



"YOUR PARTNER IN MUNICIPAL ADMINISTRATION AND DEVELOPMENT"

NATIONAL INSTITUTE COUNCIL

MINUTES OF THE 39th MEETING OF THE NATIONAL INSTITUTE COUNCIL OF IMASA HELD IN THE COUNCIL CHAMBER, MBOMBELA LOCAL COUNCIL, NELSPRUIT, MPUMALANGA AT 09H00 ON FRIDAY, 12 OCTOBER 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	(Deputy President)	Gauteng
R Heitbrink	(Past President)	Limpopo
A N Coetzee	(Treasurer General)	Western Cape
P D Thene	(Secretary General)	Gauteng
M Ndzungu	(Member)	Gauteng
De V Visser	(Member)	Gauteng
Ms C Jansen v Rensburg	(Member)	North West
Mr G Moroane	(Member)	North West
Mr A Viviers	(Member)	Western Cape (left @ 13.45)
Ms E Versfeld	(Member)	Western Cape (left @ 13.45)
Mr B Viljoen	(Member)	Limpopo
Mr J David	(Member)	Kwa Zulu Natal

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.

Frans Palm opened the meeting with a prayer.

The President welcomed members present and declared the meeting duly constituted. He also extended a special welcome to George Moroane and De Villiers Visser as well as Michael Nhlapo, Chairman of the newly established Mpumalanga Branch who attended a meeting of the National Institute Council for the first time.

3. APPLICATIONS FOR LEAVE OF ABSENCE

The following members applied for leave of absence:

Mr Derrick Radebe	Kwa Zulu Natal
Dr Kevin Barichiev	Kwa Zulu Natal
Mr Bernie Groenewald	North West
Ms Elmarie Postma	North West
Mr Raymond Maake	Limpopo
Mr Marius Moelich	Western Cape

RESOLVED:

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

4. PERSONALIA

The President mentioned that Mr Bernie Groenewald was hospitalized but recently dismissed and expressed the wish that he recovered fully. He also congratulated the following members with their past and upcoming birthdays: Andre Coetzee (26 September); Elmarie Postma (23 December); Cherel van Rensburg (10 September); Bernie Groenewald (21 October); Elrina Versfeld (17 September); Frans Palm (13 November); Derrick Radebe (29 November); Priscilla Thene (21 July); Marius Moelich (20 June). Well wishes were also extended to the President for his birthday on 21 July.

5. ANOUNCEMENTS BY THE PRESIDENT

- 5.1 The President formally congratulated the North West Branch on hosting the 2007 national conference. The arrangements, speakers and topics were of a high standard and were well received. He requested the representatives of North West to convey same to the organizing Committee.
- 5.2 The President further conveyed his appreciation to Priscilla and Frans for the arrangements regarding the educational session held on 11 October and also to Frans and Ria for the presentations made. The anticipated membership drive was successful in that applications of 24 members were received.
- 5.3 The President further mentioned that Joe David officially confirmed that the Kwa Zulu Natal branch will be hosting the 2008 National Conference in Durban.

6. MINUTES OF THE PREVIOUS MEETING

On proposal by Cherel van Rensburg and seconded by Selby Gibbs it was

RESOLVED

That the minutes of the 38^h meeting of the NIC held on 5 June 2007 at Dikhololo, Brits be approved and confirmed.

7. MATTERS ARISING FROM THE MINUTES

There are no matters that need discussion.

Item 45. Provision should be made on a future budget to purchase a laptop.

Item 51. No applications for membership from Councillors have been received.

Item 64. The scheduled meeting of the Mancom for 7 December 2007 in the Western Cape can be cancelled. Urgent matters should be dealt with via e-mail. The scheduled meeting of 1 February 2008 should be devoted to the 2008 Conference.

