



MINUTES
of
KWAZULU-NATAL CHAPTER COMMITTEE MEETING
MEETING No. 2010/2012/1

Held at 09h00 on 13 March 200 at BKS, Westville, Durban

Item	DESCRIPTION	ACTION
1.1.	WELCOME:	
	Elke welcomed all to meeting	
1.2.	ATTENDANCE:	
1.2.1	<u>PRESENT</u> Karlien Pretorius Maggi Marx Shevira Bissessor Yunus Bayat Elke Hefer Onie Dhliwayo	
1.2.2	<u>APOLOGIES</u> Liesl Venter Nazeer Bhorat Johan Richards	
1.3.	MINUTES of PREVIOUS MEETING/S:	
1.3.1	<u>MATTERS ARISING</u> Minutes of meeting 2009/2010/2 approved	
1.3.2	<u>COMMENTS, CORRECTIONS, etc.</u> None	
1.3.3	<u>ACCEPTANCE of PREVIOUS MINUTES</u> 1.3.3.1 Proposed Maggi Marx	

Item	DESCRIPTION	ACTION
	1.3.3.2 <u>Confirmed</u> Elke Hefer	
1.4.	OBITUARIES:	
	Lusanda Gongxeka, a fellow committee member, passed away on 28 February 2010.	
1.5.	SECRETARIAL	
1.5.1	<u>GENERAL</u> It was decided that this will remain an internal function at this stage and not to employ an external person. Elke is to advise KZNIA of this decision. The secretarial function will be split as follows: Shevira - take minutes at all meetings; Maggi – responsible for all correspondence and distribution of information	EH
1.5.2	<u>CORRESPONDENCE</u>	
	1.5.2.1 <u>Correspondence Sent</u>	
	1.5.2.2 <u>Correspondence Received</u>	
1.6.	ADMINISTRATIVE	
1.6.1	<u>MEMBERSHIP/CONTACTS LIST</u> Latest update – January 2010; Maggi will update as necessary; database is confidential and for the use of the committee only; Only give to CCN for webinar; The release of the database to other organisations, should the situation occur, is to be discussed first (and agreed) by committee members as to whether it is for the benefit of the members, before it is released to other organisations.	EH/MM
1.6.2	<u>EMAIL SIGNATURE</u> No e-mail signature required per committee member due to centralised e-mail address; use Johan’s signature in interim. Maggi to design signature for new account	MM
1.7.	TREASURY / FINANCE	
1.7.1	<u>SIGNATORIES</u>	
	1.7.1.1 <u>New signatories for 2010/2012</u> Signatories need to change – preferably by members who will be on the committee for next two years. Currently signatories, except Liesl, are not committee members.	LV
	1.7.1.2 <u>Internet banking</u> Up and running; signatories to have access	LV

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1.7.2	<u>TREASURY 2010/2011</u> Standover to next meeting	LV
1.7.3	<u>STANDING of ACCOUNT</u> Standover to next meeting	LV
1.8.	REGIONAL REPRESENTATION	
	Send e-mail to various regions informing of reps	EH
1.8.1	<u>ZULULAND</u> Johan Richards	
1.8.2	<u>SOUTH COAST</u> None; Send e-mail to all QS's to find out who is interested in representing <i>Note after meeting: Stephanie Taylor has agreed to be South Coast Rep</i>	EH
1.8.3	<u>MIDLANDS/DRAKENSBERG</u> Yunus Bayat	
1.8.4	<u>PIETERMARITZBURG</u> Yunus Bayat	
1.9.	P.R. / LIAISON	
	Chairperson and vice chairperson to attend meetings	
1.9.1	<u>LIAISON and COMMUNICATION with KZN DEPARTMENT of WORKS</u>	
	1.9.1.1 <u>Professions Liaison-meeting</u>	
	1.9.1.2 <u>KZN Department of Works</u>	
	1.9.1.3 <u>Manager : Quantity Surveying</u>	
	1.9.1.4 <u>Scarcity of Skills Workshop</u>	
	1.9.1.5 <u>Internship</u>	
	1.9.1.6 <u>Restructuring</u>	
	1.9.1.7 <u>Professional Services Appointment</u>	
1.9.2	<u>LIAISON and COMMUNICATION – OTHER</u>	
	1.9.2.1 <u>eThekwini Consultants Liaison meeting</u>	

Item	DESCRIPTION	ACTION
	<p>1.9.2.2 <u>B.E.P.'s</u></p>	
	<p>1.9.2.3 <u>KZN Master Builders Association (MBA)</u></p>	
	<p>1.9.2.4 <u>SAPOA</u></p>	
	<p>1.9.2.5 <u>SABTACO</u></p>	
1.9.3	<u>QS FORUM</u>	
1.9.4	<u>GREEN BUILDING COMMITTEE</u>	
1.9.5	<u>INVOLVEMENT of SENIOR QS's</u>	
1.9.6	<p><u>WEB-SITE</u></p> <p>The website is to be updated on a monthly basis. This is to be used as a marketing tool for the KZN Chapter. Minutes of meetings, report (incl. photos) on monthly events, interesting news, upcoming events, etc., to be posted on the website. A committee member is to take ownership of updating the website monthly and act as liaison between the chapter and Webmaster, Bert van den Heever. <i>Note after meeting : it is proposed that Nazeer take on this responsibility</i></p>	NB
1.9.7	<u>MEDIA – PR</u>	
1.9.8	<p><u>MARKETING</u></p> <p>1.9.8.1 Understand DOW database and procurement – how is this being fed back from DOW to ASAQS – identify role players and set up meetings with them. Invite role players to ASAQS functions. Various departments give update on work ahead</p> <p>Works Umgeni Water Petro SA IDT</p> <p>Onie to confirm on Monday 15 March which role player to be at 25 March; also to give proposal for future CPD events; parastatal clients</p> <p>1.9.8.2 Approach schools to inform students of QS Profession and ASAQS</p>	<p>Onie to drive process</p> <p>KP</p>
1.10.	<u>CPD / TRAINING</u>	
1.10.1	<p><u>CPD FUNCTIONS</u></p> <p>Tentative CPD function dates:</p> <ul style="list-style-type: none"> • 29 April 2010 – CPD Function 	

