
INSTITUTE OF ENVIRONMENT AND RECREATION MANAGEMENT



EXECUTIVE COUNCIL

MINUTES

DATE: 19 March 2013

TIME: 10H00

VENUE: Teleconference

Members:

Ms Desiree Galant	President	City of Cape Town	Present
Mr Gert Bam	Past President	City of Cape Town	Apology
Mr Mashudu Peter Gavhi	Chairperson Parks	Moqhaka Municipality	Present
Ms Chantal Hanslo	Chairperson WC	City of Cape Town	Present
Mr Mark Hazell	Chairperson EC	Rhodes University	Present
Ms Dudu Ngidi	Chairperson Recreation	uMlathuze Municipality	Apology
Mr David Noha	Chairperson Free State	DAFF	Apology
Mr Johan Swart	Chair Ed & Tr Comm	City of Cape Town	Present
Mr. Bishop Ngobeli	Chairperson Gauteng	City of Johannesburg	Present
Mr Willie Nel	Co-opted	IFPRA	Apology
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 THE MINUTES

The committee confirmed the minutes of the meeting that was held on 24 October 2012.

3. FINANCIAL STATEMENTS

The committee reviewed management financial statements for the year ended December 2012 including a breakdown of the 2012 conference costs and revenue. Members were concerned about the costs of the IERM involvement in the Arbor City Awards process. It was also noted that the association is making a deficit for the year under review, which will need to be reversed in the

New year. The secretary advised that the annual financial audit is in progress and that audited statements will be circulated shortly.

AGREED to:

- a. Circulate a reconciliation of the conference attendees.
- b. Discuss the costs of S&T for the Arbor City awards with DWA officials.
- c. List the actual purpose of traveling in the S&T list in the financial statements.
- d. Circulate audited financial statements as soon as they become available.

[Adrie da Silva & Desiree Galant]

4. CONVENTION 2013

Members noted that Stellenbosch municipality has agreed to host the 2013 conference in November but details about sponsorships and venues are still under consideration. The matter will be dealt with by the Stellenbosch municipal council at the end of March 2013. The papers committee will be meeting at the end of April 2013 to consider paper proposals received.

AGREED to:

- a. Re-invite members to serve on the papers committee. (MJ)
- b. Consider getting an overseas speaker to address the convention. (CH)

[Marisa Jacobs and Chantal Hanslo]

5. RECREATION & CEMETERIES CONFERENCES

The secretary advised that the planned recreation conference will now be held on 6 & 7 June 2013 in North West. Tshwane University of Technology has shown interest to participate and to host a similar event in 2014.

AGREED to circulate a date holder invitation to members for the recreation conference.

[Marisa Jacobs]

The committee was advised that INCA is contemplating holding a cemeteries conference later this year. There was no INCA representative present to provide details.

6. KNOWLEDGE BASE

Dion Abrahams from the secretariat reported on various initiatives to solicit content for a central IERM knowledge base.

AGREED to draft and circulate a conceptual framework of the database to members of the committee, for discussion.

[Dion Abrahams]

7. WEBSITE AND NEWSLETTER

Mr Abrahams advised that the monthly newsletter is now in a format suitable for reading on mobile devices.

AGREED that:

- a. The president should be flagged monthly to do short articles for the newsletter.
- b. Mr Abrahams should regularly invite the branches to contribute material to the newsletter.

[Dion Abrahams]

8. FACILITIES GRADING SYSTEM

Ms Galant advised that work is being done at her council to prepare documentation for this project and it will be forwarded to the secretary for further development of the project. The secretary suggested that the project can be an anchor project for the institute and that taking it forward could be a major milestone for IERM.

[Desiree Galant]

9. ORGANISATIONAL NAME CHANGE

Matter to be taken to the next agenda.

[Angela Davids]

10. IERM AWARDS

AGREED to focus on the facilities grading system at this time and to revisit other awards in future years.

11. SACLAP

Mr Swart reported on a number of meetings with SACLAP on the new professional categories for IERM members. Members were concerned about the high cost estimates that SACLAP was indicating for maintaining the registration records for the respective professions. It was noted that the IERM will need to arrange for an adjudication committee to evaluate applications for professional registration, in due course.

The committee thanked Mr Swart for the time and effort put into getting the professionalisation process in place.

12. BRANCH MATTERS

The secretary advised of a pilot project to arrange IERM branch meetings from the national secretariat. The first such event was the March meeting of the Gauteng Branch and three more meetings are scheduled for the branch later in the year.

AGREED that the secretariat circulate a project plan for the branch event organising work to the committee with cost implications indicated.

[Jean Venter]

The Western Cape branch will be meeting again on 18 April 2013 in Worcester. Mr Gavhi advised that the Free State branch was not functioning any more.

AGREED to explore ways by teleconference to initiate meetings of the Free State branch.

[Angela Davids, Peter Gavhi and Desiree Galant & Jean Venter]

13. CONTRACTS

The committee discussed the various contracts it has.

AGREED to:

- a. Obtain a copy of the letter of appointment of Ms Reddy.
- b. That the secretary forwards a copy of the duties and terms of the secretariat to the president.

[Jean Venter]

14. DATE OF THE NEXT MEETING

22 May 2013 at OR Tambo Airport.

AGREED to:

- a. Invite Dr Charle Meyer and Mr Pieter Snyman to attend the meeting.
- b. To give notice ASAP of the meeting.

[Angela Davids]

15. CLOSURE

The president then thanked members and closed the meeting.

THUS READ AND CONFIRMED

PRESIDENT

DATE

