

WESTERN CAPE CAMPROSA CLUSTER MEETING

Date: 20 May 2026

Venue: Lentelus

Time: 08:30 – 16:30

Attendance

The attendance register was circulated and filed accordingly.

Apologies

- Julie Redman – Thorburn
- Hilton Arries – Securitas
- Morne Van Wyk – Instacom

Opening and Welcome

- The Cluster Chairperson welcomed all members present to the first seminar of 2026. He expressed his appreciation to the previous Chairperson, Angelo, for his leadership and valuable contribution in establishing the Western Cape Cluster as one of the leading clusters within CAMPROSA. The Chair requested that Angelo continue to provide guidance and support to the cluster during the transition period, to which Angelo agreed.
- The Chairperson also acknowledged the presence of the National Deputy President and National Secretary General, both of whom form part of the Western Cape Cluster.
- Members were reminded that high costs are associated with organising seminars of this nature. It was emphasised that members who RSVP for such events are expected to attend. This matter was noted for further discussion under the relevant agenda item.
- The Chairperson further explained that a seminar had initially been planned for Saldanha earlier in the year but had to be cancelled due to unforeseen circumstances. He stated that the purpose of the seminar was to discuss the future direction of the Western Cape Cluster, identify challenges currently being experienced, and determine how these matters could be escalated to the National Executive level.
- As an example, he noted that the National Executive had held only one meeting during the year and that members had not yet received invoices relating to membership fees or the upcoming national conference. He further stated that the Western Cape Cluster remains one of the most active clusters nationally and expressed concern that no other cluster had yet hosted a seminar during 2026.

- The National Deputy President (DP) informed members that work on the revised constitution has been ongoing since 2024. He explained that the last constitution formally signed and approved was the 2022 version.
- The Western Cape Cluster had previously submitted recommendations and proposed amendments for consideration at the Annual General Meeting (AGM). Following discussions held during 2025 at Wits University, updated documentation was expected; however, the documentation received was found to be incorrect. Consequently, the only valid constitution currently available is the version approved and signed in 2022.
- The DP advised that the revised constitutional documents, including amendments submitted by various clusters, remained with the previous President and Secretary General (SG) following submission at the last AGM held at Wits University. It was intended that the revised constitution, together with resolutions adopted at the AGM, would guide the newly elected executive in implementing key actions, including the opening of a new bank account and updating authorised signatories.
- Unfortunately, these processes were delayed. The current SG was required to engage directly with the previous SG to obtain copies of the AGM minutes. The Executive had resolved that further meetings would only take place once the constitutional documentation had been verified and brought into order.
- Additional delays arose when the previous SG became ill and was hospitalised in November 2025. The draft constitution containing the proposed amendments was reportedly stored on her laptop.
- The DP clarified that although a version of the constitution had circulated which included voting rights for associate members, these provisions had only been proposed amendments and were never formally adopted. As a result, confusion existed regarding the various versions in circulation. The only valid constitution remains the version approved in 2022.
- The DP further advised that the President had tasked the new SG with obtaining the latest amended version from the previous SG. A meeting had been scheduled with the previous President and SG to facilitate the handover process; however, progress remains delayed until the amended documents and associated resolutions are obtained.
- A recommendation was made that the Executive proceed with an Executive Committee (EXCO) meeting without waiting for the amended constitution and explore alternative methods to reconstruct the amendments and resolutions. The DP confirmed that he had already raised these concerns with the Executive.
- He further stated that the lack of updated documentation has negatively affected strategic planning and decision-making. Fortunately, the minutes of the previous AGM were obtained and submitted to the Executive for review. It was suggested that the resolutions recorded in those minutes be used to reconstruct and update the amended constitution.

