

AGENDA

21 September 2016 at 10h00

Room: Junction Two, Radisson Blu Gautrain Hotel, Sandton, Johannesburg.

Present:

Theo le Roux

Marais Steyn

Ana Sterrenberg

Michelle Narayan

Michael Pepper

Celleste Smit

Petrus Loubser

Louis Rherl

Sandra Venter

Cleo Motsoari

Tshego Nkontlha

Rhyleen Chauke

Daniel du Toit

Yvonne Cordner

Nat Ramoshebi

Lynne Pickering

Lawrence Gobetz

Eduard Sevenster

Nicolene Shaw

Hans van der Heever

Pheello Lethola

Antonia Papadopoulos

Lineo Motopi

Gabriel Khawula

Heinz Rode

Bernice Blignaut

Jooste Vermeulen

Apologies received:

Dr Yvonne Holt from Next Bioscience
Dr Charlotte Ingram from SABMR
Dr Robert Crookes from Cryo-Save
Sharon Munnick from South African Eye bank foundation
Carol Guzevic from KZN Eye association
Annamari Morkel from the NTB
Tertia Albertyn from Nurture
Dr Alorto from Burn Society
Sr Mande Taubkin from Netcare

Proxies received:

KZN Cornea and Eye association
Eye bank foundation of SA
Next Biosciences
SABMR

1. Introduction and quorum

Sandra Venter (Deputy Chairperson) welcomed everyone to the meeting. A quorum at a members meeting shall be 35% of the total number of voting members, which means that 5 members needs to be present. With 18 voting member banks present and 4 proxies received, it was confirmed that a quorum was present.

2. Notice

The meeting was called within the prescribed period and every one received an agenda within the period. There were no questions and the agenda was closed.

3. Confirmation of pervious minutes

The minutes of the previous meeting had been circulated and everyone received a copy. No changes were made and the previous minutes were accepted as correct.

4. Chairman's report - Prof Michael Pepper

It gives me great pleasure to report on the activities of SATiBA after one year of existence. I am delighted to inform you that we have made a great deal of progress and are now firmly established on the South African tissue banking landscape.

At the outset I would like to thank my fellow board members for their tireless efforts and dedication to SATiBA and its objectives. SATiBA is registered as a not-for-profit company, and I wish to draw to your attention the fact that the members of the board render their services without being remunerated.

I have listed the main activities/achievements of SATiBA in the last year below.

Meetings and workshops

Several meetings and workshops were run successfully. I would in particular like to thank Cleo Ndhlovu for her tireless efforts to ensure that these activities are well marketed and that they run smoothly.

- Sponsored by Unisa and held on 26 Nov 2015 at Misty Hills in Muldersdrift (23 people replied that they would attend)
 - Topic: Human tissue & medical devices and The POPI Act & implementations for tissue donation
- 12 May 2016 held at SANBS (25 attendees)
 - Topic: The structure of tissue banks
- 15 August 2016 held at Cryosave (20 attendees)
 - Topic: Quality management systems

Other: ad hoc meeting at the University of Pretoria on 22 June (20 attendees)

- Policy and standards
- Operational definition of human tissues

Policy and standards

Based on the recognition that the South African legislation does not adequately cover tissue banking requirements, SATiBA has embarked on an extensive policy and standards drafting programme. The different sections and the people responsible therefore are listed below. Working groups have been constituted and work is underway. In the absence of formal adoption of these documents by the Department of Health SATiBA will embark on a process of self-regulation.

Organ & tissue donation policy – Prof Michael Pepper

Standards

- Bone & tendon – Cleo Ndhlovu
- Cornea and eye – Dr Eduard Sevenster
- Skin – Dr Rachael Moore
- Heart valves – Hans van den Heever
- Amnion – Cleo Ndhlovu
- Gametes – Dr Lawrence Gobetz
- Blood and blood products - already in existence
- Stem cells – Yvonne Holt, to review existing standards and to harmonise
- Bone marrow – Charlotte Ingram, to review existing standards and to harmonise

Inclusion of gametes & blood and blood related products

Although gametes and blood and blood products are not included in the definition of human tissues in the South African legislation, SATiBA has decided to broaden its operational definition of human tissues to include these entities since many principles and procedures pertaining to tissue banking in general apply.

Tissue definitions	“human tissue, and includes flesh, bone, a gland, an organ, skin, bone marrow or body fluid, but excludes blood or a gamete”	National Health Act (no. 61 of 2003)
	“a functional group of cells. The term is used collectively in Regulations to indicate both cells and tissue”	Regulations relating to tissue banks (No. R. 182)

Cadaveric banks & ODF collaboration

The Organ Donor Foundation together with the Centre for Tissue Engineering have embarked on a fundraising exercise aimed at promoting the co-marketing of organ and tissue harvesting. Thanks to the good relationships amongst themselves, all the tissue banks working on cadaveric tissue, together with Bone SA has joined forces and were able to raise R1.3 mil. to enable the ODF to market the concept of tissue donation for the next year. This project launched on 1 August 2016 and preliminary reports indicated a very positive result at the end of organ donor month. The agreement includes the re-branding of the ODF and all its marketing materials, training of all the ODF staff and volunteers on tissue related matters and the referral of potential donors to the nearest tissue bank to the area where a potential donor passed away.

Participants in this formal agreement is:

Bone SA; CTE, Gauteng Cornea & Eye bank; Eye bank foundation of SA; KZN Eye association; NTB; Tissue lab at UFS.

Medical scientists & HPCSA

Recognizing that medical scientists working in tissue banks cannot be registered with the HPCSA in their specific field, and noting that a two year internship, currently in unrelated fields, is required for registration, Celeste Smith from Next Biosciences has been working on securing a discipline-specific internship for medical scientists working in tissue banks in order to allow the HPCSA to accord registration. This process, which has been formally endorsed by SATiBA, is currently underway.