Item 65 NIC 12 Oct. 2007 FINANCE: REVISED BUDGET

RESOLVED

1. That the 2007 Budget be revised as per Annexure A.
2. That branches be requested to apply for financial assistance/provide input when formulating the 2008 national budget provided the financial status of applying branches be disclosed.
3. That the Western Cape branch formulates and submits a proposal regarding the possible provision of bursaries and workshop aid on future budgets.
4. That De Villiers Visser be nominated as NIC member responsible for Finance/Budgets.
5. That a 10% increase of the honorarium of the Administrator be provided on the budget for 2008.

Item 66 NIC 12 Oct 2007 FINANCE: AUDIT REPORT FOR 2006

The audit statements for 2006 have been perused, found to be in order and can be signed.

RESOLVED

1. That the contents of the audit report for 2006 be approved and confirmed and signed by the President and the Treasurer General.

2. That the statements be made available to members/branches and also be published in the next issue of the newsletter.
3. That the Auditors be requested to provide a short explanation in layman's terms on the status of the audited financial statements.

Item 67 NIC 12 Oct 2007
EXPENSES: ADMINISTRATOR

A report regarding the expenses relative to the Administrator was considered.

RESOLVED:

1. That the contents of the report regarding the expenses of the Administrator for the period January – August 2007, be noted.
2. That the honorarium of R 1 500.00 per month and not claimed by the Administrator for May and June 2007 when he was hospitalized, be paid to him.
3. That a report on the status of the contract with the Administrator setting out the duty sheet and remuneration package be submitted to the next NIC meeting.

Item 68 NIC 12 Oct 2007
IMASA CONFERENCE 2008: DURBAN

RESOLVED

1. That the ICC, Durban be secured as the conference venue for 2008 for the period 18 – 20 June 2008.
2. That the quotation of R 163 940.00 for the venue hire and delegate day packages be accepted.
3. That arrangements be made to pay a deposit of 20% (R 32 788.00) to confirm the reservation.
4. That 16-17 June 2008 be set aside for the NIC meeting at the Durban City Hall.

Item 69 NIC 12 Oct 2007
POLICY PROCESS ON SYSTEM OF PROVINCIAL AND LOCAL GOVERNMENT.

RESOLVED:

1. That the contents of the report on the policy process of provincial and local government be noted.
2. That the relevant documentation be circulated to branches with the request to provide input to the Administrator on or before 29 October 2007 to be collated and circulated to members of the Mancom.

Item 70 NIC 12 Oct 2007

COMPOSITION OF NATIONAL INSTITUTE COUNCIL AND MANCOM

RESOLVED:

1. That the schedule of NIC members attached as Annexure K as well as the co-opted members of the NIC be re-confirmed for the period ending at the 2008 AGM.
2. That the Constitution be amended to provide for the term of office of co-opted members of the NIC and a report be submitted to the next NIC meeting.
3. That the composition of the Education, Training and Development Committee and the Communication, Marketing and Recruitment Committee, be confirmed.

Item 71 NIC 12 Oct 2007

INTERNATIONAL RELATIONS: TOPICS FOR DISCUSSION WITH INTERNATIONAL DELEGATION DURING THE 2008 CONFERENCE.

RESOLVED

That this matter stands over until February 2008 and that Branches be requested to provide input.

Item 72 NIC 12 Oct 2007

IMASA WEBSITE

The President expressed his personal appreciation and that of the NIC with the website which is aesthetically pleasing. The manner in which the webmaster manages and maintains the website is professional and quick.

RESOLVED:

1. That it be adopted as policy that only one national website be established and that branches may link to the national site.

2. That group photos of Branch Mancoms be obtained and placed on the website.
3. That a photo of Durban be obtained and used to popularize the 2008 national conference
4. That steps be taken to place IMASA policy on the website together with Council policies on various subjects after permission from the particular Council had been obtained
5. That steps be taken to create a dedicated password/username for members to access restricted areas of the website.

