



"YOUR PARTNER IN ADMINISTRATION AND DEVELOPMENT"

NATIONAL INSTITUTE COUNCIL

MINUTES OF THE 45 th MEETING OF THE NATIONAL INSTITUTE COUNCIL OF IMASA HELD AT THE BOLIVIA LODGE, POLOKWANE. LIMPOPO ON TUESDAY, 16 JUNE 2009 AT 13.00.

MEMBERS PRESENT:

<u>Name</u>		<u>Branch</u>
S S Gibbs	(President)	Gauteng
Ms M E Heitbrink	(Deputy President)	Limpopo
F vR Allers	(Past President)	Gauteng
Ms C Jansen v Rensburg	(Secr General)	North West
Mr A Coetzee	(Treasurer General)	Western Cape
Mr W Burger	(Member)	North West
Mr J Vorster	(Member)	North West
Ms P Thene	(Member)	Gauteng
Mr J Muller	(Member)	Gauteng
Mr DeV Visser	(Member)	Gauteng
Mr G Moroane	(Member)	North West
Ms E Versfeld	(Member)	Western Cape
Mr F Palm	(Administrator)	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 Deputy President , Ria Heitbrink opened the meeting with a prayer. The President welcomed members present and a special word of welcome was directed to Messrs De Villiers Visser and Johan Muller attending their first NIC meeting. The President declared the meeting duly constituted.

3. APPLICATIONS FOR LEAVE OF ABSENCE

The following members applied for leave of absence:

Mr J Vorster	(Member)	N. West
Mr M Moelich	(Member)	W. Cape
Mr A Viviers	(Member)	W. Cape
Mr B Viljoen	(Member)	Limpopo
Mr D Radebe	(Member)	KZNatal
Dr K Barichievy	(Member)	KZNatal

RESOLVED:

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

4. PERSONALIA

Members of the Western Cape informed the NIC about the resignation of Andre Viviers as Chairperson of the Western Cape Branch as well as member of the NIC.

5. ANNOUNCEMENTS BY THE PRESIDENT

The President conveyed his gratitude towards the NIC for the support of the past year. He also thanked the Administrator for a splendid job and declared that he is willing to step down as President.

6. MINUTES OF THE PREVIOUS MEETING

6.1 44th MEETING OF THE NIC HELD ON 5 SEPTEMBER 2008 AT EDENVALE

On proposal by Francois Allers and seconded by Elrina Versfeld, it was

RESOLVED

That the minutes of the 44 th meeting of the NIC held on 5 September 2008 be approved and confirmed.

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

Item 66/2008

The Administrator is in the process of summarising the benefits of IMASA membership for placement on the website.

Item 76/2008

The opinion is held that IMASA lost out for not pursuing the Nedbank sponsorship.

8. . MATTERS FOR CONSIDERATION

Item 1/2009 NIC June 2009

STRATEGIC APPROACH: A NEW BEGINNING

The Administrator re-submitted the report regarding a new strategic approach which was referred to this meeting at the Mancom meeting held in April 2009.

The Past President, Francois Allers submitted a document which was tabled at the meeting regarding the introduction of a new Portfolio Committee System with responsible identified persons to lead the way forward. Preliminary goals and objectives are identified but should not be seen as completed. Committees are at liberty to add on these proposals.

Members who are not members of the Mancom should accept responsibility for these Committees and regularly report back at NIC meetings on progress.

RESOLVED

1. That the following Portfolio Committees, identified with specific key performance areas, be established:

International Relations Committee – Chairperson: Francois Allers;
Deputy Chairperson: Selby Gibbs.

Education, Training and Development Committee – Chairperson: Ria Heitbrink; Deputy Chairperson: Joseph David.

Conference Committee – Chairperson: Administrator Frans Palm;
Deputy Chairperson: DeVilliers Visser.

Membership Committee – Chairperson: Johan Muller; Deputy
Chairperson: Cherel Jansen van Rensburg.

Constitutional and Elections Committee – Chairperson: Adv Jurie Vorster

Deputy Chairperson: Vacant

Finance and Audit Committee – Chairperson: President and Mancom

Marketing and Communications Committee – Chairperson: Elrina Versfeld; Deputy Chairperson: George Moroane.

2. That the following Goals and Objectives be approved for the Portfolio Committees referred to in paragraph 1 above:

(a) **Membership Committee** – Goals and Objectives

(i) Aggressively focus on increasing membership in all Provincial Branches;

(ii) Develop appropriate membership recruitment material;

- (iii) Develop marketing incentives/competition methods to increase membership in all provinces through a systemic and membership drive program;
- (iv) Contact all members via e-mail to learn how IMASA is performing and what IMASA can do for the members;
- (v) Promote IMASA and recruit members at Annual Conferences, Educational Sessions and Workshops;
- (vi) Develop and do surveys to determine the needs of the members;
- (vii) Devise a recruitment strategy and increase membership by 20% by June 2010.

(b) **Constitutional and Elections Committee – Goals and Objectives**

- (i) Advise the Mancom/NIC/Branches continuously on constitutional matters and constitutional amendments;
- (ii) Facilitate elections and oversee the voting process at Annual General Meetings of the Institute;
- (iii) Review policies when submitted by other IMASA Portfolio Committees when requested;
- (iv) Submit proposals for new policies to the NIC;
- (v) To facilitate the establishment of national/provincial fora for legal (municipal legal advisors), property estates (property and estates practitioners) and records management (records management practitioners) under the auspices of IMASA.

(c) **Finance and Audit Committee – Goals and Objectives**

- (i) Assist with the drafting of the Annual Budget;
- (ii) Ensure that IMASA adheres to the Annual Budget
- (iii) Monitor monthly income and expenditure reports from the Administrator and bring areas of concern to the attention of the Mancom/NIC;
- (iv) Review the income and expenditure associated with the Annual Conference and report on profit/loss to the NIC;

- (v) Review and report to the Mancom/NIC on issues raised in the Auditor's Management Letter and Report. Recommend measures to address any issues raised in the Audit Report.
- (d) **Education, Training and Development Committee** – Goals and Objectives
- (i) Develop, implement and advise IMASA on the implementation of a Certification Program;
 - (ii) Ensure that IMASA acts as a facilitator in meeting the educational needs of its members;
 - (iii) Develop a structured online resource centre of policies, procedures and best practices, etc, that IMASA members can access electronically as needed;
 - (iv) Review the report of the Conference Committee regarding the quality of the educational program offered at the Annual Conference.
- (e) **Marketing and Communication Committee** – Goals and Objectives
- (i) Market and promote the aims and objectives of IMASA and attract new members from all Provinces;
 - (ii) Define and implement an ongoing targeted marketing plan to reach potential members.
 - (iii) Solicit articles for the IMASA newsletter from relevant stakeholders;
 - (iv) Market the IMASA membership benefits at Conferences and Educational Sessions/meetings;
 - (v) Promote the IMASA/IIMC Exchange Program;
 - (vi) Market the Conferences and Educational Sessions of IMASA;
 - (vii) Assist with web site maintenance and design.
- (f) **International Relations Committees** – Goals and Objectives
- (i) Develop and implement an exchange program for members between IMASA and IIMC;
 - (ii) Make recommendations on a possible affiliation agreement with IIMC (membership model);

(iii) Assist IIMC with the Study Abroad Tour to South Africa in 2011;

(iv) Establish and strengthen ties with International Institutes in order to create opportunities for learning, exchanging views and to grow from the experience;

(v) Ensure co-operation in identified fields aimed at skills transfer, information sharing and the enhancement of set priorities between IMASA and International Institutes.

(g) **Conference Committee – Goals and Objectives**

(i) Evaluate and review the content and suitability of the educational components of the Annual Conference to ensure that the education, experience and job responsibilities of all IMASA members are being met;

(ii) Assist the host Conference Planning Committee with educational topics and speakers that would be beneficial to all IMASA members;

(iii) Update and revise the conference manual as and when necessary;

(iv) Establish permanent policies to guide the Conference Planning Committee in selecting Conference locations;

(v) Render support and advise the host Conference Planning Committee, as and when necessary;

(vi) Ensure that the IMASA Annual Conference is the premier Local Government Educational Experience for all potential Conference Delegates.

3. That the Chairpersons of the Portfolio Committees referred to in paragraph 2 above submit comprehensive reports to the NIC during January and June of each year on the performance of the Committee with specific reference to the goals and objectives of the Committee, as approved by the NIC.
4. That the IMASA policy document be appropriately amended.
5. That the first report back session be arranged for the NIC meeting to be held in January 2010.

**Item 2/2009 NIC 16 June 2009
AUDIT REPORT 2008.**

RESOLVED

1. That paragraph 4.5 of Policy M7 adopted by NIC Resolution 13.3 dated 9/10 October 2003 be amended by the substitution for the word "September" of the word "April"
2. That the prepared financial statements for 2006 and 2007 be tabled at the 2009 AGM.
3. That Policy S.4 adopted by NIC Resolution 9 dated 7 April 2006 be amended by the substitution for the existing paragraph of the following:

"That the following incumbents be authorised to sign cheques drawn on the national banking account and other relevant documents relative to the savings/investment accounts:

*Any **one** of the following persons:*

Administrator,

President,

Secretary General,

Treasurer General:

Provided that prior written authorisation be obtained from any other signatory to effect payments by cheque".