- The DP informed members that the National Conference will be hosted by North-West University in October 2026.
- The Cluster Chairperson had also requested clarification regarding what activities clusters are permitted to undertake in terms of the current constitution. The DP explained that clusters are not permitted to maintain separate bank accounts, as all funds raised must be deposited into the National CAMPROSA bank account. This restriction contributed to challenges experienced when attempting to host the Saldanha seminar earlier in the year, as invoices first had to be issued and processed through National structures.
- It was also confirmed that the constitution does not currently provide for the establishment of cluster sub-committees.
- The DP highlighted a further challenge, namely that several clusters do not currently have appointed Chairpersons. He also noted a constitutional concern that he intends to raise with the new Executive at the 2026 National Conference. According to the constitution, constitutional amendments require the support of 75% of members present at the AGM; however, attendance at the relevant meeting was reportedly very low.
- The Secretary General confirmed that the DP had accurately covered the constitutional matters. He further advised that he had successfully obtained a copy of the previous AGM minutes from the former SG.
- The Deputy Secretary General (DSG) will circulate the minutes to all members once the President has signed and approved them. Thereafter, arrangements can be made to finalise the handover process.
- The SG also noted that the former Treasurer General (TG) remains a member of the Western Cape Cluster. He intends to recommend that the former TG continue assisting with treasury-related responsibilities until the formal handover has been completed. This will help ensure that invoicing and payment processes for the upcoming National Conference at North-West University are not delayed.
- Bentley stated that during 2019, it took approximately one year to stabilise CAMPROSA. At the time, requests for financial statements resulted in only an income and expenditure report being provided. He noted that the current Executive Committee is entirely new and requires time to establish itself and gain a full understanding of the organisation's affairs.
- Anton enquired whether a timeline exists for the new Executive Committee to become fully operational. He also questioned whether there is still sufficient interest in CAMPROSA, noting that approximately ten years ago the organisation enjoyed substantial participation, whereas current membership numbers are significantly lower. He further asked what the future holds for CAMPROSA.
- The Secretary-General acknowledged that the organisation is currently facing challenges and is progressing through various phases of rebuilding. He stated that members should reflect on why they wish to remain part of the organisation and consider how they can contribute to maintaining its standards in accordance with the Constitution. He highlighted that the Western Cape Cluster is currently the only active cluster within the organisation and that members

should take pride in this achievement. He attributed the cluster's success to its strong associate membership base. The Secretary-General further emphasised that politics should not influence the organisation and that the interests of CAMPROSA must always take priority. He expressed concern regarding the slow recovery period following elections and stressed that elected officials should immediately begin fulfilling their responsibilities and provide regular feedback to associate members. He noted that the Western Cape Cluster is in a strong position due to its active participation, representation within the Executive Committee, and substantial associate membership.

- Bentley added that the Western Cape Cluster successfully hosted the largest and most successful National Conference in George, which attracted significant interest and attendance from members. He indicated that the current challenge relates to invoicing delegates for the upcoming conference; however, the Executive Committee is actively managing the handover process.
- The Chairperson referred to a comment made during the previous Annual General Meeting, where he stated that if the Western Cape Cluster's associate members withdrew their financial support, CAMPROSA National would face significant difficulties. He thanked the associate members for their continued support during this challenging period. He further noted that seminars such as the current one provide valuable direction, as they allow associate members to participate actively, have their voices heard, and contribute towards guiding CAMPROSA towards future success.
- Anton then asked what the primary purpose of CAMPROSA is.
- In response, Bentley read the preamble of the Constitution from the CAMPROSA website and encouraged members to familiarise themselves with it to gain a clearer understanding of the organisation's objectives and purpose.
- The Secretary-General remarked that there appears to be a lack of interest in active participation within CAMPROSA and in contributing towards changing the organisation's current dynamics. He noted that some members seem interested only in attending conferences rather than participating in the organisation's activities throughout the year. He pointed out that some clusters have not hosted any seminars, despite members already enquiring about the next conference. He emphasised that each cluster should focus on achieving its annual objectives in preparation for the next National Conference.
- Anton further asked what measures could be implemented to prevent the loss of members and declining interest within the organisation.
- Edward stated that the Executive Committee should establish a clear timeline and be held accountable for achieving agreed objectives. He expressed concern that the organisation cannot afford to reconvene in July without meaningful progress having been made. He emphasised that planning for the next National Conference should commence immediately. He noted that the Western Cape Cluster strives to remain organised and proactive, as demonstrated by the hosting of seminars such as the current one. He further stated that, should the national structure collapse, the Western Cape Cluster would remain operational and strong.

