

MUIZENBERG IMPROVEMENT DISTRICT NPC
Minutes of the Board Meeting held on Tuesday 9 July 2013
at 17:00 at the False Bay College, Muizenberg

Present:

Name	Position	Abbrev
Tony Smith	Director (Chair)	TS
Janet Annandale	Director	JA
Steven Frankal	Director	SF
Kelleigh Hamilton	Director	KH
George Hill	Director	GH
Dave Jones	Director	DJ
Justin Maxwell	Director	JM
Elizabeth Milne	Director	EM
Mike Romyn	Director	MR
Sandi Voges	Director	SV
Marion Wagner	Director	MW
Peter Wright	Director	PW
Dave D'Alton	Councilor	DD
Dorothy Johaadien	Temporary Admin Manager	DWJ
Chevone Petersen	Admin Manager	CP

Invited guest: Quinton van Wyk of NCC

Members: Saddick Johaadien
Peter and Margaret Dugmore
Joe-Mark and Leila Lippert
Sandy Crossley
Danny Keogh

Matters for Attention: **Communication with members**

No	Agenda Item	Decision	Action (Who?)	When
1.	Welcome	TS opened the meeting at 17:10 and welcomed Members and introduced Marion Wagner and Sandi Voges. The co-opted appointments of Marion Wagner as Social Development Director and Sandi Voges as Communications Director were agreed by the Board. Proposed by JM and seconded by DJ.		

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2.	Community Issues/Matters for the Board's consideration	<p>The Chair and Directors thanked the members for their attendance and interest, and spent the first 2 hours of the meeting going through the document entitled "Summary of Concerns Expressed by Some Members".</p> <p>Some of the members present expressed their support for the current Board, and appreciation for all the work that was taking place.</p> <p>Members were encouraged to arrange for one-on-one meetings with the relevant portfolio holders to discuss their concerns, due to time constraints and certain answers not being sufficiently detailed for some members e.g. cleaning contract, communications and members' lack of understanding of finances.</p> <p>Members were also encouraged to present proposals on how communication can be improved in order for the Board to review and comment on e.g. sms system mentioned by Margaret Dugmore.</p> <p>Joe-Mark Lippert made the point that in his opinion the policies and procedures and protocols document is easy to compile, and relates to the risk assessment of the organization.</p> <p>Saddick Johaadien volunteered to write the Policies, Procedures and Protocols Manual without charge, on the condition that the MID spend the allocated budget on upgrading the York Road car park. EM requested a formal written proposal for the Board to consider.</p>		
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Member participation was closed at 19:00.

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3.	Apologies	None.		
4.	Minutes of the Previous Meetings	Due to time constraints TS asked the Board to comment in writing, and if no response is received by 17:00 on 10 th July 2013 it will be assumed that all are in agreement with said minutes. The Board agreed.	All	By 17:00 on 10/7
	Matters Arising	No matters arising were discussed.		
5.	Financial Report	Due to time constraints TS asked the Board to comment in writing, and if no response is received by 17:00 on 10 th July 2013 it will be assumed that all are in agreement with said financial reports. The Board agreed.	All	By 17:00 on 10/7
	Reports for May & June			
	Festival Proposal	The Board agreed to delegate the fundraising internship matter to Sandi Voges.	Sandi Voges	By 15/07
6.	Ratification of Resolutions and Decisions taken since the last meeting	The following decisions and resolutions were ratified:		
	Appointment of NCC (Cleaning Contractor)	The decision to appoint NCC was ratified. They commenced their contract on 1 July.		
	Appointment of Chevone Petersen (Manager)	The decision to appoint Chevone Petersen was ratified. She commenced work in the Admin Manager role on 8 July.		
	Expenditure for cameras, public art, branding of trailer	The expenditure for these items was agreed.		
	Park security (GRIT)	It was noted that GRIT now patrols some areas of the park occasionally at no cost to MID.		

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	Community meeting	The decision to hold a community meeting was ratified, and this will take place on 16 July.	All	16/07
7.	Portfolio Reports	Portfolio feedback was given by each portfolio holder. Directors committed in future to send their Portfolio reports to the Manager one week prior to the Board Meeting.	All	By 03/09
8.	Manager's Report	Due to time constraints TS asked the Board to comment in writing, and if no response is received by 17:00 on 10 th July 2013 it will be assumed that all are in agreement with said report. The Board agreed.	All	By 10/07
9.	Other Matters	TS asked Board Members to read the Shark Spotters proposal and the report of the recent meeting between the Shark Spotters and some Directors, and send comments by email in order to ascertain where MID stands on the issue. It was agreed that in future all written reports presented in Board packs will be read and commented on by email prior to the Board meeting, to save time.	All	By 12/07
10.	Date of next meeting	Strategy Meeting (Members invited to attend 17h00 – 17h30)	All	06/08 17:00

Meeting Closed at: 20:10.