

**Minutes of a SRC Aid Fund Committee meeting as held at 13:30 on
29 March 2012 in the Seminar Room, Roosmaryn**

1. Opening and welcome

From now on the newly appointed SRC member for Study Finance, Mpume Mbongo will act as chairperson – she welcomed everyone present.

2. Attendance

Mpume Mbongo	Chairperson
Chris Pappas	SRC Member Academic Affairs & Honorary Colours
Jozua Loots	SRC Member Technology Development & Sponsorships
Dr W Jorissen	Acting Director Student Affairs (apology to leave early)
Tebogo Twala	SRC Treasurer-General (left the meeting)
Mrs L Botma	Secretary
Mthokosizi Nkosi	President (apology to leave early)

3. Announcements and correspondence

- In order to make the capture of the information easier, the application form for funds from the Fund must be amended.

4. Confirmation of the agenda

The following points were added to the agenda:

- 7.4 Existing sponsors
- 7.5 Amendments to the SRC Study Aid Fund Regulation

5. Approval of the minutes of the previous meeting

Carried forward.

6. Matters from the previous minutes

6.1 Meeting with Protea Books

Mr Nkosi gave feedback on his meeting with Protea Books. They are willing to give a 10% discount to the SRC. A list of books must be compiled and forwarded to them urgently. Bookmark is not willing to give a discount to the SRC because according to them, UP already get a big chunk of their money.

6.2 Study Finance

The applicant list must be forwarded to the Department of Study Finance to enable them to check which applicants received money from NSFAS.

7. Matters to be discussed

7.1 Progress of the SRC Study Aid Fund

According to the chairperson, funds will only be awarded for core modules (except in one case where she used her own discretion and awarded money for a non-core module textbook to a student).

The aim was to get 192 students to apply for funds from the Fund. At the moment 99 students applied. A SMS was sent out to those students who had outstanding information but some did not respond. The amount available for allocation is R111 663,95. She worked through the list and used her own discretion to allocate funds to the applicants. Everyone must also work the list and then forward their amounts to her by Tuesday.

The list must be forwarded to the Department of Student Finance to check which students received funds in the meantime.

Mrs Botma suggested that the donated books in the storeroom should be sorted urgently because many of the books requested may be available and may therefore not be necessary to buy them from Protea Books.

Mr Nkosi suggested that the "letter of acceptance" the students have to sign should be amended to state that the SRC expect them to do good once they received the books they requested. Ms Twala suggested that students who received funds now must get an average of 60% to apply for funds again but Dr Jorissen suggested that this should be 55%. The books must also be marked to say that these books belong to the SRC and that it must be returned after use.

Ms Twala suggested that a meeting should be held to discuss the amendments.

Every applicant should be treated the same. Mr Nkosi suggested that the whole amount should be allocated but Mr Pappas suggested that the meeting should work through the applications and if necessary do a re-calculation.

The meeting decided to use the following criteria:

1. Where students applied for more than one core model, the two highest amounts will be allocated and the rest will be discarded.
2. Where students applied for only one core module book, that amount will be allocated.
3. If students applied for two non-core books and if this amount is within the limit, these amounts will be allocated.

Mr Loots wanted to know what the expectation from the students was. Mrs Botma suggested that the application form should be amended to state the subject codes, the names of the books requested as well as whether it is core modules or not. This will also make it easier to capture the information because at the moment it is very time consuming as the book codes must be checked against the proof of registration. According to Ms Twala the posters that were used to advertise the Fund stated clearly that books will only be provided for core modules.

The meeting then went through all the applications and awarded amounts to each application (See Annexure A).

The next step will be to compile a list containing the following information:

1. Name of student with student number
2. Whether the student applied for a NSFAS loan
3. The amount allocated to each student

7.2 Date for launch

The proposed date for the launch of the Fund is 17 or 19 April 2012 but Mrs Botma suggested that they should first check the availability of the Piazza because it may be booked for that date.

7.3 Financial feedback by the Treasurer-General

The Treasurer-General is not present at the moment and the matter is carried forward.

7.4 Existing Sponsors

Mr Loots wanted to know where money for the Fund comes from. Mr Nkosi explained that 5% of the SRC's budget is allocated to the Fund. Mr Loots then wanted to know whether there is a formal agreement with Protea Books and if he may approach other book vendors for support. There is no formal agreement and he may approach other vendors as he sees fit.

What will the vendors who are willing to participate, get in return? Mrs Botma suggested that they should maybe be allowed to use the Piazza to market themselves depending on the availability of the Piazza.

Sponsors will also get a Section 29 certificate which means that they may then deduct the sponsorship amount from their tax return.

► Ms Mbongo to find out from the Tuks Toonbank how this will work.

It is also very difficult for the Department of Institutional Advancement to attend these meetings. Mr Loots must work through Mrs Linda van Wyk of this Department because she knows exactly which sponsors to approach.

7.5 Amendments to the Regulation

The meeting decided that a special meeting will be held to discuss the amendments to the Regulation. According to Mr Loots the Regulation states that a post-graduate student must form part of the adjudicating committee. Mrs Botma replied that it will be almost impossible to appoint a post-graduate student to sit on the Committee and the Regulation is not quite clear how this student should be appointed. At the previous meeting Ms Schuld from the Finance Department indicated that she also has a few suggestions in this regard.

- ▶ **The special meeting to revise the Regulation will take place on 19 April 2012 – the venue will be communicated.**

8. General

None.

9. Date of next meeting

It was decided that the Committee will meet again on Wednesday 4 April 2012 at 10:00 to sort out and capture the information of the books in the storeroom (Mrs Botma is on leave next week but she will leave the key to the storeroom with Mrs Krige).

10. Closing

The meeting adjourned.

CHAIRPERSON:

SECRETARY:

DATE: