



**MINUTES OF THE 10<sup>th</sup> ANNUAL GENERAL MEETING OF IMASA WHICH WAS HELD IN THE ALBERT LUTHULIE INTERNATIONAL CONVENTION CENTRE, DURBAN, KWA ZULU NATAL ON WEDNESDAY, 18 JUNE 2008 AT 14H00.**

## **1. NOTICE OF MEETING**

Mr Francois Allers acted as the Chairperson of the meeting.

The notice convening the meeting was read and it was established that a quorum was not present. In terms of Clause 4.5 of the Constitution a period of 10 minutes was given to assemble a quorum. After the period mentioned had lapsed, a quorum still did not assemble and in terms of Clause 4.5 of the Constitution Barry Viljoen proposed and Justice Sigonyela seconded, to continue with the meeting. The proposal was adopted by majority members.

The Chairperson then declared the meeting properly constituted and requested the President of the IIMC Ms Dyanne Reese to open the meeting with a prayer.

## **2. APOLOGIES**

The following members tendered their apology for not attending:

Susan du Toit	(Limpopo)
Andre Viviers	(Western Cape)
A van Schalkwyk	(Gauteng)
A Linde	(Western Cape).
Marius Moelich	(Western Cape)
De Villiers Visser	(Gauteng)
Dudu Makhubela	(Mpumalanga)
G van Rooyen	
P Mbeki	

A Nebe	
E Postma	(North West)
C Jacobs	(North West)
B Robberts	(North West)
Andre Coetzee	(Western Cape)

**3. ANNOUNCEMENTS BY THE PRESIDENT**

None.

**4. CONFIRMATION OF MINUTES OF THE 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 06 JUNE 2007**

On proposal by Elrina Versfeld and seconded by Barnie Groenewald it was

**RESOLVED**

That the contents of the minutes of the 9<sup>th</sup> Annual General Meeting held on 6 June 2007, be approved and confirmed.

**5. MATTERS ARISING FROM THE MINUTES**

None

**6. REPORT BY THE INSTITUTE COUNCIL**

**6.1 PROPOSED CERTIFICATION PROGRAMME FOR MUNICIPAL ADMINISTRATORS.**

**RESOLVED**

1. That the content of the report regarding the certification program, be noted.
2. That the Education, Training and Development Committee prepare and submit an application for IMASA to become an ETQA.
3. That the Education, Training and Development Committee embark on a survey to identify registered assessors amongst its members and that a database of assessors be established.
4. That potential assessors be identified and a training provider be appointed to train the nominated assessors.
5. That a database of assessors in the field of municipal administration and law be established by the Education, Training and Development Committee.

## 7. **PRESIDENT'S ANNUAL REPORT.**

The Deputy President, Mr Selby Gibbs acted as Chairperson for this item and invited the President to deliver his annual report.

The President, Mr F van R Allers, delivered his address (a copy of which is attached as **Annexure 'A'**). In his speech the President announced that the next Conference will be held in 2009, at the Nelson Mandela Metro, Port Elizabeth, Eastern Cape.

## 8. **DISCUSSION: PRESIDENTS ANNUAL REPORT**

The Chairperson congratulated the President on his speech and invited remarks/ comments on the address. Johan van den Berg expressed his appreciation for the proposed international exchange program and asked that the NIC pursue this matter with vigour. Nickey Ceaser and Elrina Versfeld expressed appreciation towards the President for the report. George Moroane expressed the appreciation of the North West Branch towards the President and said that the management and branch of North West remain passionate regarding IMASA matters. Ratha Ramathlakane said that the President displayed leadership in his term of office and proposed that the report be adopted. Michael Nhlapo seconded this proposal.

### **RESOLVED**

**That** the points covered by the Presidential Report **BE ADOPTED** and that the National Institute Council deliberate and develop the matters further.

## 9. **APPOINTMENT OF AUDITORS.**

### **RESOLVED**

**That** the appointment of a firm as auditors be referred back to the NIC for investigation after quotations have been considered and that the NIC be mandated to finalise the appointment.

## 10. **DETERMINATION MEMBERSHIP FEES.**

### **RESOLVED**

**That** in terms of Clause 4.7(d) of the Constitution, the annual membership fees for 2009 **BE INCREASED** as follows as from from 1 January 2009:

Professional, Special (External) and Associate Membership from R145,00 to R159,00 per annum; and

Student Membership from R121.00 to R133.00 per annum.

## **MEMBERSHIP FEES IN RESPECT OF THE OFFICE OF PRESIDENT**

The proposal made by the Western Cape branch to exonerate the President and former Presidents from paying membership fees was subject to intensive debate. The sentiment was expressed that the President should lead by example. Another opinion was that such a proposal could lead to a constitutional amendment. Ms Dyanne Reese, President of the IIMC, mentioned that the practice of the IIMC is to extend lifetime honorary membership after retirement.

The President expressed the feeling that the status quo should be maintained.

Elrina Versfeld, on behalf of the branch which submitted the proposal, said that in view of the foregoing, the proposal be withdrawn.

