

**Minutes of AGM meeting: SACLA 2018**

**Date:** 18 June, 2018: Gordons Bay, South Africa.

1. **Attendance register - Present (35 attendees)**Andre Calitz (SACLA President), Lisa Seymour (SACLA Conference Chair),  
   Linda Marshall (SACLA Secretary), Susan Campher (SACLA Treasurer),  
   Estelle Taylor (Executive committee), Mac van der Merwe (Executive committee),  
   Jan Kroeze (UNISA), Hussein Suleman (UCT), Carina De Villiers (UP), Salah Kabanda (UCT), Aslam Safla (UCT), J Jamieson (UCT), Romeo Botes (NWU), Henri van Rensburg (NWU), Dirk Snyman (NWU), Kobus van Aswegen (NWU), Liezel Nel (UFS), Guillaume Nel (UCT), Stephan Opfer ((Germany), Stefan Gruner (UP), Walter Uys (NWU), JT Janse van Rensburg (NWU), Tanja Eksteen (NWU), Pitso Tsibolane (UCT), Samuel Mwapuele (UCT), Colin Pilkington (UNISA), Thipe Modipa (UL), Bennett Kankuzi (NWU), Wai Sze Leung (UJ), Aurona Gerber (UP), Janet Liebenberg (NWU), Trudie Benade (NWU), Henry Foulds (NWU), Lynette Drevin (NWU), Vreda Pieterse (UP).
2. **Welcome:** Lisa Seymour (UCT and SACLA 2018 Conference chair)   
   Lisa welcomed everyone at the AGM for SACLA 2018.
3. **Approval of the minutes of AGM meeting held at SACLA 2017**Janet Liebenberg approved the minutes of the AGM for SACLA 2017 and Andre Calitz seconded this approval.
4. **Conference Chair report SACLA 2018**Lisa reported that arrangements and the conference went well. Lisa thanked the local organising team that helped with the arrangements, as well as the reviewers who did a huge amount of work.  
   Lisa commented that the executive team helped, because ideas can be ‘bounced off’ them, and the treasurer is a safety net. The structure of the executive team gives flow to the arrangements and conferences.  
   Lisa also commented that XL-Millennium was brilliant and using them made the arrangements easy. They chased up money from sponsors and attendees.
5. **Finances**
   1. Conference 2018 Income/Expense account  
      Lisa discussed the preliminary finances for SACLA 2018. All attendees had paid. Money promised from sponsors was not all in yet, but should be in process as invoices have been done.  
      By estimate +- R80 000 should be left if all money from sponsors do come in.  
      Jan Kroeze questioned about what, according to the constitution, happens to profit. Andre Calitz answered that all profits go to SACLA. This is not in the constitution but is normal practice. The constitution should be amended to make this clear.
   2. SACLA finances in general  
      Susan Campher (treasurer) gave feedback.   
      Susan proposed opening a Standard Bank Business Current Account: MoneyMarket Call account. Fees, interest rates etc. was taken into account as well as advice from other treasurers. Different banks were tried and Standard Bank gave the best support.  
      Charges are R75 a month operating fees, and interest is 5-6%.  
      Stefan Gruner has a question about tax on this money. Andre Calitz responds that this is for building up a reserve fund, the same as SAICSIT has been doing for years. It is non-profit and a tax return should be submitted as a non-profit organisation.   
      The money is currently in an account at XL-Millennium and the specific amount to be transferred will be sorted out soon. It should be about R60 000 (R30 000 prior to 2017 + profit of R30 000 from SACLA 2017).
6. **Future SACLA hosting**

* 2019 – UNISA (Prof Mac van der Merwe - Conference chair 2019)
* 2020 – RHODES (HOD IS: Prof Stephen Flowerday)
* 2021 – UJ (Prof Marijke Coetzee, Dr Wai Sze Leung)
* 2022 – Stellenbosch Department of CS (Prof B. Watson)
* 2023 - NWU Department of CS (Prof E. Taylor)
* 2024 - NMU Department of CS (Prof Jean Greyling)

Andre Calitz requested suggestions for 2022 and asked interested or willing parties to contact him and confirm hosting.  
Estelle Taylor’s term on the executive committee is now over. She was thanked for her contribution.

