



Career Exhibition and Information Association

2018 ORGANIZATIONAL REPORT

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INTRODUCTION

In assuming office, the current Executive Committee took heed of a 9-Point Plan which included different areas of priority in taking our Association forward, and in the course of changing times. These areas included Stakeholder Relations, Communication, Corporate Image & Positioning, Membership Drive, Fundraising & Sustainability, Transparency, Partnerships, Innovation, Performance and Management & Evaluation. Our Association will continue to play a strategic role in enhancing coordinated efforts amongst tertiary institutions with regard to student recruitment.

PRESIDENT REMARKS

Growing the Association and maintenance of an effective database

We plan to continue to market our Association amongst our tertiary institutions, government departments as well as private funding organizations. We have seen a steady growth and introduction of new members, especially in the Kwazulu-Natal and Eastern Cape regions. It is unfortunate that due to lack of a reliable database, and despite our efforts to put this high on our agenda, there was a draw back on communications efforts. We will further our efforts during 2019 to ensure that our database has been enhanced. We also plan to use this database to enhance our communication efforts and to innovate new ways of keeping our members informed. We have also been able to request the assistance of Mr Xolani Gobelo (NSFAS) to assist with the setting up of our base with Western Cape and Northern Cape institutions. We trust by the end of 2019, we shall have formalized the Association in

these regions.

Our organization will soon embody institutions that are beyond SADC; and I envisage that our membership will grow, and our service will spread throughout Africa soon. Most of us have national and International strategies to position our institutions. We need to start building effective relations amongst ourselves so that when we go out, we can be heard. The SADC Protocol on Higher Education has appealed for our Universities to accommodate as much as 5% of International students. We have also seen a host of institutions already setting themselves up to operate in our turf. We will need to brighten our presence to ensure sustainability.

Website Re-vamp

Our website is work-in-progress. We would like it to be our host for the Association image and history. In line with the cost-saving strategy, we decided to request Univen Website Officer, Mr Mulalo Masisi to take care of the website free of charge as a donation of his time and skill to the Association. We thank him for such a donation to the Association. We would like to encourage all the exhibitions hosts to organize pictures from your exhibitions and

other events to send them to the General Secretary who will ensure that these are uploaded on our website.

CEIA Service Charter

In an attempt to uphold our membership and leadership, a service charter has been developed for this AGM to endorse and to hold some ethical level of service amongst our members. The service charter shall continuously serve to remind us of the opportunity bestowed on us to serve our communities with absolute care and concern. We trust this will also continue to remind us that we are at the service of our schools, learners and communities, and we should do this with dedication.

Stakeholder Engagement

The current Executive has taken note of the 2017 Organizational Report in which it has been pointed the importance of formalizing our relations with both Basic and Higher Education Departments. Plans are being made to deal with this during 2019. Initiatives have already begun to mend these relations, and the invitation of the Deputy Minister of Higher Education is one of the means to level the fields. We also plan to extend these efforts to all Provincial offices and Districts in order to solidify our presence against possible mushrooming of other organizations and NGO's who have already seen an opportunity to take advantage with a purpose of making business out of it. During 2018, the President has done his best to visit different exhibitions and addressed participants. We tender apologies to those we were unable to reach due to time and other responsibilities. We trust that where members of our Executive attended, they became our eyes and ears. We have also engaged several Heads of Departments to whom our Executive members report. This

was to plead for their support to the role that their staff members play on the Executive. We acknowledge the subsequent financial and moral support we received from them.

Social Responsibility Project

For the first time, we would have liked to incorporate a social responsibility project during our congress. This would vary with the theme of the year as well as our hosting regions. For 2018, we had planned to get our members to join hands in the purchasing and distribution of socks to selected learners. After efforts of engaging the local Department of Education and the schools, and considering the logistics around it, we realized that it could not be implemented at this stage. However, we would like to engage the AGM to share with us any of potential such projects that we can together work on and implement at different exhibitions level in the future.

Cost Saving strategy to enhance financial sustainability

On consideration of the state in Association finances, the Executive resolved to implement a cost saving strategy through which we could boost our financial standing. We invited those institutions that could afford paying for their staff, either for transport, accommodation or both, to absorb costs on behalf of the Association. We have noted with appreciation the hosting of our Executive Committee meetings by the University of Johannesburg and Tshwane University of technology. This has resulted in greater savings of the Association costs related to attendance and hosting of meetings. Controversially, we were able to hold more Exco meetings with less budgets. We believe money collected from the membership fees could be best utilized to uplift the standard of our

Congress and offer a unique experience for all of us during the congress; as such, we did our best to save not for us as the Executive, but for all of us. We trust that you have, and are enjoying the venue so far. By the way this is one of the most prestigious and expensive venues – we trust this is worth the value of your money. We implemented simple cost saving methods by not claiming for travel, but instead, negotiated with our principals to allow us to use our institutions vehicles; and sometimes, paid flights and travel costs.

