing Licence Report in AGM pack. Joint effort by SASOHN and SASOM to have meeting with DOH (pharmacy division). Letters to Ms Kahn and Ms Subedar. 2 tentative dates were given but never confirmed. Email from Ms Kahn requesting all info about the 2 Societies again.	SK
9.6	Spirometry Report in AGM pack. Unit Std recorded Feb 2008. ATS/ERS criteria. SANS 451 - Launch due 17 or 18 Nov. Will ensure information in journal	KM
9.7	Audiometry Report in AGM pack.	KM
9.8	Journal Report in AGM pack. Increase in submissions not from nurses. ICOH 2009 special edition. SASOHN dedicated page.	KM
9.9	Education Academic Day 2008: Topic: Ergonomics – preventing the hurt. Numbers down from 2007 Academic Day 2009: Will go ahead. Two venues. Topic- Protecting vulnerable and neglected worker groups. SCOHN/SASOHN Workshop: Proudly South African. 21 March 2009 @ CPUT. International and local speakers. Full package R350.00. ICOH delegates no charge	KM
9.10	Nursing SGB Report in AGM pack	LP
9.11	OHS SGB Report in AGM pack.	LP
9.12	ICOH/SCOHN Report in AGM pack.	LP
9.13	National Office/ Waste Management/ SAMOSA/ MBOD/ Guidelines Report in AGM pack.	LS
9.14	CPD Report in AGM pack.	AS
9.15	Resus Council Noting to report.	AP
9.16	Ripple Effect Report in AGM pack.	JM
9.17	Construction No report received.	CK
10.	PRESIDENT'S REPORT As per tabled report included in AGM pack.	SK
11.	GENERAL <ul style="list-style-type: none"> • Region of the year award: Not awarded • Journal article award: Anne Queripel • Honorary life membership: None awarded • Executive member of the year: Karen Michell. New award. The award is awarded by the President to the Exco member who has made extraordinary contributions to the management of the Society. • Ripple Effect Article of the year: 3 equally good recipients, no 1st, 2nd or 3rd prize, prizes split amongst the 3: Therese Hurley -Sunibonani.Sun safety article Sharon Alfond - "The Dying Tree" 	SK

12.	<p>Estelle Swanepoel - Numerous informative articles</p> <ul style="list-style-type: none"> • Ripple Day award winner: Delive Mulumba • Occupational Health Nursing Practitioner of the year award: Anne Davies (Sandvik) – West Rand. Trophy donated by Metrix Software Solutions. • Corporate OHNP of the year award: Rene Jordaan (Impala Refinery) – Gauteng Central. It is the first time this award was awarded. Trophy donated by OCSA. • President and Educational Representative 2009/2010: The nominations of S. Kruger for President and K. Michell for Educational Representative were uncontested. 	SK
13.	<p>ADDITION TO THE CONSTITUTION AND TECHNICAL CHANGE The proposed Addition to the Constitution was accepted by all the Regional Societies. The Constitution will be updated and distributed as well as placed on the website. ADDITION: 4.3 The Executive Committee shall have the right to refuse/ terminate membership of any member engaging in unprofessional conduct or any action deemed as a contravention of any legislation.</p> <p>Technical Change – SASOHN Logo The technical change to the SASOHN logo was accepted by all the Regional Societies. The wording "Beroepsgeondheid" will be removed and replaced with "SASOHN".</p>	SK KM
13.1	<p>ADDITIONS TO AGENDA/ NEW MATTERS SCOHN/SASOHN Workshop – ICOH 2009 All nurses attending full ICOH '09 conference attend workshop for free. Other delegates – R350. National and international papers. Sponsorship available subject to SASOHN Rules of Procedure.</p>	MC
14.	<p>DATE AND VENUE 2009 CONFERENCE AND ANNUAL GENERAL MEETING 4 – 5 November 2009 at the Boardwalk Casino. Port Elizabeth. AGM 5 November @ 08h00.</p>	SK
15.	<p>CLOSURE The President closed the meeting and wished all members a happy and safe festive season.</p> <p>President: _____</p> <p>Secretary: _____</p> <p>Date: _____</p>	