

NATIONAL EXECUTIVE COMMITTEE

MINUTES

RANDBURG – 28 AUGUST 2009

Ms	DG	Maseko	President	Present
Mr	K	Mpungose	Vice President	Present
Mr	MG	Setsisho	Past President	Apology
Mr	G	Ngesi	Eastern Cape	Resigned
Mr	LD	Tsotetsi	Free State	Resigned
Mr	HJ	Labuschagne	Gauteng	Present
Mr	V	Mavuso	Gauteng	Present
Ms	IM	Maokamela	Limpopo	Apology
Mr	A	Luruli	Limpopo	Present
Mr	T	Kubheka	Mpumalanga	Apology
Ms	S	Mnisi	Mpumalanga	Present
Mr	P	Mapulane	North West	Apology
Mr	M	Nkosi	KwaZulu Natal	Apology
Mr	S	Nkehli	KwaZulu Natal	Apology
Mr	L	Mdunyelwa	Western Cape	Present
Mr	JDJA	Brand	Western Cape	Present
Mr	JP	Venter	Secretariat	Present

1. WELCOME AND APOLOGIES

The President welcomed members present and **NOTED** the above apologies. The President **NOTED** that a quorum was present.

2. READING AND CONFIRMATION OF THE AGENDA

The Committee confirmed the agenda with additional items.

3. READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The Committee confirmed the minutes of the meeting that was held on 5 June 2009.

4. MATTERS ARISING

4.1 IMDS

The Committee **NOTED** that the IMDS (Section 21 Company) was historically provided with seed capital of R500 000 from the iLGM and an executive officer, but that the entity only hosted one training event and that the executive officer was retrenched when the seed capital was exhausted. The listed directors of IMDS are no longer related to the iLGM. The matter of what to do with the IMDS structure was referred to the next NEC Meeting. The President advised of her intention to consult with Dr Matubula on the legalities surrounding the use of the IMDS structure to generate commercial revenue for the iLGM. Mr Labuschagne suggested that it may have merit to rather engage SOLACE and others to solicit funding for iLGM than to pursue risk bearing commercial ventures.

AGREED to use one of the month-end iLGM breakfast workshops as a platform to review quality management options for Local Government with specific reference to quality of work provided by subcontractors.

[Action: Secretariat: MB]

AGREED to request that Dr Matubula comment on the legalities for municipal managers to be involved in the establishment and control of commercial structures, which are promoted by a municipal association such as iLGM, as suppliers to Municipalities.

[Action: President]

AGREED that the Vice President will advise the firm TQM that the iLGM regards TQM as a supplier of Quality Management Services to municipalities and that iLGM is prepared to engage with TQM on that basis, and on terms that are similar to those applicable to other industry suppliers.

[Action: Vice President]

4.2 DR WERNER ZYBRANDS

AGREED that the Executive Officer contact Dr Werner Zybrands to apologise for a historical issue relating to a letter that Dr Zybrands wrote to the iLGM some years ago that was not responded to, and to ask for a copy of the letter.

[Action: Executive Officer]

5. PROFESSIONALISATION

The Executive Officer advised that a meeting of Cape based NEC members will be held in Cape Town on 3 September to deliberate on a framework for a Peer Review system and accreditation for municipal managers. The Committee considered the role of that meeting as well as recommendations of the iLGM strategic meeting that was held on 27 August 2009.

AGREED to establish a committee to be known as the iLGM Professionalisation Committee to consist of Messrs L Mdunyelwa, JDJA Brand, The President Ex Officio, The Vice President Ex Officio, Mr V Mavuso, Dr Mathabula, Prof Schwella and Dr Zybrands. Mr L Mdunyelwa to chair the committee. The initial mandate of the committee is to draft a skills and professionalisation framework for Municipal Managers in South Africa, and to agree this framework with the iLGM NEC. The Vice President to

initiate discussions with SALGA, and LGSETA to solicit their support for the framework and its implementation. Mr Mdunyelwa to discuss to professionalisation process with DPLG for their support. The framework to be finalised by mid September and the consultation processes to be concluded by the time of the 2009 iLGM Conference and AGM.

