
INSTITUTE OF ENVIRONMENT AND RECREATION MANAGEMENT



EXECUTIVE COUNCIL

MINUTES

DATE: 22 May 2013

TIME: 10h00-16h00

VENUE: City Lodge OR Tambo

Members:

Ms Desiree Galant	President	City of Cape Town	Present
Prof Willie Nel	Vice President	IFPRA	Present
Mr Gert Bam	Past President	City of Cape Town	Apology
Mr Mashudu Peter Gavhi	Chairperson FS	Moqhaka Municipality	Apology
Ms Chantal Hanslo	Chairperson WC	City of Cape Town	Apology
Mr Mark Hazell	Chairperson EC	Rhodes University	Present
Mr Bishop Ngobeli	Chairperson Gauteng	City of Johannesburg	Apology
Mr Johan Swart	Chair Ed & Tr Comm	City of Cape Town	Present
Mr Pepe Dass	Chairperson INCA	eThekwini	Apology
Prof Charle Meyer	By Invitation		Apology
Ms Shernel Wright	By Invitation		Present
Mr Lood Spies	By Invitation		Present
Mr Jean Venter	General Secretary		Present

1. WELCOME AND APOLOGIES

The president welcomed members present and noted the above apologies.

2. READING AND CONFIRMATION OF MINUTE

The committee confirmed the minutes of the meetings that were held on 19 March and 30 April 2013.

3. FINANCIAL STATEMENT

The committee confirmed the audited annual financial statements for the year ended December 2012, as well as year to date management statements tabled by the secretariat.

4. CONVENTION 2013

The president advised that the local organising committee has made good progress in securing funding for the conference from the Stellenbosch municipality and that a decision on a venue will be made shortly. The papers committee has met and good progress was reported with the programme.

AGREED:

- a. That the secretariat will investigate options to advertise the conference widely. **(CW)**
- b. That the secretariat publicise the convention at branch meetings. **(PW)**
- c. To create a session in the conference programme where SACLAP, SALGA, Yardstick and universities can deliver presentations. **(CW)**
- d. To include a session for SACLAP in upcoming branch events to deal with professionalisation and CPD point matters. **(PW)**

(Charlene Wightman, Paula Wilken)

5. CONVENTION 2014

Members debated where the 2014 and 2015 conventions should be held. It was **AGREED** that the 2015 convention will be held at a venue of the incoming president and that the secretary will write to the councils of Buffalo City and Grahamstown to request their support to host the 2014 convention in the Eastern Cape.

[Jean Venter]

6. ORGANISATIONAL NAME

The committee again debated what should be considered when evaluating the name and possible name change for the association.

It was **AGREED** that the municipal sector and specifically managers at municipalities in charge of parks and recreation facilities are the main member target group of the association and that the organisational name needs to be sharply focused on the target market. The secretary, president elect and president are to develop a recommendation to members around these principles in a teleconference.

(Angela Davids)

7. KNOWLEDGE BASE

Report from the secretariat on progress with the knowledgebase project was noted. Prof Nel agreed to assist with the modification of the taxonomy structure for the knowledgebase framework.

AGREED to:

- a. Adopt the knowledgebase framework as tabled but to continue to refine the document.

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- b. Focus the content on documents relevant to municipal parks and recreation management.
 - c. To circulate an electronic version of the framework to members of the IERM with a request for documents that fit into the framework.

[Dion Abrahams]

8. PROTECTION OF PRIVATE INFORMATION

The committee debated the general concept of protecting the personal information of members held by the association and confirmed that data lists held may not be handed to third parties.

AGREED to add the logos of commercial members to the footer of the website front page to increase value to those members.

[Bruce Turner]

9. FACILITIES GRADING SYSTEM

The committee debated progress made to date with the facilities grading system plan.

AGREED to create a steering committee for the facilities grading system project consisting of the president, secretary, Prof Nel, Pieter Snyman, Mike Leach, Gert Bam and Debbie Reynhardt.

[Angela Davids]

10. COMMUNICATION

Members debated the website hit statistics report tabled by the secretariat and requested that the spike in hits in the past few months be investigated. Noting that few members actually open their email notices, it was also agreed to make more use of SMS messages to get members to take note of key advertisements such as those for conferences or branch meetings.

[Bruce Turner & Dion Abrahams]

11. ARBOR CITY AWARDS

Members debated the current processes around the Arbor City Awards.

AGREED that:

- a. Municipalities need more time to act on invitations to submit competition bids and that bid invitations should deal with more than one year at a time.
- b. The branch administrator put on the agenda of branch meetings a call for volunteers to be the Arbor City awards champions in each branch.

