

1. Welcome

Tebogo welcomed all delegates present on the second day of the conference.

2. Apologies

No apologies received

3. Minutes of the 2023 Annual General Meeting

The minutes of the 2023 Annual General Meeting of the ITS Integrator User Group held on Tuesday, 14th March 2023 at Safari Court Hotel and Conference Centre, Windhoek, Namibia, and the Agenda for this meeting, are included in the on-line Conference booklet.

The minutes were approved without changes:

Proposed: Mamiki Mhlabathi (CUT)

Seconded: Amanda Nell (TUT)

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

There were no matters arising.

5. Chairperson's Report - Me Tebogo Makhambeni

The full report is available on the ITSUG website.

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

- EXCO had two resignations beginning of 2024, Mr. Lebogang Letlhake - Chairperson and Mr. Derrick Jordan - General EXCO member.
- There were two SWTs requests submitted in 2023.
 - ITS Integrator Asset and Vehicle Booking on iEnabler and Back Office.
Adapt IT has agreed to first have a discovery engagement with the respective institutions on 10 April 2024 9am - 10am and then plan the next steps accordingly with User Group EXCO. The invitations for

this meeting will be send out to respective stakeholders.

- **New generation application self-service.**

This SWT included some of the previous submissions and detailed feedback was provided to the User Group representatives via email on 02 Nov 2023.

- **Conference 2025 Venue**

2025 conference will be held at Emperors Palace in Gauteng province, South Africa. Further information will be provided in due course. EXCO will continue to explore more conference venues for the coming year.

- **(EXCO) 2025/2026**

General Members

- Karen Cupido - Sol Plaatjie University
- Tshililo Ramovha - University of Limpopo

Vice Chairperson-

- Sulaiman Maeresera - West Coast TVET College

Chairperson

- Tebogo Makhambeni - University of Venda

Standing appointed members:

- Pravie Govender (Adapt IT - Company Represented)
- Bobby Bezuidenhout (Treasurer, VAT Administrator and Webmaster)
- Bella Lamprecht (Administrator and Events Coordinator)

6. Financial Report - Me Tebogo Makhambeni

The Statement of Income and Expenditure for the periods 01 January 2023 to 31 December 2023 are included in the on-line conference booklet.

Financial information as per the Auditor's report was included in the Chairperson's report.



MINUTES
2024 Annual General Meeting
08:00, Tuesday, 05th March 2024
Kings Ballroom, Sun City Convention Centre,
Northwest, South Africa

The auditors have thoroughly examined the ITSIUG Financial Statements and have expressed their satisfaction with the financial records.

7. Changes to the Constitution

There are no recent changes to the Constitution for consideration.

8. Urgent Matters

None

9. General

There were no items tabled.

Tebogo expresses a special word of appreciation to Adapt IT directorate, the marketing team, all the Adapt IT Staff and User Group EXCO.

With no further matters to discuss, the meeting closed a 09 :02 on Tuesday, 05th March 2024.

SIGNED

Chairperson: **Date:**