



NATIONAL INSTITUTE COUNCIL

MINUTES OF THE 37 TH MEETING OF THE NATIONAL INSTITUTE COUNCIL OF IMASA WHICH WAS HELD AT DIKHOLLOLO, BRITS, NORTH WEST ON 13 APRIL 2007?

PRESENT: MEMBERS;

| | | |
|----------------|----------------------|---------|
| F vR Allers | (President) | Gauteng |
| PD Thene | (Secretary General) | Gauteng |
| C van Rensburg | (Co opted) | N West |
| E Postma | (Dep. Chairperson) | N West |
| B Groenewald | (Member) | N West |
| R Heitbrink | (Co-opted) | Limpopo |
| SS Gibbs | (Branch Chairperson) | Gauteng |
| AN Coetzee | (Treasurer General) | W. Cape |
| C Mattheus | (Dep. Chairperson) | W.Cape |
| J David | (Member) | KZNatal |
| F Palm | (Administrator) | W.Cape |

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1. NOTICE OF MEETING AND ESTABLISHMENT OF QUORUM

The President read the notice of the meeting and determined that a quorum was present. A word of thanks was extended to the North West Branch for acting as host for this meeting.

2. OPENING AND WELCOME.

Frans Palm opened the meeting with a prayer. The President welcomed everyone present and said that it is a fine venue. He was sure that the meeting will be fruitful and add value to IMASA affairs.

3. APPLICATIONS FOR LEAVE OF ABSENCE

The following members applied for leave of absence:

| | | |
|----------------|----------------------|---------|
| N Williams | (Branch Chairperson) | KZNatal |
| D Angell-Schau | (Treasurer) | KZNatal |
| E Versfeld | (Member) | W Cape |
| B Viljoen | (Treasurer) | Limpopo |
| M Ndzungu | (Secretary) | Gauteng |

RESOLVED

That leave of absence be granted to the members listed above.

4. PERSONALIA

The President congratulated the following members with their birthdays:

| | |
|-------------------|------------|
| Selby Gibbs | 23 May |
| Ratha Ramatlhape | 9 April |
| Barnie Groenewald | 10 January |
| Neville Williams | 22 April |
| Joe David | 27 May |

The meeting also congratulated the President, Francois Allers and the Administrator, Frans Palm on becoming fathers in law over the Easter weekend.

5. ANNOUNCEMENTS BY THE PRESIDENT

The President mentioned that a successful membership drive was launched on 12 March 2007 at Durban. The meeting was also attended by dr M Sutcliffe who is very supportive of IMASA. He conveyed our appreciation to dr Sutcliffe and also for his support on the 2010 Bid document. He also indicated that he will support the 2008 conference being the hosting city. The President highlighted a general problem which he encountered at the meeting. New persons joining local government are not aware of IMASA and if they encounter the name, confuse it with a trade union. The President undertook that a letter of introduction will be forwarded to all municipalities, starting with KZNatal. The letter will also focus on the benefits to join IMASA. The Administrator will commence with this exercise as soon as possible.

6. APPROVAL OF MINUTES

6.1 36TH MEETING HELD ON 9 FEBRUARY 2007

On proposal by Carl Mattheus and seconded by Cherel van Rensburg it was

RESOLVED

That the minutes of the 36 th meeting of the NIC held on 9 February 2007 in the Strand, be approved and confirmed: Provided that the following amendments be undertaken:

By deleting the "s" in Davids.

By inserting the word "who" after the words "Ria Heitbrink" in the second paragraph of par.2.

By adding the words "in respect of 2006 conference profits" after the amount of "R56 800.00" in the second paragraph of par.7.

7. MATTERS ARISING FROM THE MINUTES WHICH DO NOT APPEAR AS SEPARATE ITEMS ON THE AGENDA.

Notice of the National Annual General Meeting should be distributed in terms of the Constitution.

8. MATTERS FOR CONSIDERATION

RESOLVED

That the following items be added to the agenda:

- Item 33 Composition of Committees.
- Item 34 Conference Program.
- Item 35 Financial Report
- Item 36 Branch Reports

Item 19 NIC 13 April 2007

WEBSITE INFORMATION SYSTEM: STATUS REPORT

RESOLVED.

1. That the contents of the report regarding the status of the website be noted.
2. That the action of the Mancom in accepting the quotation of West Coast Web Services for the design and hosting and maintaining a new website for IMASA at a once off payment of R 1 200.00 for the design and setup and a monthly host and maintenance fee of R 450.00 be approved and confirmed.
3. That a standing item be incorporated in future NIC agendas and Branch Mancom agendas regarding suggestions on information to be placed on the website.

