

## MEETINGS FORM



### Minutes of the 2023 AGM held on 13 July 2023, Elephant Hills Hotel, Victoria Falls at 1623 hours.

C. Chiketa (President) - Chairing

#### Present delegates

No.	Name	Surname	Membership Number
1	Baipai	Slyvester	10170
2	Chamisa	Kenneth	38243
3	Chazuza	Richard	28713
4	Chete	Gilbert	46787
5	Chibi	Rumbidzai	-
6	Chiketa	Clepas	42814
7	Chikumbirike	Tapiwa	40102
8	Chimbindi	Tariro	32292
9	Chinyowa	Brenald	49603
10	Chiriga	Tererai	48008
11	Chitagu	Philemon DR	19177
12	Chiwara	Tatenda B	37900
13	Chiwara	Whatmore H	34892
14	Chuma	John	21499
15	Dhemba	Laurence	47161
16	Dhliwayo	Pfungwa DR	25508
17	Dingani	Xolani S.A	14923
18	Dube	Marshall	43633
19	Dube	Sarah	12744
20	Gamundani	Edmore B	46312
21	Gatsi	Yeukai	35716
22	Hukuimwe	Darlington	36252
23	Kapfunde	Patience	30116
24	Kwaramba	Terrence	26847
25	Kwendambairi	Lawrence	41309
26	Mandioma	Ruth	42681
27	Masiye	Alex	50169
28	Matimati	Tatenda	34509
29	Mazani	Simbarashe	47427
30	Mazingaizo	Tendai	46508
31	Mlambo	Audrey	22833
32	Mubaiwa	Allen	46521
33	Mudarikwa	Betty	46917
34	Munhenga	Tendayi DR	34010
35	Murombedzi	Clide	43574
36	Mushaniga	Godfrey	27694

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37	Mushipe	Gift	40661
38	Mutambatuwisi	Farai	44806
39	Mutara	Lucy	44973
40	Mutendera	Tinaye	48791
41	Ncube	Elvis	28733
42	Ndengu	Tarisayi	48160
43	Nhamo	Roseline	17057
44	Nharirire	Edwin	20212
45	Nxumalo	Dinesha	29153
46	Nyamatore	Innocent	40871
47	Nyamupachitu	Prisca	12658
48	Nyangairi	Shamiso	37228
49	Paulo	Peter	48757
50	Rugwewa	Sibusisiwe	-
51	Taderera	Anyway	42568
52	Takavarasha	Patience	46942
53	Tembo	Monica	48543
54	Tigere	Lynn	48161
55	Tom	Theresa	25191
56	Toringepi	Julius M	38590
57	Tsvangirai	Fidelis	31702
58	Zaranyika	Herbert	45207
59	Zifuke	Chrispen	44611

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### Secretariat

L. Mupandawana – Executive Director

L. Mangena – Finance Executive (Minuting)

N. Masonga – Business Development Manager

F. Nzembe – Human Resources & Programmes Development Manager

T. Mupambirei – Finance Officer (online)

ITEM	DISCUSSION	Action	Responsible	Due Date
1.	<b>Confirmation of Quorum</b> The Executive Director confirmed that the delegates constituted a quorum, so the meeting was confirmed as duly constituted.			
2.	<b>Apologies</b> Apologies were received from Paidamoyo Jakachira and Paul Nyausaru.			
3.	<b>Confirmation of the previous minutes</b> The meeting minutes held virtually on 07 July 2022 were confirmed as an accurate record without amendments.  Proposer: Dr Phil Chitagu Seconder: Precious Kapfunde			
4.	<b>Matters Arising from Minutes</b> The following issues were discussed.  <b>4.1 HR Draft Bill</b> Members were advised that the HR Bill was still outstanding. The IPMZ President, Mr. Cleopas Chiketa, had met with the Secretary for the Ministry of Public Services, Labour and Social Welfare. He believed the message had been channeled to the authorities, and something would be done regarding its enactment soon.	<b>Enactment of Bill</b>	<b>ED and President</b>	<b>31.12.2023</b>
5.	<b>President's Report</b> The President welcomed everyone to the 2023 Annual General Meeting (AGM) and noted that the term of office for the 2021- 2023 calendar year was expiring, and new members would be elected to office for the 2023-2025 calendar year on that day. He thanked the Councilors for their commitment during the past two years.  The President focused on the five strategic pillars of the IPMZ 2022 -2026 Strategic Plan pillars:  <b>5.1 Membership Growth</b> The President emphasised that engagement with Rural District Councils (RDCs) and urban councils was being			

