

MUIZENBERG IMPROVEMENT DISTRICT NPC
Minutes of the Board Meeting held on 28 June 2018
at 15:30, The Hive, Palmer Road, Muizenberg

Present:

Name	Position	Abbrev
Marion Wagner	Director - Chair	MW
Megan Cross	Director	MC
Johan Lotter	Director	JL
Wayne Turner	Director	WT
Chevone Petersen	Manager	CP
Aimee Kuhl	Cllr	AK

No	Agenda Item		Action (Who?)	When
1.	Welcome	MW welcomed everyone and chaired the meeting.		
2.	Matters for the Board's Consideration (Members)	There were no matters for the board's consideration.		
3.	Apologies	None.		
4.	Minutes	The board meeting minutes of 31 May were approved by the board. Proposed by MC and seconded by JL.		
5.	Finance Report	The May finance report was presented and approved by the board. Proposed by MW and seconded by MC. Audit: CP confirmed with Low and Schreiber that all information will be submitted before 15 June to ensure audit deadline is met i.e. review and approval of audited financial statement at the July board meeting before submitting two signed copies to the City of Cape Town.		

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		<p>AGM: MW confirmed that she is travelling abroad in November and the board agreed on 7th November as the proposed AGM date.</p> <p>Banking Mandate: Director changes were filed with CIPC with the resignation of Kevin Rack and Karen Hultzer, delaying the banking mandate changes. The board approved the appointment of Megan Cross as signatory. MW and CP to remain as per current mandate. Proposed by MW and seconded by WT.</p> <p>Company Secretary: The board reviewed the document received from City of Cape Town CID Branch regarding the role of the company secretary and the importance thereof. It was again confirmed that MC is the appointed company secretary for the MID and all director changes are filed via LPH.</p>		
6.	Human Resources	<p>Employee Contracts: CP confirmed that all employee contracts have been signed. The board approved all salary reviews and recommendations, effective 1 July, which will be confirmed in writing with employees. Proposed by MW and seconded by MC.</p>	MW	End June
7.	Portfolio Vacancies	<p>The board agreed to invite Zivia Desai to the July board meeting, the new financial and co-opt her as a Director.</p> <p>The board has been tasked with finding suitable candidates for consideration to take on portfolios such as Marketing and Communications.</p>	All	On-going

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8.	Portfolio Reports	Portfolio reports were submitted by MW, JL, WT and CP.		
9.	General	<p>Control Room Update: JL updated the board on the meeting held at sub-council offices with the Cllr. Furthermore confirmed that, as MID representative, he has volunteered to assist with general oversight of implementation i.e. control room requirements such as internet infrastructure, line of sight, etc.</p> <p>CP and JL also met the Barry Schuller, Director for City Camera Monitoring. In addition to this they met with the City service provider tasked with setting-up and connecting equipment funded by the Ward Cllr.</p> <p>The board approved consulting with Dave Vaughan, as technical infrastructure consultant for the MID, in reviewing the requirements for MID LPRs and overview cameras to connect and link with the control room. Proposed by MW and seconded by JL.</p> <p>Donations: Friends of Muizenberg Park (FoMP) confirmed that the EPWP contract has come to an end which leaves the Park maintenance and cleaning unattended for a period of 2 – 3 months. FoMP has requested MID assistance towards funding the retention of the EPWP until his contract is renewed.</p> <p>This is an annual occurrence. The board approved a donation of R6 000 of which 50% is contribution towards July, August and September 2018 and the other 50% to be ring-</p>		

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		fenced by FoMP for July, August and September 2019. Proposed by WT and seconded by MC.		
		Mandela Day: The board agreed to purchase Checkers Vouchers to before the end of the financial year that can be used in support of Mandela Day activities such as the elderly day visit to Muizenberg, the adaptive surfing event and groceries for elderly at the Sunset Retirement Home. Proposed by JL and seconded by MW.		

The meeting ended at 16:30.

Next board meeting will take place on 26 July, 15:30 at The Hive. Member participation slot to remain at 17:00.