

Institute of Environment and Recreation Management (Africa)

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Executive Council

Date: 24 November 2005

Time: 09:30 to 15:30

Venue: Cape Town

Minutes of a Meeting

Attendance

			By Invitation	Attended	Apology
Ms Christa Le Roux	President	City of Cape Town	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Thembinkosi Ngcobo	President Elect	eThekwini Municipality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms Pumla Radebe	Immediate Past President	City Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Gert Bam	City of Cape Town	City of Cape Town	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Kevin Bates	Branch Rep E Cape	Makana Municipality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Pepe Dass	Branch Rep INCA	eThekwini Municipality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms Diane Haupt	Branch Rep W.Cape	City of Cape Town	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Mike Leech	Branch Rep KZN	eThekwini Municipality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr Brian Mthembu	Branch Rep F State	Mangaung LM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Shane Paul	Chair of Ed & Tr Com.	City of Tshwane Metro	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Marks Sethaelo	Branch Rep Central	City Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr Lood Spies	Tshwane University	Tshwane University of T	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr Jean Venter	Gen. Secretary	General Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. **WELCOME AND APOLOGIES**

The President welcomed members present and NOTED the above apologies.

2. **READING AND CONFIRMATION OF MINUTES**

The Committee confirmed the minutes of the meeting held on 28 August 2005, with minor amendments.

3. **MOTIONS**

RESOLVED to congratulate the Eastern Cape Branch on a successful 2005 convention.

NOTED thanks from Mr Thembinkosi Ngcobo for the condolences extended by the Council on the death of his mother.

4. **MATTERS ARISING**

The President Elect advised that a report will be circulated to members of the Council on the concept of an IERM Partnerships Committee, in the next two weeks.

5. **SACLAP**

NOTED that the SACLAP is setting up standards for horticulture professionals in South Africa to allow professional registration for this category of members.

The General Secretary then tabled a proposed mandate for Ms Naidoo in her capacity and a representative of the IERM on SACLAP.

AGREED to request that Ms Naidoo circulate the SACLAP board minutes to the IERM Executive Council members.

| Ms Maliga Naidoo

| Mr Jean Venter

6. **OPERATIONAL RESTRUCTURING**

The General Secretary advised that the National Papers Committee is now operational. The Committee had their first meeting and Mrs. Adrie Venter had been elected as the Chairperson of the National Papers Committee.

The General Secretary advised that only three nominations have been received for the Legal and Statutory Committee.

AGREED that three nominated Legal and Statutory Committee members draft a brief of what the Committee's task should be.

| Mr Jean Venter

7. **CONVENTION 2006 / RECREATION 2006**

Recreation Conference 2006

Mr Gert Bam advised that the Organising Committee has met to arrange the 2006 Recreation Conference in Cape Town. The theme of the Conference will be: Benchmarking and Service delivery. The Conference will be a two day conference and the venue will be the Cape Town Civic Centre Auditorium.

NOTED that Cape Town has agreed to cover the cost of the event. The Conference will target about two hundred delegates from the Recreation Industry.

AGREED to thank the Cape Town City Council for the support of the IERM Recreation Conference 2006.

AGREED to confirm the draft MOU for the staging of the IERM National Recreation Conference event.

| Mr Gert Bam

| Mr Jean Venter

Convention 2006

NOTED that the Papers Committee has met and all is in place to issue a call for papers.

The Council NOTED a proposal to combine the IERM and Green Industries Council events for 2006 into a parallel event at the ICC in

Durban.

AGREED not to combine the convention 2006 with the Green Industry Council event due to budget constraints, but to look at dates in future years to combine these events.

RESOLVED that the dates for the 2006 IERM Convention will be 13 - 15 September 2006, and the venue will be the ICC Convention Centre in Durban.

AGREED to request that the Green Industry Council allow one Durban based IERM observer to attend the Green Industry Council Convention in 2006 in the ICC Convention Centre.

| Mr Jean Venter

AGREED that the General Secretary will attend the Green Industry Council conference planning meeting at the end of November.

