



"YOUR PARTNER IN MUNICIPAL ADMINISTRATION AND DEVELOPMENT"

NATIONAL INSTITUTE COUNCIL

MINUTES OF THE 38th MEETING OF THE NATIONAL INSTITUTE COUNCIL OF IMASA HELD IN THE ROOIBOS HALL, SIENNA FARM, DIKHOLOLO CONFERENCE CENTRE, BRITS, NORTH WEST PROVINCE, AT 09H00 ON TUESDAY, 05 JUNE 2007 WHEN THE MATTERS SET OUT IN THE AGENDA WERE CONSIDERED.

MEMBERS PRESENT:

<u>Name</u>		<u>Branch</u>
F vR Allers	(President)	Gauteng
S S Gibbs	(Branch Chairperson)	Gauteng
R Heitbrink	(Past President)	Limpopo
A N Coetzee	(Treasurer General)	Western Cape
P D Thene	(Secretary General)	Gauteng
M Ndzungu	(Member)	Gauteng
Mr E S Maake	(Member)	Limpopo
Ms E M Postma	(Member)	North West
Mr B Groenewald	(Member)	North West
Ms C Jansen v Rensburg	(Member)	North West
Ms E Versfeld	(Member)	Western Cape
Mr B Viljoen	(Member)	Limpopo
Mr G Moroane	(Member)	North West
Mrs D Angell – Schau	(Member)	Kwa Zulu Natal
Mr. G M Moelich	(Member)	Western Cape
Mr A Viviers	(Member)	Western Cape

1. NOTICE OF MEETING AND ESTABLISHMENT OF QUORUM

The President read the notice of the meeting and determined that a quorum was present.

2. OPENING AND WELCOME.

The President welcomed members present and declared the meeting duly constituted.

3. APPLICATIONS FOR LEAVE OF ABSENCE

The following members applied for leave of absence:

Mr Neville Williams	Kwa Zulu Natal
Mr Joseph David	Kwa Zulu Natal
Mr Carl Mattheus	Western Cape

The following member did not apply for leave of absence:

Mr C Mudau	Limpopo
------------	---------

RESOLVED:

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

4. PERSONALIA

The President expressed words of compassion to Mr Frans Palm *in absentia* as regards to the operation that he underwent and wished him a speedy recovery.

5. ANNOUNCEMENTS BY THE PRESIDENT

5.1 The President congratulated the Western Cape, Limpopo and the Kwa Zulu Natal branches for the turn around of branch affairs and the election of Branch Management Committees.

5.2 The President gave a report back on the 61st IIMC Conference held from 21 to 26 May 2007, in New Orleans, Louisiana, Unites States of America, which were attended by himself and Mrs. Ria Heitbrink, Chairperson of the Education, Training and Development Committee. He further reported that, during the visit, valuable discussions were held with the IIMC Education Director, Dr Mohammad Eftekhari, the President of IIMC and the Executive Director of IIMC, relative to the implementation by IMASA of the certification programme developed by the IIMC with due regard to the South African Legal Framework.

The President also announced that Mrs. Ria Heitbrink will make a presentation to the National Institute Council during the meeting relative to the implementation of a certification programme for Municipal Administrators in South Africa.

6. APPROVAL OF MINUTES

RESOLVED

That the minutes of the 37th meeting of the NIC held on 13 April 2007 in Brits be approved, subject to the following amendments:

- i. By deleting the initial "N" where it appears in front of the name "Coetzee" on page 1 of the minutes.
- ii. By substituting the date "10 January" with "21 October" next to the name "Barnie Groenewald" on page 2 of the minutes.

7. MATTERS FOR CONSIDERATION

Item 36 NIC 5 June 2007

CERTIFICATION PROGRAMME FOR MUNICIPAL ADMINISTRATORS

The Chairperson of the Education, Training and Development Portfolio, Mrs. Ria Heitbrink gave a presentation on the programme and undertook to further meet with Peter Gerslow and Ms Janette Davis of the LGSETA to ensure realisation of the programme:

RESOLVED

That the following recommendation be submitted to the Annual General Meeting:

