

## EAPASA

Unit 12B Centurus  
Centuria Office Park  
265 Von Willich Avenue  
Centurion  
0157  
Tel. (+27) 12 880 2154  
Email: [registrar@eapasa.org](mailto:registrar@eapasa.org) | Website: [www.eapasa.org](http://www.eapasa.org)

**Environmental Assessment  
Practitioners Association  
of South Africa**  
*Advancing environmental assessment  
practice in South Africa*



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### **EAPASA GENERAL MEETING MINUTES – HYBRID**

**Date:** Friday, **10 May 2024** from 10h00 AM – 13h00 PM

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**Members in attendance:** An attendance register is available upon request for ease of reference.

**Program Director:** Ms Snowy Makhudu – Out-going EAPASA Board Chairperson

**Guests and keynote speakers:**

Mr Terry Tselane - Executive Chairman of Institute of Election Management Services in Africa (IEMA)

Ms Makhotso Soty - Deputy Minister of the Department of Forestry, Fisheries and the Environment (DFFE)

Ms. Jacqui Hex - EAPASA Public Relations Committee Chairpersons

Mr. Zazi Ngubane - (CA)SA, ABS Chartered Accountants

Prof. Khangwelo Musetsho – EAPASA Acting Chairperson

**Call to order:** The Program Director (Ms Snowy Makhudu) called the meeting to order.

Board Members: Ms Snowy Makhudu (Out-going Chairperson), Prof Khangwelo Musetsho (Acting Chairperson),  
Ms Jacqui Hex, Ms Minnette Le Roux, Dr Jennifer Molwantwa

Registrar: Dr Patrick Sithole

NPO Reg. No. 122-986

### **1. Welcome Remarks by Ms. Snowy Makhudu, Out-going EAPASA Board Chairperson**

Ms Makhudu opened the meeting with greetings and welcoming remarks to all attendees, and all protocols were observed.

### **2. Confirmation of quorum by Reabetsoe Mohapi, Institute of Election Management Services in Africa (IEMA), Presiding Officer**

Mr Mohapi Confirmed that Pursuant to clause 9.4.2 of the EAPASA Constitution, the quorum requirement of a General Meeting is a minimum of such Members in Good Standing constituting at least 25% of the members. The Quorum requirement for this meeting is 270+1 members.

Clause 9.4.3 of the Constitution dictates that no business shall be transacted at any General Meeting unless a quorum is established. This therefore, led to the meeting only resuming at 10h40am with 271 members present on MS Teams

### **3. Adoption of the General Meeting Agenda by all members present**

The agenda was approved by all members there were no objections. Ms Jacqui Hex moved for the adoption and Mr Sabelo Nkosi seconded.

### **4. Introduction of the Keynote Speaker by Ms. Snowy Makhudu, EAPASA Board Chairperson**

Ms Makhudu welcomed Ms Makhotso Soty - Deputy Minister of DFFE, who was delegated by her honourable Ms Barbara Creecy, the Minister of DFFE, to be the keynote guest speaker. Ms Makhudu thanked Ms Soty for the continuous support of the EAPASA General Meetings since 2020.

### **5. Keynote Address by Ms Makhotso Soty, Deputy Minister, from the DFFE**

Ms. Soty relayed her greetings and opening remarks.

Ms Soty began her speech by highlighting that as South Africa celebrates years of its democracy its important to take note that the former President, the late President Nelson Mandela delivered his first speech on this date (10 May) in his inauguration in 1994. Therefore, the GM clashes with a very important calendar and in our lifetime. She announced that this year marks seven years since the DFFE appointed EAPASA as the

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sole registration authority in terms of section 24H of the National Environmental Management Act (NEMA), the role of EAPASA is to professionalize and regulate the sector by improving the quality of the information submitted and decision being made on applications. As both the regulator and consultant, the association has a highly competent code of assessment practitioners that are bound by the same set of rules and standards.

Ms Soty mentioned that the association has shown commitment to several responsibilities that form part of its implementation plan and these have been and are closely monitored by the DFFE. She elaborated that these include rendering of a full package of registration and information sharing services in terms of section 24H of NEMA, that also contributes towards the transformation of the environmental assessment profession, and as of the 6th of May 2024, there are approximately 1249 registered EAPs, 440 registered candidate EAPs and 4902 total draft applications online.

Ms Soty conveyed her confidence that EAPASA will continue to contribute greatly to the department's long-term plan to have a practical and sustainable solution for registration, from an operational and financial perspective. She encouraged all EAPs performing specified tasks that require registration, to register with EAPASA and to comply with the association's code of conduct. She iterated that unlawful actions need to be addressed swiftly to ensure that the sector is not brought into disrepute.

In conclusion, Ms Soty congratulated the existing Board members for their leadership, the registrar and his expert team of professionals, and wished the Board members who will be elected, success on their new appointments. The Deputy Minister thanked EAPASA for the great working relationship during the past 5 years.