Reviewing our corporate identity

The Executive has initiated a process to review our logo to ensure that we have a new look, clean of any possible litigation. We would like to develop a number of corporate identity items to strengthen our financial muscle potential. Inherently this will enhance visibility of our Association during exhibitions and during the congresses. We would like to develop enough display banners and other branding items to ensure that our venues share our identity. Each region should be able to display inside and outside our exhibition venues concurrently.

Strengthening corporate governance

We have prioritized the review of our constitution in order to align it against current and future organizational role. The main objective was to strengthen our existence in the context of changing legal regulatory framework. A further objective for this review has been to clarify the structure and roles of our National Executive and the Advisory Board. There was already a huge discourse between the constitution and the current operations on the Association. Executive has taken efforts to develop some of the policy guidelines with the purpose of



enhancing the corporate governance for the Association, thereby tightening potential risks for abuse and maladministration due to lack of consistency in the legal framework. We trust you have gone through these policies that will ultimately get your approval.

Leadership Balanced Score-Card outlook

Our general performance as an organization still lacks some serious consolidation. There is a serious missing link between our membership and leadership. Despite several attempts to improve communication at leadership level, there remains a gap between leadership and our regions. The General Secretary has made efforts to develop easy platforms such as group WhatsApp's and emails. The constitution provides for provincial representatives, but only a few have demonstrated commitment to the responsibilities they have been bestowed

with. Lack of attendance to scheduled meetings is an indication of degrading responsibilities that goes with being a leader. It is unfortunate that it is in the very same AGM that we elect these leaders with the hope that they will represent us and our input to the Association. Whilst 2019 will be another electoral congress, we urge members to do their work in identifying leaders who are willing to serve with passion and not for inherent benefits. We are strongly disappointed that out of 6 meetings scheduled, some have not even bothered to attend a single or at least half of these meetings. The unprofessional lax of not submitting an apology has left us with no option but to bring it to this AGM, to request you to reconsider your representatives. As a result, regions have suffered communication breakdown between the National Executive and the members on the ground.

At the beginning of our term, we urged provincial representatives to keep the NEC updated of challenges and developments during our scheduled meetings. You can request for minutes of meetings from the General Secretary, for any record that may have been submitted. We can hardly report of regional meetings held this year, except for a few. These are critical activities if the Association has to perform. The worst challenge faced relates to attendance to this AGM and Congress, in which there is a huge difference between attendance of electoral and non-electoral AGM's. We need to be reminded that these are constitutional mandate for members. They provide opportunities to address critical issues of the organization. We have also noticed that unfortunately most of these electoral AGM's are held at coastal venues whilst the non-electoral AGM's are held inland. We need to review this challenge and bring an amicable solution for the sake of our future.

REGIONAL REPORTS & ACTIVITIES

We have noted with disappointment that there has been a decline in the quality of regional reports since last year, and especially this year. The issues raised under the "challenges" below are critical to address the concerns we have over regional reporting and monitoring of activities. When there is no interaction between regional representatives with the different hosted events, we cannot expect proper and quality reporting. As Executive, we have noted different scenarios leading to poor reporting, and have resolved to intensify the role of the regional coordinator in future. We will also ensure that there is a direct link between the hosts of different exhibitions and the regional coordinator. We hope that this twin-peak model will assist in ensuring that regular reporting, assessment and monitoring & evaluation takes place. Annexure 1 provides details in terms of the feedback and reporting by the different regions.

CHALLENGES

Lack of commitment by those elected at AGM's is a serious challenge. We need to ensure that we elect leaders who are prepared to serve voluntarily and with a vision. The link between the NEC and the regions is critical for the survival of our Association.

CEIA is a non-profit making organization. Its future and sustainability relies on the availability of sufficient resources. The current levels of funding is non-sustainable. We need to begin to identify funders to enable us to have our plans implementable. We need to review our membership fees if we are serious about our survival. Perhaps we need to relook into our financial model to accommodate the rising costs.

