

African Association of Nephrology (AFRAN) and Turners Secretariat Zoom Meeting

Tuesday, 27 October 2020

19h00 GMT / 21h00 SAST

AFRAN Present

Dr Anthony Were	drajowere@gmail.com	AW
Prof Abdou Niang	niangabdou@yahoo.com	AN
Prof Razeen Davids	mrd@sun.ac.za	RD
Dr Saraladevi Naicker	Saraladevi.Naicker@wits.ac.za	SN
Dr Mohamed Hany Hafez	drhany_hafez@hotmail.com	MHH
Dr Nicci Wearne	nicola.wearne@uct.ac.za	NW
Dr Faical Jarraya	jarraya_faical@yahoo.fr	FJ

Turners Secretariat Present

Gill Slaughter	gills@turnersconferences.co.za	GS
Sharon Beeming	sharonb@turnerssecretariat.co.za	SB
Lethisha Harilall	lethishah@turnerssecretariat.co.za	LH
Liezl Erasmus	liezle@turnersconferences.co.za	LE
Delia Watterson	deliaw@turnersconferences.co.za	DW
Joanne Martin	joannem@turnersconferences.co.za	JM

No	Content	Action
1	Welcome	
	<p>Dr Were opened the meeting with a prayer and thanked all for attending. No apologies were noted.</p> <p>Gill advised that she had prepared a number of points that she would like to go through as a formal agenda was not prepared for this meeting. It was agreed that Gill would proceed, and any other items would be discussed thereafter.</p>	
2	Introduction	
	<p>Gill made brief introductions of the Turners Secretariat Team to the AFRAN committee. Gill also advised that we have other members of the team who will assist with conferences.</p> <p>Dr Were made brief introductions of the AFRAN committee to the Turners Secretariat team.</p>	
3	Agreement	
	<p>Gill confirmed that the agreement has been finalised and signed by AFRAN and Turners Secretariat.</p>	

4	Constitution	
	<p>Gill advised that she is not able to trace the constitution sent by Prof Niang and requested that it be resent.</p> <p>Dr Were and Prof Naicker requested that Prof Niang send Turners both versions of the constitution as the new version has information in it regarding signatories and membership. Gill advised that Turners will not do anything with the new constitution until it is accepted at the AGM.</p>	AN
5	Membership Database / Membership Fees	
	<p>Gill advised that the membership lists are required to populate the database and follow up on outstanding fees.</p> <p>Dr Were advised that there are many nephrologists in Africa and that they would like as many of them as possible to become members. He advised that the most important thing would be to contact the presidents of the different societies to get their membership lists. Dr Were advised that Turners and Prof Niang should contact the presidents to get the membership lists. Gill advised that Turners would assist with this.</p> <p>Contact details and a letter from Dr Were or Prof Niang would be required along with membership fees and information to be shared. It was agreed that a separate meeting could be held to discuss this further if required.</p> <p>Dr Were advised that ISN allows African countries to pay a lower membership fee and asked Gill for advice on membership fees. Gill asked Sharon to provide more details on this. Sharon advised that fees vary from association to association and range between R 2 500.00 and R 36 000.00 per year.</p> <p>Prof Jarraya queried how payment could be made from Tunisia as payments cannot be made by credit card. Liezl to investigate receiving payments from Tunisia but confirmed that Turners can receive payments from most major cards. Turners are also in the process of getting PayPal linked to the account so bank transfer / eft's could be processed through a payment gateway. It was also confirmed that money transfer will be an acceptable form of payment. Prof Jarraya also suggested that the members of the different African societies pay their membership fees to their national societies and the societies could then collectively pay the fees over to the AFRAN account in South Africa. Liezl confirmed that this would be acceptable.</p> <p>Prof Naicker advised that she was able to make payment in foreign currency i.e. pounds and dollars using her VISA card. She also advised that ISN members send through their card numbers and they are charged in dollars. Gill advised that if a payment is made outside of South Africa on a credit card the charge would show on the statement in the currency of the country that you live in. Liezl confirmed this.</p> <p>Prof David's questioned if the fees would be set and advertised in USD or ZAR. Gill stated that this is also a question that Turners would like to raise. Discussion took place on which currency the membership fees should be set in and it was agreed that the fee will be set in USD.</p>	<p>TS (Turners Secretariat)</p> <p>AN LN</p>