AGREED that Ms le Roux can attend the Green Industry Council meeting participating in that particular network.

| Ms Christa Le Roux

NOTED with thanks that eThekweni Council has agreed to a R250 000 sponsorship for the 2006 IERM Convention.

NOTED that Councilor Kaunda will represent the Council in matters relating to the event.

AGREED that the General Secretary will meet with the Organising Committee in Durban early in December, to discuss arrangements for the Convention.

The Budget for the convention and event will also be discussed at the event.

| Mr Pepe Dass

| Mr Thembinkosi Ngcobo

| Mr Jean Venter

The Council then reviewed a Convention organising framework tabled by the General Secretary and suggested various amendments to the document for recirculation to members of the Council.

| Mr Jean Venter

8. FINANCIAL STATEMENTS AND BUDGET 2006

NOTED financial statements and the budget tabled by the General Secretary.

RESOLVED to adopt the budget for the year 2006 as tabled by the General Secretary.

| Mrs Adrie Da Silva

9. RECREATION MANAGEMENT COURSE

Mr Loots Spies of Tshwane University of Technology, then presented the case for renaming the Recreation Management Course to the Amenity Horticulture Course with an appropriate curriculum.

NOTED that the views of the Education and Training Committee of the IERM have been incorporated into the draft curriculum document tabled.

AGREED that members of the Council will provide further feedback to Mr Spies on the proposed syllabus.

RESOLVED to confirm the support of the IERM for the proposed name change and syllabus for the Recreation Management Course.

The Council NOTED with interest that the IERM initiated this particular qualification many years ago and that it remains a prime qualification for many members of the IERM in their respective areas of endeavour.

10. BRANCH AND COMMITTEE REPORTS

NOTED Branch reports tabled by the Gauteng, KwaZulu Natal and Western Cape Branches.

The General Secretary emphasised the need for branches to have frequent branch events for members.

AGREED that branches should focus on holding at least four member events per annum.

It may be practical for the Free State Branch to have lower number of events per annum due to the geographical constraints of that province.

AGREED to congratulate the Western Cape Branch on their activity level during 2005, for their planning for 2006 and in particular for the promotional material that was produced for their end-of-year function for 2005.

The KwaZulu Natal Chairperson reported that the branch has successfully completed the adjudication process for the Arbor City Award and the award will be handed over to uMhlathuze on 29 November 2005.

11. REPORT BY THE PRESIDENT

The Council NOTED a written report from the President on various new initiatives including a partnership with IUCN, communication with SALGA, relationships with SALI and SANBI, as well as thoughts on new institutional awards and the possibility of combining IERM awards with those of the Green Industry Council.

It is NOTED that Mr Mark Sethaole is meeting with IUCN to discuss the common ground between our respective organisations.

AGREED to investigate using the GIC (Green Industry Council) as a forum for IERM Awards.

| Ms Christa Le Roux

Mr Leech confirmed that he will forward slides on the IERM to the President early in December 2005 to be used in the presentation to SALGA.

AGREED to support the recommendations in the report by the President.

12. INCA

NOTED that Mr Dass has met with Clr David Mbatha from SALGA to establish co-operation between INCA and SALGA.

The standard draft by-laws on Cemeteries Management are now ready for distribution to municipalities and IERM Branches for consultation and feedback.

AGREED that Mr Dass will forward an updated copy of the INCA operations programme to members of the Council.

| Mr Pepe Dass

13. NATIONAL PROJECTS

NOTED that the KwaZulu Natal Branch has successfully completed the Arbor City award and the judication process.

AGREED to thank the KwaZulu Natal Branch for the effort that they expended to successfully adjudicate the Arbor City Award 2005.

AGREED to thank the eThekweni Metro for transport support for the committee which enabled them to do the adjudications.

14. INTERNATIONAL PROJECTS

No report was tabled.