- Edward indicated that while members wish to support the Cluster Chairperson, there are concerns regarding the generation of funds required to host future seminars. He noted that the Treasurer-General's office has remained inactive since the election of the new Executive Committee. He stressed that the intention is not to compete with CAMPROSA but that there is nothing preventing members from joining other organisations that may benefit associate members.
- He further emphasised the importance of learning from past shortcomings and implementing improvements. He proposed that a member within the cluster be appointed to assist the Chairperson with arranging meetings and seminars. In addition, he suggested that, since invoices cannot currently be generated, a company within the cluster with the necessary capacity could temporarily perform this function on behalf of the forum. He expressed the view that such an arrangement would not conflict with the Constitution.
- Edward further stated that poor communication has been a major contributor to the current challenges facing the national structure. He proposed that the Deputy President continue assisting with functions normally performed by the Treasurer-General while that office remains inactive. He recommended that this proposal be submitted to the Executive Committee through the Western Cape Cluster, as the cluster remains committed to promoting and supporting the national structure.
- Regarding the proposal for a support function to assist the Chairperson, Ito indicated his support. He acknowledged that members have primary responsibilities within their own organisations and that managing the Chairperson's portfolio independently can be challenging. He suggested that an administrator from one of the institutions represented within the cluster be nominated to provide administrative support and receive a monthly remuneration determined by the cluster. He further proposed that associate members contribute towards funding this position.
- Bentley responded that, according to the Constitution, the President may delegate responsibilities to the Deputy President as required. He stated that, provided such arrangements do not interfere with the national structure or constitute official national functions, there is nothing preventing the cluster from establishing a subcommittee to support the Chairperson. He proposed that the matter be formally discussed at the next Annual General Meeting.
- Anton stated that the focus should move away from positions and instead be directed toward the interests of the organization. He emphasized that the available resources are there to support both the cluster and the executive. However, the question remains as to how funds will be generated. He noted that associate members have expressed a willingness to assist.
- Bernard stated that this is precisely why the cluster appreciates the continued support of associate members. He proposed that the concerns raised by the cluster be documented in a formal letter to the executive. He expressed concern that the organization appears to be moving backwards, noting that it is already May 2026, the last executive meeting was held on 20 January 2026, and no communication has been sent to members regarding the outcomes of that meeting.

- SG proposed that the executive convene an urgent meeting, even if it is held virtually, as the AGM minutes have been obtained and are ready for review. He suggested that this proposal be submitted to the executive and that arrangements be made before the close of business.
- Alistair asked Bentley to confirm the information regarding the sub-committees mentioned earlier. He further proposed that, should the constitution permit it, the cluster establish its own sub-committee and include associate members as part of that structure. He stated that the cluster cannot continue waiting for the executive to make decisions if the constitution allows the cluster to act independently. He stressed that the cluster must remain productive and noted that it is currently the only active cluster within the organization. He therefore proposed that the cluster proceed with establishing a sub-committee and appoint suitable members to assist with and promote the cluster's activities. He expressed confidence that those appointed would understand and fulfil their responsibilities.
- Edward supported Alistair's proposal to establish a sub-committee. He further proposed that the cluster review the academic calendars of the institutions within the cluster and plan at least three activities during the year before the national conference, or one activity after the conference that could coincide with the year-end function. He suggested that these activities could be scheduled during institutional recess periods. At a minimum, he recommended two annual activities consisting of a one-day seminar and a breakaway event, like the seminar previously hosted in Saldanha Bay.
- Anton supported Edward's proposal and emphasized that these seminars should have a meaningful impact and provide tangible benefits to the cluster.
- Bernard stated that the cluster should identify its challenges at both the national and cluster levels and invite presenters who can offer practical solutions to address these challenges. He stressed that seminars should be meaningful and facilitate constructive discussions that benefit the cluster. He added that the cluster depends on the organization and that previous leadership had set a high standard that members should strive to maintain.
- Angelo stated that the organization would be significantly disadvantaged without the support of associate members. He emphasized the importance of establishing a sub-committee, noting that it is difficult for a chairperson to organize seminars and events without adequate assistance. He suggested that the selection of speakers should be guided by the interests of associate members as well as the operational challenges faced by institutions. He proposed that the sub-committee include at least two associate members who can collectively assist in determining suitable speakers, ensuring value for both institutions and associate members.
- Angelo further commented that the current executive has not been sufficiently active, which contributed to the cancellation of the first planned seminar at the Saldanha Bay Hotel due to the inability to generate invoices. He also noted that the current president attended the conference for the first time and was elected president without extensive prior knowledge of CAMPROSA, although the Deputy President can provide guidance during the term of office. He pointed

out that, to date, no communication has been sent to constituents or associate members introducing the president or outlining strategic priorities for the year ahead.