- (a) That the development and implementation by IMASA of a certification programme for Municipal Administrators in consultation with the LGSETA, SAQA, SALGA, IIMC, other relevant stakeholders and tertiary institutions, be approved, subject thereto that the programme be ready for implementation at the commencement of the 2009 academic year.
- (b) That the National Institute Council of IMASA be authorised to:-
 - i) Enter into agreements with the institutions contemplated in paragraph (a) above relative to the development and implementation of a certification program for municipal administrators in South Africa;
 - ii) Establish unit standards to fill the training gaps in consultation with SAQA and the LGSETA;
 - iii) Develop a business plan with cost implications;
 - iv) Investigate all available financial resources;
 - v) Submit an application to the LGSETA for a discretionary grant;
 - vi) Investigate the proposed establishment of an Education Trust/Foundation for the raising of funds to pursue educational objectives;
 - vii) Submit a course framework to the LGSETA for approval;

- viii) Submit the approved course framework to the IIMC for comments and input;
- ix) Solicit bids for Tertiary institutions to develop the course material;
- x) Appoint a service provider to develop the course material and administer the study programme;
- xi) Submit the study programme to the LGSETA for accreditation;
- xii) Submit the study programme to the IIMC for approval;
- xiii) Do or cause to be done whatever shall be requisite to give effect to the above.

Item 37 NIC 5 June 2007
COMPOSITION OF MANCOM

RESOLVED

That this matter be deferred to the next NIC meeting for consideration.

Item 38 NIC 5 June 2007
COMPOSITION OF COMMITTEES

RESOLVED:

1. Education, Training & Development Committee

That the above committee be constituted as follows:

Chairperson : Ms Ria Heitbrink
Members : Mr. S S Gibbs
Ms C Jansen van Rensburg
Mr A Viviers
Mr. J David
Mr. G Moroane

That all branches nominate members to serve on this committee and submit names at the next NIC meeting.

2. Communication, Marketing and Recruitment Committee

That the above committee be constituted as follows:

Chairperson : Mr Barry Viljoen
Members : Ms Priscilla Thene
Ms Elmarie Postma
Mr Carl Matthews
Dr K C Barichiev
Mr RE Maake
Ms E Versfeld

That all branches nominate members to serve on this Committee and submit names at the next meeting.

Item 39 NIC 5 June 2007

TRAVELLING: EXPENSES: ADMINISTRATOR

RESOLVED

That this matter be deferred to the next NIC Meeting for consideration.

Item 40 NIC 5 June 2007

CHAIN OF OFFICE

RESOLVED:

1. That the Secretary General direct a letter or make contact with Mr Thom Sikonela to obtain the chain of office in his possession.
2. That the Secretary General be entrusted with the safekeeping of the chains of office.
3. That a policy be formulated by the Secretary General regarding the use of the chains of office.
4. That the Secretary General and the Administrator submit a report on the proposed acquisition of a single medal to be worn by the President and the Deputy President at the next NIC Meeting.

Item 41 NIC 5 June 2007

POLICY: QUALIFICATIONS FOR OFFICE BEARERS

RESOLVED:

That, in order to ensure that members with the necessary experience and skills are elected as office bearers to serve on the National Council of IMASA, it is recommended that the following be submitted to the Annual General Meeting:

- “1. That it be adopted as IMASA policy to determine the following requirements/ qualifications for the undermentioned categories of office bearers on National Level:
 - 1.1 President
 - Professional membership of at least two years;
 - Member of the National Institute Council for at least two years.
 - 1.2 Deputy President
 - Professional membership of at least two years;
 - Member of the National Institute Council for at least two years.

1.3 Secretary General

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

1.4 Treasurer General

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

Item 42 NIC 5 June 2007

RESOLVED

That in order to facilitate the election of a President and Deputy President of the Institute without being restricted as contemplated in paragraph 8.8 of the Constitution, it is recommended that the following be submitted to the annual General Meeting:-

“That paragraph 8.8 of the Constitution be deleted.”

Item 43 NIC 5 June 2007

FINANCIAL STATEMENTS

RESOLVED:

1. That the statement of Income and Expenditure for the period 1 January 2007 to 30 April 2007 be approved.
2. That the status of the IMASA Investment (Money Market) Account with a balance of R188 745, 94, as at 1 April 2007 **BE NOTED**.

