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OFF BEAT HOLIDAY CLUB

Non-profit organization registration number 010-474NPO

**Annual General Meeting
2016-2017**

OFF BEAT HOLIDAY CLUB

Non-profit organization registration
number 010-474NPO

P O Box 183
PERSEQUOR PARK
0020

NOTICE OF MEETING

Notice is hereby given that the Annual General Meeting for members of the Club will be held at Eulophia Corner, 2 Quintin Brand Street, Persequor Park, Pretoria, at 11:30 on Friday, 1 September 2017.

AGENDA

1. OPENING
2. CONSTITUTION OF MEETING
 - 2.1 Proxies
 - 2.2 Present
 - 2.3 Apologies
3. Minutes of the previous Annual General Meeting held on 2 September 2016
 - 3.1 Matters arising therefrom
4. Receipt of the following Reports:
 - 4.1 Chairman's Report
 - 4.2 Report by the Audit / Risk Committee
5. Receipt and adoption of the Financial Statements for the financial year ended 31 March 2017
 - 6.1 Appointment of Audit/Risk Committee
 - 6.2 Appointment of auditors for the Club
 - 6.3 Approval of the remuneration of the auditors for the current year
 - 6.4 Approval of the remuneration of Committee Members
 - 6.5 Approval of increase of allowances
 - 6.6 Approval of increase of membership fees
7. General

By order of the Committee.



CHIEF EXECUTIVE OFFICER
G PILLAY

Maj.Gen (rtd)

OFF BEAT HOLIDAY CLUB

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MINUTES OF AN ANNUAL GENERAL MEETING HELD ON FRIDAY, 2 SEPTEMBER 2016 AT 11:30

VENUE: BOARDROOM, OFF BEAT HOLIDAY CLUB, EULOPHIA CORNER, NO 2 QUINTIN BRAND STREET, PERSEQUOR PARK, PRETORIA

1. OPENING:

In the absence of the chairperson, the CEO, Maj.Gen Pillay acted as chairperson for the meeting. General Pillay opens the meeting and welcomes everybody present.

2. CONSTITUTION OF THE MEETING:

A quorum is present and the chairman declares the meeting properly constituted.

2.1 Proxies:

1 Proxy was received and accepted by the meeting.

2.2 Present:

The attendance list is circulated and all the members are present:

Lieutenant General TA Mashigo	
Lieutenant General W H Steyn	
Major General G Pillay	: CEO and Acting Chairperson
Major General SJ Hankins	: :
Brig D Bouwer	: Chairperson: Audit Committee
Ms K Kleynhans	: Secretary
Mr L Pretorius	: Auditor
Gen HPJ Meyer	: Off Beat Member

2.3 Apologies:

Apologies were received from Lt. General M Chetty, who is still in ICU & Brig RB Brandt who is recuperating at home.

3. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING:

3.1 Approval of Minutes of previous Annual General Meeting held on 21 August 2015:

The minutes of the previous Annual General Meeting is tabled. The minutes are motioned for approval by General Hankins and seconded by General Steyn.

3.2 Matters arising therefrom:

There were no matters arising.

4. RECEIPT OF THE FOLLOWING REPORTS:

4.1 Report by Chairman:

The chairman delivers his Annual Report wherein he highlights the activities of the Club and expresses his gratitude to the various role players. The chairman's report is unanimously accepted.

4.2 Report by Audit/Risk Committee:

The chairman of the Audit/Risk Committee delivers his report and thanks the members of the Committee for the hard work throughout the year. The auditors are satisfied with the Annual Financial Statements and therefore the Audit/Risk Committee recommends the approval thereof.

The Audit/Risk Committee report is unanimously approved.

5. RECEIPT AND ADOPTION OF THE ANNUAL FINANCIAL STATEMENTS:

The auditor, Mr Luan Pretorius is available for any questions concerning the Annual Financial Statements. As the financials have already been discussed at the Board meeting and recommended for approval by the Audit/Risk Committee, the Annual Financial Statements for the 2015/2016 financial year was unanimously approved.