[Actions: Mr L Mdunyelwa, Secretariat & Executive Officer, Vice President]

AGREED to use one of the iLGM month-end breakfast events in Johannesburg to host a briefing and debate on Public Administration Management education arrangements in South Africa.

[Action: Secretariat]

6. FINANCIAL POSITION

The Secretariat tabled a cash-flow report for the months June and July 2008, which was NOTED.

AGREED to add to the creditors list a short description of the debts referred to.

[Action: Secretariat: AdS]

The Executive Officer to pursue the collection of any monies that was identified in the forensic audit report as collectable from parties mentioned in the report. The President and Mr Mavuso to meet with the forensic auditors to discuss the report.

[Action: President, Mr Mavuso and Executive Officer]

The Committee confirmed that it has historically allocated the following portfolios to NEC members:

- Governance and Legislation: Mr A Luruli
- Finances and Audit: Mr JDJA Brand
- Creditors and Tax: Mr G Setsisho
- Performance Management: Mr L Mdunyelwa and the President
- Papers Committee: S Mnisi

AGREED to reconcile financial report on the Nelspruit conference that was submitted to the NEC meeting in Musina, to the invoices that was submitted to the iLGM by the event venue company.

[Action: Secretariat]

AGREED to send copies of the branch membership lists for unpaid members to the Branch Secretaries for following up of outstanding membership fees.

[Action: Secretariat]

7. ORGANISATIONAL RISKS REVIEW

The committee debated the key risks to the organisation and identified a low delegate turnout at the convention, creditors and claims from SARS as the most eminent operational risks that requires management.

AGREED that all members of the NEC must ensure that their organisations are well represented at the 2009 annual iLGM conference.

8. CONFERENCE 2009

The Executive Officer advised that the Papers Committee had met and that a conference programme was compiled. The secretariat is following up on various programme components and that a publishable programme is expected in the next two weeks. The committee **NOTED** a summary of the conference budget.

AGREED to ask Mogale City to consider moving the conference to the Mogale City Hall to help reduce the overhead costs and risks of the event. The tours to be cancelled if external funding cannot be found. The event organisers to ask the district municipality to consider sponsoring the Gala Dinner. The provincial Government and DBSA may also be prepared to consider sponsorships.

[Action: Secretariat: MB]

AGREED that the Papers Committee can allocate chairpersons for the conference commissions and that all attending NEC members should be considered for these roles.

[Action: Papers Committee]

AGREED that Mr Mavuso will be the central information officer for the conference.

[Action: Mr Mavuso & Secretariat: MB]

9. PUBLICATIONS

Mr Mavuso reported on the iLGM electronic bulletin and requested that all NEC members consider contributing news items to the bulletin on a regular basis.

The Executive Officer advised the committee that he has notified the publisher of Management Pulse Magazine that the publishing Memorandum of Understanding that was due for review in June 2009, between Trans Atlantic and the iLGM, will not be renewed by the iLGM.

AGREED not to pursue further publishing arrangements with Tans Atlantic for the publication of Management Pulse.

10. BRANCH AFFAIRS

AGREED that the Executive Officer will advise all branches of the process to elect new Provincial Executive Committees.

[Action: Executive Officer]

11. MONTHLY BREAKFAST EVENTS

The Executive Officer advised that the secretariat is planning a breakfast event for iLGM at the end of every month, except November and December, with a special speaker on a pertinent issue for Local Government. **AGREED** to support the initiative of the Secretariat for a monthly breakfast event.

AGREED to advise the NEC members of the dates for the breakfast events to allow members to book out the dates long in advance.

[Action: Secretariat: MB]

12. iLGM MUNICIPAL MANAGEMENT HOTLINE

The Executive Officer advised that the Secretariat has created a governance complaints line system on a dedicated website (hrin.squarespace.com) based on the website known as hellopeter.com that has comparable objectives. The President suggested the creation of such a hotline system to allow suppliers and other stakeholders to report suspected breaches of governance processes at municipalities.

