

1. Welcome

Juanita welcomed all online and present delegate to the first time offering a HYBRID conference, with 250 On-site and 120 Virtual Delegates from 30 unique institutions in attendance. a ‘rowdy’ but graceful 2 years passed without a 2021 conference, where the pandemic has ravaged the world, damaged economies, and many of us have lost loved ones and a minute silence to remember UG colleagues and friends, whose seats are empty this year, some due to retirement... well wishes to those fortunate... Empty seats due to untimely death ... **may their souls rest in eternal peace.**

2. Apologies

Apology received:
Trevor Maistry (UKZN)

3. Minutes of the 2020 Annual General Meeting

The minutes of the 2020 Annual General Meeting of the ITS Integrator User Group held on Monday, 10th March 2020 at Senate Room, Emperors Place Conference Centre, Johannesburg, South Africa, and the agenda for this meeting, were included in the on-line Conference booklet.

The minutes were approved without change:

Proposed: Derrick Gordon (Port Elizabeth TVET College)
Seconded: Louis Fourie (University of Johannesburg)

4. Matters arising from the Minutes - not dealt with in the Agenda

There were no matters arising

5. Chairperson’s Report - Mrs. Juanita Frans

The report will be available on the ITSUIG website.

1. The Chairperson did give an overview that all is track on the **Executive Committee Activities, Administration and Governance** and highlights and challenges of the 2020/21 year.
2. **She** again advocated EXCO’s willingness to fund proposed Specialist Working Team workshops (SWT’s), which would enhance the

functionality of the ITS Integrator system and will lead to best practice principles.

3. The collaboration between the UG EXCO and Adapt IT, towards ITS System improvement, as per MOU signed at UG 2020 (**roadmap and delivery timeline of development suggested**) to again re-assure and pledge partnership and collaboration and it was report that from the 140 outstanding ITS System development coming from previous UG, SWT and workshop development request etc. 120 was delivered and only 20 left on roadmap. Further detail on this to be reported on the SWT's feedback sessions as per our programme. Delegates were also encouraged to visit the Adapt IT Support website as all announcement of programme changes will be on there.
4. The meeting was informed that Ann Jack's contract ended, and in her absence, sincere gratitude and respect for her priceless efforts and contributions to the UG community and EXCO as the Administrator and Events Co-ordinator.
5. Bella Lamprecht, no stranger to this community joint EXCO as the Administrator and Events Co-ordinator, and she was welcomed.

6. Executive Committee (EXCO) 2022/2024

Succession plans as was approved at 2020 UG was successfully put in place, and new committee as elected at User Group committee meeting Monday 28 Feb 2022 at 15:30:

Incoming Members:

1. Chairperson: Lebogang Letlhake (Taletso TVET College)
2. Tebogo Thantsa (University of Venda - UNIVEN) as Vice-Chairperson
3. Derrick Gordon (PE TVET) - General Member
4. Karen Cupido (Sol Plaatje University) - General member
5. Co-opted Member - Juanita Frans

Outgoing Members: Gratitude for dedicated service to the UG community and EXCO.

1. Cedric Stevens (University of Fort Hare - UFH) as General Member

2. Juanita Frans Namibia (University of Science and Technology - NUST) as Chairperson. Juanita was co-opted to serve on EXCO to assist with 2023 conference as it will be in Namibia her hometown.

Standing appointed members:

1. Pravie Govender (Adapt IT - Company Represented)
2. Bobby Bezuidenhout (Treasurer and Webmaster/IT guru)
3. Bella Lamprecht (Administrator and Events Coordinator)

7. Financial Report - Mr. Bobby Bezuidenhout

The Statement of Income and Expenditure for the period 01 January 2020 and 2021 to 31 December 2020 and 2021 were included in the on-line conference booklet.

The Financial Statements were duly approved and made available on the ITSUG Website.

Proposed: Karen Cupido (Sol Plaatje University)

Seconded: Patrick Zungu (University of Zululand)

8. Changes to the Constitution

No new changes were tabled.

9. Conference 2023 Venue

Namibia has been booked for Conference 2023. The dates are Monday, 13th to Wednesday, 15th March 2023, with registration and check-in on Sunday, 12th March 2023.

10. Urgent Matters

Institutions could table urgent matters to be investigated by the 2020/2021 ITS Integrator User Group Executive Committee.

There were no items tabled.

11. General

There were no items tabled.



MINUTES
2022 Annual General Meeting
08:00, Tuesday, 1st March 2020
Century City Conference Centre, Cape Town South
Africa

In conclusion, as the outgoing Chairperson, Juanita extended her sincere appreciation to the Adapt IT Directorate, the Executive Management, and staff members, for their valued support and collaboration with the Executive Committee.

My ITSUG EXCO and Adapt IT marketing team for their contributions beyond reproach, individual and collective dedication, sacrifices and contribution to support her as the Chairperson.

Last but not least the chairperson Juanita Frans, thank all UG delegated present and in absentia, for the trust and privilege to lead, and she concluded “I am... because you are - ‘*Umuntu Ngumuntu Ngabantu*’ and wish all a thought-provoking and rewarding conference experience, and that you will return to your Institutions to share the knowledge gained with other colleagues not so fortunate to have attended this year’s event.

With no further matters to discuss, the meeting closed a 09:05 on Tuesday, 1st March 2022.

SIGNED

Chairperson: **Date:**