6.1 APPOINTMENT OF AUDIT/RISK COMMITTEE:

It is unanimously approved that the Audit/Risk Committee, consisting of the following members, will stay unchanged:

Adv Boucher (Chairman), Gen Steyn and Gen Mashigo.

6.2 APPOINTMENT OF AUDITORS FOR THE CLUB:

The Audit Committee proposed that Gregory, Butt & Marx be re-appointed as auditors for Off Beat Holiday Club for the 2016/2017 financial year. The re-appointment is unanimously approved.

6.3 APPROVAL OF THE REMUNERATION OF THE AUDITORS FOR THE CURRENT YEAR:

The Chairman of the Audit/Risk Committee states that the auditors' fees are increasing by 10 % and the Committee recommend the approval thereof.

The remuneration for the auditors are approved by the Board.

6.4 APPROVAL OF THE REMUNERATION OF THE BOARD MEMBERS:

The Audit/Risk Committee recommends a 10 % increase in the remuneration of the Committee members, as the employees of the Club received a 10 % increase on their salaries in April 2016.

The 10 % increase is unanimously approved for the 2016/2017 year.

6.5 APPROVAL OF INCREASE OF ALL ALLOWANCES:

The Chairman reminds the Board that the daily allowance, cellphone allowance etc has not been increased in the last few years. A 10 % increase is proposed.

It is approved that all allowances be increased by 10 % with immediate effect.

7. METHODS OF COMMUNICATION WITH MEMBERS – ONLINE & SOCIAL NETWORKS:

The matter of the cost concerning the dispatch of the AGM booklets were discussed at the Board meeting on 21 June 2016. It is a very costly exercise and it is suggested that, in future, the notices be sent out via online and social networks that are available.

Club Leisure Group can assist us with sending the notices via s.m.s on the members' cellphones and via e-mail. They already have both these systems in place. The notices can be sent out with a link to take the member directly to Off Beat Holiday Club's website where the AGM documentation can be viewed.

It is approved that the notices will be sent out as above in future.

8. GENERAL:

8.1 Motion of appreciation:

General Meyer stated that, from the side of the Off Beat-members, he wants to thank the Board and the CEO for the way in which the Club is managed. From Port Edward Holiday Resort's side, he thanks the Board for their support and co-operation through the past year.

9. CONCLUSION:

The meeting adjourned at 12:20.

Read and confirmed this _____ day of _____ 20 _____

ACTING CHAIRMAN:
G PILLAY

SECRETARY:
K KLEYNHANS

OFF BEAT HOLIDAY CLUB

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CHAIRMAN'S REPORT

1. INTRODUCTION:

As your new Chairperson, it is my pleasure to report on the activities of the Club during the financial year which ended on 31 March 2017.

At the outset, I want to express my heartfelt sadness at the passing away of two of our founding Club members – Lieut.Gen (rtd) Morgan Chetty and Brig (rtd) Rynier Brandt.

Gen Chetty was the Chairman of the Club since its inception in 1994, whilst Brig Brandt was an Executive Committee member, having previously retired as the CEO of the Club, after a distinguished service of more than 20 years.

Gen Chetty and Brig Brandt served the Club with distinction, and its success today is largely attributable to these honest, upright and dedicated members.

Their passing away is a great loss to the Club and they will be sorely missed.

2. ANNUAL FINANCIAL STATEMENTS:

I am pleased to report that our Auditors have again given us a favourable report. Our total assets (which comprise mostly of Timeshare Stock) is valued at R200 million. The operating profit in the current year amounts to R4.2 million.

Members will have access to the Annual Financial Statements at the Annual General Meeting and on the Club's website.

In view of the alarming costs of printing, postage and stamps for the AGM booklets, the members present at the last AGM approved that all future AGM notifications as well as other communications to the general membership be done via online and social networks that are accessible to the Club.

I am pleased to report that the Club has carried out this mandate, and has saved the Club approximately R130 000-00. This money will now be utilised to purchase more holiday stock for our members.

All members are encouraged to continually update their contact details, particularly their email addresses and Cellphone numbers, so that the Club may regularly communicate with you, especially for special offers and discounted holidays.

