

Southern African Computer Lecturers' Association (SACLA)
24 – 26 June 2014

MINUTES OF THE ANNUAL GENERAL MEETING (AGM) HELD ON
THURSDAY, 26 JUNE AT 15H00 AT SUMMERSTRAND HOTEL,
PORT ELIZABETH

Chairs of SACLA 2014: Prof André Calitz, Dr Brenda Scholtz, Mr Clayton Burger
Host Institution: Department of Computing Sciences, Nelson Mandela
Metropolitan University

1. WELCOME

The AGM was opened by André Calitz as Chair who thanked all in attendance and outlined the agenda. The sponsors for the SACLA conference were heartily thanked for their contributions to making the conference possible.

2. PRESENT

Clayton Burger, Andre Calitz, Lester Cowley, Greg Foster, Jean Greyling, Pieter Joubert, Ken Halland, Jan Kroeze, Janet Liebenberg, MJ Matjuda, Jane Nash, Martin Oliver, Vreda Pieterse, Colin Pilkington, Ian Sanders, Brenda Scholtz, Lisa Seymour, Judy van Biljon, Janet Wesson.

3. MINUTES OF THE PREVIOUS AGM

The minutes of the previous 2012 SACLA AGM held on Monday 2 July 2012, hosted by the University of the Free State were confirmed and accepted (Proposed by Lisa Seymour, seconded by Ken Halland).

4. MATTERS ARISING FROM THE PREVIOUS AGM

4.1 SAICSIT Merge

SACLA was previously suggested to merge with the SAICSIT organisation and serve as a stream of the SAICSIT conference.

Resolution:

This suggestion was unanimously rejected as the pedagogical focus of SACLA would be decoupled from the SACLA identity.

4.2 Constitutional Changes

Ken Halland raised the following points relating to the SACLA constitution as it stands:

- Lisa Seymour and Ken Halland agreed to continue to serve on the SACLA executive committee. The constitution of SACLA 2012 was not clear on the role and identity of the executive committee.
- The executive committee was expanded to include the current and outgoing conference chair and the incoming chair of the following SACLA. This raises the executive committee size to four SACLA members.
- The last edited date of the SACLA constitution was 1987 and refers to journals, conferences and professional bodies which have subsequently changed name and focus.
- The issue of membership was raised with two options, namely:
 - Attendance of a SACLA conference secures membership tenure until the following AGM, thereafter membership lapses until the next attended SACLA conference;
 - Lifetime membership at the discretion of the executive committee while employed or affiliated with a South African tertiary education institution.
- Jane Nash queried the nature of SACLA membership as understood by the members of the AGM, namely that any South African lecturer in ICT is automatically a member.
- Janet Wesson contested the one year membership suggestion as this is not in line with international societies and can provide breaks in membership continuity.

Resolution: Membership will remain in the current model where membership is continuous while employed or affiliated with a South African tertiary education institution.

- Janet Wesson raised the concern that the definition of “All ICT lecturers” includes traditional Technikon staff, none of which were in attendance of the AGM.

Resolution: Technikon staff are included in the membership body.

- Jane Nash raised the question of whether the definition of SACLA includes Southern Africa (and neighbouring countries) or specifically South Africa.

Resolution: The definition is inclusive of all Southern African countries.

- Membership termination is automatic when a member is no longer employed by a university.
- Retirement is not automatic and must be applied for. If a member retires, the AGM can elect to appoint the member as an honorary member.
- Voting rights of members are strictly when the member is in attendance of an AGM. This implies that no proxies may be used for votes.
- Guidelines for presenting of SACLA conferences were drawn up by Lisa Seymour and Ken Halland to ensure that the pedagogical culture of SACLA is preserved.
- The SACLA organisation is aligned with the IITPSA (old CSSA) which has undergone a name change. The suggestion was made to state that SACLA has a general collaboration which can be changed on an *ad hoc* basis.

- **Constitution resolution:** Ken Halland is to revise the constitution and bring an amended version to the SACLA 2015 AGM. Instead of using the Google distribution list for discussion, a Wiki hosted by Sonja Burman will be used. This was unanimously accepted by AGM members.