15. SALGA RECOGNITION

AGREED that branches give feedback to the Council on SALGA contact at the next Council meeting.

| Branch Chairs

16. AMERICAN RECREATION AND PARKS ASSOCIATION

AGREED to investigate membership of the American Recreation and Parks Association to help channel information for the IERM bulletin.

| Mrs Clare van Zwiert

17. STANDARD DRAFT BY-LAWS

NOTED the tabled report on playground standards with thanks to Mr Leech.

AGREED that Mr Leech can approach respective government departments for support of the playground safety standard.

| Mr Mike Leech

NOTED that the Cemeteries by-laws will be circulated to the IERM Branches for workshops and comments.

18. FTFA SUPPORT PROJECT

AGREED that Mr Leech contact Mr Nel to provide feedback to FTFA on the findings of the Arbor Award Committee on the state of tree planting in KwaZulu Natal.

| Mr Mike Leech

| Mnr Willie Nel

| Ms Jeunesse Park

19. EDUCATION AND TRAINING COMMITTEE

NOTED a report tabled by Mr Shane Paul.

AGREED to nominate Mr Loots Spies to the Education and Training Committee. Thanks was expressed to the Education and Training Committee for work done.

| Mr Jean Venter

20. NATIONAL EXAMINATION BOARD

The Secretary tabled a report by Mr Tony Horsfall requesting the transfer of the NEB Bank account funds to the IERM books as an NEB identified item in the IERM balance sheet.

RESOLVED to transfer the funds of the NEB to an appropriate IERM bank account to be identified separately in the IERM books as NEB funds.

| Mr AD Horsfall
| Mr Jean Venter

21. FORESTRY SGB

Mr Leech advised that the Branch participation in the FORESTRY SGB is ongoing.

The Forestry SGB is preparing a training manual on using grass cutters and chain saws with the help of the IERM KwaZulu Natal Branch.

22. ARBORIST ASSOCIATION

NOTED a report tabled advising that the Arborist Association is now operational. The association aims to draft safety standards for the industry. Some funding has been obtained to send students overseas.

23. RECREATION ASSOCIATION FORMATION

Mr Bam confirmed that the Steering Committee is meeting. The list of practitioners in the industry is being drafted specifically for the Recreation Conference next year which will lead to the formal establishment of the association.

AGREED to refer to the new branch as the IERM Sport and Recreation Association.

| Mr Gert Bam

24. MEMBERSHIP

NOTED statistics tabled by the General Secretary on the compilation of our membership.

NOTED that the General Secretary is compiling a list of prospective associate members. AGREED to circulate the associate member invitation to the Council.

| Ms Gillian le Cordeu

NOTED that the General Secretary circulated a list of members active in each branch area to the branch committee members, with a requested that the committee try to identify people in each province who should be members.

25. FUNDRAISING

Mr Leech advised that the City Manager Corporate Finance of eThekweni has advised that he has no objections to municipal staff being involved in fundraising operations of NGOs.

AGREED to task the Legal and Statutory Committee with the registration of the IERM as a fundraising entity.

| Mr Jean Venter

26. WEBSITE AND E-BULLETINS

NOTED the need to cover all the IERM disciplines in every edition of the IERM bulletin.

AGREED to publish the Branch programmes for 2006 in the bulletin as the programmes become available.

27. RISK REVIEW

The Council NOTED that the main risk to the operations of the IERM is its current financial situation, and the inconsistency in organising branch events for members.

28. STRATEGIC DOCUMENTS PRODUCED IN 2005

Practices and guidelines

AGREED to re-circulate the Practices and Guidelines document and the Strategic document to the council members for comments.

| Mr Jean Venter

29. CALL FOR NOMINATIONS

AGREED to circulate a call for nominations for the President Elect to the branches, the nomination to be for a President with a 2007 to 2009 term of office. The notice must also advise the branches to call AGMs prior to the Congress in eThekweni.

30. DATE OF THE NEXT MEETING

28 February 2006, eThekweni.

AGREED to hold four Executive Council meetings per year.

| Mr Jean Venter

31. CLOSURE

The President then thanked the members present and closed the meeting

Thus read and confirmed:

Chairperson

Date