AGREED that the hotline needs to be cleared with SALGA before implementation.

[Action: Vice President]

13. PATRONS GROUP

The Executive Officer advised that PriceWaterhouseCoopers has signed the Patrons Group agreement, and that signed agreements are expected from Microsoft, Santam, FNB and ABSA in the near future.

AGREED to circulate a copy of the updated Patron Group agreement and motivation letter to members of the NEC. (the agreement was tabled at the previous NEC meeting)

[Action: Secretariat: MB]

AGREED to draft a small “value for me” document that we can provide to members, post on the website, which can be used to convince prospective members of the value that iLGM membership holds for them.

[Action: Secretariat: MB]

14. SOLACE

AGREED that the Executive Officer will re-establish links with SOLACE and other international associations that iLGM traditionally linked up with.

[Action: Executive Officer]

15. NON ATTENDANCE OF NEC MEETINGS

NOTED that NEC members Messrs Tsotetsi and Ngesi have resigned from their Councils. **AGREED** that Mr Luruli will follow up with the Eastern Cape and Freestate Branches to nominate new representatives to the NEC.

[Action: Mr Luruli]

AGREED that Mr Luruli will check the constitution for clauses about the non attendance of NEC meetings. The Secretariat to do a schedule of NEC members and NEC meetings indicating the attendance, apology and absence status of individual members.

[Action: Mr Luruli & Secretariat: CM]

16. PROGRESSIVE WOMAN’S MOVEMENT OF SOUTH AFRICA

The president advised of the formation of a new woman’s movement and invited the iLGM to support the new organisation.

AGREED to join the Progressive Woman’s Movement of SA with kind sponsorship of the President. The President to maintain links with the new organisation.

17. iLGM WOMAN'S CONFERENCE 2009

AGREED that Ms Mnisi obtain proposals from the various interested municipalities in KZN for the iLGM Woman's Conference in 2010 and advise the NEC in this regard.

[Action: Ms Mnisi]

18. iLGM STRATEGIC WORKSHOP 27 AUGUST 2009

The committee then considered daft resolutions emanating from the NEC workshop that was held on 27 August 2009, and **AGREED** as following:

18.1 EXECUTIVE COACHING PROGRAMME

AGREED to implement an executive coaching programme for the iLGM during the month of September. The secretariat to invite members to register as coaches with the iLGM. Once a significant number of coaches have been secured, the service can be advertised to members.

[Action: Secretariat: MB]

18.2 STAKEHOLDER ENGAGEMENT

AGREED that the secretariat with assistance of members develop a matrix of Local Government stakeholders, committees and strategic contact persons, for updating by the NEC members. Once the matrix is completed, the NEC will nominate members to serve on, or liaise with, these stakeholders, with the intention of maintaining a permanent strategic involvement. This process to be completed by the next NEC meeting.

[Action: Executive Officer]

18.3 BRANDING OF THE ILGM

AGREED to consult with members of the iLGM at the next AGM on the branding of the iLGM.

AGREED to develop a new membership welcome pack for new members, containing welcome gifts from the Patrons Group or other sponsors, as well as an outline of the available services of the Institute.

[Action: Secretariat: MB]

18.4 BRANCH STRUCTURES

AGREED to ask that the Branches elect a "branch organiser", when calling for Provincial Executive Committee election nominees. The NEC to implement a district representative system. Both issues requiring changes to the constitution.

[Action: Mr Luruli & Executive Officer]

18.5 SALGA

AGREED that the President will engage SALGA to formalise the relationship between SALGA and the iLGM, ask for the re-establishment of the SALGA Technical Committees, and to secure reciprocal representatives. These actions to be completed by the next NEC meeting.

[Action: President]

19. MEETING DATES

Mogale City prior to the Conference in November 2009.

20. CLOSURE

The President then thanked members and closed the meeting.

Thus read and confirmed

President

Date