5. CHAIR'S REPORT

The Chair highlighted the following points which were then discussed:

5.1 Finance

- The typical financial process of the conference is:
 - Seed money is made available by the previous SACLA organising committee;
 - The seed money is transferred to a university internal account for institutional control;
 - Payments are made from the university account;
 - Funds are budgeted and made available as seed funding for the next SACLA conference.
- A number of issues with this process were highlighted, such as:
 - The difficulty of moving money from a university account to the next conference;
 - The difficulty of reconciling financial information when the institution manages the incoming finance;
 - Taxation applied to sponsorships and various payments.
- Andre Calitz proposed that a SACLA account be created in a bank under the name of the SACLA organisational body. Signatories of the account are limited to the SACLA executive committee. When SACLA progresses to the following year, the incoming chair is added as a signatory of the account. This allows the account to be audited and removes the taxation issues of using an institutionally managed account.
- Janet Wesson supported this suggestion as it reflects how the INTERACT IFIP conference was managed.
- Ken Halland investigated various banks to determine which provides the most control regarding signatory changes. The following observations were made:
 - ABSA was suggested as the most favourable as organisational entities can be registered easily. ABSA, however, requires a single owner with sub-signatories;
 - FNB (business account) was suggested by Janet Wesson as the NMMU COE has such an account;
 - Janet Wesson motivated the difficulty of having signing rights and proviso of the legal entity based on the difficulty of legal rights with three options:
 - Personal bank account external to the organisation;
 - Legal entity;
 - University managed.
- Constitution currently provides signing rights on all SACLA resources by the exec. Andre Calitz proposed that one of the permanent members of SACLA be the owner of the account.
- Lester Cowley noted that if a natural member of the organisation is the account holder and passes away, then the account will become part of the member's estate and not be accessible by SACLA.
- Andre Calitz proposed that Ken Halland will investigate the options and report to the executive committee before SACLA 2015.

- Approximately R68 672.78 was made available from Rhodes University which was earmarked for travel support for South Africa members and for international travel. The question raised is how this money will be made available. *The funds are presently in the NMMU SACLA account.*
- Ken Halland motivated that this is not seed money for the following conference as this creates a borrowing precedent.
- Vreda Pieterse indicated that moving this money into an external legal account will be an issue if there is personal liability instead of organisational liability as fraud can take place.
- Andre Calitz and Ken Halland are to investigate the opportunity of moving the finances into a sub-account of SAICSIT which will be audited annually.
- The 2014 NMMU SACLA organising committee have budgeted for R30000 seed money for SACLA 2015.
- Andre Calitz presented the preliminary financial statements.

Resolution: Final financial statements to be send via e-mail to all members present.

(Note: The final financial statements were circulated to all members present in December 2014.

The financial statements were approved via e-mail by Prof Lisa Seymour and Prof Ian Sanders).

5.2 Future hosting

SACLA 2015

To be hosted by Wits university (Information Systems department). Andre Calitz indicated that he received e-mail from Mitchell Hughes, Head of Division - Information Systems at Wits University, the proposed Chair for SACLA 2015.

An issue was raised by Ken Halland that there was no formal proof of Wits agreeing to host the conference. There was no presence from Wits at the AGM which raised concerns between various members as to the suitability of the institution and whether the SACLA culture will be preserved when hosted by Wits. Lisa Seymour raised the point that no individual was put forward as Chair of SACLA 2015.

SACLA 2016

To be hosted by Pretoria University (Computer Science) and Chair is Dr Linda Marshall (lmmarshall@cs.up.ac.za), Department of Computer Science.

Vreda Pieterse motivated that the conference will be co-located with CSERC (Computer Science Education Research Conference) 2016. The members of the AGM requested that Vreda submit a proposal document outlining how the unification in 2016 will occur with regards to finances, differences in culture, publications, the review process, the proposed SIG CSE membership and any other relevant issues. Jane Nash raised the question of finances and sponsorships and which conference will be benefiting and which will be responsible. Janet Wesson enquired about the acceptance rates and standards of the two conferences and how potential conflicts will be handled.

SACLA 2017

To be hosted by North-West University (Computer Science & Information Systems) and the proposed Chair is Dr. Estelle Taylor (estelle.taylor@nwu.ac.za).

5.3 Accreditation of SACLA publications

The proceedings of SACLA 2014 were digitally published on removable media and have an ISBN number for digital archiving. Efforts were made to gain ACM support for publication in their digital library, but this was not granted as the application process has changed dramatically in the past year. Despite the requirements being met of having an international review committee, double blind reviews and standardised paper templates, in-cooperation status must now first be gained before considering conferences for the digital library. Suggestions were made for the conference to be part of the SIGCSE umbrella.

5.4 HoD Colloquium

The HoD colloquium was presented for the first time in 2014 with department heads from nearly all major universities in South Africa. The colloquium was well received by the participants and has been accepted at the AGM as a standard fixture of future SACLA conferences.

6. CLOSURE

Chairman's report was accepted (Proposed by Lester Cowley, seconded by Lisa Seymour) and the AGM was closed. Ken Halland thanked the organising committee for the efforts of SACLA 2014 and laying a framework for the next three years of the SACLA organisation. The Chair thanked delegates for their attendance and wished them a safe travel home.

The AGM concluded at 17:30.