In closing I would like once again to acknowledge the immense contributions of my fellow board members. I have no doubt that SATiBA will go from strength to strength and the year that lies ahead promises to be an exciting and productive one.

Michael Pepper

5. Financial report - Company treasurer, Petrus Loubser

Bankers confirmed as First National Bank

Auditors confirmed as Wynand Opperman Accountants and that he will be re-appointed for our next financial year.

The Pastel, SageOne Accounting program is used.

Income - March 2015 to February 2016:

Membership	159 625.00
Sponsorship	155 195.00
Donations	26 000.00
Conference	381 000.00
Exhibitors	25 000.00
Sundries	2 000.00
Interest earned	0.82
TOTAL:	405 921.00

Expenses – March 2015 to February 2016:

Website	7 500.00
Venue hire	118 186.97
Bank charges	1 796.78
Legal fees	6 840.00
Printing & stationary	3 892.00
Travel & accommodation	96 865.48
Gifts	1 447.37
Other	8 700.00
Marketing / advertising	5 001.18
TOTAL:	250 230.70
NET SURPLUS:	155 690.81

6. Secretarial report – Company secretary Louis Rehr

Membership was consistent over the last year and only one resignation reported: Prof Magda Slabbert, who is over committed at this time and decided to focus her attention on organs.

An application for membership was received from the South African Bone Marrow Registry and is now confirmed as a SATiBA member.

7. Matters arising – Michael Pepper

7.1 Code of conduct

All members received a copy of the code of conduct which had been re-worked and finalised in the last few weeks. It deals with the following topics:

Principles of Conduct

Personal Code of Conduct

Communications Confidentiality

Ethical Standards of behaviour

Code of competitive behaviour

This code will be one of two pillars of our association – the other being standards for tissue banking. This is a very important document and there will be an official signing of it by members during the afternoon program.

7.2 Ethics committee

It has been decided by the board of directors that an Ethics committee needs to be established to deal with various matters. There will be 5 positions on the committee and it will be made up of individuals not in the tissue banking field and not involved with SATiBA. Members are invited to submit nominations to fill these positions.

7.3 Dispute resolution

If disputes arise amongst SATiBA members (behaviour not acceptable in terms of Code of Conduct) it will be dealt with by the Board together with Ethics committee.

It is vital for SATiBA to have standards and norms that guide behaviour. The Code of Conduct has been discussed and modified a lot and is now accepted as final.

7.4 Sub-committees

According to MOI, the Board of Directors can establish sub-committees. As indicated in the circular which was sent out on 21 August 2016, the following two committees have been constituted:

- Enhancing tissue procurement – driven by Yvonne Cordner who will head up the committee and based on a research and a pilot project proposed by the Burn Care Trust. Yvonne will present the details during the afternoon meeting.
- Tissue & Medical devices – driven by Cleo Ndhlovu who will head up the committee and based on a plan towards excluding human tissue from medical devices definitions. Cleo will present the details during the afternoon meeting.

8. Resolutions – Louis Rehrl

The following resolutions were proposed and voted upon by a show of hands:

Resolution No. 1: Petrus Loubser proposed that the financial statements as presented for the relevant period be accepted by the meeting. Seconded by Michael Pepper.

All in favour.

On behalf of the board of directors, Louis Rehrl proposed the following resolutions regarding changes to the MOI:

Resolution No. 2: 7.5 *the board* shall establish the criteria for membership and shall amend such criteria as may become necessary from time to time. Seconded by Michael Pepper.

12 votes in favour; no abstentions; none against.

Resolution No. 3: Inclusion of a new clause - 9.3.5 *Breach of code of conduct*. Seconded by Sandra Venter.

13 votes in favour; no abstentions; none against.

Resolution No. 4: Proposal to remove clause 11.1.2 “The annual general meeting of the Company shall be held not later than the last day of the month of May in each year”. Seconded by Petrus Loubser.

15 votes in favour; no abstentions; none against.

Resolution No. 5: 13.7 Save as otherwise provided in the Memorandum, the quorum at a meeting of members shall be *fifty percent of total members entitled to vote, plus one*, personally present or if a member is a juristic person, by authorised representative, or written nominated proxy. Seconded by Sandra Venter.

14 votes in favour; no abstentions; none against.

Resolution No. 6: 14.1.1 Each ordinary member present in person or by proxy, if a member is a juristic person, duly represented at any meeting of the Company, *shall have 2 votes; 2*. Seconded by Petrus Loubser.

13 votes in favour; no abstentions; none against.

Resolution No. 7: 14.1.2 Each associate member present in person or by proxy, if a member is a juristic person, duly represented at any meeting of the Company, *shall have 1 vote; 1*. Seconded by Michael Pepper.

13 votes in favour; no abstentions; none against.

Resolution No. 8: 14.1.3 *No honorary member present in person or by proxy, duly represented at any meeting of the Company, shall be entitled to a vote.* Seconded by Sandra Venter.

14 votes in favour; no abstentions; none against.

Resolution No 9: 20.1.1 at every *odd numbered year* annual general meeting, one third of the directors shall step down and the same number of new directors, from amongst ordinary members, shall be elected to the board. The election shall be effected by secret ballot *for a period of 3 (three) years, with a broad representation as far as is possible of all disciplines involved.* Seconded by Petrus Loubser.

14 votes in favour; no abstentions; none against.

Resolution No 10: Appointment of Cleopatra Ndhlovu as a member of the board. Seconded by Michael Pepper.

15 votes in favour; no abstentions; none against.

9. Closure

Sandra Venter thanked everyone for their participation. The meeting closed at 10h57.