Ms Soty's speech was welcomed and received well by all the members present, Ms Makhudu on behalf of the Board thanked the Deputy Minister and expressed her heartfelt appreciation for always being there for EAPASA

## **6. Approval of the minutes of the previous Special General Meeting held in 2022**

The minutes of the previous Special General Meeting held on 07 April 2022 were previously circulated to the members. Ms Makhudu requested members for approval of

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the minutes on the Meeting Pal platform. Members moved for the approval of the minutes.

## **7. Chairperson's Report by Ms Snowy Makhudu, Out-Going EAPASA Board Chairperson**

Ms Makhudu presented her report by first announcing her resignation as the EAPASA Board chairperson, she indicated that she formally announced her resignation at the Board Meeting that was held on the 23 October 2023 where she indicated that her resignation will take effect from 30 April 2024.

Ms Makhudu began with a quote emphasizing the importance of preserving the earth for future generations. She highlighted the current environmental crisis, noting the severe pollution and degradation of natural resources, and stressed the urgent need for change, particularly for Environmental Practitioners. Ms Makhudu indicated EAPASA has a crucial role in South Africa's sustainable development, guided by the National Environmental Management Act (NEMA). The association aims to ensure quality in environmental assessments, promote sustainability, transform the profession, support professional development, and raise awareness about environmental assessment practices.

She highlighted on EAPASA's achievements and milestones from March 2022 to March 2024 include registering 963 Environmental Assessment Practitioners (EAPs) and improving their internal systems. She furthermore mentioned that the association aims to register 1,000 more EAPs by the end of the 2024-25 financial year and is currently assisting 4,850 draft applicants with their registrations.

Ms Makhudu stressed the fact that EAPASA is committed to transformation in the sector, highlighting that currently EAPASA has 65.73% black registered EAPs and 57% female EAPs. The association has received awards for its efforts in diversity inclusivity and professional registration of EAPs with disabilities. EAPASA also runs a mentorship program to support Historically Disadvantaged Individuals (HDIs) and graduates in becoming registered EAPs.

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Ms Makhudu spoke about the importance of cultivating strategic relationships, involving collaboration with the Department of Forestry, Fisheries and the Environment (DFFE) and other councils and associations. This helps maintain compliance with environmental laws and supports professional development. EAPASA's strategic focus includes achieving financial sustainability, improving environmental assessment quality, transforming the profession, professionalizing practitioners, and advocating for sustainable development. The association plans to achieve these goals through prompt application processing, efficient financial management, continuous training, cost reduction, and diversified income streams. She indicated that the association funds itself through registration fees, annual fees, re-registration fees, and grants, and has consistently achieved clean audits since its inception, and maintains its SAQA accreditation and submits annual reports on time

She formally announced that EAPASA will hold its 3rd Regional Conference in October 2024 in Durban, focusing on sustainable development themes, and encouraged all the members present to please register for the conference and directed them to the EAPASA website where all the relevant information is provided for regarding the conference.

In conclusion Ms Makhudu expressed gratitude to the Minister, Deputy Minister, DG, DDG, DFFE colleagues, strategic partners, current Board members, Registrar/CEO, the staff and EAPASA members for their support and dedication. Thanked everyone involved in making the GM a success and wished the best to the Board nominees.

#### **8. Presentation on the Recognition of EAPASA Board Chairperson by Ms Jacqui Hex**

Ms Hex formally announced the resignation of Ms. Snowy Makhudu as Chairperson of the EAPASA Board to the members, though she will remain a Board member. She expressed gratitude and admiration for Ms. Makhudu's contributions and highlighted the following key milestones and achievements of EAPASA under her leadership:

EAPASA was launched on April 7, 2011, with a Board established in February 2012. Ms. Makhudu, a founding member, initially served as Deputy Chairperson. In 2018,

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EAPASA was appointed by the Department of Environmental Affairs as the sole registration body for professional EAPs in South Africa. Under Ms. Makhudu's leadership, EAPASA launched an online registration system for EAPs, marking a significant step in professionalizing the environmental sector.

In 2019, EAPASA received accreditation from the South African Qualifications Authority (SAQA), recognizing it as the first Statutory Environmental Assessment Professional Body. EAPASA also conducted successful training sessions on outcome-based assessments, training 111 assessors to review EAP applications.

During the COVID-19 pandemic, EAPASA held its first hybrid Inaugural General Meeting in November 2020. The association also held its first strategic session in October 2021, aligning the organization's goals and fostering team cohesion. EAPASA signed several MoUs with key organizations, enhancing collaboration and addressing issues such as professional registration and skills development.

EAPASA received the International Association for Impact Assessment (IAIA) 2022 Institutional Award for its outstanding contribution to impact assessment practice. The association also received an award in 2023 for having a substantial number of professionally registered persons with disabilities.

