



## **MINUTES FOR ANNUAL GENERAL MEETING OF THE NAMIBIA MEDICAL SOCIETY**

**18th APRIL 2015, HOTEL THULE**

**Time 13h00-14h30**

1. Welcoming & Objectives of AGM: Dr. Jario
2. Overview of Income and Expenditure of the Society: Dr. Eises
3. Report from the Chairman
4. Review and Amendment of Constitution
5. Nomination and voting of Executive Board

### **1. Welcoming & Objectives of AGM: Dr. Jario**

Dr. Jario welcomed the Namibia Medical Society Members. The majority of the Executive Committee was present except for Dr. Kamati. Dr. Jario explained the purpose of the AGM was to comply with the requirements of the constitution.

- Review of Constitution
- Amendment of Constitution
- Nomination of members to the Executive Committee

## 2. Overview of Income and Expenditure of the Society: Dr. Eises

Balance Sheet for 2013

INCOME	
Opening Balance	N\$ 232 618.33
Membership + Courses	N\$ 375 819
Total Income	N\$ 608 437
Total Expenses	<b>N\$458 258</b>
Net Balance	<b>N\$ 147 277</b>

The expenditure was more than the income as it was not a congress year. The majority of income is derived from hosting congresses. The income for 2013 was derived from membership fees as well as courses such as Advanced Cardiac Life Support (ACLS).

Expenses included hosting and organising ACLS Course including the following:

- The main expenses are incurred on a day to day running of the NMS office. This includes monthly salary for the office secretary and medical aid for the office secretary
- Utility expenses: including telephone, internet, office materials (computer ink, printing papers, envelops), transport (taxi fares, fuel during congress), posters & banners for CME's and congress advertisements
- Administration: HPCNA accreditation renewals, membership cards, mailing letters to members, MTC bulk sms's

## Balance Sheet 2014

INCOME	
Membership + Courses	N\$ 691 057
Expenses	<b>N\$ 374 123</b>
Balance	<b>N\$ 316 933</b>

In 2014 we hosted the Emergency Medicine and Trauma Congress with pre-congress workshops. It was a huge success in terms of attendance and sponsorships that we were able to obtain. We intend to use the surplus to improve office space as well as improve the services that we are currently offering our members.

### **Challenges going forward**

We have to establish a date by when membership fees are due. Currently membership is valid for 1 year. But the collection is erratic. We advocate that Membership fees must be due by 01 May every year. As we have a congress every 2 years we need to explore alternative revenue streams to ensure that there is a continuous flow of funds. Moreover we need to explore investment opportunities for the Society.

### **3. Report from the Chairman**

Dr. Herman was elected after Dr. Haufiku term came to an end 01 December 2012. The Society at that time was going through a transitional period. Dr. Nakale and Dr Sikuvi 2 Executive Committee (Exco) members had gone to pursue postgraduate studies and Dr. Haifku's term had come to an end. Thus my first priority was to bring stabilizing and ensure that the Society was in a healthy financial position. I immediately embarked on a membership drive. Our membership has increased since 2012 and we currently have 399 members. Which is broken down in the following

205 Medical Officers

98 Medical Students

30 Medical Interns

45 Private practitioners

4 Professors

17 Specialists

We have seen the society grow from strength to strength. We also hosted the first ever Emergency Medicine and Trauma Congress in 2014 which was huge success. Trauma is amongst the three leading causes of death in Namibia. In 2013 we hosted the Namibian Lifetime Achievement award where we honoured 17 medical practitioners who served Namibia with dedication and distinction. We hope to host this award every 4 years. The Society is engaging important stakeholders in formalising Memorandum of understanding. We hope that these will strengthen the position and mandate of the society.

## **4. Review and Amendment of Constitution**

### **4.1 Review of Constitution**

The Constitution was formulated in 2008. It provided a basic form of governance for the Society. As the Society has continued to expand there has been a need to review the constitution to improve efficiency and governance. Membership fees needed to be reviewed including terms of Exco members. The proposed amendments to the constitution were emailed to members on 16 April 2015.

### **4.2 Amendment of the Constitution**

There were 45 members present at the AGM. There were no objections to the proposed amendments at the AGM. One member appointed Dr. Jario as his voting proxy for the AGM. The amended constitution was adopted by the members present. Thus the new constitution became applicable with immediate effect.

## **5. Nomination and voting of Executive Board**

The process of voting was as follows.

- All members shall be voted in at the Annual General Meeting by a majority vote.  
Signed proxies are allowed
- Any member in good standing can be elected to serve on the Executive Board
- Nominations for election to the Executive Board shall be proposed and seconded by another member, to be accompanied by acceptance of nomination by the nominee

- In the event of an equal number of votes being recorded for two or more nominee, all of whom cannot be declared elected, the meeting shall decide the result by a simple majority vote

Only 1 member assigned a proxy to vote on their behalf. The 9 Executive Committee would be elected by the members. The elected Exco would then assign roles and portfolios to the elected Exco members. The following members were elected to serve on the Executive Board.

### **Executive Committee for 2015**

The names are listed in alphabetical order.

Dr. Wilson Benjamin (Vice-Chairman) re-elected

Dr. Juanita Eises (Treasurer) re-elected

Dr. Shitaleni Herman (Chairman) re-elected

Dr. Akutu Munyika (Secretary General) re-elected

Mr. Lucky Murangi (Deputy Secretary General) new medical student

Dr. Jones Nghaamwa (Exco Member) re-elected

Dr. Tumwaneni Nghaamwa (Public Relations Officer) new

Dr. Michael Tune (Exco Member) re-elected

Dr. David Uirab (Exco Member) new

Compiled by:

Dr. Michael Jario

Outgoing Secretary General

Namibia Medial Society