

**MUIZENBERG IMPROVEMENT DISTRICT**  
**DRAFT Minutes of the Board Meeting held on Tuesday 17 July 2012**  
**17:00 at Revenue Red, Atlantic Road, Muizenberg**

**Present:**

Name	Position	Abbrev
Mike Romyn	Chairman	MR
Steven Frankal	Director	SF
Mark Robinson	Director	MarkR
Peter Wright	Director	PW
Anthony Dietrich	Director	AD
Elizabeth Milne	Director	EM
Dave D'Alton	Councilor	DD
Karen Jordi	MID Manager	KJ

**Apologies:** Janet Annandale

**Matters for Attention:**      **Implementation Plan (effective July 2012)**  
**GRIT contract (long over-due, has never been signed)**  
**Beachfront parking (in process)**  
**Strategic planning & business plan (date tbc)**  
**Project reviews (end of Financial Year review)**

No	Agenda Item	Decision	Action (Who?)	When
1.	Minutes of the Previous Meeting	The minutes of the previous meeting were approved, with 2 minor changes.		
2.	Matters Arising	<ul style="list-style-type: none"> <li>• <b>Strategic Planning Session:</b> KJ advised that with the end of the financial year it was not feasible to devote the Board meeting to strategic planning.</li> <li>• <b>Security for Muizenberg Park:</b> MR asked DD if he could allocate the money he has set aside for security in the Park to MID. This would enable MID to engage the contractor instead of council. DD said he would "try".</li> <li>• <b>Rent-a-Cop:</b> KJ reported that the new MOA has been signed for a six month period, July – Dec.</li> <li>• <b>GRIT Contract:</b> Has not been circulated. EM to circulate to the Directors for their approval.</li> <li>• <b>Customization of the security trailer and the two proposals - landscaping service and social investment:</b> to be addressed with the Financial Report.</li> </ul>	DD  EM	

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3.	Financial Report	<ul style="list-style-type: none"> <li>• <b>End of Financial Year:</b> AD presented a report of expenditure over the past 12 months. There has been significant over-expenditure against what was allocated in the budget for Projects; all un-budgeted expenditure is allocated to Projects.</li> <li>• <b>Annual Financial Audit:</b> Must be submitted to ISL by end August. KJ will be meeting with the new auditor next week.</li> <li>• <b>Financial Year End &amp; Project Reviews:</b> The agenda item for assessment, accountability and feedback from projects was not addressed.</li> <li>• <b>Trailer Customization:</b> KJ presented a schedule of costs for various components. SF suggested to keep costs as low as possible: hatch on one side and sliding window on the other. KJ to get additional cost for a sliding window and circulate final quote for the Director's to approve. Branding will be done after the customization.</li> <li>• <b>Landscaping Service Proposal:</b> KJ gave a summary for the benefit of MR, AD and PW who did not attend the June meeting. The proposal has been circulated to the Directors by JA.</li> <li>• <b>Social Upliftment Proposal:</b> KJ summarized the proposal presented by Hand-in-Hand Creatives at the June meeting for the benefit of the Directors that were absent. The Board had decided to support the project but requested that some of the costs be trimmed – see attached schedule of revised costs. SF asked how MID would benefit suggesting that such initiatives should be used as a marketing opportunities. KJ noted that presently there are no processes in place to monitor projects nor to account for expenditure. SF asked how do we measure the benefit for MID. No decision was taken.</li> </ul>	KJ and Auditor	
4.	Beachfront	<ul style="list-style-type: none"> <li>• <b>General:</b> SF wants to meet with JP Smith in his personal capacity to discuss various issues. MR said that the Muizenberg Partnership had met with JP Smith about matters at the Beachfront. Promises were made but nothing has happened.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• <b>Surfers Circle:</b> PW reported that Gordon Verhoef had asked for some changes to the design of the structure. Still in discussion.</li> <li>• <b>Empire Conversion:</b> SF reported that this is almost complete. The SUP shop will be trading by end of July; Luck Fish &amp; Roxy's around mid-Aug. The open lot opposite Knead should be complete by December.</li> </ul>		
		SF left the meeting		
	Beachfront cont.	<ul style="list-style-type: none"> <li>• <b>Parking:</b> No new developments – EM to follow up.</li> </ul>	EM	
5.	Safety & Security	<ul style="list-style-type: none"> <li>• <b>GRIT Contract:</b> EM to circulate to the Directors. If all are in agreement EM will sign the contract.</li> <li>• <b>Checkers Centre:</b> Problem with teenage and young adults harassing customers. The security provider WCSS is useless. The property managing agents did not arrive for the meeting that EM had scheduled for Monday – wants them to change security provider and re-instate the car wash in the underground parking for the BB's to supervise.</li> <li>• <b>Hot Sports:</b> Atlantic Rd, the main road through Muizenberg, looks like a slum: Bray's Café sells glue to kids and was the scene of 2 murders in the last year. Sorrento Court is becoming like Don Pepe. Highly visible bad corner. EM wants to get property owners and tenants together.</li> <li>• <b>Beach Buddies:</b> EM working on sources for funding: discretionary funding needed to top-up earnings to R10/hr. Wants to expand the BB's into Atlantic Rd and Muizenberg Park. MR suggests replacing GRIT Security Patrol with BB's – MID to look at the cost of security patrol vs the cost of BB's. Would need to assess sentiment among village residents. EM says this may work but not now. EM thinks there is a marketing angle (BB's as a platform for rehab – people coming off crime and drugs) to pull in money from outside Muizenberg and tap international visitors for on-going funds via a Business-Education programme; needs a manager. MR suggest EM do costing including a</li> </ul>	EM	ASAP