Item 44 NIC 5 June 2007

WESTERN CAPE DELEGATION TO INTERNATIONAL CONFERENCE

RESOLVED:

1. That the actions of the Western Cape Branch to nominate Ms Elrina Versfeld or any other member of their choice to attend an International Conference during 2007/2008 be left in the Western Cape Branch's discretion.;
2. That the Western Cape Branch be informed by the Secretary General, that a delegate from the said branch will still qualify for a subsidy from the National Office during 2008, in terms of IMASA policy.

Item 45 NIC 5 June 2007
LOSS OF OFFICE EQUIPMENT

RESOLVED:

1. That the contents of the report by the Administrator on the outcome of the insurance claim as result of the theft of the laptop computer on 7 April 2007 be noted;
2. That the Administrator of IMASA be authorised to replace the stolen laptop at an all inclusive amount of R4000,00: Provided that savings be realized on the 2007 Budget and that the existing rental agreement be honoured;
3. That the Secretary General and the Administrator arrange that the laptop be duly insured and that strict compliance with the conditions and requirements of the insurance policy be ensured at all times.

Item 46 NIC 5 June 2007
INTERNATIONAL RELATIONS: MEETING AND TOPICS FOR DISCUSSION WITH INTERNATIONAL DELEGATION DURING THE 2008 CONFERENCE

RESOLVED:

That this item be deferred for consideration to the first NIC Meeting of 2008.

Item 47 NIC 5 June 2007
2010 IIMC CONFERENCE BID

RESOLVED:

1. That it be noted that Sydney, Australia was ruled out to host the 2010 IIMC Conference due to the cost to be incurred and the distance which delegates have to travel.
2. That it further be noted that the United Kingdom will host the 2010 IIMC Conference in Brighton.

Item 48 NIC 5 June 2007
SUGGESTIONS ON INFORMATION TO BE PLACED ON IMASA WEBSITE

RESOLVED:

1. That a standing item be placed on all NIC Agendas to discuss information to be placed on the IMASA website;
2. That the Communication, Marketing and Recruitment Committee investigate linkages to the NIC IMASA Website by branches.

3. That Barry Viljoen and Barnie Groenewald engage with Frans Palm to investigate the North West website link format to the NIC IMASA Website
4. That it be noted that the address of the North West Website is www.northwestimasa.co.za

Item 49 NIC 5 June 2007

STANDARDISATION OF FINANCIAL REPORTING

RESOLVED:

1. That standardized template(s) for financial reporting be developed by the Treasurer General in consultation with consultants to be utilized by the IMASA Institute Council and its' Branches;
2. That the Secretary General forward the said templates to the branches;
3. That expenditure relative to paragraph 1 above be approved in principle.

Item 50 NIC 5 June 2007

AUDITING OF BRANCH FINANCIAL STATEMENTS

RESOLVED:

That the Treasurer General investigate the auditing of the IMASA Financial Statements together with Branch Financial Statements and to submit a report to the NIC at the next meeting.

Item 51 NIC 5 June 2007

MEMBERSHIP BY COUNCILLORS

RESOLVED:

1. That it be noted that Clause 11.6 of the Constitution provides that a person who is not a practitioner of any component of municipal administration may apply and if such application is approved by the National Council hold external membership of the Institute;
2. That applications received from Councillors be submitted to the NIC for consideration;
3. That an investigation be done by the Secretary General with sister institutes to determine if Councillors are allowed to take up membership

Item 52 NIC 5 June 2007
AUDITED 2006 FINANCIAL STATEMENTS

RESOLVED:

1. That it be noted that no audited financial statements for 2006 is available for consideration as the Auditors of the Institute need clarity on an amount mentioned in the 2005 Audit Report;
2. That the Treasurer General and the Administrator meet with the Auditors on an urgent basis to investigate the status of the financial statements with specific reference to the amount contemplated in paragraph 1 above;
3. That the Treasurer General submit a report on the audited financial statements for 2006 at the next NIC meeting.

Item 53 NIC 5 June 2007
NATIONAL NEWSLETTER

RESOLVED:

1. That a National Newsletter be compiled by the Administrator by no later than 30 September 2007;
2. That the Communication, Marketing and Recruitment Committee give guidelines to the Administrator as regards to the format of the newsletter;
3. That two National Newsletters be compiled per annum, that is a pre-conference and a post- conference newsletter.