[Paula Wilken & Secretary]

12. INCA

Members expressed concern that INCA representatives do not attend Exco meetings and that the INCA secretary does not forward minutes of INCA meetings for noting. The secretary advised that the INCA committee consists of branch portfolio holders who are mandated by their home branches.

AGREED:

- a. That the president makes contact with the current INCA chairman to discuss the status of INCA as well as the contractual status of the INCA administrator. The contract to be renewed after considering the current requirements and outcomes desired. **(DG)**
- b. That the secretariat will compile a list of scheduled branch meetings for the next twelve months **(PW)**
- c. To update the list of branch committee members and portfolio holders. **(AD)**

[Desiree Galant, Angela Davids, Paula Wilken]

13. PROFESSIONALISATION

The committee noted a report from Mr Swart on interactions and progress made by SACLAP in creating new professional designations for certain categories of IERM members. In a discussion on the strategic position of IERM the secretary suggested that the IERM needs to lobby COGTA to include membership of the IERM into the qualifications profiles that are about to be included into regulation. The need for the IERM to make available a number of volunteers for the designation adjudication process was also noted.

AGREED:

- a. That the secretary will forward a link to Mr Swart and to the committee, to the Box directory containing the COGTA skills profiles for evaluation and lobby with that department. **JV**
- b. To assist SACLAP with venues for their national road show and to combine the road show with IERM branch events where possible. **JV&PW**
- c. To circulate the report that Mr Swart tabled to the members at large. **JS**
- d. To send a note to the members inviting volunteers to serve on the grading committee, examinations panel and interview panels. Mr Swart to draft an invitation. **JS&DA**
- e. To discuss the details of the grandfather clause at the next meeting of this committee. **AD**
- f. To investigate what other similar structures charge for peer review interviews. **JV**

[Johan Swart, Jean Venter, Angela Davids, Paula Wilken, Dion Abrahams]

14. BRANCH ACTIVITIES

The committee noted a report by the branch administrator with appreciation. The process to have a dedicated person looking after branch activities was showing clear signs of stimulating activity at a regional level. Initiatives to start a branch in the Southern Cape were noted with support. The Western Cape reported having received twenty four nominations for branch committee positions.

AGREED:

- a. That the president and Mr Swart continue to encourage branch formation in the Southern Cape. **JS**
- b. The president will call on Mr Thembinkosi Ncube of eThekweni to discuss IERM operations in KZN and in the branch. **DG**
- c. All branches to forward their branch meeting agendas to the branch administrator Ms Wilken to assist with the alignment of the agendas around national strategies and to insert items delegated from the Exco where needed. **PW**
- d. The branch chairpersons to be encouraged to attend Exco meetings. **DG**
- e. To invite each branch to firm up their committee structures and to nominate an Arbor city awards champion. **PW**
- f. To prepare a national events calendar including branch meetings for a year or so into the future. **PW**

[Paula Wilken, Desiree Galant, Johann Swart]

15. RECREATION CONFERENCE

Ms Shernel Wright from North West University provided an overview of progress with the planning of a recreation conference in North West later in June. The expectation is for around one hundred and twenty delegates.

16. ACCREDITATION OF TRAINING

Mr Spies enquired if IERM would be prepared to endorse a range of new training programmes from his University.

AGREED

- a. That Mr Spies provide a template for an endorsement letter to Mr Swart for round robin decision and adoption by the committee. The president to sign the final document. **LS & JS**
- b. To do a survey of courses and planned courses and needs for courses in the industry. **JS**

[Lood Spies & Johan Swart]

17. NATIONAL EXAMINATION BOARD

The secretary advised that a sum of around R80 000 was still present in an old bank account that belonged to the now closed down National Examination Board. The last account signatories have asked for a trust to be created from the money to benefit future entrants into the industry.

AGREED to create a new trust consisting of the funds from the Wafa trust and the NEB funds to be dedicated to professionalisation in the industry by providing educational grants aligned with the professional designations and other learning or developmental opportunities.

The trust deed to protect the original funds but may apply the interest to ward projects in this regard.

[Jean Venter]

18. IERM HISTORY PAGES

The secretary advised that a book on the history of the IERM has been located and will serve as a basis for a short update on the history of the IERM.

AGREED

- a. To expedite the writing up of a summary of the history of the organisation.
- b. To list the honorary members and past presidents on the IERM website.

[Dion Abrahams]

19. DATE OF NEXT MEETING

14 August 2013 in Eastern Cape together with a branch meeting.

[Paula Wilken]

20. CLOSURE

The chairperson then thanked members and closed the meeting.

THUS READ AND CONFIRMED

PRESIDENT

DATE