- Angelo expressed the view that the three executive members within the cluster can raise the cluster's concerns at the executive level and that the proposed letter should serve as a wake-up call to the executive. He added that individuals who accepted nomination and election to leadership positions did so voluntarily and therefore have a responsibility to fulfil their roles. Should they be unable to do so, they should reconsider their positions in the best interests of the organization rather than for personal reasons.
- Bernard stated that he does not want members to leave the seminar asking, "What happens next?" He stressed the importance of establishing a clear way forward and maintaining momentum within the cluster.
- Edward raised a concern regarding the funding of conferences by institutional members. He noted that challenges may arise where a conference vendor is not listed on an institution's approved supplier database, making payment difficult. He further questioned how members who RSVP for conferences or seminars, such as the West Coast Conference, would be held accountable should they fail to attend after confirming participation.
- Bentley suggested that a resolution be adopted to determine an interim payment system. He proposed that a service provider or associate member could issue invoices to participating members, collect the funds, and subsequently pay the vendor. In instances where sponsorship funding is available, sponsors should make payments directly to the vendor.
- Bernard queried how institutional members would manage such payments, as these transactions may trigger concerns or "red flags" within their financial management systems.
- Bentley responded that this arrangement should only be regarded as an interim measure until the formal national structure is in place.
- Bernard proposed that the sub-committee be elected to assist with these challenges and provide recommendations.
- Angelo enquired about the last engagement held with the current TG.
- Bentley confirmed that discussions had taken place and that the President had circulated an email outlining actions required from the TG before the next meeting. He reiterated the importance of adopting a resolution whereby an associate member's bank account could be utilised to coordinate cluster income and facilitate payments to vendors.
- Bernard added that institutions operate under different policies and governance principles. He recommended that the sub-committee be established and tasked with preparing recommendations for submission to the Executive Committee. Furthermore, where institutions are unable to make payments to associate members, members should be required to motivate and justify the expenditure to enable direct payment to vendors.
- Anton expressed his support for the establishment of a sub-committee to assist the Cluster Chairperson.

- Edward appealed to all associate members to commit themselves fully when registering for seminars and conferences. He proposed that members who RSVP for a specific number of attendees but subsequently pay for fewer should remain liable for the costs associated with the confirmed attendance numbers.
- Bernard stated that, once established, the sub-committee should operate under a Memorandum of Understanding (MoU) to ensure accountability.
- Simphiwe noted that institutional members may encounter challenges where unforeseen circumstances prevent attendance, resulting in institutions refusing to cover associated costs. He proposed the implementation of a payment cut-off date, whereby members who fail to make payment by the stipulated date would forfeit their participation in the event.
- Simphiwe further highlighted the significant contributions made by associate members, particularly those within the Western Cape Cluster. He expressed concern that, associate members should not merely be expected to provide financial support without receiving business opportunities in return. He questioned whether service providers in other regions contribute at the same level as those in the Western Cape and suggested that this matter be raised with the Executive Committee. He also noted that a recent advertisement for a director's position at one institution listed CAMPROSA membership as a requirement.
- Bernard emphasised that membership of CAMPROSA should be mandatory for any entity wishing to bid for security-related tenders at higher education institutions.
- Simphiwe confirmed that he had noted the matter and would raise it at both the Executive Committee meeting and the Annual General Meeting (AGM).

The following members were elected to serve on the Western Cape Cluster Sub-Committee:

- Bernard Soules – University of Cape Town
 - Jeremy Julius – Stellenbosch University
 - Edward Beeka – Pro Events
 - Alistair Witbooi – FS Systems
 - Anton van der Vyfer – Byers Security
 - Morne van Wyk – Instacom
- Bernard acknowledged the considerable behind-the-scenes work undertaken by Jeremy in support of the Cluster. He advised that, during a previous Local Organising Committee (LOC) meeting, it had been proposed that Jeremy be appointed to assist with the administration and coordination of the Cluster Office.

- Bernard therefore proposed that Jeremy be formally deputised to support the Cluster Chairperson and that a stipend be considered in recognition of the work performed. He acknowledged that this may present challenges at the national level; however, he suggested that the Western Cape Cluster could adopt a resolution and determine a suitable mechanism to support the proposal.
- Edward noted that a stipend amount of R5,000 per month had previously been allocated for a similar purpose. He proposed that associate members represented on the sub-committee each contribute R1,250 per month to collectively fund the stipend as a token of appreciation for Jeremy's efforts and contribution towards the success of the Western Cape Cluster.
- Bentley advised that the sub-committee could develop recommendations regarding the stipend arrangement; however, any such arrangement should remain informal and should not be administered through CAMPROSA. The sub-committee would therefore be responsible for managing the process independently and could present its recommendations to the Executive Committee for consideration and evaluation.

Presentations

FS Systems – Alistair Witbooi & Robert Peacock

- Drone technology and operational functionality.

Instacom – Jordan van Zaydam

- Body-worn camera solutions and functionality.

Vote of Thanks

The Chairperson extended his sincere appreciation to all members, sponsors, presenters, and stakeholders who contributed towards the successful planning and execution of the seminar.



Signature

Western Cape Cluster Chair

Date: 24 June 2026

