



**THE INSTITUTE of
MUNICIPAL ENGINEERING of
SOUTHERN AFRICA**

**PO Box 8758
Verwoerd Park
1453**

Chairman 083 256 6835
Secretary 082 742 6364
Fax 086 634 5644
E-mail np@imesa.org.za
Webpage www.imesa.org.za

**Minutes of the IMESA Northern Provinces Branch Management meeting held on
Friday 02 February 2018 at the City of Tshwane Centurion Offices (Council
Chambers Caucus 1, c/o Basden and Rabie Streets, Centurion) at 10h00.**

1. Opening and welcome

The Chairperson (**TH**) opened the meeting, welcomed all present, and thanked them for attending.

2. Attendance and apologies

Present:

President : Gavin Clunnie (GC)
Chairperson : Thabo Hlabela (TH)

Members

: Cedric Mphagi (CM)
: Dingaen Mahlangu (DM)
: Marius Vermeulen (MV)
: Moses Maliba (MM)
: Norman Swart (NS)
: Werner Bruhns (WB)
: Basil Jonsson (BJ)
: Ian Mabuza (IM)
: Moeketsi Mohlabi (MM)

Apologies:

Treasurer : Johann Marx (JM)
Secretariat : Chris Etsebeth (CE)
: Obed Kgosiemang (OK)
: Ben Molleman (BM)
: Franz de Lange (FD)
: Leon Naude (LN)
: Vuyani Gxagxama (VG)
: Nick Pretorius (NP)



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3. Bitter and sweet

As part of the day's lunch a celebration was proposed for GC and accepted by the members.

4. Approval of previous minutes

The minutes of the previous meeting was accepted as correct, with spelling corrections, proposed and **CM** seconded.

5. Matters arising from previous minutes

The minutes of previous meeting will be signed by the presiding chairman of the current meeting.

Item 6.4: Elected EXCO and Council members (2016-2018) National

- Norman has been elected on EXCO.
- Nick is no longer on EXCO.

6. New matters

6.1 Year Program for 2018

- **Meetings for 2018 & Technical tour/s**

- **GC** suggested that we do an investigation regarding a good venue for meetings esp. AGM (Get pricing, activities provided, etc.)



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- **TH** Suggested that we need active people to run with 2018 programs.
- **WB** asked if everybody was happy about the 2017 venue and the service that was provided, a unanimous “yes” was received, he also suggested that we look at how other branches conduct their meetings and learn from them.
- 10th May National EXCO and 11th May national council meeting Cape Town.
- 27th July EXCO Durban.
- 29th October EXCO and 30th October council meeting Port Elizabeth.
- **BJ** (Basil Jonsson) to send a template of how they conduct meetings at Ekurhuleni.
- **AGM/Seminar**
 - **GC** informed the group that AGM will be held on 30-31 August 2018 and apologized in advance that he will not be attending the meeting due to other commitments.
 - **DM** to look at possible venues for hosting AGM.



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- **Technical Tours**

- **DM** and **BJ** to look at possible venues Hartbeespoort and the N14/Lanseria (Lion Park) road upgrade as part of Technical tour after the meeting.
 - **WB** to explore an option of visiting north of Pretoria purification plant for technical tour.
 - **CM** suggested that we consider Mbombela (Nelspruit) as an alternative venue for the meetings as it can attract attendance for Mpumalanga members.
 - **TH** suggested 13th of April for the next meeting in Mpumalanga, 8 June Polokwane Limpopo to be facilitated by Cedric, TH suggested 23th November for another meeting in North West, the events committee to facilitate and liaise with **Obed** and **Nick** from Rustenburg.
- Due Date for updates will be 31 March 2018

6.2 2017 Conference LOC feedback (GC)

- 17th January 2018 meeting was held
- 1.5m to 1.7m profit was made.
- 27k in the kitty
- Conference had ups and downs but in general it was good
- Next conference 31st October to 2nd November 2018 in PE



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6.3 Budget planning (TH)

