

MUIZENBERG IMPROVEMENT DISTRICT NPC
Minutes of the Board Meeting held on 26 January 2017
at 17:00 at The Hive, Muizenberg

Present:

Name	Position	Abbrev
Marion Wagner	Chair	MW
Megan Cross	Director	MC
Heide Goodman	Director	HG
Karen Hultzer	Director	KH
Kevin Rack	Director	KR
Toby Megaw	Director	TM
Chevone Petersen	Manager	CP
Lisa Mitford	Marketing & Communications Volunteer	LM
Sue Rumsey	Bookkeeper	SR

No	Agenda Item		Action (Who?)	When
1.	Welcome	MW welcomed everyone. A special welcome was extended to LM who volunteered to assist MID with marketing and communications and SR who joined the meeting to give feedback on accounts processes.		
2.	Minutes	The board meeting minutes of 29 November, and public meeting notes of 8 December were approved. Proposed by TM and seconded by HG.		
3.	Finance Report	MW gave a brief update on the finance report and queried the telephone expenses. CP explained that after the budget reallocations were approved by the board in the July board meeting, office space was secured in the Clinic which resulted in the MID retaining the landline and MWEB internet services which are reflected in this cost The MWEB expense can be allocated to the marketing budget for the remainder of the financial year.		

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		<p>SR gave an introduction of how the MID reporting works in relation to the City. She also committed to follow up with ISL to provide an update on the reserves i.e. available funds not yet budgeted.</p> <p>The board also agreed to give SR power of attorney through a special SARS form that CP (as public officer) needs to complete. This will allow SR to liaise with SARS should there ever be a need for her to query anything on behalf of the MID. Approved by MW and seconded by KH.</p>		
4.	Public Safety Contract Feedback	<p>MW updated the board on the review meeting that was held with GRIT. Concerns addressed were:</p> <ul style="list-style-type: none"> • Reporting irregularities • Bikes and foot patrols • Addendum re. confidentiality agreement <p>Unfortunately GRIT failed to submit the report for the board's consideration regarding the patrolling methods, which MW will follow up on.</p>	MW	ASAP
5.	Strategic Planning Feedback	<p>The strategic plan document was not collated in time for the board meeting due to late submissions and portfolio changes.</p>	CP	Feb
6.	Portfolio Report Comments & Queries	<p>MW thanked everyone for submitting their portfolio reports and requested that everyone use the reporting template for ease of reference. The next report is due by close of business on 16 February.</p>		

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		<p>The following items in the reports were addressed:</p> <p>Public Safety:</p> <ul style="list-style-type: none"> ➤ TM advised the board he will be relocating to the UK with his family in June and tendered his resignation as a MID director. TM offered to continue to support the portfolio in a voluntary capacity as required. In the meanwhile KH will see if Janet Annandale would consider rejoining the MID to manage this portfolio and MW will approach Liz Meyer. ➤ As an interim measure, the board agreed to, hand the public safety portfolio to HG. ➤ The board agreed to explore the possibility of employing an external contractor to support the public safety portfolio. This is similar to what has been done with the current contracted social worker supporting the Social Development portfolio. MW will follow up with a potential candidate who is ex-SAPS. <p>Cleaning & Environment:</p> <ul style="list-style-type: none"> ➤ The challenge in Atlantic Road around hygiene is a concern. KH will address possible intervention and challenges with Solid Waste in the planned meeting for the following week. 		
7.	General	MW confirmed that the Open Mic session is not a formal meeting, but an opportunity for the board and community to discuss the positives		

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		<p>and negatives of services during the festive season.</p> <ul style="list-style-type: none">➤ Marion Thomas will give an update on social work services.➤ Brian Ing, was invited to give an update on the Festive Season initiatives but unfortunately no response was received from him. MW will therefore give a brief update➤ MC will update on top-up cleaning and community volunteer activities. <p>The board approved the mid-year report due for submission to ISL before end January. Proposed by MW and seconded by KH.</p>		
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Meeting Closed at: 18:25

Next Meeting is on 23 February at 17:00 at The Hive