



Association Incorporated under Section 21 – Reg. No 2000/015490/08

5 May 2010

Dear Member,

Official Notice of 2010 Knysna Tourism Annual General Meeting:

27 May 2010, 17h30 at the Premier Hotel Knysna - The Moorings

The Board of Directors extends a cordial invitation to all members of Knysna Tourism to attend this year`s annual general meeting. The AGM will afford members the opportunity to be introduced to the prospective new Board members and to vote for or against their inception. Knysna Tourism personnel will also provide you with information regarding the performance of this Association. We trust that you will make every effort to attend, what promises to be an entertaining and informative evening.

Programme for the Evening:

17H30 – 18H00 Light snacks and refreshments are served
18H15 – 20H00 Official AGM

Agenda:

1. Welcome and Apologies
2. Acceptance of 2009 Minutes and matters arising from these.
3. Election of Board Director*
4. CEO Report Shaun van Eck
5. Departmental Feedback
 - 5.1 Ebrahim & Janine Information & Reservations
 - 5.2 Aneli Gerber Membership Liaison Manager
 - 5.3 Nicci Rousseau-Schmidt Knysna Oyster Festival
 - 5.4 Glendyrr Fick Development
 - 5.5 Shaun van Eck PR & Marketing
6. Chairperson`s Report Mike Mills
7. Acceptance of Financial Statements and Auditor`s Report
8. General
9. Guest Speaker: Ms. Susan Swain

Note: In order to afford members an informed response to any question or matter to be raised, you are requested to submit any such matter/question for tabling in writing to the Board of Directors, at the office of Knysna Tourism, 40 Main Road, Knysna, 6571 at by no later than 48 hours prior to the AGM.

* The Board needs to fill one vacancy as a result of the resignation of Ian Perryman. The Sedgefield portfolio will therefore be vacant and we kindly request interested members to keep that in mind when making nominations. A written nomination for any eligible member needs to be received by the Board by no later than 20 May 2010 at 16H00. A nomination form is enclosed.

We look forward to seeing you on Thursday 27 May 2010.

Your sincerely,

Mike Mills

Chairperson, Board of Directors, Knysna Tourism

Encl./ Minutes 2009 AGM
Nomination Form
Proxy Form
RSVP Form
Details of current Directors

MINUTES OF KNYSNA TOURISM ANNUAL GENERAL MEETING
HELD ON THE 27th MAY 2009, AT THE MOORINGS AT 17H30

1. WELCOME

Mike Mills welcomed all members and guests present, with a special word of welcome to the Mayor – Eleanor Bouw Spies, Councilors, Knysna Tourism Board Members, staff and guest speaker.

ATTENDANCE & APOLOGIES

Available from Knysna Tourism

2. ACCEPTANCE OF MINUTES OF AGM HELD ON 28th MAY 2008.

These had been e-mailed and posted to all members prior to the AGM.

They were accepted as a fair reflection of the meeting :

Proposer : Mrs Michelle Smith

Seconded : Mr Ian Perryman

MATTERS ARISING FROM THE MINUTES OF THE AGM HELD ON 28th MAY 2008.

None

3. APPROVAL OF AMENDMENTS TO ARTICLES OF ASSOCIATION

NOTED : That the AGM had been called in due notice, members were notified within the required period. The meeting had a quorum in order for voting procedures to follow.

Mike Mills explained the background behind the proposed amendment. KT is funded by KM and the imbalance in the number of representative Director's should be corrected. This would enable the Board to be more representative of the greater Knysna community.

Voting motion required 75 % of members present to be in favour of the proposed amendment for it to be changed.

The voting procedure was explained by the Chair, all paid up members had received a ballot paper on arrival.

Members proceeded with the voting, voting slips were collected and collated by the Auditors

(Basil Michaelides)

OUTCOME : Voting count revealed that more than 75 % of the members voted in favour that Motions 1 – 4 be approved and that the relevant Amendments be made to the Articles of Association.

4. ELECTION OF BOARD DIRECTORS

The Chair stressed that the Board required good, active directors, and as a Section 21 Company, the directors were not remunerated. Three positions had become vacant on the Board, Mr Leslie Pieters and Mr Peter Dale had come to the end of their second three year term of office and therefore could not be re-elected (as per the Constitution) and Mr Mike Griffiths had come to the end of his first three year term and was not available for re-election.

Seven nominations had been received by the due date – 19th May 2009, and as there were only three vacancies, voting was necessary.

The Chair explained the voting procedure :

- Each paid up member had received a ballot paper on arrival
- Two columns for and against
- As a Company – a motion for and against was required, so it was necessary to indicate this in the appropriate columns next to the name of each candidate.

