

# AGENDA

## SOUTH AFRICAN CHAPTER OF THE TURNAROUND MANAGEMENT ASSOCIATION

### 1<sup>ST</sup> MEETING OF THE LAUNCH STEERING GROUP'S WORK GROUP

**Date:** Monday 17<sup>th</sup> May 2004

**Time:** 17h00 – 19h00

**Venue:** 18<sup>th</sup> Floor, RBM Building, #1 Merchant Place, Sandton – entrance on Fredman Drive

#### Work Group Members:

Burdette, David	University of Pretoria
Claassen, Stephan	FNB
Daly, Patrick	Daly & Associates
Davies, Neil	Brait
du Preez, Inus	FNB
Evans, John	Deloittes
Faul, Christo	Standard Bank
Gordon, Rowan	CMS
Graham, Ricardo	Maximus Business Turnaround
Isaacs, Anna	Nedcor
King, Mervyn	Brait
Leigh, Martin	Rand Merchant Bank
Murgatroyed, Trevor	Absa
September, Themba	Corporate Renewal Partners
Taggart, Robin	Nedcor
van der Walt, Jan	Corporate Renewal Partners
Winer, Paul	Werksmans

#### 1. WELCOME

##### 1.1 OPENING BY CHAIRMAN-DESIGNATE

##### 1.2 APOLOGIES

Mervyn King (Brait)

Neil Davies (Brait)

Inus du Preez (FNB)

##### 1.3 ALTERNATES

Elize Engelbrecht for Christo Faul (Standard Bank)

Wessel Vosloo for Trevor Murgatroyed (Absa)

Kevin Cochrane for Anna Isaacs (Nedcor)

#### **1.4 INTRODUCTION OF WORK GROUP MEMBERS PRESENT**

#### **1.5 GROUP PHOTO**

### **2. CONFIRMATION**

#### **2.1 CONFIRMATION OF CHAIRMAN**

Formal acceptance of Chairman-designate as Chairman.

#### **2.2 CONFIRMATION OF WORK GROUP MEMBERS**

Refer to TMA Launch Steering Group for list of members.

#### **2.3 CONFIRMATION OF ADVISORY GROUP MEMBERS**

Refer to TMA Launch Steering Group for list of members this far.

#### **2.4 INFORMED GROUP**

How to compile a distribution list of those not already on the Advisory Group.

Informed group to include government structures but only after main players have been pre-positioned by the Chairman.

### **3. WORK GROUP**

#### **3.1 WORK GROUP CHARTER**

Refer to Handout Pack: Section 1

#### **3.2 WORK GROUP MEETING SCHEDULE**

Frequency of meetings

Desired end date

#### **3.3 FUNDING THE WORK GROUP**

Identify costs e.g. Section 21 company formation.

Funding of these costs.

### **4. OBTAINING POLITICAL BUY-IN**

DOJ, dti, Nedlac

### **5. WHAT THE TMA REQUIRES FOR CHAPTER FORMATION**

Refer to Handout Pack: Section 2 for issues to be actioned.

### **6. MEMORANDUM AND ARTICLES OF ASSOCIATION**

Refer to Chapter Leadership Manual "Incorporation" page 19.

Refer to Chapter Leadership Manual's model by-laws page 26.

Recommended that sub-group tasked with drawing up memorandum and articles of association also refers to the by-laws of the Chicago Chapter (on TMA web site, go to About TMA/Bylaws.

#### **6.1 SECTION 21 COMPANY**

Legal Sub-committee to take this forward?

## **6.2 OBJECTIVES OF THE TMA (SOUTH AFRICA)**

Refer to Handout Pack: Section 4

To be considered for addition:

- BEE
- Job preservation
- Pro bono work

## **6.3 BOARD OF DIRECTORS AND EXECUTIVES**

Composition and election.

Refer to Handout Pack: Section 5

## **7. PRESS RELEASE**

## **8. ADMINISTRATION OF THE SA CHAPTER**

Refer to Chapter Leadership Manual “Administrators” page 6 for duties, etc.

Should we have a standalone office and paid administrator?

Any member whose firm can provide secretarial support to the Work Group, and thereafter to the Chapter during its initial phase?

## **9. SPONSORSHIP**

Who should be approached, and how soon?

## **10. NEXT MEETING**

## **11. ADJOURNMENT**

### **REFERENCE MATERIAL**

TMA Launch Steering Group

Chapter Leadership Manual

Handout pack:

Section 1: Proposed Work Group Charter

Section 2: What the TMA requires for chapter formation

Section 3: Frequently Asked Questions

Section 4: Purpose of the SA Chapter of the TMA

Section 5: Proposed structure, election of the board of directors, and appointment of executives