Item	DESCRIPTION	ACTION
	<ul style="list-style-type: none"> • 27 May 2010 – CPD Function • 29 June 2010 – CPD Function • 27 July 2010 – CPD Function • 27 Aug 2010 – Congress 2010 • 28 Sept 2010 – CPD Function • 28 Oct 2010 – CPD Function • Nov 2010 – we will make a decision during Sept month if we should have a final CPD Function for 2010 in Nov, by testing the interest with the KZN members <p>1.10.2 <u>BREAKFAST</u></p> <p>Perhaps one of the CPD Functions can be a breakfast rather than an evening event. To be decided</p> <p>1.10.3 <u>CONGRESS</u></p> <p>Tentative date set for 27 August. However, it is still to be decided whether a congress will be hosted or whether it should just be a CPD Event, due to time constraints.</p>	
1.11.	EVENTS	
	<p>1.11.1 <u>AGM</u></p> <p>The AGM was held on 8 February 2010. This was attended by the Executive Director, Egon Wortmann, and Immediate Past President, Indresen Pillay.</p> <p>1.11.2 <u>BANQUET</u></p> <p>It is still to be decided whether a banquet will be held this year as it was brought to the attention of the committee at the AGM that the banquet is becoming a point of disinterest amongst the members. A survey is to be sent to all members with alternative options to the banquet.</p> <p>A suggestion was made that perhaps the banquet needs to be an evening with more entertainment such as a “cabaret show”, comedy evening, etc.</p> <p>1.11.3 <u>CAREER’S EVENING</u></p> <p>The Kloof Rotary Career’s Evening will take place on 6 May 2010. Shevira is to be the facilitator.</p> <p>1.11.4 <u>OTHER</u></p>	<p>EH</p> <p>SB</p>
1.12.	PROFESSIONAL PRACTICE and ISSUES	
	<p>1.12.1 <u>CONDUCT of MEMBERS</u></p> <p>An incident has been reported to the committee members where an ASAQS member did not conduct himself according to the code of conduct. A criminal charge has been laid against this member by various parties. The practice for whom this member has been working did hold a disciplinary hearing and as such has been dismissed from the practice. Due to the nature of this situation, the name of the member is to be held confidential at this stage. EH to follow up</p>	<p>EH</p>

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1.12.2	<u>CONDUCT of PRACTICES/OFFICES</u>	
1.12.3	<u>OTHER DISCIPLINARY/CONDUCT/ETHICS ISSUES</u>	
1.12.4	<u>GENERAL</u>	
1.13. CHAIRMAN:		
1.13.1	<u>ASAQS and BOARD MATTERS</u> Onie wanted to inform the committee about a situation that occurred with ASAQS head office regarding fees which resulted in Onie being struck from the association and as a result his nomination to the board was dismissed. However, upon investigation, it was resolved that Onie was up to date with his fees. It is felt by the Chapter that ASAQS head office should apologise to Onie. EH to follow up.	EH
1.13.2	<u>SACQSP and ASAQS MATTERS</u> There seems to be a general problem with the Council regarding payments and queries / cpd receipt confirmation. EH to follow up and address problem with Council	EH
1.13.3	<u>COMMITTEE 2010/2012</u> Karlien – 2007 – renominate in 2011 Onie – 2009 – renominate in 2011 Maggi – 2009 – renominate in 2011 Shevira – 2008/2010 – renominate 2012 Yunus – 2010 renominate 2012 Elke – 2008/2010 – renominate 2012 Johan – immediate past chairperson Roshan - declined Frans – declined Liesl – follow up (<i>Note after meeting : Liesl still on committee</i>) Nazeer – follow up (<i>Note after meeting : Nazeer still on committee</i>) Rob Pearl – follow up Elke - Chairperson Onie – Deputy Chairperson Treasury – Liesl Secretariat – Maggi Secretariat – Shevira	
1.14. GENERAL:		
1.14.1	<u>Strategic workshop</u> EH to contact Sandro from PMSA to find out whether he would facilitate a strategic workshop for ASAQS KZN Chapter Committee, what the cost implication will be and what his availability is upon which a date will then be decided upon depending on whether it is financially feasible.	EH
1.14.2		
1.14.3		

Item	DESCRIPTION	ACTION
1.14.4		
1.14.5		
1.14.6		
1.14.7		
1.14.8		
1.15.	NEXT MEETING/S:	
	<p> <u>Day</u> : Saturday <u>Date</u> : 22 May 2010 <u>Time</u> : To be advised <u>Venue</u> : To be advised </p> <p> <u>Future Dates :</u> <u>Chapter Committee :</u> <ul style="list-style-type: none"> • 17 July 2010 • 18 Sept 2010 • 20 Nov 2010 </p> <p> <u>Sub-Committees :</u> </p>	