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	<p>undertaken to forge good associations and increase the institute's membership. He told members that he had three encounters with Non-Governmental Organizations (NGOs) and asked the Institute to draft a program specific to NGOs to grow membership.</p> <p><b>5.2 Academic Excellence</b> Members were advised that the Institute added four new diplomas to those already existing: a diploma in Arbitration, Conciliation, and Labour Law, a diploma in Human Resources Analytics, a Diploma in Payroll Administration, and, lastly, a Diploma in Digital Marketing. The Institute was posed as a centre of academic excellence for human resources-related issues.</p> <p><b>5.3 Transformational Growth</b> The President reported that the Institute was building strategic alliances and signing Memorandum of Understandings (MOUs) with Midlands State University (MSU) and a partnership with the National University of Science and Technology (NUST) to enhance research capabilities.</p> <p><b>5.4 Revenue Growth</b> The partnership and MOUs would increase IPMZ's revenue streams. He indicated that the agreement with SHRM in the USA would enable dual membership for IPMZ members. He told members that paying membership to IPMZ was enough to allow the member to be a SHRM member. These partnerships would transform into increased revenues for the Institute. He advised members that all members who wanted to be SHRM members should contact the Secretariat.</p> <p><b>5.5 Human Resources Management side</b> The President explained that the Institute should be the centre for advice on human resources issues, talent management and retention, employee performance and job evaluation.</p> <p>The President's report was adopted.</p> <p>Proposer: Marshall Dube Seconder: Allen Mubaiwa</p>			

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6.	<p><b>Financial Report</b></p> <p>The Finance Executive presented the financial report on the audited inflation-adjusted accounts for 2022.</p> <ul style="list-style-type: none"> <li>The revenues increased by 1 378% from ZWL79 179 913 reported in 2021 to ZWL1 170 477 353 in 2022, above the prior year's increase of 124%. The HR Annual Convention and the HR Symposium were significant contributors to income.</li> <li>Other income reached ZWL61 220 099 compared to ZWL3 781 934 reported in the prior year, which showed an increase of 1 519% based on gains realised from exchange rate movements and returns from the equities and money market investments.</li> <li>The total revenues amounted to ZWL1 231 697 452, above the prior year by 1 385%.</li> <li>Total Expenditure posted a negative variance of 1 308% from the prior year's amount of ZWL70 080 374 to ZWL986 873 792 attributed to inflationary pressure during the period under review. Suppliers of goods and services benchmarked their prices using the stable USD currency, which saw prices going up in local currency daily. The increase in expenditure of 1 308% was below that of the revenues, which went up by 1 385%, indicating a 77-percentage difference in favour of income increases.</li> <li>A surplus of ZWL244 823 661 was above the prior period by 1 801% due to the highly inflationary environment, which characterised the challenging operating space in 2022.</li> <li>The total assets of the Institute amounted to ZWL492 800 257 compared to ZWL156 500 137 for the prior year, which showed an increase of 215% driven by the purchase of vehicles for the Director's office and Business Development Manager in May and August 2022, respectively. The assets were also evaluated during the year to reflect the current market prices.</li> <li>Cash and cash equivalents increased by 602 % from ZWL15 884 717 to \$111 540 247 from cash received from the events and functions during the year.</li> <li>The current and quick ratios of 1:9.08 and 1: 9.05, against ideal ratios of 1:2 and 1:1, respectively, showed the Institute's healthy financial position.</li> </ul>			

