

## Minutes of HELTASA Executive Committee held on 24 April 2014

### Present:

Amanda Hlengwa (Chair), Melanie Skead (Deputy Chair), Delysia Timm (Treasurer), Brenda Leibowitz, Masebala Tjabane, Mosimaneotsile Mohlake, Pieter duToit, Siyabulela Sabata, Kasturi Behari-Leak, Azwy Tshivhase, Francois Strydom

### Absent:

Jo-Anne Vorster (Secretary)

1. The Chair opened the meeting and welcomed the new members of the Executive.

### 2. The roles of the current executive committee are as follows:

|                        |  |
|------------------------|--|
| Amanda Hlengwa         | Chair (liaison with national bodies)   |
| Melanie Skead          | Deputy Chair (SIG Liaison and liaison with national bodies)                      |
| Delysia Timm           | Treasurer  |
| Jo-Anne Vorster        | Secretary  |
| Brenda Leibowitz       | CHE-HELTASA National Excellence in Teaching Awards,<br>ICED-HELTASA SADC project |
| Masebala Tjabane       | CHE-HELTASA National Excellence in Teaching Awards,<br>CriSTaL Editorial Board   |
| Mosimaneotsile Mohlake | HELTASA constitution   |
| Siyabulela Sabata      | Coordinator: HELTASA responses to critical HE dialogues                          |
| Kasturi Behari-Leak    | Coordinator: HELTASA responses to critical HE dialogues                          |
| Pieter duToit          | SAJHE liaison  |
| Francois Strydom       | Organiser: HELTASA 2014  |
| Azwy Tshivhase         | Organiser: HELTASA 2013  |

### 3. Discussion and review of tasks set for new executive by outgoing committee:

- 3.1 The committee will discuss HELTASA's **vision and mission** at the next meeting.
- 3.2 Rethink **HELTASA branding** – this task will be co-ordinated by the new administrator and the new logo and branding will be discussed at the 2014 AGM in Bloemfontein. It was agreed that HELTASA needed a dynamic **web presence**. To this end, it was decided to employ a web-design company to re-design the website. AH was tasked

with negotiating with a web-design company so that the new website could be designed and published as soon as possible.

- 3.3 The committee agreed that a **part-time administrator** (for which agreement was sought at the 2012 HELTASA AGM) would be appointed. This will be a ten-hour per week appointment. The administrator will work closely with the chairperson and the secretary, and will report to the secretary.

The administrator should have excellent communication, administrative and technical skills. The committee suggested that a person be sought who could design and maintain the website and perform the administrative tasks for the organisation. A budget of between R200 000 and R250 000 was agreed upon for the design and maintenance of the website and the administrative position.

- 3.4 The committee agreed not to pursue engagement with the FET sector at this time.
- 3.5 The committee needs to reach agreement about moving HELTASA funds, currently held in a Rhodes University account, to an investment account.
- 3.6 The terms of membership of the HELTASA Executive Committee will be discussed at the next meeting and presented to the 2014 AGM for discussion as they may entail a change in the organisation's constitution.

#### **4. HELTASA 2014**

Francois Strydom (conference organiser) presented a progress report on the planning of the annual HELTASA Conference to be held at the University of the Free State in Bloemfontein from 18 to 24 November 2014. The theme of the conference is, *Access with Success – Evidence Based Research*. The conference fee is R4 500, with an additional cost of R350 for the gala dinner. A series of pre-conference workshops will be held. Information on the conference is available on the conference website.

#### **5. Amanda Hlengwa (outgoing treasurer) presented the HELTASA financial report.**

The committee applied its mind to the report and found everything to be in order. The new treasurer is Delysia Timm.

#### **6. Special Interest Groups (SIGs)**

- 6.1 The roles of the SIGs

- To establish and support a community of practice and build the capacity of the CoP
- SIGs need to re-establish links with the HELTASA Executive
- The SIG Guidelines document needs to be revised (Mel)
- SIGs need to align their activities with the vision and mission of HELTASA.
- It was suggested that a consultative meeting with SIG leaders be held to consider how the SIGs could better serve the HELTASA membership and to consider the possibility of greater synergy between the various SIGs.
- A mechanism to ensure accountability of SIGs to the membership and to the Executive Committee needs to be established. The constitution may need to be amended to achieve this.

6.2 AH will send a letter to all SIG chairpersons requesting them to send a 500-word description about their purpose and a proposed two-year programme of activities. SIGs will be requested to write an annual report to the HELTASA Executive Committee prior to each year's annual conference. The constitution may need to be amended to facilitate this process.

## **7. HELTASA Executive Committee Meetings for 2014**

First virtual meeting (via Skype) - 31 July from 09h00 – 11h00

Second virtual meeting (via Skype) – 11 September from 09h00 – 11h00

A face-to-face meeting will be held on 7 October at UNISA in Pretoria.

Items on the task list for the 2014 Executive Committee not discussed at this meeting, will be dealt with at the first virtual meeting on 31 July 2014.

**The meeting was adjourned at 15h00.**