

**1. Welcome**

Juanita welcomed all present and those joined in virtually and asked if there were any items to be added under General.

**2. Apologies**

No apologies were received.

**3. Minutes of the 2020 ITSIUG Committee Meeting**      *Annexure 1*

minutes of the ITSIUG Committee meeting held on Monday, 9 March 2020 at Emperors Palace Conference Centre, Johannesburg, South Africa, and the Agenda for this meeting are included in the on-line Conference booklet.

The minutes were accepted without change.

Sanele Mngadi (MUT)

Louis Fourie (UJ)

**4. Matters arising from the Minutes not dealt with in the agenda**

None

**5. Report back on Requested SWT Workshops for 2020/21**

**5.1. iComms - Proposed: Annelie Don (UNAM)**

This SWT was not approved. EXCO have liaised with Annelie Don (UNAM), and it is still with UNAM to provide further feedback. They will wait for the feedback from UNAM before submitting to Adapt IT for further deliberation and taking it to the next phase.

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**5.2. Routing System - Proposed: Greg Saunders (NMU)**

This SWT was not approved. Adapt IT will enhance what they have now, and new developments will be done on INT 5 Routing will be on the roadmap to be developed on INT 5

**6. SWT Workshop Requests - 2022/2023**

User Group Representatives to complete the “Request for SWT” form, available in hard copy at the Conference office (Hall D) or request that the ITSIUG Administrator & Events Co-ordinator email a digital copy. Completed Request Forms to be handed in at the Conference Office, prior to the end of Conference.

**7. Conference 2022 matters**

Members may table matters pertaining to the planning and implementation of Conference 2022 for discussion.

**7.1 Louis Fourie:** They only know about the Hotel accommodation changed on arrival. No communication regarding change in breakfast venue.

Juanita reported that the reason for the last-minute changes in accommodation was because the Hotel (original) was under Covid quarantine.

Juanita apologizes for the late communication regarding the breakfast arrangements, but accommodation communication was in the hands of the hotel as all delegates book directly with hotels.

**7.2 Alois - Online Connectivity**

Bobby reported that most online connectivity issues were isolated. The reason can also be due to university network/connectivity. Multiple sessions open at the same time, could also be a reason for the clash. Will discuss this with Multi-

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Media.

Another reason for the connectivity problems was due to the spelling of email addresses. A problem occurs when email addresses were uploaded to the system. The system was closed to stop uploading information.

Dierdre suggested that we must have one stream, the user can join when they want. Bobby agreed that this is a very good suggestion. That will be considered if we need this for future conferences.

- 7.3 Sipiwe indicated that users want to have one on one meetings with Adapt IT staff but this year lesser delegates from Adapt IT attended the conference and these meetings wasn't possible.

Pravie reported that 40 staff from Adapt IT attended but Adapt IT must also take number of clients that will attend the conference into account especially due to Covid regulations/numbers per venue.

## 8. Changes to the Constitution

None

## 9. Venue for Conferences 2024

The 2022/23 Executive Committee will consider possible Conference Centre's and suitable Accommodation in Gauteng for consideration. EXCO will confirm possible venues.

### Venue for Conference 2023:

The 2022/23 Executive Committee will consider Conference Centre's and suitable Accommodation in either Windhoek or Swakopmund, Namibia

Pravie and Juanita visited possible venues in Namibia. Different options of transport and accommodation are available in Namibia.

EXCO will confirm all the detail.

## 10. Urgent matters

User Group Representatives are requested to table any urgent matters for consideration.

In the absence of Ann Jack - let's take a minute to say goodbye to Ann Jack . 'Jack of all trades' ... After 15 years of dedicated service to the UG community and EXCO as the Administrator and Events Co-ordinator Ann's contract came to an end, and she will now enjoy retirement in full. Yes, a task where Ann had served with so much pride, loyalty, and devotion and a being a friend to all.

EXCO and the User Group Member community wish to express our profound gratitude for her exemplary service and contribution to the ITS UG platform, above and beyond.

