



Minutes: AFRAN (African Association of Nephrology) Society Board and Committee Chair and Co-Chair Meeting via Zoom

13 December 2020

18h00 SAST / 16h00 GMT

Present

Abdou Niang	AN
Mohamed Hani Hafez	MHH
Saraladevi Naicker	SN
Ifeoma Ulasi	IU
Nicola Wearne	NW
Razeen Davids	RD
Tarik Sqalli Houssaini	TSH
Faical Jarraya	FJ
Ahmed Twahir	AT
Hesham Elsayed	HE
Francois Kaze	FK
Tarik Sqalli Houssaini	TSK
Malcolm Davies	MD
Sampson Antwi	SA
Rym Goucha	RG
Mohamed Abel Gawad	MAG
Sampson Antwi	SA
Vincent Boima	VB
Christiana O. Amira	COA
Boucar Diouf	BD
Alain Assounga	AA
Elliot Korangten Tannor	EKT
Khalida Soki	KS
Gill Slaughter	GS
Alain Assounga	AA
Wessam Ismail	WI
Ebun Bamgboye	EB
Lethisha Harilall	LH / TS

Apologies

None noted

No	Content	Action
1	Welcome	
	Dr Niang welcomed all to the meeting.	

2	Introduction	
	Prof Abdou went through the list of different committees and all the committee chairs and co-chairs present briefly introduced themselves.	
3	Introduction and tasks of AFRAN committee chairs and deputy chairs	
	<p>Prof Abdou thanked Dr Wearne and Prof Naicker for their good effort to form the committees. Prof Abdou handed over to Prof Naicker to update on the tasks required from the committees. Prof Naicker stated that it was important to get the membership of the committees up and running. Prof Naicker advised that adequate representation was required from regions and countries. Each committee was requested to develop a brief mission statement with aims and objectives. It was suggested that the chairs and co-chairs should be available to attend the board meetings so progress and problems could be reported to the board.</p> <p>Prof Davids requested a document detailing all committee members and email addresses. Lethisha would circulate this list to all committee members once confirmed by Dr Wearne and Prof Naicker.</p> <p>Prof Davids queried if the board and the executive committee were one in the same. He questioned what the formal structure was. Prof Abdou went through who the executive committee was i.e President, General Sec and Treasurer. He stated that this needed to be discussed during the general assembly. It was confirmed that until the AGM the board would be considered the executive committee. Prof Naicker agreed.</p> <p>Prof Davids requested the latest version of the constitution. Prof Abdou advised that Lethisha would share the new constitution with the committee chairs and co-chairs. The constitution would be ratified at the AGM.</p> <p>Dr Elsayed suggested that the Covid-19 committee be continued as the epidemiology committee. Prof Davids suggested expanding the clinical nephrology committee instead. Prof Abdou and Prof Naicker agreed.</p> <p>Dr Ifeoma Ulasi requested the responsibilities / terms of reference of each committee. Prof Naicker suggested that this must be drafted by each committee. Dr Bamgboye agreed that this would be done by the chair and co-chairs. This could be worked on via email or Zoom meetings. Dr Wesam requested regulations in terms of adding members to the committees. Dr Elliot seconded this.</p> <p>Prof Naicker confirmed that there should be ten members per committee. This would be added to the constitution.</p> <p>Dr Hafez suggested that the committees look at the new the constitution for committee responsibilities. Prof Abdou read an excerpt from the constitution regarding the committee responsibilities. Dr Wesam confirmed that this was fair.</p> <p>Dr Jarraya also suggested that the chairs of each committee should be responsible for drafting sections of the scientific programmes / scientific material for conferences.</p> <p>It was agreed that it would be a good idea to have one of the young nephrologists on the ISN committee as part of the AFRAN young nephrologists committee.</p>	All committees

	<p>Dr Facial Jarraya added that all committee members must register as AFRAN members and pay the registration fees. Prof Naicker suggested links with other international committees as well instead of just ISN. Dr Wesam also suggested having links with the local societies.</p> <p>Prof Davids advised that the key information on AFRAN should be passed on to ISN and other societies. AFRAN was listed on the ISN website but did not have a link to any information. Prof Davids suggested that it would be good to have contact details of the board up whilst the website was set up. Prof Davids and Dr Jarraya suggested writing to each society to introduce AFRAN and its board members. Prof Abdou advised that this would be done in conjunction with Turners Secretariat.</p>	
4	AGM Date	
	Prof Abdou asked for all to propose dates	
	<p>Prof Davids suggested mid to end February as the committee had until end of January to submit action plans. Dr Hafez agreed. Prof Naicker believed it should not be delayed beyond mid-February.</p> <p>Prof Abdou requested dates. Prof Naicker suggested the 17th of February. Prof Davids agreed. The times would be confirmed but 16h00 was suggested.</p>	
5	Standard Operating Procedures	
	<p>Lethisha took all through the document. The following points were mentioned.</p> <p>Registration of the society is ongoing.</p> <p>Prof Davids had queries about BDO. Gill confirmed that Turners worked with BDO with other clients. Gill confirmed that a Zoom meeting can be set up to go through the board queries.</p> <p>Opening of bank accounts - The call account had been opened with First National Bank and the 3000 USD had been received.</p> <p>Prof Davids queried if registration fees would be advertised and accepted in USD or ZAR. Gill confirmed that the fees would be advertised in both USD and ZAR. Members in SA would pay in ZAR and other members would pay in USD but the funds would be received in ZAR into the bank account. Turners accounts must advise if funds can be kept in USD.</p> <p>Budget – pending finalising of membership fees and income and expenses. Draft budget should be in place before the AGM.</p> <p>Prof Abdou confirmed that the fees would be 100 USD per annum (regular AFRAN Members). Society fees would be confirmed at the AGM. Prof Naicker commented that the fees would be implemented once the constitution is accepted. Trainee and Fellow fees also needed to be confirmed. Dr Wesam suggested a separate rate for African nephrologists. Fees would be proposed and accepted at the AGM.</p> <p>Monthly financial reporting – Gill advised that this would be produced once income and expenditure happen.</p> <p>Website branding – Prof Jarraya confirmed that Turners must go ahead with the most popular header.</p>	TC

6	AOB	
	Dr Ifeoma suggested that previous minutes be confirmed before each meeting. Dr Hafez reiterated that the committees meet to draft their mission statements by the end of January.	
7	Close of the meeting	
	The meeting closed at 19h46. The next meeting date was to be confirmed.	