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		manager. AD says MID needs to look at the regulatory process: BB's need to be registered – can open MID to liability if not registered. EM suggests we can run them as a tourism welcoming committee instead of security (ex-addicts and ex-criminals) – could work if 1000's of people who love Muizenberg can be persuaded to part with their money. MR asked how to expand BB's in a controlled manner without falling apart.		
		DD left the meeting		
6.	Other Matters	<ul style="list-style-type: none"> <li>• <b>MID Structure:</b> MR is becoming too busy at work and suggests that MID look at changing the structure going into the next year: need a Chairman and a CEO, someone who is task-oriented. EM suggested we discuss this after the strategic planning. AD suggested we review the current situation and project how to improve existing functions into the future.</li> <li>• <b>Strategic Planning:</b> Discussion took place about timing but nothing was agreed.</li> </ul>		
9.	Date of next meeting	The next meeting will be on Tuesday 21 <sup>st</sup> August – time and venue to be confirmed.		

**Meeting Closed at: 19h45**

**MUIZENBERG IMPROVEMENT DISTRICT  
(INCORPORATED ASSOCIATION NOT FOR GAIN)**

**FINANCIAL REPORT FOR THE PERIOD  
JUNE, 2012**

	<b>ACTUAL<sub>1</sub></b>	<b>BUDGET<sub>2</sub></b>	<b>ACTUAL<sub>3</sub></b>	<b>BUDGET<sub>4</sub></b>	<b>BUDGET<sub>5</sub></b>	<b>actual<sub>3</sub> vs budget<sub>5</sub></b>
	<b>This Month</b>	<b>This Month</b>	<b>Year to date</b>	<b>Year to date</b>	<b>Annual</b>	<b>%</b>
<b>INCOME</b>						
Levy Income	84197	84198	1082850	1010364	1010364	107.2
Interest Income	809	-	8469	-	-	0.0
<b>TOTAL INCOME</b>	<b>85006</b>	<b>84198</b>	<b>1091320</b>	<b>1010364</b>	<b>1010364</b>	<b>108.0</b>

**EXPENDITURE**

<b>Employee Related</b>	<b>11173</b>	<b>18996</b>	<b>123918</b>	<b>227952</b>	<b>227952</b>	<b>54.4</b>
Buildings	0	4581		54972	54972	0.0
MID Manager	8934	9513	105120	114156	114156	92.1
Communications		0		0	0	0.0
Street Workers		2544	3200	30528	30528	10.5
Secretarial Services	2150	1000	5900	12000	12000	49.2
PAYE & UIF	89	0	1025	0	0	0.0
Bonus Provision		1358	8673	16296	16296	53.2
<b>Contracted Services</b>	<b>57558</b>	<b>48750</b>	<b>748076</b>	<b>585000</b>	<b>585000</b>	<b>127.9</b>
Security	39569	39566	565207	474792	474792	119.0
Cleaning	17989	9184	182869	110208	110208	165.9
<b>Depreciation</b>		<b>0</b>	<b>36047</b>	<b>0</b>		
<b>Repairs &amp; Maintenance</b>		<b>0</b>		<b>0</b>		
<b>Services Accounts ex CCT</b>		<b>0</b>		<b>0</b>		
<b>Interest Paid</b>		<b>0</b>		<b>0</b>		
<b>Other Operating Expenditure</b>	<b>12580</b>	<b>16452</b>	<b>227896</b>	<b>197412</b>	<b>197412</b>	<b>115.4</b>
Accounting Fee	1805	1980	25325	23760	23760	106.6
Audit Fees		967	11910	11604	11604	102.6
Advertising	1250	350	7561	4200	4200	180.0
Alarm Rental		240		2880	2880	0.0
Bank Charges	396	460	5582	5520	5520	101.1
Cellphone	388	490	5458	5880	5880	92.8
Computer Expenses	0	0	0	0	0	0.0
Functions/Meetings		400	2869	4800	4800	59.8
Internet	59	110	1628	1320	1320	123.3
Insurance	237	880	2756	10560	10560	26.1
Landscape & Garden		3578	28195	42936	42936	65.7
Marketing	1820	800	17120	9600	9600	178.3
Newsletter	0	623	1950	7470	7470	26.1