	<p>Liezl used the example of PayPal and stated that when payments are made in USD via PayPal, Turners can receive the funds in USD and have the option of keeping the USD until we decide to transfer to Rands. Thus, there is an option to keep money in USD for a chosen period. Dr Were and Dr Hafez agreed that it would be better to keep the funds in USD for as long as possible. Liezl to check if there is a limit on the amount of time the monies can remain in USD before being converted to ZAR and advise the committee.</p>	LE
6	Website	
	<p>Prof Jarraya led the discussion with the following points:</p> <ul style="list-style-type: none"> • Domain name – there are possible options to choose from i.e. afran.org / afranonline.org / afrannephrology.org. Turners to check availability and advise. • Email – Prof Jarraya suggested using the domain name of AFRAN as the email address instead of info@afran for example info@afrannephrology.org. • Building of the website – Prof Jarraya advised that he would forward his ideas on the pages for the website to Joanne and queried how long it would take for the website to go live. Joanne advised that it would depend on the facets involved in building the website. Gill advised that it usually takes a week or two, depending on response times etc. Turners will need to look at the domain names available and register it. Dr Were requested that social media links be included on the website. <p>Prof Davids requested that the committee have a look at the general layout and structure of the website whilst it is being populated. Joanne and Prof Davids to discuss how the journal will be incorporated into the website.</p>	<p>JM</p> <p>FJ</p> <p>RD JM</p>
7	Finance	
	<p>Dr Were asked Gill to advise what is expected of the three South Africa representatives and how Turners will interact with them. Liezl advised that we require assistance from them with documentation to register the association. Liezl advised that the Department of Social Development requires a minimum of three office bearers, but the number will also depend on the number of office bearers stated in the AFRAN Constitution. The following will be required from the three SA representatives.</p> <ul style="list-style-type: none"> • a certified municipal utility bill, not older than three months • a certified copy of their ID document <p>Liezl explained that this is the reason we prefer to have South African office bearers as it is easier to verify home addresses etc. Liezl will email the office bearers to request the required documents. Electronic copies are accepted.</p> <p>Liezl advised that she would also be in contact with the South African office bearers each year when the association audit takes place for signatures and that some of the SA representatives should authorise payments.</p>	LE

	<p>Dr Were queried if there will be any emergencies that the SA representatives will be responsible for. Liezl advised that she does not anticipate any emergencies.</p> <p>Prof Davids asked Gill and Liezl to comment on the mechanics of the bank account and what will be required from the committee.</p> <p>Liezl advised that Turners Secretariat will open the bank account in the name of the association and that it will fall under the umbrella of Turners Secretariat because of the yearly change in the association signatories. A payment policy will be put in place with at least three committee members forming part of a finance committee. All payment requests will be sent to the finance committee for approval and payments will be made once approval has been received from two members of the committee. Gill and Liezl will then approve the payment from the bank account.</p> <p>It was agreed that Turners will share the AFRAN Bank account statements with Dr Hafez and the Finance committee members twice a month.</p> <p>Prof Niang questioned if there will be two types of bank accounts i.e. one in USD and one in ZAR. Liezl advised that the account with Turners will be transacted in Rands as it is a South African bank account. PayPal will provide the option of keeping the fees received in USD. Liezl will investigate further to see if the bank has the option of keeping USD currency in a separate bank account.</p> <p>Prof Niang queried if there will be a cheque account and an interest-bearing account. Liezl confirmed that this is correct. The interest-bearing account is an investment account that all the surplus (i.e. funds not required for day to day operations and transactions) money will be held in. Funds can be transferred in between these accounts when required without delay.</p> <p>Liezl advised that it is better to leave the surplus funds in the interest-bearing account to earn interest.</p>	<p>LE</p> <p>LE</p> <p>LE</p>
8	Meeting Schedule	
	<p>Gill requested a meeting schedule. Dr Were advised that there will be at least three meetings a month with different groups for example the AFRAN COVID-19 committee and Lethisha will be required to take minutes. Prof Niang would share the meeting schedule with Turners.</p>	AN
9	Other	
	<p>Prof Niang stated that there is a lot to work on but the most important thing at this stage is to gather information for the database.</p> <p>Turners will also need to co-ordinate the AGM. Prof Niang to advise what is required.</p> <p>Prof Naicker asked Prof Niang if there is a list of the societies formally affiliated to AFRAN. Prof Niang advised that there isn't, but this needs to be built in the next couple of months. Prof Naicker queried if there is a list of counties who have responded so that details are not re-requested. Prof Niang advised that</p>	<p>ALL</p> <p>AN</p> <p>AN</p>

	<p>he does have these details and Prof Naicker requested that he email the list to the board. Lethisha will gather the society lists.</p> <p>Lethisha to be included in the AFRAN WhatsApp group. Prof Niang to introduce Lethisha to the group. Lethisha can also be connected to the chairmen.</p> <p>Lethisha to draft a letter to potential AFRAN members and share it with Dr Were explaining the new collaboration with Turners.</p> <p>Dr Were advised that Prof Jarraya is part of the scientific committee for next year's conference in Abidjan and stated that he would like Gill and Prof Jarraya to confirm how Turners may assist in this regard. Prof Jarraya advised that he is not on the LOC but will ask the president of the LOC how he will manage the organisation however he believes that a local supplier may have been appointed already. Gill advised that Turners are available to work in Africa.</p> <p>Dr Were asked if there were any further points. Gill stated that there were none from Turners side. Prof Niang stated that he had a last point regarding the postal address for the association. It was confirmed that the Turners postal address will be used.</p>	<p>LH</p> <p>AN</p> <p>LH</p> <p>LH AW</p>
<p>10</p>	<p>Close</p>	
	<p>Dr Were asked all present if there were any last points and thanked all for attending the meeting.</p> <p>The meeting closed at 22h15.</p> <p>Next Meeting: Date to be decided.</p>	