Each of the nominees were called up in alphabetical order, to present / motivate why he / she should be nominated as a Board Director. The following members presented their motivation.

- | | |
|-----------------------|---------------------------------------------------|
| - Mr Clive Battell | - Knysna Hollow |
| - Mr Jannie Gie | - The Featherbed Company |
| - Mr Owen Groenstein | - Lightley's House Boats and Phantom River Lodges |
| - Mrs Colleen Harding | - Hide Away Guest House |
| - Mr Don Lawson | - Hydrobikes |
| - Mrs Monica Murphy | - Isola Bella |
| - Mrs Cathy Warren | - On-to-Something |

After the presentations, the ballot papers were collected and collated by the Auditors (Basil Michaelides)

OUTCOME: New Board Director's

- Mr Clive Batell
- Mr Jannie Gie
- Mrs Colleen Harding

The new Board Director's would join the present Board comprising of Mike Mills; Michelle Smith; Ian Perryman; Eleanor Bouw Spies; Johnnie Douglas; N. Koti; Nomvuselelo Songelwa (co-opted)

5. OFFICE REPORTS – Audio Visual Presentation

The CEO – Mr Shaun van Eck thanked all the members for the attending, it was a great turn out. He thanked the Board members especially those members stepping down, and Mrs Eleanor Bouw Spies and KM officials for their attendance. He extended a special word of praise to the staff of KT, paying tribute to their team effort, congratulating them on receiving the Best Tourism Office in the Western Cape for the second consecutive year, and for making him feel so welcome in the new position of CEO over the past year. He announced that a new three year business plan had been approved by the Board and he asked members to keep supporting the work done by KT.

The following reports were presented to the members :

- CEO Report - Shaun van Eck
- Knysna Tourism Office - Ibrahim Windwaai - Info Provision / Reservations & front office Supervisor
- Sedgfield Office - Janine Arendse - Info Provision / Reservations & front office Supervisor
- Membership - Aneli Gerber - Membership Liaison Officer
- PR and Marketing - Nicci Roussouw
- Oyster Festival - Nicci Rousseau - Festival Co-ordinator
- Development - Glendyrr Fick - Development Projects

6. CHAIRMAN'S REPORT

Presented by Mr. Mike Mills who took over the position of Chair when Mr Mike Griffiths vacated the position of Chair, he thanked Mike for his guidance. He noted that Shaun van Eck had been appointed CEO and assumed his position on the 1st July 2008, thanks and appreciation was extended to Lizel Fourie who maintained the office before Shaun took over. She was commended for the great job she had done. Mike congratulated the staff on winning the Provincial Tourism Office Award, for the second consecutive year, a wonderful team effort. He thanked Shaun for his leadership role and the amount of work achieved by the team. He also thanked all the members for their ongoing support. He welcomed the idea of increasing the number of Board Director's, in order to make the Board more representative of the whole Knysna community.

It was noted that Charl Botha, had been replaced by Councilor N. Koti, as representative of the KM on the KT Board.

He extended a special word of thanks to the out-going Board Director's – Leslie Pieters ; Peter Dale and Mike Griffiths, for their many years of dedicated service in the interest of Knysna tourism, a small gift of appreciation was handed to each them.

7. ACCEPTANCE OF FINANCIAL STATEMENTS & AUDITOR'S REPORT

Summary of February 2009 Financials, enclosed with the Minutes and info pack was sent to all members for the AGM and available for viewing on the KT website. A full set of financials was available at Knysna Tourism for perusal by appointment with Lizel.

The Company was in a sound financial state and it was recommended by the Board and the Financial committee that the Financial Statements and Auditors report be approved.

It was noted that the SLA had capped the annual increase to 6%, which would have an affect on future marketing spend.

By majority show of hands the Financial Statements were approved, with no objections.

Basil Michaelides was thanked for his work and guidance, it was proposed that he continue as the Company Auditor. It was approved by all members present to retain the services of Basil Michaelides as the Company Auditor.

8. GENERAL

Members were requested to submit, in writing, before the meeting any items that they wished to have tabled under general.

No items had been tabled.

9. GUEST SPEAKER ADDRESS

Presented by Mr Brian Walsh, specialising in small business, running a website – entrepreneurship.com.

He spoke of how entrepreneurship can thrive in a recession, market forces change and so business people should change with the markets, it is a time where business opportunities can be created. Need for creativity and lateral thinking in an economic downturn, change the way you think and what you do. Small business should use the time to network and support one another, and find ways to grow your business in tough times.

Mr Walsh facilitated a workshop the next day for KT members.

