

**MUIZENBERG IMPROVEMENT DISTRICT NPC**  
**Minutes of the Board Meeting held on Tuesday 22 April 2014**  
**at 16:00 at the All Saints Church Hall, Muizenberg**

**Present:**

Name	Position	Abbrev
Tony Smith	Director (Chair)	TS
Steven Frankal	Director	SF
Kelleigh Hamilton	Director	KH
George Hill	Director	GH
Elizabeth Milne	Director	EM
Marion Wagner	Director	MW
Peter Wright	Director	PW
Chevone Petersen	Admin Manager	CP

No	Agenda Item	Decision	Action (Who?)	When
1.	Welcome	TS opened the meeting at 16:00.		
2.	Community Issues/Matters for the Board's consideration	There were no community members present.		
3.	Apologies	Councilor Dave D'Alton and absent was Mike Romyn.		
4.	Minutes of the Previous Meetings	<p>The minutes of 18 March 2014 were approved by the board. Proposed by EM and seconded by PW.</p> <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> <li>• CP informed the Board that no budget reallocations will be proposed since the current financial year ends in two months.</li> <li>• CP informed the Board that Runan Rossouw will provide feedback on the boundary inclusion in the first week of May. SF requested that CP request sooner feedback.</li> </ul>	CP	ASAP

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5.	Financial Report	The Board approved the financial report. Proposed by KH and seconded by MW.		
6.	Department of Community Safety – Chrysalis Academy	CP confirmed that Tashwin Jacobs was placed with MID on 7 <sup>th</sup> April and Kirwin Abrahams will join MID on 23 <sup>rd</sup> April.		
7.	Surfers' Circle Project	<p>PW gave feedback on the Big Jol and confirmed that it was a success even though not much money was raised.</p> <p>TS gave feedback on the meeting with Joe-Mark Lippert.</p> <p>The board discussed the Surfers' Circle project and all Directors present approved of the process guideline recommended by TS regarding public participation for the centre piece. The approval was proposed by EM and seconded by SV..</p> <p>The board also hopes that the meeting with the Department of Public Arts and Culture will provide more detailed information regarding the City's specific requirements, if any, since they currently only have a draft memorialisation policy in place which is currently open for public comment.</p>	TS, PW, EM & CP	ASAP
8.	Media Policy & Procedure	The board approved TS's recommendation that all media releases be sent to all Directors for approval within a specified timeline in order to comply with any deadlines set by the media.	All	On-going
9.	MID Policies and Procedures Manual.	EM agreed to assist Directors in need of assistance with individual portfolio policies. EM will also finalize the office policies and procedures manual.	All	End June
10.	Portfolio Vacancy Recruitment	TS mentioned that Directors need to work as a team and said that it is not fair that some Directors do so much work while		

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		<p>other portfolios receive little attention.</p> <p>TS suggested that we review the structure and SF supported this especially now that MID is putting together a new business plan.</p>		
11.	MID Administration	<p>TS informed the board of the enormous amount of extra work that CP is doing since MID has implemented various initiatives. The board approved to pay monthly for sanctioned additional hours worked and agreed that TS manage this.</p> <p>The board also agreed that to review office resources required in the new business plan.</p>		
12.	5 Year Business Plan	<p>The board agreed that TS, EM and CP could draft the 2015-2020 business plan for presentation and review at the next board meeting.</p>	TS, EM & CP	End May
13.	Strategic Planning/Review	<p>The board reviewed all portfolio reports.</p> <p><u>Beachfront:</u></p> <ul style="list-style-type: none"> <li>• SF still waiting on Dave D’Alton to set-up a meeting with all beachfront decisions makers.</li> <li>• The City proposed an increase in law enforcement costs, SF negotiated a minimal increase.</li> <li>• SF sent comment to the City regarding the proposed roads infrastructure changes i.e. linking Atlantic Road to Beach Road.</li> </ul> <p><u>Buildings, Cleaning and Maintenance:</u></p> <ul style="list-style-type: none"> <li>• KH liaised with Dave D’Alton and</li> </ul>	<p>Dave D’Alton</p> <p>KH</p>	<p>May 2014</p> <p>On-</p>





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14.	General			

**Meeting Closed at: 18:50.**

DRAFT