1. Welcome

Tebogo extended a warm welcome to all UG representatives and introduced a new representative, Dr. Quenn Ambe from UWC.

2. Apologies

Apologies: Lance Pillay (CUT)
Proxy received. (UNAM/CPUT/Te Kura/Botswana Open University/NMU)

3. Minutes of the 2024 ITSIUG Committee Meeting

The minutes of the ITSIUG Committee meeting held on Monday, 14th 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.

Proposed: Monale Tabane
Seconded: Louis Fourie

Changes were made to the delegates registration program to facilitate updates and modifications. Bobby presented special gifts to the representatives who utilized the new development during the 2025 registration process.
- Louis Fourie (UJ)
- Michelle Muller (CPUT)
- Tshililo Ramovha (UL)

4. Matters arising from the Minutes not dealt with on the agenda
None

5. Adoption and Confirmation of the Agenda (any additions)

Proposed: Sandra Raubenheimer (Northlink)
Seconder: Juanita Williams (Vuselela)

6. 2025 Conference Matters

6.1. SWT(specialist working teams) Workshops

The Asset SWT workshop was held from 29 to 31 July 2024 and was attended by various invited institutions. The workshop proved to be highly valuable and informative.

During session 32, Deliwe Masilela from TUT presented a detailed report to the delegates. The complete report is also accessible on the ITSIUG website.

Regarding the development process by Adapt IT, some programs are expected to be completed by the end of June 2025, with the remaining programs finalized by the end of 2025.

6.2 SWT Workshop Requests - 2025/2026

No new requests received

7. Changes to the Constitution

No changes

8. Venue for Conferences 2026

2026 Venue Cost Presentation by Pravie Govender
Pravie Govender explained the evaluated venues and the costs of the venues:
- Century City Conference Centre
- Sun City Convention Centre

Costing Comparison

	Century Costs	Sun City
2026 - From Friday 6 March 2026 - Wednesday 11 March 2026	R3 150 000,00	R1 922 259,00
Less: Cocktail Function	R0,00	
2026 Accom Exco	R100 000,00	R168 584,00
Multimedia + Stage	R500 000,00	R500 000,00
Total	R3 750 000,00	R2 590 843,00
Vat	R562 500,00	R388 626,45
Total Incl. Vat	R4 312 500,00	R2 979 469,45
Gift per delegate	1300	1300
Number of Delegates	600	600
Cost per Delegate	R7 187,50	R4 965,78
Gift per delegate	1300	1300
Total Cost per Delegate - 2026	R8 487,50	R6 265,78
Delegate Cost 2025 + 10% Escalation	R6 380,00	R6 380,00
Difference	R2 107,50	-R114,22
Delegate Fee 2025	R5 800,00	R5 800,00

Proposed and approved venue for 2026: Sun City Convention Centre

9. Financial Report

Feedback by Bobby Bezuidenhout:

Audit statements are accessible on the ITSIUG website. The financial year concluded in December 2024. Auditors have raised concerns about transactions spanning two financial years. Institutions are advised to review their internal processes when requesting quotations and ensure that their budgets account for ITSIUG costs.

Another concern raised by the auditors is the large number of transactions per institution. When requesting quotations, ensure clarity on whether they should be issued per department or per institution. There have been instances where quotations and invoices were processed, only to be canceled and re-issued

10. Election of the Executive Committee (EXCO)
   The current term will end in 2026

11. General
   11.1 Honorary Members:

Tebogo explained that the Honorary Member concept existed in previous years, with the last updated list in 2013. She noted that this gesture was a way to recognize individuals who significantly contributed to the User Group. These individuals, or their institutions, did not pay registration fees. While the individuals themselves did not benefit from this process, their institutions did.

Due to the list not being kept up to date, EXCO communicated to active honorary members that the Honorary Membership process would be discontinued due to the lack of proper information, definitions, and processes.

The reason for discussing this today is that the current EXCO wants to report to the Committee before making any changes or canceling any processes. Currently, there are no guidelines on how to manage and identify honorary members, and the ITSIUG Constitution does not reference this concept.

Juanita Frans (NUST) explained that the concept of honorary members was initially discussed during the EXCO planning meeting for the 25th anniversary of the User Group, with the aim of honoring individuals who have contributed to its development.

Tebogo inquired whether the committee believes the Honorary Member concept should continue. She mentioned that EXCO supports the idea but emphasized the need to establish guidelines for selecting honorary members.

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The meeting requested EXCO to draft a proposal outlining the structure. The proposed guidelines will be presented at the 2026 UG Committee meeting for approval and subsequently at the 2026 AGM.

11.2 Registration of delegates for ITSIUG Conference:

Pravie emphasized the critical nature of delegates' registration data. Representatives are urged to ensure that the registration information is accurately completed. Incorrect data results in continuous data cleanup efforts.

11.3 Request to Include Discussion Groups in ITSIUG Program

There has been a request from Monale Tabane (VUT) to reintegrate discussion groups into the ITSIUG program. Tebogo mentioned that an email was sent in July 2024 soliciting input for the program, including:

- **Track Sessions**: What specific topics or themes should be addressed in the track sessions?

- **ITS Systems**: Are there any features or systems related to ITS that should be incorporated or utilized more effectively?

EXCO will consider the inclusion of discussion forums when finalizing the 2026 program.

11.4 Proposal to Share Delegate Information

Louis Fourie (UJ) suggested seeking consensus to share delegates' email addresses, job titles, and responsible systems on the ITSIUG website. EXCO will include a question during registration to obtain delegates' consent for making this information available.

11.5 Proposal to provide complimentary soft drinks at Monday evening function.

A proposal that delegates will be offered complimentary soft drinks in place of alcoholic beverages. Those who wish to consume alcohol may purchase it individually.

This proposal will be reviewed and discussed by EXCO.

With no further matters to discuss, the meeting closes at 16:46, Tuesday, 10th March 2025

SIGNED

Chairperson: .... **Date:** ....