

**MUIZENBERG IMPROVEMENT DISTRICT NPC**  
**Minutes of the Board Meeting held on 26 April 2018**  
**at 17:00, The Hive, Palmer Road, Muizenberg**

**Present:**

<b>Name</b>	<b>Position</b>	<b>Abbrev</b>
Marion Wagner	Director	MW
Karen Hultzer	Director	KH
Johan Lotter	Director	JL
Wayne Turner	Director	WT
Chevone Petersen	Manager	CP

**Members:**

Daniel Blaauw – Community Member, Get South Magazine

<b>No</b>	<b>Agenda Item</b>		<b>Action (Who?)</b>	<b>When</b>
1.	<b>Welcome</b>	MW welcomed everyone and chaired the meeting.		
2.	<b>Matters for the Board's Consideration (Members)</b>	<p><b>Daniel Blaauw – Get South Magazine:</b></p> <p>MW welcomed Daniel to the meeting and introduced him to the board.</p> <p>Daniel presented the Get South magazine to the board. The publication focusses on destination marketing for the Far South with the objective of becoming a business support and service network for businesses in the Far South.</p> <p>The next publication is due in December 2018.</p>		
3.	<b>Apologies</b>	Cllr. Kuhl, Directors Megan Cross and Kevin Rack.		
4.	<b>Minutes</b>	The board meeting minutes of 27 March were approved by the board. <b>Proposed by MW and seconded by WT.</b>		
5.	<b>Finance Report</b>	The March finance report was presented and approved by the board. <b>Proposed by WT and seconded by MW.</b>		

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		<p>The board approved the limits of authority policy document.  <b>Proposed by JL and seconded by KH.</b></p> <p>The board agreed to withdraw the surplus allocation as noted in the February board meeting minutes for Day Zero in light of the most recent City reports indicating that Day Zero will not happen in the current financial year. Instead the board approved an additional R25 000 from unbudgeted surplus to be allocated to LPR/CCTV in the MID area to further support the Ward 64 control room project. This in addition to the already R100 000 allocated.  <b>Proposed by KH and seconded by JL.</b></p> <p>Day Zero support will be reviewed in the new financial year after the completion of the audit.</p>		
6.	<b>Contracts</b>	<p><b>Cleaning:</b></p> <p>KH discussed concerns experienced throughout the contract term with regard to operational management of the service. Referred to the removal of the landscaping support services effective January 2018.</p> <p>After careful review in conjunction with where the MID is currently positioned in terms of service delivery, it is recommended that the MID bring cleaning in-house and consider this as a development opportunity for current City EPWP members working within the MID in similar roles.</p>		

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		<p>The board approved this recommendation. <b>Proposed by JL and WT.</b></p> <p>KH and CP will meet to iron out the finer details and in-house recruitment process with relevant department where EPWP has been placed within the MID.</p> <p>KH and CP will also meet with GRIT to provide them with feedback of the cleaning contract not being renewed.</p> <p><b>Public Safety:</b></p> <p>WT confirmed that current engagement with Law Enforcement requires that we continue as is with the GRIT contract. There is however a few concerns around overall implementation where improvement is needed. This will be discussed during a review meeting with the company. The board agreed on this recommendation. <b>Proposed by MW and seconded by WT.</b></p> <p><b>Social Work:</b></p> <p>JL gave feedback on the overall review of the social development project and service delivery to date. It was noted that between the overall MID mandate there is a bit of fragmentation and ultimately, as with cleaning, the long term goal would be to recruit an inhouse full-time social worker for the MID. The board agreed to this suggestion along with the need to discuss this with the current outsourced service provider, Marion Thomas.  <b>Approved by MW and seconded by JL.</b></p>	<p>KH &amp; CP</p> <p>KH &amp; CP</p> <p>WT &amp; CP</p> <p>JL &amp; CP</p>	<p>Before end May</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
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7.	<b>Law Enforcement Concerns.</b>	Referred to the email sent out, and confirmation of meeting with Chief Wiltshire.		
8.	<b>Portfolio Reports</b>	Due to time constraints this was not discussed. Portfolio reports were sent to all present for review.		
9.	<b>General</b>	<p><b>Marketing &amp; Communications</b></p> <p>CP raised the concern of not having a director responsible for this portfolio which was previously managed by Director Lesley Schroeder (Stakeholder Portfolio). It included content development for the website, media liaison and social media management. Later Lisa Mitford volunteered and assisted with writing articles and the newsletter design.</p> <p>The board agreed to try and find someone who can manage this either as a portfolio or on an outsourced basis (budget depending). In the interim, for the month of April, the board agreed that CP may invoice the MID accordingly given that this is outside of her usual scope of work i.e. content development. <b>Approved by JL and seconded by MW.</b></p> <p><b>The Hive Membership</b></p> <p>CP discussed the various membership options for The Hive, and given the current needs of the MID the board agreed to join as Friends of the Hive, with the main requirement being access to the venue for monthly board meetings. Proposed by MW and WT.</p>		

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		<b>Membership Application</b>  The board approved MID membership for erf 86579, Wherry Road. Proposed by JL and seconded by MW.		
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**The meeting ended at 17:30.**

Next board meeting will take place on 31 May at 15:30 at The Hive. Member participation slot to remain at 17:00.