1. **SACLA 2018 Executive Committee**

* SACLA President: Andre Calitz (NMU)
* SACLA Secretary Linda Marshall (UP)
* SACLA Treasurer: Susan Campher (NWU)
* SACLA 2017 Conference Chair: Estelle Taylor (NWU)
* SACLA 2018 Conference Chair: Lisa Seymour (UCT)
* SACLA 2019 Conference Chair: Mac van der Merwe (UNISA)

SACLA 2019 Executive committee will be:

* SACLA Chair/President: Andre Calitz (NMU)
* SACLA Secretary Linda Marshall (UP)
* SACLA Treasurer: Susan Campher (NWU)
* SACLA 2018 Lisa Seymour (UCT)
* SACLA 2019 Conference Chair: Mac van der Merwe (UNISA)
* SACLA 2020 Representative from RHODES (HOD IS: Prof Stephen Flowerday).

1. **SACLA official address**

Southern African Computer Lecturer’s Association (SACLA)

School of Computer Science and Information Systems

North-West University

11 Hoffman Street

Potchefstroom

2531

Private Bag X6001

Potchefstroom

2520  
  
An official, fixed address is necessary to open a bank account. It also makes the obtaining of ISBN-numbers easier.   
Estelle Taylor explained that this address is at NWU because Susan Campher, the treasurer who is opening the account is at NWU.

1. **Constitution changes**  
   At the AGM in 2017 changes to the constitution were proposed. These changes have been made. Lisa asked if there were any other matters concerning the constitution that should be discussed. Susan mentioned that, according to the constitution, any TWO members can sign official decisions etc. but the bank account only needs a signature of 1 member (any one of the chair, treasurer or secretary). Estelle proposed that, instead of changing the constitution, we should note that 2 members must still approve all transactions (via e-mail) even though one can handle the bank transaction. SMS of all transactions can be send to both president and treasurer.
2. **Publications**
   1. Stephan Jameson noted that the conference proceedings will be made available electronically on the SACLA website and potentially via Research Gate. Instructions for final submissions would be sent out shortly.
   2. Springer publication (Stefan Gruner – SACLA proceedings chair)  
      Stefan reminded attendees of the CCIS workshop on Wednesday where details will be explained on final submissions for the CCIS proceedings. Those who can’t attend should let Stefan know. The plan is for the book to be published in 2018. Final submissions will be due by 22 July 2018.  
      Lisa mentioned that UCT would support with converting Word documents to LaTex if needed.
   3. Reviewers for 2019  
      Mac van der Merwe should start working on reviewers for SACLA 2019. Stefan will send guidelines for reviewers to Mac, and a suggestion is made for compiling a database of reliable PC members.  
      More international PC members are needed.
3. **SACLA Rhodes website**  
   The SACLA website has been redone. It has an improved look and feel. It was converted by Rhodes University. The plan is to add more documents and pictures. Andre will ask previous chairs to add.  
   Stefan asked if it is possible to attach a SACLA library to the website for anybody who visits to see titles of papers of past SACLA’s. This may increase the citations. Andre will ask Rhodes to assist with this.
4. **SACLA Google list (sacla1@googlegroups.com)**  
   All attendees who are not yet SACLA members are asked to join. Mac van der Merwe assists with this. Mac asked that attendees who do not use an academic e-mail address should motivate this or they will not be approved.
5. **HOD Colloquium**  
   The HOD meeting went well and had a record number of attendees. Feedback received on the meeting is very positive.
6. **SACAB**  
   Andre gave information on Wednesday’s workshop. Information is available in the SACLA 2018 programme.  
   Hussain Suleman asked for progress on SACAB and the accreditation process. Andre explained that they are updating the documentation to be in line with international documents on accreditation. The next stage it to make everything available on the website and get academics to look at the documents and to discuss. If these academics approve the documents, the process will go to HED.   
   Hussain mentioned a call from HED for suggestions for members for accreditation committees. It seems that they are going ahead with their own plan. Andre will follow up.
7. **General**  
   Stefan Gruner mentioned reading an article about an alliance at a German University between students and management. There is pressure on staff to make passing easier to correct numbers. He has many years of experience as an external examiner and feels that the difficulty of the curriculum is decreasing. Stefan feels there seems to be political guidelines for pass rates. Stefan suggests setting up a SACLA exam paper database to be informed on what other institutions are doing and to compare, and to get a feeling of the levels elsewhere. Andre will take this proposal to the accreditation board.   
     
   Estelle thanked and congratulated Lisa and the team from UCT for their hard work and for organising SACLA 2018 as a huge success!

**These minutes were approved at SACLA 2019 AGM**