3. VALUATION OF STOCK:

During the course of the year, our Auditors did a complete evaluation of our stock in terms of market value and as at 31 March 2017, the value of our inventories amounts to R182 206 390.00. The Club owns stock (weeks) in almost 100 resorts nationally and we are constantly on the lookout to increase our portfolio at the popular resorts.

Once again, the Club experienced a very good year. We are constantly making our best endeavours to satisfy all requests for holiday bookings and I am pleased to announce that we have again purchased additional accommodation at some of our top resorts in the country.

4. HOLIDAY BOOKINGS:

Although the levies payable by our members are the best in comparison to all other Holiday Clubs, we still come across instances whereby some members find it unaffordable to go on holiday.

On our advice, many of our members (who do not have school going children) are now booking their holidays during the off season and they benefit from the reduced levies.

Our Reservations office is outsourced to Club Leisure Group which also has Flexi Club in its stable. We urge our members to make their bookings early so as to avoid disappointment.

In view of the popularity of the Club and the volume of bookings for holidays, the Club is now open 53 weeks in advance for bookings. The previous booking period of 1 September and 1 December will no longer be applicable. Members are encouraged to plan their holidays timeously and to take advantage of the facility to book one year ahead.

Furthermore, Flexi Club regularly offer "Bonus Breaks" to their members and they sometimes also offer these to our own Club members. The "Bonus Breaks" is considered a special offer to Flexi Club members who normally pay a much higher fee for their holidays. As Off Beat Holiday Club is a non-profit Club, the holiday fee paid by our members is lower than the "Bonus Breaks" offer. Flexi Club has been requested not to offer "Bonus Breaks" to our members in future, and our members are requested not to accept these offers as they will be paying much more for that holiday.

5. MANAGEMENT OF THE CLUB AND STAFF COMPLEMENT:

During the accounting period the following members served on the Committee of the Club:

M Chetty (Chairperson – passed away in Nov 2016)	WH Steyn (New Chairperson)
TA Mashigo	RB Brandt (passed away in Sept 2016)
SJ Hankins	BH Matloko
D Boucher	G Pillay (CEO)

Gen Pillay is assisted by a small team of dedicated staff who manage the administration of the Club. Our external auditors are Gregory, Butt & Marx.

I would also like to take this opportunity to express my gratitude and appreciation for the support and dedication which I have received from my fellow Committee members, the CEO and the staff of the Club.

6. MEMBERSHIP FEE:

The present membership fee is R28-00 per month and it is still great value for money as other holiday clubs charge in excess of R200-00 per month. In line with our commitment to keep membership fees as low as possible, the Committee has decided to increase the membership fees to R30-00 per month, effective from 1 November 2017.

7. **CONCLUSION:**

My best wishes accompany each and every member of our Club and I assure you that the Club will continue to render the excellent service to our members as in the past.

May you and your family have a long association with your Club.

Signed at **Pretoria** on this **5th** day of **July 2017**.



CHAIRMAN
WH (Colin)STEYN

PROXY

OFF BEAT HOLIDAY CLUB

Non-profit registration number 010-474NPO

I, SAPS Service number,

of (address)

being a member of **Off Beat Holiday Club** , hereby appoint

.....

of (address)

or failing him/her, the Chairperson of the meeting as my proxy to vote for me on my behalf at the Annual General Meeting of the Club to be held at Eulophia Corner, No 2 Quintin Brand Street, Persequor Park, Pretoria, at 11:30 on Friday, 1 September 2017 and at any adjournment thereof.

Signed this day of 2017.

(Note: A member entitled to attend and vote is entitled to appoint a proxy to attend, speak and vote in his/her stead, and such proxy need not also be a member of the Club.)

Signature:

NB: KINDLY ENSURE THAT YOUR CORRECT SAPS SERVICE NUMBER IS FILLED IN, IN THE SPACE PROVIDED

The proxy forms should be:

e-mailed to karen@offbeat.co.za, annatjie@offbeat.co.za or charity@offbeat.co.za

or

faxed to (012) 349 2159,

or

posted to P O Box 183, Persequor Park, Pretoria, 0020.

Proxy's should reach this office no later than 16:00 on 29 August 2017.