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	<p>Members raised the following issues:</p> <p><b>6.1.1 Sprucing up the Institute Premises</b> Members wanted to know if the available cash resources could be used to spruce up the buildings, such as the National Offices, to provide a good working environment. Members were advised that the National offices were painted inside and outside, and the panel's perimeter wall (Durawall) was removed and replaced with the first brick one. The perimeter wall project was done in phases depending on the availability of cash resources and would be completed before the end of 2023. The Secretariat advised members that all the properties of the Institute would be renovated to increase the value of the assets.</p> <p><b>6.1.2 Purchase of properties in other cities</b> Members highlighted that the Institute should purchase property in other cities and towns like Marondera to preserve value. The Secretariat advised members that the Institute was in the market scouting for an appropriate immovable property to buy to preserve value on the available cash resources.</p> <p><b>Adoption of Audited Financial Statements</b> The audited financial statements were adopted.</p> <p>Proposer: Laurence Dhemba Seconder: Yeukai Gatsi</p>	<p><b>Completion of renovations</b></p> <p><b>Purchase of property</b></p>	<p><b>ED</b></p> <p><b>ED</b></p>	<p><b>31.12.2023</b></p> <p><b>31.05.2024</b></p>
7.	<p><b>Appointment of External Auditors</b> The members were requested to approve the retention of the current external auditors, Global Village Chartered Accountants (formerly Vali &amp; Company Certified Accountants). The AGM approved retaining Global Village Chartered Accountants IPMZ's external auditors for the year.</p> <p>Proposer: Chrispen Zifuke Seconder: Edmore B. Gamundani</p>			
8.	<p><b>Election of 2023 – 2025 Council Members</b> The Executive Director announced that 2023 was an elective year for the Institute, and vacant positions would be filled from the President to the Vice Presidents and Committee members. He indicated that the Secretariat received nomination papers before the 8<sup>th</sup> of July 2023 deadline.</p>			

