



namibia dental association

www.nambiadent.com

ANNUAL GENERAL MEETING – NAMIBIAN DENTAL ASSOCIATION

Date: 31 August 2013, 14:00 Namibian Time

Place: Windhoek Country Club and Resort, Oryx venue 1

1. Notice Convening Of Annual General Meeting

1.1 Welcome

Dr Coenie de Villiers, president of the NDA welcomed all NDA members and officially opened the annual general meeting.

1.2 Apologies received

Dr M. van der Vaart

Dr K. Moloji

1.3 New members

Dr D.S. Haingura

Dr R. Hange

Dr S. Jauch

Dr F. Jordaan

Dr E. Scholtz

Dr E. Timm

Dr H. Toua

Dr L. van Wyk

Dr H. Weich

1.4 Members present at annual general meeting

Dr A. Rothman, Dr C. de Villiers, Dr W. Grobler, Dr N. Landsberg, Dr R. Andreae, Dr T. Scriba, Dr H. Mentzel, Dr M. Ndeytabula, Dr C. de Chavonnes Vrugt, Dr M. May, Dr E. Ellis, Dr H. Weich, Dr I. Swanepoel, Dr P. Coetzee, Dr F. Jordaan, Dr N. Herunga, Dr L. van Zyl, Dr H. Toua, Dr A. van Vuuren, Dr E. Scholtz, Dr H. Badenhorst, Dr D. Burger, Dr C. Jurgens, Dr L. Jurgens, Dr M. van Zyl, Dr T. Aochamus, Dr E. Shamena-Roni, Dr R. Hange, Dr V. Mashanda, Dr R. Maisoverewa, Dr R. Mwaenga, Dr H. Badenhorst, Dr B. van Eyk



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1.5 Proxy holders

| | | |
|--------------------|----------------------|---|
| Dr C. de Villiers | is proxy holder for: | Dr H. Coston, Dr K. Nel |
| Dr W. Grobler | is proxy holder for: | Dr U. Brauer |
| Dr E. Scholtz | is proxy holder for: | Dr L. Hartung, Dr S. Jauch |
| Dr T. Aochamus | is proxy holder for: | Dr E. Shamena-Roni |
| Dr M. Ndeyetablela | is proxy holder for: | Dr H. Uuskiu |
| Dr N. Herunga | is proxy holder for: | Dr D. Kandjoze, Dr E. Newaka, Dr L. Izaak |
| Dr A. van Vuuren | is proxy holder for: | Dr D. Louw |
| Dr N. Landsberg | is proxy holder for: | Dr W. du Preez |
| Dr F. Jordaan | is proxy holder for: | Dr L. van Wyk |
| Dr M. May | is proxy holder for: | Dr S. Suardi |

