

**MUIZENBERG IMPROVEMENT DISTRICT NPC**  
**Minutes of the Board Meeting held on Tuesday 23 June 2015**  
**at 16:00 at the All Saints Church Hall, Muizenberg**

**Present:**

<b>Name</b>	<b>Position</b>	<b>Abbrev</b>
Tony Smith	Director (Chair)	TS
Aloy Gowne	Director	AG
George Hill	Director	GH
Lesley Schroeder	Director	LS
Marion Wagner	Director	MW
Dave D'Alton	Ward Councilor	DD
Chevone Petersen	Manager	CP

<b>No</b>	<b>Agenda Item</b>		<b>Action (Who?)</b>	<b>When</b>
1.	<b>Welcome</b>	TS opened the meeting.		
2.	<b>Community Issues/Matters for the Board's consideration</b>	There were no community matters for the board's consideration.		
3.	<b>Apologies</b>	SF and PW.		
4.	<b>Minutes of Previous Meeting &amp; Matters Arising.</b>	The board approved the minutes of 19 May 2015. Proposed by GH and seconded by MW.		
5.	<b>Financial Report.</b>	<p>The May financial report was accepted, and the below budget re-allocations were approved by the board, to ensure compliance as per meeting with ISL in May.</p> <p><b>Current financial year reallocations:</b></p> <ul style="list-style-type: none"> <li>• Reallocate R1 700 from telephone to rent.</li> <li>• Reallocate R88 from telephone to bonus provision.</li> </ul> <p><b>2015/16 financial year reallocations:</b></p> <ul style="list-style-type: none"> <li>• Reallocate R26 000 from cleaning to security line-item</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Reallocate R20 000 from employee to computer expenses line-item.</li> <li>• Reallocate R5 000 from environment to computer expenses line-item.</li> <li>• Reallocate R5 000 from social development to computer expense line-item.</li> <li>• <b>Create line-item in surplus for resource collaboration project.</b> Reallocate R10 000 from social development, R10 000 from beachfront and R10 000 from environment surplus to this resource project.</li> <li>• <b>Re-allocate in surplus budget,</b> R10 000 from beachfront and R5 000 from environmental upliftment to marketing &amp; communication.</li> </ul> <p>Proposed by LS and seconded by GH.</p>		
6.	<b>Traffic Circle Upgrade</b>	<p>The board confirmed that the traffic circle upgrade is an ongoing environmental upliftment project which will carry over into the 2015/16 financial year. The board approved the quotation received from Johannes for the Stonework that needs to be completed.</p> <p>Proposed by GH and seconded by MW.</p> <p>DD gave feedback on the meeting PW and he had with Parks. Parks agreed to supply plants and mulching for the traffic circle gardens.</p>	PW	End July 2015
			PW	On-going
7.	<b>Safety &amp; Security Tender Update.</b>	<p>AG is reviewing the Securitas contract and will liaise directly with Jeremy Horner.</p> <p>AG will review the Incident Desk</p>	AG	26 June 2015
			AG	26 June

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		<p>contract for implementation.</p> <p>CP confirmed that the CCTV systems move will take place before end of June. The monitoring area need to be closed off.</p> <p>AG will arrange a meeting with John Cartwright to discuss a formal proposal for the resource collaboration project for the Board's consideration. If accepted then implementation will be from July to December 2015.</p>	AG	<p>2015</p> <p>End June 2015</p>
8.	<b>Communications Update</b>	<p>LS created a FAQ document that MID can refer the membership to should they have any queries regarding the new security contractor.</p> <p>LS gave an update on Facebook Page posts performance.</p> <p>LS &amp; SF will review MID branding in the new financial year.</p>	<p>LS</p> <p>LS &amp; SF</p>	<p>On-going.</p> <p>End 2015</p>
9.	<b>MID Way Forward</b>	<p>TS reaffirmed the reasons for the MID restructure in 2013.</p> <p>He encouraged the Board to work interpedently. Each Portfolio Holder is expected manage their own portfolios and to follow through on projects. The Manager cannot take on additional portfolio duties. Directors should request support from each other, co-opt someone to assist on a voluntary basis or increase the number of Directors on the Board when they are unable to manage portfolio tasks.</p> <p>CP expressed concern that the Board has decreased in size, whilst the work has increased significantly and some Portfolios remain vacant, resulting in the Manager "standing-in" for Portfolios.</p>		

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		TS committed to prepare a duties document for each portfolio so that Directors can see what their responsibilities are within the team.		
10.	<b>Strategic Planning/Review.</b>	TS referred everyone to the portfolio reports. Below is additional feedback.  <b>Park:</b> GH confirmed that a meeting has been arranged with Parks to discuss future collaboration.	GH & CP	30 June 2015
11.	<b>General.</b>			

**Meeting Closed at: 18:15.**