### **RESOLVED**

**That** the **status quo** regarding the payment of membership fees by Presidents and past Presidents **BE MAINTAINED**.

## **MEMBERSHIP FEES: PRO RATA RESPONSIBILITY**

### **RESOLVED**

1. **That** the application fee in respect of new members **BE WAIVED** as from 1 July 2008.
2. **That** as from 1 July 2008 a pro rata responsibility per month in respect of new members joining **BE INTRODUCED**.
3. **That** it be adopted as policy **NOT TO LEVY** membership fees for the year in cases where branch establishment or a recruitment drive is taking place.

## **11. APPROVAL OF FINANCIAL STATEMENTS**

### **RESOLVED**

1. **That** the content of the financial statement for 2007 indicating an income of R 244 751.46; an expenditure of R 17 360.66; an investment contribution of R 82 300.00 and a balance of R 42 214.93, **BE APPROVED** and confirmed.
2. **That** the content of the statement indicating an investment account balance of R 182 890.97, **BE APPROVED** and confirmed.
3. **That** the tabled audit reports for 2006 and 2007 **BE REFERRED BACK** to the NIC for investigation with the mandate to appoint an auditing firm after quotations have been considered.
4. **That** the NIC also **INVESTIGATE** the appointment of auditors and the influence it may have on the annual membership fees of members to cover the expenditure.

## 12. APPROVAL OF ESTIMATES

### RESOLVED

**That** the Estimates for 2008, as presented **BE APPROVED**.

## 13. AMENDMENT OF THE CONSTITUTION.

### RESOLVED

**That**, the Constitution **BE AMENDED** as follows:

1. By adding the following sentence to Clause 8.15

“The term of office of co-opted Institute Council members expires directly after the National Annual General Meeting”

2. 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”

## 14. ELECTION OF OFFICE BEARERS.

In terms of the Rules for the election of the President, Deputy President, Treasurer General and Secretary General, Mr Barnie Groenewald was

appointed as Electoral Officer. Two members were appointed as scrutineers to assist at the election and counting of votes.

#### **14.1 PRESIDENT**

The Electoral Officer called for nominations for the office of President.

On proposal of Mr. J C David (029) and seconded by Mr. B D Radebe(326), Mr. S S Gibbs (368) was nominated for the office of President.

No further nominations were received. Mr Gibbs accepted the nomination.

The Electoral Officer declared Mr. S S Gibbs duly elected as President for the 2008/2009 term of office.

#### **14.2 DEPUTY PRESIDENT**

The Electoral Officer called for nominations for the office of Deputy President.

On proposal by Ms. C. Jansen van Rensburg (155) and seconded by Mr. B H J Groenewald (009), Ms. M E Heitbrink (243) was nominated for the office of Deputy President.

A further nomination for Mr G T Moroane (343) was received from Mr TM Nhlapo (465) seconded by Mr Z Mbhele (..). Both the candidates accepted the nomination.

49 ballot papers were handed out and collected in the ballot box. The appointed scrutineers counted the votes and the following result was noted:

Ms M E Heitbrink	32
Mr G T Moroane	16
Spoilt	1

The Electoral Officer announced that Ms M E Heitbrink was duly elected to the office of Deputy President for the 2008/2009 term of office.

#### **13.3 SECRETARY GENERAL**

The Electoral Officer called for nominations for the office of Secretary General.

On proposal of Ms M Ndzungu (355) and seconded by Ms N Tuswa (452), Ms P D Thene (202) was nominated for the office of Secretary General. Ms Thene accepted the nomination.

On proposal of Mr Nickey Ceasar (385) and seconded by Mr J A van der Kolff (165) Ms Cherel Jansen van Rensburg (155) was nominated for the office of Secretary General. Ms Jansen Van Rensburg accepted the nomination. No more nominations were received.

50 ballot papers were handed out and collected in the ballot box. The appointed scrutineers counted the votes and the following result was noted:

Ms P D Thene	22
Ms C Jansen van Rensburg	27
Spoilt	1

The Electoral Officer announced that Ms C Jansen van Rensburg was duly elected to the office of Secretary General for the 2008/2009 term of office

#### **13.4 TREASURER GENERAL**

The Electoral Officer called for nominations for the office of Treasurer General.

On proposal of Mr J Vorster (357) and seconded by Mr W Burger (149), Ms A Combrinck (152) was nominated for the office of Treasurer General. Ms Combrinck accepted the nomination.

No further nomination was received and the Electoral Officer declared Ms A Combrinck duly elected to the office of Treasurer General for the 2008/2009 term of office.

#### **15. GENERAL**

The President, Mr Allers, congratulated the newly elected office bearers. He also expressed his thanks and appreciation towards the former Secretary General and Treasurer General for their respective contributions.

**15. HANDING OVER OF CERTIFICATES**

Certificates were handed to new members.

**16. TERMINATION OF MEETING**

The meeting terminated at 16h30

**APPROVED**

.....

**PRESIDENT**