1.6 Announcement of quorum

1.6.1 Number of registered NDA members for 2013 = 86

1.6.2 Members attending Annual Dental Congress = 76

1.6.3 Members present at AGM = 32

1.6.4 Proxies received for AGM = 14

1.6.5 Therefore a quorum representing the registered NDA members were present and the AGM could proceed.

2. Adoption of agenda

2.1 Agenda was found to be in order by NDA members and AGM could proceed as no objections and/or additions received

3. Matter arising from previous minutes

3.1 No other points were raised by NDA members present and meeting could therefore continue.

4. Confirming of previous minutes

4.1 The 2012 AGM minutes were forwarded to all NDA members was available on NDA website prior to August 2013 AGM

4.2 No queries, additions or changes were received by NDA executive committee prior to 2013 AGM

4.3 Minutes approved by voting : Dr C. de Chavonnes Vrugt (1st) and Dr A. van Vuuren (2nd)



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5. Reports 2013

5.1 President's report by Dr C. de Villiers

5.1.1 Ongoing communication between NAMAF and NDA president and executive committee:

- i. Numerous letters sent to NAMAF in conjunction with legal adviser, Eben de Klerk requesting NAMAF to clarify a number of important questions such as NAMAF's authority and ownership rights with regards dental codes and procedural descriptions.
- ii. Response from NAMAF to date has been slow, minimally explanatory and of marginal benefit.
- iii. NAMAF requested input from NDA organisation members regarding addition and/or changing of codes and procedural descriptions.
- iv. Detailed documentation for addition of codes and procedure descriptions have been submitted to NAMAF by NDA executive committee after response received.
- v. NAMAF requested input from all NDA members regarding proposed fees to be afixed to the codes and procedural codes.
- vi. NDA executive committee met with Dr M. Wücher; he assisted the NDA executive committee and drafted detailed letter to NDA committee stipulating the realistic escalating costs of dental practice operations.
 - i. Aforementioned letter was submitted to NAMAF prior to AGM and NDA executive committee awaiting feedback.
 - ii. NAMAF has invited the NDA president to meeting on 9 September 2013 at NAMAF offices.

5.1.2 Meeting with NPPF between president, secretary and past NDA presidents prior to AGM:

- i. NAMAF is not included in new FINBIL but this does not restrict NAMAF's control and influence unless legislation changes as well.
- ii. NPPF will visit individual practices during course of year to request additional information via questionnaires and president urged dentists to cooperate.
- iii. NPPF requested president to convey that organization requires additional information pertaining to overhead running costs of practice.

5.1.3 Dental codes and procedural description:

- i. President has been in contact with SADA's current CEO, Mrs Maretha Smit, regarding dental codes and procedural description booklet published by SADA and distributed among members via mail.
- ii. President requested in writing, permission from SADA that Namibian oral health care workers may continue to use codes.
- iii. Permission has been granted verbally by CEO, Mrs Maretha Smit of SADA.
- iv. NDA committee awaiting written confirmation from SADA offices.





5.1.4 Complaints received by President: www.namibiadent.com

Pure Smile, Namibia -

- i. PureSmile which illegally provides bleaching to public as business is run by owners with no dental background and oral health care training.
- ii. PureSmile has been reported to police and a case number has been obtained by vice president, Dr T. Scriba.
- iii. Legal advice has also been obtained by NDA and lawyer recommends that a letter to be drafted by NDA president to Police Commissioner requesting that matter be investigated urgently.
- iv. PureSmile has received numerous official letters from NDA prior to reporting to police requesting that company to discontinue current practices but no/minimal response to date has been received.

Dental therapist -

- i. Dental therapist's in rural area are performing dental procedures and claiming from medical aid funds for services rendered.
- ii. Dental therapists will be included in The Medical and Dental Council as per communication with HPCNA as soon as legislation is accepted in parliament (projected date: 2014).
- iii. NDA to continue to investigate to which extent dental therapists are linked to dentist practices and claims submitted to medical aids.

5.1.5 University of Namibia (UNAM)'s future dental school

- i. President and selected executive committee members (Dr H. Badenhort and Dr H. Myburgh) has been in continuous communication with UNAM regarding new dental program.
- ii. The NDA has strongly objected that UNAM enrolls any dental students for 2014.
- iii. Currently there is not set budget for new dental school or future planning for running costs involved.
- iv. Dental curriculum has been sent to South African universities for further assistance and guidance.
- v. First intake for dental students projected for 2015 if budget has been finalized and curriculum approved by HPCNA.

5.2 Treasure's report

5.2.1 Annual financial statements have been received:

- i. Income for 2012 totalled = N\$ 691 838.00.
- ii. Expenses for 2012 totalled = N\$ 705 448.00.
- iii. Membership fees for 2013 have been fully utilized to organize 2013 Dental Congress.





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5.2.2 Dental Congress expenses for 2013: www.nambiadent.com

- i. Cost to host congress per member = N\$ 4060.
- ii. Fee for auxiliary staff attendee is 50% of dentist/specialist fee, remainder of Congress fee per dentist is used to cover additional expenses.

5.2.3 Financial statements:

- i. Have been received from auditors and is in order.
- ii. Dr de Chavonnes Vrugt advised that financial statements for 2012 and 2013 be presented at next AGM in 2014 for final approval by all members.
- iii. NDA committee has taken note and will have all statements ready for next AGM.