Item 20 NIC 13 April 2007

VACANCY: DEPUTY PRESIDENT

RESOLVED

1. That the vacancy regarding the Deputy President stands over for consideration at the AGM scheduled for June 2007.
2. That it be noted that an Acting President will be elected by the NIC as and when necessary.

Item 21 NIC 13 April 2007

FINANCES: APPOINTMENT OF AUDITOR

RESOLVED

1. That the action of the Administrator by obtaining two quotations for the appointment of an auditor in stead of three be approved and confirmed.
2. That the appointment of Messrs LdP (West Coast) Incorporated (Public Accountants and Auditors) for 2006 for an amount of R 2 052.00 VAT included, be approved and confirmed.

Item 22 NIC 13 April 2007
PROPOSED CERTIFICATION PROGRAM

RESOLVED.

1. That the contents of the report submitted by the Chairman of the Education, Training and Development Committee, be noted.
2. That the Education, Training and Development Committee be mandated to develop a draft business plan and draft curriculum based on the course framework in consultation with the IIMC, DPLG, and LG SETA and register unit standards, if required.
3. That the Chairperson of the Education, Training and Development Committee be authorized to co-opt additional members including Prof W Zybrands on the Committee to assist with this venture.
4. That the Committee be authorized to approach prof. N Steytler and H van As for assistance if deemed necessary.

Item 23 NIC 13 April 2007
POLICY: HONORARY ROLL

RESOLVED.

1. That it be noted that the following Honorary Roll of past Presidents for incorporation in the agenda of the Annual General Meeting has been compiled:

| | | |
|-----------|-------|------------------------------|
| 1998/99 | (001) | Hofmeyr G (Gys) |
| 1999/2000 | (003) | Zuma C (Charmaine) |
| 2000/01 | (027) | Jansen Van Vuren P C (Riaan) |
| 2001/02 | (243) | Heitbrink M E (Ria) |
| 2002/03 | (161) | Ralekgetho L (Lebu) |
| 2003/04 | (161) | Ralekgetho L (Lebu) |
| 2004/05 | (321) | Mokweni S A (Andreas) |
| 2005/06 | (321) | Mokweni S A (Andreas) |
| 2006/07 | (098) | Allers F v R (Francois). |

2. That the above information be placed on the website.

Item 24 NIC 13 April 2007

INVITATION: 61 ST IIMC NATIONAL CONFERENCE

RESOLVED

1. That the decision of the Mancom in resolving to delegate the President, Mr F vR Allers and Ms M E Heitbrink to the 61 st international conference of the IIMC from 22 to 26 May 2007 in New Orleans, Louisiana, USA, be approved and confirmed.
2. That the expenses relative to the delegation of the President be paid by IMASA.

On proposal by Selby Gibbs and seconded by Barnie Groenewald it was further resolved:

3. That the expenditure relative to the delegation of Ria Heitbrink to a maximum of R 15 000.00 and R 4 000.00 incidental expenditure be paid: Provided that the rights in this regard of the Western Cape Branch not be jeopardized.
4. That the Western Cape Branch be reminded to take up the right to delegate a member of the said branch to an international conference before 2008 in terms of the existing policy in this regard.

Item 25 NIC 13 April 2007

COMPOSITION OF MANCOM.

The NIC considered the filling of the two vacancies on the Mancom. One vacancy is that of the Deputy President and the other is a vacancy as a second member of the NIC.

The participation of Ratha Ramatlhabe as an elected member of the NIC was discussed.

It was proposed that Selby Gibbs (Gauteng) be the second member.

RESOLVED.

1. That a letter be directed to Ratha Ramatlhabe to establish whether he is still available to fulfill his obligations on the Mancom. (He last attended the meeting in Durban on 6 October 2006.)
2. That Selby Gibbs (Gauteng) be elected to serve on the Mancom until the Conference in June 2007.

Item 26 NIC 13 April 2007

EMBLEMS: CHAINS OF OFFICE

In view of the fact that the chains of office presently used by IMASA is on permanent loan from the Hibiscus Local Municipality subject to certain conditions, it was

RESOLVED

1. That a motivation be addressed to the Municipal Manager of the Hibiscus Local Municipality to unconditionally donate the two chains of office used by IMASA.
2. That Bernie Groenewald assists with the drawing up of a Deed of Donation.
3. That should the application be successful, members be requested to assist with the design of a single medal to be worn by the President and the Deputy President in a competition fashion.
4. That the full name of the Institute be engraved on the medal.
5. That a possible sponsorship from an institution like the S A Mint not be excluded.
6. That paragraph 9.3 of the NIC resolution dated 6/10/06 regarding the submission of the Presidential chain be confirmed.
7. That the Administrator arrange for insurance cover of the chains for the value as stated by the Hibiscus Local Municipality (R 32 564 and R400 respectively)

Item 27 NIC 13 April 2007

POLICY: PROPOSED QUALIFICATION FOR OFFICE BEARERS: NATIONAL AND BRANCH LEVEL.

