
INSTITUTE OF ENVIRONMENT AND RECREATION MANAGEMENT



EXECUTIVE COUNCIL

MINUTES

DATE: 16 February 2011

TIME: 10h00-14h30

VENUE: Sandton Library Gardens

Members:

Mr Gert Bam	President	City of Cape Town	Present
Mr Thembinkosi Ngcobo	Past President	eThekweni Municipality	Present
Andre vd Berg	Chairperson INCA	Drakenstein	Present
Ms Desiree Galant	Chairperson W Cape	City of Cape Town	Present
Mr Mark Hazell	Chairperson EC	Rhodes University	Present
Ms Bongiwe Ndlovu	Chairperson KZN	eThekweni Municipality	Present
Mr Patrick Meyer	Chairperson Gauteng	Johannesburg City Parks	Present
Mr David Noha	Chairperson Free State	DWAF	Apology
Mr Johan Swart	Chair Ed & Tr Comm	City of Cape Town	Present
Mr Willie Nel		IFPRA	Present
Mr Jean Venter	General Secretary		Present

1. WELCOME AND APOLOGIES

The president welcomed members present and noted the above apologies.

2. CONFIRMATION OF MINUTES

The council then confirmed the minutes of the meeting that was held on 11 October 2010.

AGREED to indicate in the action note in minute entries those who are responsible for initiating the action.

3. CONVENTION 2010

Members noted financial results of the convention and debated the governance processes around IERM Conventions. It was noted that the LOC was under the impression that the registration fees will be bankable by the IERM.

AGREED that

- a) IERM local organising committees will in future clear event budgets with the IERM Executive Council before proceeding to commit to contracts and disbursements. This can be done by email round robin.
- b) The gap between the registration fees and the on hand surplus indicated in the statements to be investigated by the president elect and the secretariat.

[President Elect]

4. CONVENTION 2011

The secretariat indicated that invitations to host the convention were sent to all metros and aspirant metros, and that eThekweni and Ekurhuleni has shown interest.

AGREED to

- a) Allow municipalities time until end of April to draft proposals to host the convention.
- b) Use financial support as the dominant criteria when evaluating hosting proposals.
- c) Contact Ms Ndlovu to submit papers to the political level for hosting in Durban.
- d) Forward copies of the Cape Town convention report to Ms Ndlovu.
- e) Target early to mid October for the 2011 convention date in Durban.

[Gillian le Cordeur & President]

AGREED to

- a) Start the process to identify hosts at least 18 months before the event.
- b) Add the matter of identifying a president elect on the next agenda.
- c) Add an educational institution host into every three year cycle.
- d) Target the following set of venues for the years to come:
 - i. eThekweni – provisional
 - ii. Unisa – provisional
 - iii. Ekurhuleni – provisional
 - iv. City of incoming President
 - v. Educational Institution

[Secretariat]

Themes and Subthemes

The council then debated submissions received for themes and sub themes for the convention call for papers.

AGREED that the papers committee will combine the tabled submissions of the president elect and of Ms Galant into a suitable theme and sub themes structure. The papers committee was confirmed to be the president and Dr Nel and Ms Galant and Ms le Cordeur. Other subjects to be covered include VIP burials, Integration of planning departments with parks department planning, economic value of parks, and what 21st century cities in a developing country should be.

[Gillian le Cordeur]

5. FINANCIAL STATEMENTS

The general secretary then tabled management financial statements for the year ended December 2010 which were noted.

AGREED to attach a list of paid up members to future agendas.

[Cindy Maree & Ridwaan Seedat]

Members suggested that the association may be over reliant on membership fees and that other sources of income should be explored.

6. SACLAP PROFESSIONALISATION PLANS

Mr Swart advised that the education and training committee met on 9 February and that a list of concerns has been generated which the committee will want to share with SACLAP. A written report on the meeting was tabled. The council then debated the report and the issues involved.

AGREED to

- a) Request inclusion of cemeteries and recreation into professionalisation efforts.
- b) Continue discussions with SACLAP on professionalisation as proposed.
- c) Request a change of name for SACLAP to reflect its new scope.
- d) Request a workshop between IERM and SACLAP Councils.
- e) Forward a copy of the education and training committee concerns to SACLAP.

[Johan Swart & Secretary]

7. LGSETA FUNDING

The secretary advised that the LGSETA has shown interest in funding professional training and similar processes of municipal associations. They are already funding special CPD type events, GCC qualifications and certain training courses for the municipal finance officers and would like to explore options in other associations such as IERM.