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	<p>The members elected for the branches during their AGMs were as follows:</p> <p><b>Matabeleland Branch</b></p> <table><tr><td>Nokuthula Moyo</td><td>Chairperson</td></tr><tr><td>Bonface Sibanda</td><td>IP Chairperson</td></tr><tr><td>Mlondolozzi Nkomo</td><td>Treasurer</td></tr><tr><td>Johnstone Ranganai</td><td>Committee Member</td></tr><tr><td>Sibuyile Hadebe</td><td>Committee Member</td></tr><tr><td>Memory Tshuma</td><td>Committee Member</td></tr><tr><td>Morgen Gorerino</td><td>Committee Member</td></tr></table> <p><b>Mashonaland Branch</b></p> <table><tr><td>Monica Tembo</td><td>Chairperson</td></tr><tr><td>Yeukai Gatsi</td><td>IP Chairperson</td></tr><tr><td>Anyway Taderera</td><td>Vice Chairperson</td></tr><tr><td>Patience Kapfunde</td><td>Treasurer</td></tr><tr><td>Charles Kwinjo</td><td>Committee Member</td></tr><tr><td>Edwin Katsuwa</td><td>Committee Member</td></tr></table> <p><b>Midlands Branch</b></p> <table><tr><td>Forward Manyanga</td><td>Chairperson</td></tr><tr><td>Japson Nemuseso</td><td>IP Chairperson</td></tr><tr><td>Moses Mujakachi</td><td>Vice Chairperson</td></tr><tr><td>Anna Muchovo</td><td>Treasurer</td></tr><tr><td>Tineyi Mutendera</td><td>Secretary</td></tr><tr><td>Godknows Zhou</td><td>Committee Member</td></tr></table> <p><b>Manicalalnd Branch</b></p> <table><tr><td>Mercy Nhongo</td><td>Chairperson</td></tr><tr><td>Shepherd Dube</td><td>IP Chairperson</td></tr><tr><td>Sydney Mutasa</td><td>Vice Chairpesron</td></tr><tr><td>Takesure Maduveko</td><td>Treasurer</td></tr><tr><td>Prince Chomuda</td><td>Committee Member</td></tr><tr><td>Loveness Chinotimba</td><td>Committee Member</td></tr></table> <p><b>Masvingo Branch</b></p> <table><tr><td>Fanuel Marava</td><td>IP Chairperson</td></tr><tr><td>Vimbai Machakaire</td><td>Committee Member</td></tr><tr><td>Vincent Gotami</td><td>Committee Member</td></tr><tr><td>Alec Mkudu</td><td>Committee Member</td></tr></table> <p>The Executive Director has informed us that nomination papers have been received from the following members.:</p> <p>i). Darlington Hukuimwe ii). Alice Nyamugama iii). Dr Tendayi Munhenga iv). Paidamoyo Jakachira-Munhenga v). Terrence Kwaramba</p>	Nokuthula Moyo	Chairperson	Bonface Sibanda	IP Chairperson	Mlondolozzi Nkomo	Treasurer	Johnstone Ranganai	Committee Member	Sibuyile Hadebe	Committee Member	Memory Tshuma	Committee Member	Morgen Gorerino	Committee Member	Monica Tembo	Chairperson	Yeukai Gatsi	IP Chairperson	Anyway Taderera	Vice Chairperson	Patience Kapfunde	Treasurer	Charles Kwinjo	Committee Member	Edwin Katsuwa	Committee Member	Forward Manyanga	Chairperson	Japson Nemuseso	IP Chairperson	Moses Mujakachi	Vice Chairperson	Anna Muchovo	Treasurer	Tineyi Mutendera	Secretary	Godknows Zhou	Committee Member	Mercy Nhongo	Chairperson	Shepherd Dube	IP Chairperson	Sydney Mutasa	Vice Chairpesron	Takesure Maduveko	Treasurer	Prince Chomuda	Committee Member	Loveness Chinotimba	Committee Member	Fanuel Marava	IP Chairperson	Vimbai Machakaire	Committee Member	Vincent Gotami	Committee Member	Alec Mkudu	Committee Member			
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	<p>The Executive Director informed the meeting that there were four vacancies to be filled. Therefore, an election would be held to choose the Council members. The candidates had the opportunity to present their credentials and what they would bring to the National Council if elected. An electronic vote was held, and the top 4 elected members were:</p> <ul style="list-style-type: none"> <li>i). Darlington Hukuimwe – 30 votes</li> <li>ii). Terrence Kwaramba – 16 votes</li> <li>iii). Alice Nyamagama – 6 votes</li> <li>iv). Dr Tendayi Munhenga – 3 votes</li> </ul> <p>The Executive Director, in his capacity as the Returning Officer, announced that the four individuals have been duly elected as members of the IPMZ National Council. These members will join others elected at regional AGMs and those who are members as per the provisions of the IPMZ Constitution. The additional members are:</p> <ul style="list-style-type: none"> <li>i). Cleopas Chiketa</li> <li>ii). Dr. Pfungwa Dhliwayo</li> <li>iii). Audrey Mlambo</li> <li>iv). Nokuthula Moyo – Matabeleland Chairperson</li> <li>v). Forward Manyanga – Midlands Chairperson</li> <li>vi). Mercy Nhongo- Manicaland Chairperson</li> <li>vii). Monica Tembo – Mashonaland Chairperson</li> <li>viii). Masvingo Chairperson – Vacant</li> </ul> <p>Members were advised that the Masvingo Branch was yet to appoint a chairperson to fill the vacancy in the National Council.</p> <p>The Executive Director advised the members that, the incoming President was Dr Pfungwa Dhliwayo, and the current President, Cleopas Chiketa, would be the Immediate Past President per the IPMZ Constitution. However, some members protested the manner in which the President was appointed. The members preferred a situation where the President was elected at the AGM. The Executive Director and a Past President explained that the President had been elected within the confines of the IPMZ Constitution. A member demanded that the 2020 Constitution be restored and amended for the President to be elected at the AGM.</p> <p>The Executive Director then announced the new members of the IPMZ National Council as follows:</p> <ul style="list-style-type: none"> <li>i). Dr Pfungwa Dhliwayo – President</li> </ul>			



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	ii). Cleopas Chiketa – Immediate Past President iii). Audrey Mlambo – 1 <sup>st</sup> Vice President iv). Darlington Hukuimwe v). Terrence Kwaramba vi). Dr Tendayi Munhenga vii). Alice Nyamugama viii). Monica Tembo ix). Mercy Nhongo x). Forward Manyanga xi). Nokuthula Moyo xii). Masvingo Chairperson - vacant  He advised members that the National Council members would meet and elect the 3 Vice Presidents to fill the vacant posts. The 4 Vice Presidents would be Chairpersons for the four committees, as per the IPMZ Constitution.			
	There being no other business, the meeting was closed at 1739 hours.			

Signed by IPMZ President\_\_\_\_\_ Date\_\_\_\_\_

Secretary: Executive Director\_\_\_\_\_ Date\_\_\_\_\_