Lack of regional meetings has a negative impact on the readiness of our members attending the AGM's. Hence, our nomination of regional representatives remains ineffective, rather is rushed through, largely without conscience.

RECOMMENDATIONS

The Association should in the next two years, focus on growing our membership, especially by introducing new entrants from the various Departments of government as well as private companies that offer bursaries and financial aid to student.

We must also setup effective full country and provincial structures/ Executive Committees in the Western Cape, Northern Cape, Lesotho, Botswana, Zimbabwe, Namibia, and as you will notice, Swaziland. We have the muscle, and there is a market for internationalizing our institutions in this regions. This we reckon, will also serve to address the challenge posed by the SADC Protocol on Higher Education, which requires Southern African institutions to contain at least 5% of our student population to be international. Diversity in our tertiary institutions is critical to widen our scope of research capacity and academic

development amongst our students and academics.

In terms of financial sustainability we have not taken advantage of our branding potential. I urge leadership to begin to consider raising funds through selling some branding items; and these will certainly enhance our finances.

Lastly, we should review our leadership structure in terms of criteria for nomination and election. In all honesty, we need to see value in electing or nominating individuals onto the NEC and the Advisory Board. They should be our thrust for financial muscle and strategic positioning. We need leaders who will serve to connect us to greater opportunities both strategically and financially. We should be providing effective advisory role and submit our networks to the Association. As leaders, we should be assets to the Association, rather than being

a liability.

More strategic initiatives should be forged with various stakeholders. This will ensure recognition of the role we currently and could in future play. If we can sustain visibility and recognition, we will be able to challenge most of the upcoming and mushrooming NGO's and private initiatives earmarked for profit in the name of career guidance and exhibitions. We have the muscle; we have the potential; we have the will; "It is in our hands".

CONCLUSION

Our team has been elected for 24 months; and no one is on a full-time basis. We have done our best to lay the foundation for some transformation for the Association. We are not near to what we had anticipated to lead the Association to. However, we trust that we have been able to suggest new ways of serving our members. Similarly, we are not in favor of any form of comparison or judgement to the past nor the future leadership. We only plead that where possible, whatever the future leadership will find valuable, they should feel free to use as a basis and foundation for future development.

We trust that we shall all demonstrate appreciation by supporting those that will take some of these dreams forward for the benefit of all of us and humanity.

On behalf of the National Executive Committee, we thank all those who have volunteered to serve our Association with absolute dedication, honesty and with a vision to serve the learners, our schools, our

country and humanity at large.

We further take this opportunity to thank all of you for the unwavering support you have demonstrated in the last 12 months. God-willing, we will continue to work together during our last lap into 2019.

Next year 2019, is an electoral congress. I trust that you will use the next 11 months to start identifying a potential team to lead us beyond 2019. My sincere appreciation to the team for all the hard work during this first lap. Much appreciation for your support and service to our members. This appreciation is extended to all regional structures including individuals that have contributed to the success of this year programme.

Three of our members are retiring from their active roles. Mr Mavela Shongwe, former Principal of U-Tech, Mr Gideon Ram-ulifho, Curriculum Advisor in the Vhembe Psychological & Guidance Services as well as Mrs Sardamani Pillay, PRO (Schools Liaison) at Mangosuthu University of Technology. They all retire at different points of their lives, but tightened together by their

selfless service they have dedicated to the course of mankind. We will them a blessed retirement and good health. We trust that retirement will not take them away from continuing serving our nation, but will only augment more time to continue making their valuable support to the Association.

May I invite you to join me in a moment of silence as we remember one of our fall-en member, our late brother Dan Vilakazi who served under the Gert Sibande District and passed on 14th November 2017 and was laid to rest at Springs on 18th November 2017. Our belated condolences to the family as an Association.

Let us observe a moment of silence. May the soul of our brother Dan Vilakazi rest in Peace!

May I take this opportunity, on behalf of the National Executive, wish everyone, who celebrates, a Happy Christmas and a prosperous New Year!

Thank You.

FINANCIAL REPORT

Career Exhibition and Information Association Reg No. 049-278 NPO Financial Statements 30 September 2018

TO THE MEMBERS OF THE NATIONAL CONGRESS

Report on the financial statements

I have compiled the annual financial statements of CAREER EXHIBITION AND INFORMATION ASSOCIATION based on the information supplied by management. The statements comprise the statement of financial position at 30 September 2018, the statement of receipts and payments; and the statement of changes in bank balance for the year ended 30 September 2018 as set out in pages to

Compiler's responsibility

I performed the compilation engagement with objectivity, professional competence and due care.