AGREED that the secretary & Mr Swart can explore with LGSETA funding for regional training workshops for IERM as well as to get a list of accredited SAQA qualifications if available.

[Jean Venter]

8. IFPRA

The council then debated its relationship with IFPRA and possibilities of expanding membership into Africa. The matter of funding of IERM presidents to attend IFPRA events was also debated.

AGREED to

- a) Part fund (50%) the president to attend the IFPRA conference in 2012.
- b) That budgeted funding for sponsoring presidents to attend IFPRA events must be applied to the sitting president and or incoming president as a rule.

9. BRANCH REPORTS

The next Gauteng branch meeting will take place on 11 March 2011. KZN has spent some time planning a three year programme and will hold an AGM in June. June will be targeted by KZN and W Cape for large regional events. The workshops will target cemeteries, parks and education & training issues aligned with the theme of the national conference.

The Western Cape has had a strategic workshop at which it set a 16 month programme. The branch is planning to produce horticulture best practices manual. The committee is monitoring its own carbon footprint. The branch now has R114 000 in the bank. The branch will forward its event plan to the secretariat for publication in the newsletter and on the website.

The Eastern Cape requested that the Secretariat open a trust account for the branch.

[Adrie da Silva]

AGREED to

- a) Move the IERM Exco meetings around the country to work with local events.
- b) Host the next Exco meeting in Bloemfontein together with a workshop.
- c) Invite the Municipal Manger of Mangaung to dine with the Exco.
- d) Exco at 14:00, Dinner with MM, Branch Workshop 10:00 to 16:00
- e) Hold separate Parks, Rec meetings for first two hours, then plenary.

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- f) Include a presentation from the W Cape branch on how the branch operates.
 - g) Event to be held on 8 & 9 June 2011.
 - h) Publish a note in the newsletter advising of the rotation of the Exco.
 - i) Theme of the plenary workshop to be a roundup of what is happening in the industry.

[Cindy Maree]

AGREED to ask the Gauteng Branch to help establish a branch in the North West Province.

[Patrick Meyer]

AGREE to ask create a focus in the newsletter on special days in the environment and urban environment. Ask the branch chairs for suggestions.

[Dion Abrahams]

AGREED to encourage branches to form mutually beneficial partnerships with private sector entities.

10. COMMITTEE REPORTS

Mr Swart circulated a draft education and training committee mandate document. **AGREED** to confirm the mandate subject to comments from members of the council.

[All Members]

11. NATIONAL BRANCHES

The committee debated the status of the national branches for Recreation and Parks, and **AGREED** to ask the branches for nominations for a national organiser for each of the two branches, to serve on the Executive Council. Representatives from the branches for Recreation and Parks to be invited to the meetings in Bloemfontein. The president to support the effort with a personal letter.

[President]

Minutes of the last Inca committee meeting was circulated to members for noting. The committee is working on a training syllabus for cemetery management for inclusion into horticulture curricula. A cemeteries conference is planned to tie in with the theme of the national conference. Members noted the need for lobby actions to align cemeteries legislation around the country. The Inca website is now interlinked with the IERM website.

12. MARKETING AND PROMOTION

Members debated marketing matters and concluded that the actual activities of the association are its biggest marketing assets. Local events and sharing of local knowledge is essential to the health of the organisation. Events must take place on a regular basis.

Noted that an event marketing service is now available from the secretariat.

AGREED that the secretariat create a website for the Western Cape Branch.

[Desire Galant]

13. YARDSTICK PROGRAMME

Members expressed views that the Yardstick programme is not as valuable as they expected it to be and that other processes such as the blue flag beach programme is proving to provide a better return on investment.

AGREED to

- a) Support the Yardstick programme for the 2011 year.
- b) Dr Nel to present work done on a local parks flag system at the June meeting.
- c) Process to later also include a minimum standards element.

[Dr Nel]

14. DATE OF NEXT MEETING

- 8 June 2011 in Bloemfontein.
- 7 September 2011 – Teleconference.
- Meeting at the Convention.

Members requested the following items in the next AGENDA:

- Entity status of INCA.
- SAFETY in the workplace.

[Cindy Maree]

15. CLOSURE

The president then thanked members and closed the meeting.

THUS READ AND CONFIRMED

PRESIDENT

DATE