5.2.4 Appointment of auditors

5.2.5 Budget for 2013 and 2014

5.3 Reports from standing committee

5.3.1 New NDA logo created and implemented on letters heads and website:

- i. New logo designed by Style Graphics, Windhoek.
- ii. Designer fee for new logo, letter head - costs involved = N\$ 3500.

6. NDA tariff list for 2014

6.1 Proposal to establish a new NDA sub-committee to revise dental codes and procedural descriptions.

6.2 All members present at AGM unanimously voted in favour of establishing subcommittee.

6.3 New codes and guidelines to be circulated to all members for input and one month grace period to be provided for input.

6.4 Once codes and guidelines approved by NDA members, updated document to be compiled.

6.5 Updated document to be circulated to all organizations such as NAMAFA, fund administrators and medical aid funds.

7. General and matters on which notice has been given

7.1 Motion (Orthodontists): Orthodontic guidelines to be reassessed as circulated by medical aid

- i. Orthodontic guideline document circulated among NDA members to serve as guideline for dentists rendering orthodontic services.
- ii. Medical aid funds have added additional clauses i.e. medical aid will assess the success of orthodontic treatment and if objectives have been achieved by dentist.
- iii. Guidelines therefore have been adapted to the financial benefit of the medical aid funds.
- iv. NDA committee to communicate with medical aid fund(s) for further clarification.
- v. Voting: unanimous agreement by members that executive committee to continue communicating with medical aid fund for further clarification.



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7.2 Motion (Proposer: Dr H Myburgh, Seconder: Dr C de Villiers): Decrease in theatre time and member benefits for dental procedure performed in theatre:

- i. NDA committee to continue to meet and communicate with medical aid fund(s) for further clarification and to clarify uncertainties and/or questions.
- ii. NDA committee in conjunction with specialists revise specialists' codes.

7.3 Motion (Proposer: Dr C de Chavonnes Vrugt, Seconder: Dr A van Vuuren): Ethical guidelines and ethical tariffs:

- i. That the NDA appoints subcommittee to review current guidelines and ethical tariffs and consider necessary additions and/or changes to guidelines therefore bringing guidelines up to date with current trends and treatments in dentistry.
- ii. That the new guidelines and ethical tariffs be circulated to all NDA members for their input and members are given an opportunity of one month to reply to the new guidelines.
- iii. The executive committee with the assistance of the subcommittee submit these new guidelines to relevant organizations to have them approved and accepted.
- iv. That the executive committee and subcommittee may make use of professional advice and payment for legal or other professional services required in the process of having these guidelines accepted.

7.4 Motion (Proposer: Dr H. Mentzel): Accept ethical guidelines as published by HPCNA:

- i. Accept ethical guidelines for health professionals that has been published by HPCNA and implement this as NDA ethical guidelines.
- ii. Voting: unanimous agreement by all NDA members present that guidelines are to be accepted and implemented.

7.5 General matters:

Proposal from Dr P. Coetzee -

7.5.1 That Congress fees should preferably not be all inclusive i.e. evening functions either to be reduced to one event only or attendees able to select and pay for separate evening events.

7.5.2 This will enable NDA committee to save some costs especially considering number of people that do not attend evening functions in Windhoek and/or Swakopmund.

7.5.3 NDA executive committee has taken note and to include this in 2014 Dental Congress planning.

8. Membership fees for 2014

8.1 To be increased from N\$ 850 to N\$ 900.

8.2 Voting: all members present at NDA unanimously agreed.

9. Correspondance

9.12 Please see points under Presidents Report, point 5.



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10. Election of new executive committee www.namibiadent.com

- i. President – Dr C. de Villiers
- ii. Vice president – Dr T. Scriba
- iii. Secretary – Dr L. van Wyk
- iv. Treasurer – Dr N. Landsberg
- v. Additional members: Dr H. Badenhorst, Dr H. Myburgh, Dr H. Toua

11. Next NDA congress and annual general meeting

11.1 All NDA members present at AGM unanimously agreed that next event to be held in Swakopmund, Resort and Casino

11.2 Date set for: 4-, 5- and 6 September 2014

12. Closure

12.1 The president thanked all that attended the AGM and dental congress and the 2013 AGM was officially closed by president.



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