During her entire tenure she has been a pillar and will be sorely missed at UG. Our sincere gratitude and respect for her priceless efforts and contributions to UG. From my side as chairperson, it is an absolute pleasure to have befriended her... "may the Light of the Lord shine on you and yours, always...."

The Chairlady re-introduce Bella Lamprecht, no stranger to this community joint EXCO as the Administrator and Events Co-ordinator. Bella was welcomed by the meeting.

- Alois wanted to know if Ann received a gift of appreciation for her dedication to the User Group.

EXCO confirmed that all compensation obligation etc. and goodwill for Ann's contribution to User group in general was settle and Ann was invited to this conference but could not make it. As was mentioned in the Chairperson Welcome AGM speech and concluded in this meeting.

EXCO and the User Group Member community wish Ann and her family happiness and most of all good health and prosperity

## 11. ITS Integrator User Group Committee

The current Constitution states that a EXCO members will be in office for 2 years. (Conference to conference) What will happen if there is again any interruption (like this pandemic) where there were no Conference held in that year or year after.

*Question to EXCO:* Does (conference-to-conference) mean if NO conference, the term also pauses. Mr Alois Fledersbacher indicate this is an EXCO operational matter and need to be handle in that way and just need to inform UG Reps on way forward. (Carried forward)

## 12. Election of the 2022/2023 Executive Committee (EXCO)

Pravie as the electoral officer took the floor to conduct elections:  
Current portfolios available

- **Chairperson Juanita Frans term ended, and no nominations or elections needed:** In terms of the Constitution, the current Vice Chairperson (Chair Elect) will take the chair for the next two (2) year term in office.
- Second Term of Cedric Stevens also ended.
- The 1<sup>st</sup> term of Tebogo Thantsa in the position **ended**.

### 12.1 Eligibility of Current Members

**Note:** In terms of the Constitution: one member must be from the TVET sector

### 12.2 Election of the 2022/2023 Executive Committee (EXCO)

The members were requested to submit nominations for the EXCO committee.

Juanita asked Alois Fledersbacher(UNAM) since next conference will be in Namibia if he is willing to stand and EXCO committee

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member, but Alois indicated that he is not available.

**Derrick Gordon** and **Karen Cupido** indicated their willingness to stand for EXCO.

The following members were elected and confirmed to the 2022/2023 EXCO committee:

- 12.2.1 Chairperson - Lebogang Letlhake(Taletso TVET)**
- 12.2.2 Vice-Chairperson (Chair Elect) - Tebogo Thantsa (UNIVEN)**
- 12.2.3 General EXCO Members -**  
Derrick Gordon (PE TVET)  
Karen Cupido (Sol Plaatje University)
- 12.2.4 Co-opted Member: The meeting agreed to co-op Juanita Frans (outgoing Chairperson) to stand in as a Co-opted member to EXCO to assist with the 2023 Namibia conference. Juanita accepted to assist with Namibian conference.**

Juanita declares the election free and fair.

### **13. General**

- 13.1** Juanita emphasized that the new approved EXCO structure has proven to be a win receipt, where the Vice-Chairperson run with the current Chairperson for 1 term, transfer experience/processes to the Vice chairperson who become automatically after that term Chairperson elected.
- 13.2** Juanita thanks everybody, sincere appreciation to UG Representative, for their valued support and collaboration with the Executive Committee.

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To the current ITSUG EXCO team (Pravie, Cedric (absence), Ann (absence) , Tebogo, Lebo, Bobby, (Adapt IT marketing team) included in this thank you) – Juanita thanks all of them for their awe-inspiring contributions and support during her tenure, “I thank you all, for the trust ...the privilege to lead”

- 13.3** To the incoming EXCO committee members: They must always remember “you are braver than you believe, stronger than you think ...”

Hence, the executive committee wish each delegate a thought-provoking and rewarding conference experience and that they will return to their Institutions to share the knowledge gained with other colleagues not so fortunate to have attended this year’s event.

With all of that said... enjoy this year’s conference...

With no further matters to discuss, the meeting closed a 17:35 on Monday, 28<sup>th</sup> February 2022

**SIGNED**

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