**Item 3/2009 NIC 16 June 2009
NOMINATION AS IIMC REGION XI DIRECTOR**

RESOLVED

That the content of the report regarding the nomination of the Past President as Region XI Director of the IIMC with the associated financial implications, be noted.

**Item 4/2009 NIC 16 June 2009
MINUTES OF MANCOM**

A report regarding the matters considered by the Mancom since the last NIC meeting, was considered.

RESOLVED***

1. That the contents of the minutes of the Mancom since September 2008 to April 2009, be approved and confirmed.
2. That the report on the attendance of and participation in the 34th National Conference of the Society of Local Council Clerks held at Wokefield Park, New Reading, Berkshire – U.K. from 17 October to 19 October 2008, be noted;
3. That the appointment of specialist advisors by IMASA to provide advice to members in the various provinces on municipal administration (i.e. administration of meetings, property administration, general administration and the law/legal administration), be approved and announced at the Conference requesting volunteers to act in this capacity. (This service will help our members with enquiries, problems and clarification or guidance on any issue affecting their daily work and important issues brought up by a member can be relayed via advice notes to all members on our website);
4. That the development of municipal administrators be approved to increase their knowledge and skills to handle any issue by means of training mentors to be appointed by IMASA in all the provinces;
5. That the publication of a quarterly journal by IMASA on news, education, features, information and services be approved in principle (To be supplied free to members of IMASA and also available by subscription to non-members and supported by suppliers to serve as a reference for the procurement of services or goods);
6. That the development of a manual for Municipal Administrators by IMASA to assist our members to act as professional practitioners of Municipal Administration in the increasingly complex local government world be investigated and reported on to the NIC;
7. That the exhibition and sale of books at National Conferences and Provincial Workshops relevant to local government and the development of our members, be approved as an additional source of revenue for IMASA;
8. That the following matters which are key to the future performance and existence of IMASA be considered urgently:
 - (i) Increase of membership;
 - (ii) Improvement and expansion of services to our members;
 - (iii) Education and Training;
 - (iv) Communication and Marketing;
 - (v) Finance;
 - (vi) Inactive Branches.

(Mancom 3 April 2009, Item 15)

9. *That the dates for the future national conferences be determined as follows:*

2010	Gauteng	8/9/10 September 2010
2011	Western Cape	7/8/9 September 2011.

(Mancom 3 April 2009, Item 18)

10. That the financial statements for financial years 2006 and 2007 not be subject to a full audit due to the cost involved and that the compilation statements as prepared by Messrs LDP (West Coast) Inc. Registered Auditors for the mentioned period, be submitted to the AGM for consideration.

(Mancom January 2009, Item 8)

**Item 5/2009 NIC 16 June 2009
CONSTITUTIONAL AMENDMENTS**

RESOLVED***

That the report regarding the proposed Constitutional amendments, be referred back for further consideration.

**Item 6/2009 NIC 16 June 2009
COMMITTEES: REPORT BACK: COMMUNICATION MARKETING AND
RECRUITMENT**

RESOLVED

That the content of the report regarding the activities of the Communication, Marketing and Recruitment Committee for 2008/09, be noted.

**Item 7/2009 NIC 16 June 2009
CATEGORIES OF MEMBERSHIP**

RESOLVED

That the interpretation of the Constitution regarding the categories of membership as embodied in the report, be noted.

**Item 8/2009 NIC 16 June 2009
COMMITTEES: REPORT BACK: EDUCATION TRAINING AND
DEVELOPMENT COMMITTEE**

RESOLVED

That the contents of the report from the Education, Training and Development Committee regarding its activities for 2008/9, be noted.

**Item 9/2009 NIC 16 June 2009
ELECTORAL OFFICER: ELEVENTH ANNUAL GENERAL MEETING**

RESOLVED***

That the Administrator, Mr Frans Palm be appointed as Electoral Officer to facilitate the election of office bearers at the 11 th AGM.

Item 10/2009 NIC 16 June 2009

EVALUATION PANEL: BRANCH OF THE YEAR AWARD

RESOLVED

That the Administrator, Mr Frans palm and Ms Priscilla Thene be appointed as Evaluation Committee for the Branch of the Year award.

Item 11/2009 NIC 16 June 2009

IMASA POLICY REVIEW

The Administrator tabled a schedule containing proposed amendments to the IMASA policy document. The proposals were considered and recommended by the Mancom (Item 31/2009)

RESOLVED

1. That the attached document as Annexure 'O' be adopted as an amendment to the existing IMASA Policy document.
2. That the revised policy document be published on the website.

5. CLOSURE

The meeting terminated at 18.25.

APPROVED

PRESIDENT