Item 73 NIC 12 Oct 2007

POPULARISATION AND MARKETING OF IMASA AS A PROFESSIONAL INSTITUTE

RESOLVED:

1. That the contents of the attached report from the Communication Marketing and Recruitment Committee, be noted
2. That a standardized letter (to be drafted by the Administrator) be circulated to municipalities (Municipal Manager and HOD Corporate Services) by all branches introducing IMASA explaining its achievements, benefits of membership, etc. and requesting names of potential members employed in the Corporate and Legal Departments.
- 3 That one person be identified at each municipality to act as liaison with the branch Mancom regarding the recruitment of members.
4. That branches further be requested to recruit at least two new members per annum.
- 5 That quotations be obtained for an IMASA poster to distribute to Branches and municipalities.
6. That the development of an incentive scheme for the recruitment of members be left in the discretion of the Branch Mancom.

Item 74 NIC 12 Oct 2007

SOUTH AFRICAN MUNICIPAL LAWYERS ASSOCIATION

RESOLVED:

1. That Andre Viviers be requested to investigate the possible co-operation between IMASA and the to be established Municipal Lawyers Association.
2. That the matter regarding IMASA's approach towards the to be established Association, be dealt with at a strategic session to be held in February 2008.

Item 75 NIC 12 Oct 2007

CERTIFICATION PROGRAMME FOR MUNICIPAL ADMINISTRATORS.

RESOLVED:

1. That the verbal report received from the Chairperson of the Education, Training and Development Committee be noted with appreciation.
2. That the Chairperson be requested to submit an executive summary of the process up to date for the benefit of NIC members.

Item 76 NIC 12 Oct 2007

PROPOSED CONSTITUTIONAL AMENDMENT

RESOLVED:

That it be recommended to the Annual General Meeting to amend the Constitution by substituting Clause 15.4 with the following:

“15.4 Membership fees shall become due on the first day of the financial year and are payable before or on the 31 st March of each year”.

Item 77 NIC 12 Oct 2007

MEMBERSHIP FEES IN RESPECT OF THE OFFICE OF PRESIDENT.

RESOLVED

That it be adopted as policy that as a gesture of recognition the President and former Presidents of IMASA be exonerated from paying annual membership fees.

Item 78 NIC 12 Oct 2007

COMPENSATION: REPORT WRITING AND MINUTE TAKING COURSE

RESOLVED:

That Ms Sandra Mans, Ms Ria Heitbrink and Mr Frans Palm be paid an amount of R 500.00 each for providing the material of the above course and for presenting the course on 11 October 2007 at Nelspruit.

Item 79 NIC 12 Oct 2007

PROGRAM OF ACTIVITIES

RESOLVED:

1. That the program for 2007/8 as adopted by NIC Resolution 64 dated 5 June 2007, be amended by deleting the Mancom meeting scheduled for 7 December 2007 in the Western Cape and determining the NIC meeting and recruitment drive in the Eastern Cape to be from 31 January – 1 February, 2008.
2. That a similar workshop relating to report writing and minute taking be presented at the said meeting.
3. That Carl Mattheus be appointed as interim convener for the meeting and workshop mentioned above.

Item 80 NIC 12 Oct 2007

CONFERENCE 2007: FEEDBACK

RESOLVED:

1. That the contents of the report regarding positive/negative points relative to the 2007 Conference be noted.
2. That in future conference evaluation forms be distributed to each delegate during the last session of the conference.
3. That branches be requested to provide feedback on the topics of the 2007 conference, the speakers and whether general sessions or breakaway sessions are preferred.
4. That section 7 of the Conference Planning Manual be amended as follows:

”Section 7 Post Conference

K P A	ACTION REQUIRED	BY WHOM	DUE DATE
7.2 Finances	7.2.1 Balance conference books	Conference Treasurer	Within 1 month after conference – 4 Months
	7.2.2 Pay R10 000 advance payment over to Treasurer General	Conference Treasurer	Within 1 month after conference – 4 Months
	7.2.3 Pay profit, less branch's share in terms of policy, over to Treasurer General	Conference Treasurer	Within 1 month after conference – 4 Months
	7.2.4 Compile statements and forward to Secretary General for inclusion in next NIC agenda	Conference Treasurer Secretary General	Within 1 month after conference – 4 Months
	7.2.5 Hand all financial records and documentation pertaining to the conference to the Secretary General for safekeeping	Conference Treasurer	Within 1 month after conference – 4 Months
7.3 Banner	Hand banner to Secretary General for safekeeping	Conference Secretary	Not later than July NIC meeting – Directly after conference
7.4 Correspondence	Forward letters of thanks to the hosting municipality/institution, sponsors, speakers etc.	Conference Secretary in consultation with the Secretary General	Within 1 month after conference – 2 Months
7.5 Documentation	Hand all the documentation pertaining to the conference or copies thereof to the Secretary General for safekeeping	Conference Secretary	Not later than July – 4 Months”

**Item 81 NIC 12 Oct 2007
ACTION PLAN FOR 2007: NOTH WEST BRANCH**

RESOLVED:

That the proposed action plan of the North West Branch for 2007 be noted.

**Item 82 NIC 12 Oct 2007
RESOLUTIONS OF THE NORTH WEST BRANCH**

RESOLVED

That the contents of the report from the North West branch regarding adopted resolutions be noted.

Item 83 NIC 12 Oct 2007
QUARTERLY REPORT: WESTERN CAPE

RESOLVED:

That the contents of the quarterly report of the Western Cape Branch be noted.

Item 84 NIC 12 Oct 2007
CHAIN OF OFFICE

RESOLVED:

That the Administrator continues with his efforts to obtain a quotation for a single medallion to be worn by the President as chain of office.

Item 85 NIC 12 Oct 2007
QUARTERLY REPORT: LIMPOPO

RESOLVED:

That the contents of the report of activities received from the Limpopo branch for the period January – June 2007, be noted.

Item 86 NIC 12 Oct 2007
ACTION PLAN FOR 2007: LIMPOPO BRANCH

RESOLVED:

That the contents of the action plan for 2007 received from the Limpopo branch, be noted.

Item 87 NIC 12 Oct 2007
FINANCE: FINANCIAL STATEMENTS

RESOLVED

1. That the financial statements reflecting an income of R 75 794.00 an expenditure of R 76 464.00 and an Investment of R 152 336.50 for the period ending September 2007, be approved and confirmed.
2. That it be noted that the Investment Account reflects a deposit of R 22 692.84 on 4 August 2007 which is the yield of the 32 day Call Account.

Item 88 NIC 12 Oct 2007

FINANCIAL STATEMENTS: SUBMISSION BY BRANCHES

RESOLVED

That it be noted that the Treasurer General is in the process of drafting guidelines to be issued as a directive to be complied with by Branch Treasurers on a quarterly basis.

Item 89 NIC 12 Oct 2007

ACTION PLAN FOR 2007: GAUTENG BRANCH

RESOLVED:

That the proposed action plan of the Gauteng Branch for 2007 be noted.

Item 90 NIC 12 Oct 2007

MEMBERSHIP FEES

RESOLVED:

1. That the attached schedule regarding the status of membership fees paid to the National Office be circulated to branches for verification.
2. That a further report on the status of membership fees be submitted to the next NIC meeting.

Item 91 NIC 12 Oct 2007

DELEGATIONS: ATTENDANCE OF NIC MEETING

RESOLVED:

That on merit and without creating a precedent or expectations, a contribution of R2 000.00 maximum be made towards the travel and subsistence expenditure of the Treasurer General, Mr. Andre Coetzee when attending the workshop/sub-committee meeting and NIC meeting scheduled for 11/12 October 2007 at Nelspruit.

Item 92 NIC 12 Oct 2007

QUARTERLY REPORT: GAUTENG BRANCH

RESOLVED:

That the contents of the quarterly report of the Gauteng Branch tabled at the meeting be noted

8. CLOSURE

The meeting terminated at 17h45.

APPROVED

PRESIDENT