A compilation engagement involves applying expertise in accounting and financial reporting to assist management in preparing and presenting financial information. A compilation engagement does not include gathering evidence for the purpose of expressing an audit opinion or a review conclusion.



T. MUTSHUTSHU
CHARTERED ACCOUNTANT (SA)
07977222

233 WILLOWBROOK ESTATE
VAN DALEN ROAD NORTH
RUIMSIG, 1724

22 OCTOBER 2018

Career Exhibition and Information Association Reg No. 049-278 NPO

MEMBERS OF THE EXECUTIVE COMMITTEE AND ADMINISTRATION

T Nyelisani	-	President
D Mminele	-	Deputy President
K Malapane	-	Treasurer
L Legoete	-	General Secretary
T Lutshabe	-	National Coordinator
M Dlamini		
M Koali		
Z Masindi		
K Marole		
N Mlonzi		
E Ndala		
R Nekhunguni		
WN Zungu		

BANK

ABSA – THEGLEN, OAKDENE, JOHANNESBURG

BUSINESS AND POSTAL ADDRESS


13 THAGE STREET
ATTRIDGEVILLE
PRETORIA, 0008

ACCOUNTING OFFICER

T MUTSHUTSHU
CHARTERED ACCOUNTANT (SA)

233 WILLOWBROOK ESTATE
VAN DALEN ROAD NORTH
RUIMSIG, 1724


.....
CHAIRPERSON


.....
TREASURER

STATEMENT OF FINANCIAL POSITION AT 30 SEPTEMBER 2018

	2018 R	2017 R
ASSETS		
Current Assets		
Bank Balance Current Account	168 250	314 072
Total Assets	168 250	314 072
EQUITY	168 250	314 072
Retained Funds	168 250	314 072

STATEMENT OF RECEIPTS & PAYMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2018

	2018 R	2017 R
RECEIPTS	745 564	564 449
Conference fees	546 864	449 200
Membership fees	89 000	91 000
Exhibition fees	75 000	24 200
Interest received		
Other		
LESS : PAYMENTS	891 386	439 804
Accounting fees	9 450	8 250
Bank Charges	4 146	3 299
Conference 2016		246 907
Conference 2017	252 911	100 000
Conference 2018 to date	447 693	
Corporate Gifts	34 678	35 100
Executive meeting,Catering & Travel	105 196	21 607
Expo fees	34 664	19 900
Website	1 152	4 741
Phone	1 496	
SURPLUS/(DEFICIT)	145 822	124 645
FOR THE YEAR		

STATEMENT OF CHANGE IN BANK BALANCE FOR THE YEAR ENDED 30 SEPTEMBER 2018

	R
BALANCE 1 OCT 2016	189 427
Surplus for the year ended 30 SEP 2017	124 645
BALANCE 30 SEP 2017	314 072
Deficit for the year ended 30 SEP 2018	(148 822)
BALANCE 30 SEP 2018	168 250

NOTES TO THE FINANCIAL STATEMENTS AT 30 SEPTEMBER 2018

1. The financial statements of Career Exhibition and Information Association are drawn up on a cash basis.

Annexure 1A

STAKEHOLDER ENGAGEMENT BY THE NATIONAL EXECUTIVE

DATE	TYPE OF ACTIVITY	VENUE	OBJECTIVE	OUTCOME
9 – 10 Nov 2017	National Executive Committee Meeting	University of Johannesburg & Milpark Hotel	<ul style="list-style-type: none"> Handover meeting Signature changes Meet with Advisory Board 1st NEC Meeting 	<ul style="list-style-type: none"> All admin done Done but not finalized Only two available Full House, the Vision 2019 shared
26 Feb 2018	National Executive Committee Meeting	Anglo-American, Rustenburg	NEC meeting	<ul style="list-style-type: none"> Organizational business & AGM preparations
30-31 May 2018	National Executive Committee Meeting	Royal Marang	NEC meeting	<ul style="list-style-type: none"> Venue inspection & AGM preparations
21 May 2018	President's meeting with Director: Marketing & Communications, University of Mpumalanga	University of Mpumalanga	Discuss MP Representative Role + Need for UMP strategic role	<ul style="list-style-type: none"> Director to discuss and reconfirm MP Rep's role and availability
22 June 2018	National Executive Committee Meeting	Tshwane University of Technology	NEC Meeting	<ul style="list-style-type: none"> Organizational business & AGM Preparations
24 Aug 2018	Sponsorship Sourcing	Royal Bafokeng Holdings, Melrose Arch	Sponsorship proposal	Unsuccessful
31 Aug 2018	Partnership Proposal	Department of Education, Bojanala District, North West	Partnership proposal for Social Responsibility Project	Commitment but not effective, thus cancelled
13-14 Sept 2018	National Executive Committee Meeting	University of Johannesburg	NEC Meeting	<ul style="list-style-type: none"> Organizational business AGM Preparations
20 Sept 2018	Sponsorship Sourcing	Assupol Life Offices, Garsfontein.	Sponsorship proposal	<ul style="list-style-type: none"> R50 000 for the AGM
10 Oct 2018	Sponsorship Sourcing	Ramaph Group	Sponsorship proposal	<ul style="list-style-type: none"> Various items for the AGM printing, décor & wine.

