

1. Welcome

Tebogo welcomed all delegates present on the second day of the conference, expressing hope that everyone is well-rested and wishing them a productive day ahead.

2. Apologies

GIMPA send their apologies.

3. Minutes of the 2024 Annual General Meeting

The minutes of the 2024 Annual General Meeting of the ITS Integrator User Group held on Tuesday, 05th March 2024 at Sun City Convention Centre, North-West, South Africa, and the Agenda for this meeting, are included in the on-line Conference booklet.

The minutes were approved without changes:

Proposed: Beauty Mutheiwana (UNIVEN)
Seconded: Azwinndini Mulaudzi (UNIVEN)

4. Matters arising from the Minutes not dealt with on the Agenda

There were no matters arising.

5. Chairperson's Report - Me Tebogo Makhambeni

The full report is available on the ITSUG website.

Few highlights are to be noted from the Chairperson's report:

Overview of Executive Committee Activities

- Multiple meetings were held to identify strategic priorities and focus points for the 2025 conference.
- A collaborative meeting with Adapt IT was held to reflect on the 2024 conference.
- SWT workshop was also addressed

ITSIUG Administration, Coordination, and Governance

- Operational office maintained full operational capacity, upholding governance, and accountability standards.
- Thanks to the User Group representatives for their support with the registration process.

Technology Improvements

- Introduced a scanning process to ensure a seamless 2025 onsite conference registration.
- A new program was implemented that allows Representatives to amend delegates' details after registration.

Finance

- ITSIUG's financial status remains healthy due to diligent management and growth in membership and conference attendance.
- Auditor's Report is available on the ITSIUG website, confirming satisfaction with financial records.
- We appreciate Bobby's contributions to technological advancements and his excellent financial management.

Specialist Working Team (SWT) Workshops

- Asset Management a three-day workshop was held to address challenges within the ITS Asset Management system.
- Representatives from various institutions and Adapt IT attended.
- Topics: Depreciation calculation, space management, asset verification tools, and asset impairment.
- Adapt IT provided comprehensive feedback; Ms. Deliwe Masilela in Session 32 will present this.

Conference 2026 Venue

- The Conference will take place at Sun City Convention Centre, North-West province, from 8-10 March 2026.
- EXCO will explore additional venues for future events.

Executive Committee (EXCO) 2025/2026

The current EXCO will continue to serve until the next nomination cycle.

General Members:

- Ms. Karen Cupido - Sol Plaatje University
- Mr. Tshililo Ramovha - University of Limpopo

Vice Chairperson:

- Mr. Sulaiman Maeresera - West Coast TVET College

Chairperson:

- Ms. Tebogo Makhambeni - University of Venda

Standing Appointed Members:

- Mr. Pravie Govender (Adapt IT - Company Representative)
- Mr. Bobby Bezuidenhout (Treasurer, VAT Administrator,

and Webmaster)

- Ms. Bella Lamprecht (Administrator and Events Coordinator)

6. Changes to the Constitution

There are no recent changes to the Constitution for consideration.

7. Urgent Matters

None

8. General

There were no items tabled.

Tebogo extended heartfelt gratitude to the Adapt IT directorate, executive members, the marketing team, and all Adapt IT staff for their collaboration with the User Group EXCO. A special thank you was also given to the EXCO committee for their dedication and hard work.

Tebogo encourages attendees to network throughout the conference.

With no further matters to discuss, the meeting closes at 08:54 on Tuesday, 11th March 2025.

SIGNED

Chairperson: **Date:**