EAPASA hosted regional conferences and attended numerous industry events to promote environmental assessment practice and build partnerships. The association continues to collaborate with the Council of Higher Education (CHE) to maintain qualifications and quality assurance in higher education. Ms. Makhudu's leadership was instrumental as she fostered conducting of workshops and roadshows to promote EAPASA and explain the registration process. As a result, EAPASA has registered 1,643 Environmental Assessment Practitioners.

On behalf of the EAPASA Board and staff Ms Hex expressed deep gratitude for Ms. Makhudu's leadership and her efforts to steer the organization in the right direction.

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## 9. Board Elections - Voting Process- led by Mr Reabetsoe Mohapi, IEMA, Presiding Officer

a) Presentation of Candidates:

Mr Mohapi provided an overview of the Board nomination process and provided the candidates' list/names, which were published 21 days before the GM to which members had access to. The Nominees were presented as follows:

### **Registered EAP**

*Mr Sabelo Nkosi*

*Ms Mamonene Emmy Molepo*

*Mr Khuliso Mudau*

*Mr Thabani Thobezweni Innocent Gambu*

*Ms Rainy Disebo Mashitisho*

### **Finance/Audit & Risk**

*Mr Khathutshelo Tshipala*

*Mr Zuko Ncemane*

### **Legal/Corporate Governance**

*Adv Thomas Mavabasa Tshabalala*

*Ms Nqobile Khanyile*

b) Voting of New Board members:

Mr Mohapi explained the voting procedure by indicating that members need to cast their votes on the MeetingPal voting platform, only members who are in Good Standing will have access to vote and each member is entitled to one vote per category, and the voting commenced.

c) Announcement of Board results:

Mr Mohapi indicated that the results were audited by Mr Ngubane and EAPASA's appointed independent attorney Mr Thato Mahapa. He further indicated that out of the 262 members that had joined on the MeetingPal platform 185 members voted, as result

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there was a 70% voter turnout, and he confirmed that the results were free and fair. The results were announced as follows:

**Registered EAP x2**

*Mr Sabelo Nkosi – duly elected with 101 votes*

*Ms Mamonene Emmy Molepo – duly elected with 73 votes*

*Mr Khuliso Mudau – received 61 votes*

*Mr Thabani Thobezweni Innocent Gambu – received 60 votes*

*Ms Rainy Disebo Mashitisho – 55 votes*

**Finance/Audit & Risk x1**

*Mr Khathutshelo Tshipala – duly elected with 106 votes*

*Mr Zuko Ncemane – received 68 votes*

**Legal/Corporate Governance x1**

*Adv Thomas Mavabasa Tshalalala – duly elected with 101 votes*

*Ms Nqobile Khanyile – received 77 votes*

**10. Presentation of the Audited Financial Statement (AFS) and Appointment of Auditors by Mr Zazi Ngubane (CA)SA, ABS Chartered Accountants**

Mr Ngubane presented the Audited Financial Statements and provided a brief explanation of how the audit was conducted, and therefore confirmed that it was a clean audit. He further added that out of the audit there are some concerns regarding the going concern of EAPASA as a result of not receiving any further funding from DFFE from 2024-25 financial onwards. Mr Ngubane indicated that on the basis of having gone through the EAPASA Business Plan /Financial Plan which covers the forecast for the next 10 years, he is confident that although there is a going concern, this will be closely monitored. In conclusion Mr Ngubane mentioned that there were no issues that arose from the audit and it is an unqualified audit.

Ms Makhudu requested members to approve the AFS on the MeetingPal platform. Members moved for the approval of the AFS.

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## **11. Confirmation of Appointment of Auditors by Ms. Snowy Makhudu, EAPASA Out-going Board Chairperson**

Ms Makhudu informed the members that Board appointed ABS Chartered Accountants to audit the EAPASA books for another 3 years. Ms Makhudu requested members for approval the appointment of the Auditors on the MeetingPal platform. Members moved for the approval of the Auditors.

## **12. Vote of thanks and closure by Prof Khangwelo Desmond Musetsho, EAPASA Acting Chairperson**

Prof Musetsho firstly thanked the DFFE as the appointing authority- the Deputy Minister for her presence, the DFFE officials i.e Mr Sabelo Malaza for attending the GM physically with the EAPASA Board. He further extended his gratitude to Ms Makhudu for her leadership as the EAPASA Board Chairperson. Prof Musetsho thanked the EAPASA Board members, registered members in attendance, the guest speakers, Mr Thato Mahapa, and the EAPASA staff for ensuring that the GM is a success. He congratulated and welcomed the newly elected Board members. Lastly, Prof Musetsho reiterated the importance of the registered members maintaining their membership as members in Good Standing, and requested that as key stakeholders of the organisation, members avail themselves as and when EAPASA calls on them for any assistance.

The meeting was adjourned at 13:35

\*\*\*\*\*Adjournment\*\*\*\*\*