- Currently R240k within branch which needs to be ploughed back to members. The following proposals were accepted in principle:
 - Clothing for branch management.
- **NS** and **WB** to make proposals for clothing items, **JM** to be part of budget approvals.
- Projector and A/V system (including a presentation pointer) was procured early 2017

6.4 Working groups for branch management

Stand Over

7. Succession planning

7.1 Vice chairperson

- **TH** discussed his intention to groom CM to take over from him as chair.
- Vice-chairperson to be active and familiar with IMESA and must be on National Council. Gugu Ngubane of City of Ekurhuleni was proposals as candidate to be nominated for Management.



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7.2 Secretariat

DM to take over from Chris but may still work with Chris as his assistant depending on his availability.

Rona, DM and TH to follow up with Chris (CE) to find the corrected minutes of 2016 that were corrected at 2017 AGM.

7.3 Administrator

Rona made a comment that she may be traveling down to the Eastern Cape but will still perform her duties

7.4 Members

NS made a comment that a preparation should be made for his transfer to the Southern Cape in the near future.

GC asked that **TH** checks if treasurer will stay on or not, if not **MM** will take over.

NS to talk to Gugu Ngubane to find out if she can be an additional member.



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8. Branch EXCO and delegations

- Branch EXCO (BEXCO) to consist of chairperson, vice-chairperson, secretariat, vice-secretariat, treasurer and 1 additional management member.
- **TH** commented that we keep with the Status Quo BEXCO.

9. Bank signatories

Stand Over.

10. Size of branch management

It was agreed to consider reducing Management.

11. EXCO feedback

- **GC** suggested that **IM** as a graduate to be nominated as member of the council, he also informed the meeting that the EXCO will be reduced from 19 to 11 members as EXCO can be restructured without amending the constitution. He made comment that according to the constitution 1 representative per 20 members that make a council size 48/50 and this size needs to be reduced and a small operations portfolio needs to be created to work on that.



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- **NS** to do presentation at the next EXCO. Also proposed that a paper be presented at the PE conference.

12. Elected branch members on National Council (2016-2018)

- **GC** proposed to take extract from EXCO meeting to minute.
- Gavin President
- Thabo
- Dingaen
- Leon (EXCO)

13. Elected National EXCO members

- GM Clunnie
- N Swart
- WAC Bruhns
- L Naude

14. Municipality contact details

- Rona to update the list especially Mpumalanga list.
- **WB** every town from all municipalities must be updated.

15. Liaison with Universities feedback

From previous minutes certain members were tasked with liaising with specific universities



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- **TH:** University of Pretoria.
- **GC:** Wits University, University of Johannesburg, UNISA
- **GC** to arrange to additional trophies.
- **MM:** Vaal University of Technology.
- **TH:** Confirm dates for students awards (**GC** to help)
- **MM:** To follow up on trophies for VUT.
- **GC:** We still need three more trophies.

Process for handing the trophies to be as follows:

Hand trophy to the winner, get a photo while shaking the winner's hand (This will be published on the website). Cash can be organized through Johann Marx (**JM**). Winning students will receive R2000 vouchers.

16. Election of Seminar organizing committee

As minuted in the previous minutes.

17. Fellow nominations (Email)

- **Rona** has a list from **GC** for fellow nominations: -

<u>Name:</u>	<u>Member No.</u>	<u>Category:</u>
Mr. C J Brooker	(B51)	Professional
Mr. J Fanoy	(F121)	Professional
Mr. M Braune	(B486)	Professional
Mr. M H Kannenberg	(K188)	Retired Professional
Mr. J C Karemaker	(K564)	Professional
Mr. J Louw	(L238)	Professional



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- **WB** suggested that we look at options to attract new members through presentation of courses and maybe consider commitment fee.

18. Closure

The chairperson thanked all for the inputs and efforts.

The meeting was closed at 12h30.

Thabo Hlabela

Chairperson: IMESA: Northern Provinces Branch