RESOLVED

1. That it be adopted as IMASA policy to determine the following requirements/qualifications for the undermentioned categories of office bearers on National and Branch level: Provided that no steps have been taken in terms of the Constitution to terminate the membership of the particular candidate for whatever reason:

President

- Professional membership of at least two years.
- Member of the National Institute Council for at least two years.

Deputy President

- Professional membership of at least two years
- Member of the National Institute Council for at least a year.

Secretary General

- Professional membership of at least two years
- Member of the NIC OR Branch Secretary for at least one year

Treasurer General

- Professional membership for at least two years.
- Member of the NIC OR Branch Treasurer for at least one year.

Member Branch Management Committee

- Professional/Student member for at least one year

Provided further that in this instance the requirement of time does not apply when a new branch is established.

2. That a proposal for the amendment of the Constitution to incorporate the above requirements be circulated to all members of the NIC for scrutiny.

Item 28 NIC 13 April 2007

TERMS OF REFERENCE: COMMUNICATION, MARKETING AND RECRUITMENT COMMITTEE.

The President expressed the opinion that the Secretary General is too tied down with administrative functions to be able to be successful in formulating the terms of reference of this Committee. Another champion is needed. Members of the NIC must be more involved.

RESOLVED

1. That the report regarding the terms of reference and action plan of the Communication, Marketing and Recruitment Committee be referred back to the Committee with the same mandate.
2. That Barry Viljoen be co-opted and nominated as convenor/chairperson of this Committee with members Carl Mattheus, Elmarie Postma and Priscilla Thene as members.

Item 29 NIC 13 April 2007

TERMS OF REFERENCE: EDUCATION, TRAINING AND DEVELOPMENT COMMITTEE.

RESOLVED

1. That it be noted that this matter is still receiving attention.
2. That Selby Gibbs and Joe David be co-opted as members of this committee.

Item 30 NIC 13 April 2007

TERMS OF REFERENCE: LEGAL AND CONSTITUTIONAL COMMITTEE.

RESOLVED

That the report on the suggested term of reference and action plan of the above committee be deferred pending the response from the Chairperson/convenor.

Item 31 NIC 13 April 2007

TRAVELLING EXPENSES: ADMINISTRATOR

RESOLVED

1. That the contents of the report regarding the expenses relating to the Administrator be noted.
2. That a report regarding this topic be placed on every agenda of the NIC.

Item 32 NIC 13 April 2007
OUTSTANDING RESOLUTIONS

RESOLVED.

That the contents of the schedule of outstanding resolutions be noted.

Item 33 NIC 13 April 2007
COMPOSITION OF COMMITTEES

RESOLVED

That it be noted that the composition of the existing committees will be dealt at the next meeting.

Item 34 NIC 13 April 2007
CONFERENCE PROGRAM

RESOLVED

That it be noted that the conference program is in the final stages of being finalized.

Item 35 NIC 13 April 2007
FINANCIAL REPORT

RESOLVED

1. That the statement of income/expenditure for the period 1 January 2007 to 31 March 2007 be approved.
2. That the status of the Investment Account (Money Market) of R 187 356.37 as at 1 March 2007, be noted.
3. That the Treasurer General be authorized to transfer funds from the Investment Account to the current account to augment the cash flow.
4. That an amount of R 540.00 be agreed upon to pay the courier who transported the IMASA documents from Makhado to Boksburg.
5. That an amount of R 500.00 ex gratia be paid to Nico Palm for transporting the IMASA documents from Boksburg to Langebaan.
6. That an amount of R 225.00 per hour for a maximum of 2 hours per issue be agreed upon to assist the Administrator with training on Microsoft Publisher to be able to compile a newsletter once per quarter.

Item 36 NIC 13 April 2007
BRANCH REPORTS

RESOLVED

That it be noted that Gauteng and North West Branches handed in quarterly reports.

9. THE NEXT MEETING

RESOLVED

That the next meeting of the NIC be scheduled before the Conference.

10. CLOSURE

The meeting terminated at 16.30.

APPROVED

PRESIDENT.