

MUIZENBERG IMPROVEMENT DISTRICT NPC
Minutes of the Board Meeting held on Tuesday 7 May 2013
at 17:00 at the Empire Cafe, York Road, Muizenberg

Present:

Name	Position	Abbrev
Tony Smith	Director (Chair)	TS
Steven Frankal	Director	SF
Dave Jones	Director	DJ
Justin Maxwell	Director	JM
Elizabeth Milne	Director	EM
Mark Robinson	Director	MarkR
Mike Romyn	Director	MR
Peter Wright	Director	PW
Dave D'Alton	Councilor	DD
Dorothy Johaadien	Temporary Admin Manager	DWJ

Apologies: Janet Annandale

Members: Claire Homewood and Kelleigh Hamilton

Matters for Attention: Communication with members

No	Agenda Item	Decision	Action (Who?)	When
1.	Welcome	EM opened the meeting at 17:10, in the absence of TS and MarkR who were delayed in traffic. (Arrived 17.30)		
2.	Community Issues/Matters for the Board's consideration	Claire gave a presentation explaining the thinking behind the proposal to hold a festival in Muizenberg in September next year. The Board endorsed the idea, and MarkR volunteered the use of the MID's networks for publicity. EM advised the need to book the Pavilion as early as possible.		
	Festival			
	Speed bumps	The council would not agree to this as the road was too narrow. JM to work with the affected parties on other ways to slow down the traffic.	JM	ongoing

Claire left the meeting at 17:30.

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3.	Minutes of the Previous Meetings Matters Arising	The minutes of the previous Board meeting on 5 March were approved; proposed by JM and seconded by EM. No matters arising from the minutes were discussed.	DWJ	9/5
4.	Financial Report Reports for March and April Appointment of Finance Director	The Financial Reports for March and April were presented to the Board and after much discussion were approved. TS explained that the Profit and Loss account should be shown in comparison to the budget (month on month and YTD/Actual/Budget) – EM to meet with Sue Rumsey to action this for future months. The Board agreed that from the next AGM, Finance, Governance and Admin should be combined into one portfolio, and a director with the necessary expertise must be recruited.	EM and Sue Rumsey	By end May
5.	Ratification of Resolutions and Decisions taken since the last meeting	Project proposal – EM put forward a proposal to write a manual for Policies, Protocols and Procedures for MID. The Board agreed to the proposal and endorsed expenditure of R20k. Work would start on this following the appointment for the new MID manager.		
6.	Portfolio Reports	The Portfolio Goals and Action Plans (attached) were accepted by the Board. Directors were reminded to circulate their Portfolio Reports one week prior to each Board meeting. The following decisions were taken: <ul style="list-style-type: none"> • The space at the corner of Vlei Road (currently used as storage space by the Main Road upgrade contractors) should be converted to extra parking space. DD to lobby the relevant department in the council. • MID should hold a competition for a new logo, offering a prize of R2k. MarkR to draw up brief, logo to include MID name, 	All Directors DD MarkR	By end of June Before next meeting By end May

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		<p>and possibly beach huts and/or wave(s) but not to stymie the artist/designer's creativity.</p> <ul style="list-style-type: none"> • MarkR to organize the printing of a small quantity of business cards using the old logo. • MarkR and JM to draw up a leaflet questionnaire to be distributed by GRIT or posted to members, to establish how they wish MID to communicate with them. Residents will be expected to receive their communications via the website, social networks or hardcopies at the locations where these are available. • DJ to organize putting up camera signage (currently stored in the MID office). • EM, TS and MR to meet to discuss possible projects for fundraising. 	<p>MarkR</p> <p>MarkR and JM</p> <p>DJ</p> <p>EM, TS and MR</p>	<p>By end May</p> <p>By end June</p> <p>Asap</p> <p>Before end May</p>
7.	Manager's Report	The Manager's Report (attached) was accepted by the Board.		
8.	MOI	Directors were requested to attend the SGM with as many proxies as possible.	All	14/5
9.	Other Matters Directors' concerns	The Board agreed to co-opt two new Directors. Kelleigh Hamilton would take the problem buildings portfolio, and George Hill would concentrate on Muizenberg Park. DWJ to send out consent forms.	DWJ	asap
11.	Date of next meeting	The next meeting will be the SGM to pass the new MOI. This will be at 7pm on Tuesday 14 May, at False Bay College.		

Meeting Closed at: 19:30.