Note: Other emergency off-record consultations through teleconferencing and group emails.

Annexure 1B
GRADE 12 EXHIBITIONS REPORTS

Region/ Country	No of Expos	No of schools	No of Learners	Achievements	Challenges	Recommendations
Eastern Cape	14	27	34712	The Executive went on a province-wide recruitment campaign resulting in 8 new members within their 1st year in office.	Poor attendance from Exhibitors (national). Low Support from the DoE. Transport issues for learners. Low attendance of invited schools. Date clashes	Greater support from exhibitors, especially from outside the EC. DoE has now come on board and we need to strengthen relationship with them. Relook at the dates to avoid clashes. Transport learners to the venue.
Free State	-	-	-	-	-	-
Gauteng (N.B Partly reported- Only Asakhe Events)	4	59	14269	Participation and enthusiasm of learners, teachers and exhibitors made the career expo the celebrated success.	Poor attendance of exhibitors and no-show ups. Time management from the exhibitors. Late bookings and late payments. Early departure of some exhibitors daily and before the end of exhibition. Schools not following itinerary	Early confirmations by exhibitors. Grade 11 exhibitions suggested by Jhb South District. Source sponsorship to absorb costs.

Kwazulu Natal				<p>Participation and enthusiasm of learners, teachers and exhibitors made the career expo the celebrated success.</p> <p>Teachers' workshop in Pine Town district and Ugu District to empower the teachers with importance of career guidance.</p> <p>Teachers awards at Umkomasi circuit for increasing grade 12 pass rate.</p> <p>We cemented our position as CEIA with political leaders, union's leaders, traditional leaders and principals.</p> <p>Team work and support of institutions and partnership with other organizations, companies, governments departments. Recruitment of 8 new members.</p>	<p>Participation and enthusiasm of learners, teachers and exhibitors made the career expo the celebrated success.</p> <p>Teachers' workshop in Pine Town district and Ugu District to empower the teachers with importance of career guidance.</p> <p>Teachers awards at Umkomasi circuit for increasing grade 12 pass rate.</p> <p>We cemented our position as CEIA with political leaders, union's leaders, traditional leaders and principals.</p> <p>Team work and support of institutions and partnership with other organizations, companies, governments departments.</p> <p>Recruitment of 8 new members.</p>	<p>We will consider exam times before confirming the exhibitions dates.</p> <p>We will support the District coordinator with planning.</p> <p>We will also work with DOE and municipalities starting from planning stage.</p>
Limpopo	-	-	-	-	-	-
Mpumalanga	8	96	33552	-	-	-

Lesotho	4	54	3600	<p>Nine years of uninterrupted launch of the careers exhibitions. Strong sponsorships. Access to the different districts of Lesotho each year.</p> <p>Great support of the Ministry of Education and the District Administrators.</p> <p>A good number of SA institutions, but more would be appreciated</p>	<p>Late start due to travel & logistics. Holiday resulted in low turnout at Mokgotlong.</p> <p>Double booking of venue in Maseru affecting space for exhibition.</p> <p>Inconsistent availability of ushers.</p> <p>Weather changes at Mhaleshoek resulting in venue change (smaller).</p> <p>Some local Higher institutions pulling out due to lack of resources.</p>	<p>Avoid holiday in future.</p> <p>Consolidate ushers and their transport.</p> <p>Ensure large venues and restrict to Form E only.</p> <p>Ensure prior cleaning of venues and right numbers of catering – avoid last minute bookings.</p> <p>Ensure coordinated accommodation for debriefing purposes.</p> <p>DOE to assist with invitations to high schools.</p>
Swaziland	-	-	-	-	-	-