Item 54 NIC 5 June 2007
ESTABLISHMENT OF AN EDUCATION TRUST/FOUNDATION

RESOLVED:

That it be noted that this item was covered by the Ms Ria Heitbrink in her presentation.

Item 55 NIC 5 June 2007
POPULARISATION AND MARKETING OF IMASA AS A PROFESSIONAL INSTITUTE

RESOLVED:

That the Chairperson of the Communication, Marketing and Recruitment Committee in collaboration with the Committee develop an Action Plan for submission at the next NIC meeting.

Item 56 NIC 5 June 2007

RECRUITMENT STRATEGY: NEW MEMBERS AND ESTABLISHMENT OF BRANCHES IN ALL NINE PROVINCES

RESOLVED:

1. That the Communication, Marketing and Recruitment Committee identify leaders and hold discussions with same in the provinces where branches are non-existent in order to recruit new members and to establish Branches;
2. That the next two NIC Meetings be held in Provinces with inactive Branches in order to re-activate such Branches.

Item 57 NIC 5 June 2007

TWO COMPULSORY EDUCATIONAL SESSIONS PER YEAR

RESOLVED:

1. That all branches submit lists of topics for educational sessions to the Education, Training and Development Committee;
2. That two compulsory educational sessions per year be arranged by all Branches in consultation with the Educational, Training and Development Committee.

Item 58 NIC 5 June 2007

SPONSORSHIP AND RELATIONS

RESOLVED

That the Communication, Marketing and Recruitment Committee make contact with possible sponsors and devise a national database of sponsors that Branches can approach.

Item 59 NIC 5 June 2007

IMPROVED COMMUNICATION WITH MEMBERS

RESOLVED

1. That the Secretary General improve communication to members through newsletters, letters or any other means of communication which will be effective.
2. That the Communication and Marketing & Recruitment Committee meet on 6 June 2006 at 09H00 to decide on a way forward in this regard and to give feedback at the next NIC Meeting.

Item 60 NIC 5 June 2007
WAYFORWARD INACTIVE BRANCHES

RESOLVED:

That the Free State, Mpumalanga, the Eastern Cape and the Northern Cape be targeted to reactivate inactive Branches and to recruit new members.

Item 61 NIC 5 June 2007
NINTH ANNUAL GENERAL MEETING AND CONFERENCE

RESOLVED:

1. That Bernie Groenewald be appointed as the Electoral Officer to facilitate the election of office bearers at the 9th Annual General Meeting;
2. That the following NIC members be nominated to act as Session Chairpersons of the concurrent sessions at the Conference:
 - Priscilla Thene
 - Selby Gibbs
 - Ria Heitbrink
 - Mandisa Ndzungu
 - Raymond Maake
 - Dana Angell Schau
 - Francois Allers
 - Elmarie Postma

Item 62 NIC 5 June 2007
BRANCH OF THE YEAR AWARD

RESOLVED:

That the following members of the NIC constitute an evaluation panel for the branch of the year award:-

- Priscilla Thene
- Andre Coetzee
- Dawn Angell-Schau

Item 63 NIC 5 June 2007
TENTH ANNUAL NATIONAL CONFERENCE

RESOLVED:

That the Tenth Annual National Conference be arranged by the Kwa-Zulu Natal Branch with Durban (Ethekewini) as the host city, on a date to be determined by the Management Committee of the Institute..

Item 64 NIC 5 June 2007
PROGRAMME OF ACTIVITIES

RESOLVED:

That the following programme of activities for the 2007/2008 term be approved:

- | | | |
|----------------------------------|---|---|
| Gauteng | - | 03 August 2007(Mancom Meeting) |
| Mpumalanga
(Mbombela) | - | 11 + 12 October 2007 (Recruitment Drive, Portfolio:
Committee Meetings and meeting by NIC) |
| Western Cape
(Cape Town) | - | 07 December 2007 (Mancom Meeting)
(final date to be determined) |
| Eastern Cape
(Port Elizabeth) | - | 01 st February 2008 (Recruitment Drive, Portfolio:
Committee Meetings and meeting by NIC) |

Item 65 NIC 5 June 2007
COMPOSITION OF THE NATIONAL INSTITUTE COUNCIL

RESOLVED:

That this item be deferred to the next NIC meeting.

8. CLOSURE

The meeting terminated at 16h30.

APPROVED

PRESIDENT