10. CLOSE OF MEETING

Shaun thanked Brian for his informative presentation.

There being no further business the meeting was adjourned at 21H30



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Nomination for Election to the Board of Directors

Only fully paid up members are entitled to vote and/or make themselves available for election to the Board.

Section 1

(To be completed by member nominating a Director for election)

Name of the nominated person: _____

Business and position of nominee: _____

Nominated by: _____
(Print name, signature & contact tel. no.)

Seconded by: _____
(Print name, signature & contact tel. no.)

Motivate, briefly, why you recommend the above person to serve on the Board.

Section 2

(To be completed by the candidate/nominee)

Please tick which areas you could make a valued contribution as Board member:

- | | | |
|----------------------------------------------------|-----------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Tourist Support Businesses | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> IT | <input type="checkbox"/> Commerce & Retail | <input type="checkbox"/> Legal Matters |
| <input type="checkbox"/> HR & Industrial Relations | <input type="checkbox"/> Finance | <input type="checkbox"/> PR & Communication |

Motivate, briefly, why you feel you can make a difference, serving on the Board of Directors.

If elected, I undertake to fulfill my obligations as a Director of the Board as outlined in its Articles of Association and in accordance with the responsibilities and duties of a Director in terms of the Companies Act. I confirm that I am in good standing in both business and the community and will serve the best interests of the Company and the town of Knysna.

Nomination accepted by Nominee _____
(Signature) (Print name)

Date: _____ Received & accepted on behalf of the Board: _____



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Minimum Requirements for Board Directors

Each director serves a **three year term** of office on a voluntary basis and is expected to attend a minimum of one full board meeting per month. Further time commitment from each director is dependent on their portfolio, experience, area of expertise and operational needs of the Company.

For further assistance or information please feel free to contact:

Mike Mills (Chair)	082 412 8467	mike@belvidere.co.za
Ian Perryman (Vice Chair)	076 263 3542	info@pelicanlodge.net

Election of Directors

With the exception of the municipal official appointed by Knysna Municipality, each Director shall retire from office at the third Annual General Meeting subsequent to his appointment and shall be eligible for re-election or re-appointment, as the case may be, once only.

Unless a candidate for election to the Board is a retiring Director, a nomination of a member for election to the Board shall;

1. Be made in writing, outlining his experience, interest and contribution in the field of Tourism.
2. Be signed by at least two members other than the candidate.
3. Be given to the Secretary not less than 7 (seven) days before the day appointed for the Annual General Meeting at which the election is to take place.
4. Be accompanied by a written statement signed by the candidate indicating his willingness to stand for election.

The Board shall have the power, at the time, and from time to time, to appoint a member as a Director, either to fill a casual vacancy or as an addition to the Board. A Director so appointed shall hold office until the following Annual General meeting of the Association and shall then be eligible for election.



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Proxy Form

I, _____ being a member of Knysna Tourism hereby appoint the undersigned member of Knysna Tourism or alternatively the Chairperson of the meeting, as my proxy to vote on my behalf at the AGM to be held on Thursday 27 May 2010 on any matter that may require my vote as her/she seems fit.

Signed, this _____ day of _____ 2010.

Appointer

(Signature)

(Print Name)

Appointee

(Signature)

(Print Name)

Note:

- Proxy forms must be faxed to **086 504 9717** or hand delivered at Knysna Tourism, 40 Main Road, Knysna, 6571 no later than 48 hours before the time appointed for the AGM. All proxy forms must be addressed for the attention of Salome Janse van Rensburg.
- All annual membership fees & any other invoices issued to the particular member must be settled in full for a valid proxy to be submitted by both the appointer and appointee.



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RSVP Form

Dear Member,

To assist with both catering and seating arrangements please complete the document and fax to Knysna Tourism (**086 505 1218**) on/before Thursday 20 May 2010. Please note that due to the size of the membership base, we can only accommodate two attendees per membership.

Knysna Tourism AGM

17:30 – 21:00 on Thursday 27 May 2010

The Premier Hotel Knysna – The Moorings

I will attend the Knysna Tourism AGM.

Please indicate number of attendees.

Company Name

Signature



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2009/2010 Board of Directors



Mike Mills
Chair



Ian Perryman
Vice Chair
Sedgefield Representative



Cllr. Eleanore Bouw-Spies
Executive Mayor
Municipal Representative



Johnny Douglas
Municipal Manager
Municipal Representative



Cllr. Nompumelelo Koti
Municipal Representative



Clive Battel



Jannie Gie



Michelle Smith



Colleen Harding



Nomvuselelo Songelwa
Co-opted SANParks
Representative