Postage		108	193	1290	1290	15.0
Printing & Stationery	712	540	5713	6480	6480	88.2
Projects	2500	2500	84224	30000	30000	280.7
Rent Paid	1100	1100	13200	13200	13200	100.0
Sundry Expenses		430	3172	5160	5160	61.5
Training	1350	180	1350	2160	2160	62.5
Telephone	963	500	3848	6000	6000	64.1
Travelling	0	216	5842	2592	2592	225.4

<b>TOTAL EXPENDITURE</b>	<b>81312</b>	<b>84198</b>	<b>1135937</b>	<b>1010364</b>	<b>1010364</b>	<b>112.4</b>
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<b>(SURPLUS)/SHORTFALL</b>	<b>3694</b>	<b>0</b>	<b>-44617</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
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# “BUILDING COMMUNITIES THROUGH THE CREATIVE ARTS”

## HAND IN HAND CREATIVES PROPOSAL

Prepared for Muizenberg Improvement District • June 2012

### Table of Contents

1. NPO PROFILE
2. AIMS
3. ACHIEVEMENTS
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5. FUTURE PLANS
6. CONCLUSION
7. CONTACT

#### 1. NPO Profile

NPO registration number: 100-399

Hand in Hand Creatives was officially registered in March 2012 although the organisation has been in operation since October 2011

The NPO was founded by creative educators and facilitators, business owners, artists and residents of the Muizenberg district

It has a duly constituted committee and members who actively participate in furthering the aims and initiatives of the organisation

#### 2. Aims

Teach students aged 12 and older all genres of the creative arts through courses run by Muizenberg artists

Create safe spaces for children to develop and nurture their creative talents

Promote social cohesion and keep young kids off the streets

Reduce vandalism and petty crime by offering alternatives

Promote Muizenberg culturally and touristically

Run music/arts festivals in Muizenberg where young students who have attended our courses will be able to showcase their talents

Job creation for artists, educators, facilitators and residents of the Muizenberg area

**Create interracial understanding and cultural exchange through social interaction**

### 3. Achievements

The organisation has a list of course facilitators/artists who reside in Muizenberg and are ready to start working. They have agreed to waive their professional fees for the July workshop. The artists who will be participating in the workshop include Angela Mac Pherson (Visual Art), Vincent Meyburgh (drama teacher with Jungle Theatre), Julia Nowicki (classical and modern dance teacher), Shafiek Kimmie (music teacher and recording engineer), Niki Dunckley (visual art)

Hand in Hand has created partnerships between the local artistic and business community in Muizenberg with the aim of encouraging responsible social interaction among the youth

It has identified a need to create jobs for artists in the Muizenberg area and found a solution to addressing this need

### 4. Patrons

Famous artists Lionel Davis from Muizenberg and Peter Clarke from Ocean View are our patrons. We are allowed to use their names in advertising for our organisation

### 5. Future Plans

Proposed courses with the youth will start in the September school holidays, with a pilot scheme running in the July school holidays.

We have applied for a grant of about R500k from the Provincial Government and are awaiting confirmation of this.

First festival is planned for Easter 2013

We are scouting for office space and reasonably priced equipment

Hand in Hand is planning to employ a permanent administrator



## 6. Conclusion

As we are an NPO made up of volunteers, we have identified organisations such as MID to assist us in a funding partnership that will help us in furthering our aims set out in "Section 2".

**Funding received will be used to cover certain expenses to be incurred during the pilot scheme in July.**

- a daily nutritious meal for the children
- transport costs
- costs of some of the materials for the various classes (art, drama, music and dance)

The July workshop will include 15 participants from the Vrygrond area, aged between 13 and 15 years, who will be accompanied by two facilitators from the organization they are affiliated to (the Vrygrond Sports Development Centre). The workshop will be held from the 9<sup>th</sup> to the 13<sup>th</sup> of July, and will be hosted in the Alive Dance Studio in Palmer Road, the Melting Pot Music Venue in Church Street, at Angela Mac Pherson's art studio in Kalk Bay, and will culminate with the shooting of a music/promotional video at the False Bay College. The children will be taken through a week-long process of immersion in the arts to develop their skills, **self-esteem, a body of knowledge, capacity for team-work, self-expression, and environmental awareness, with the aim of intentionally linking artistic and individual growth.**

Meals will be served by the bolo-bolo vegan restaurant of Palmer Road for four of the five days, while one meal has been donated by the Olympic Cafe in Kalk Bay. The bolo-bolo restaurant owner will take the children through an information session about the origins of the meals they eat, linked to an exploration of the environmental impacts of humanity's eating habits.

Costs for the three areas of expenditure listed above are:

Transport by minibus taxi from and to Vrygrond (5 days) - 2550.00  
Return train fares from Muizenberg to Kalk Bay (1 day) - 528.00  
Arrival snack consisting of peanut butter and jam sandwiches - 890.00  
Lunch time meals at bolo-bolo restaurant (4 days) - 2640.00  
Materials for the visual arts workshop - 200.00  
Purchase of one Djembe drum for the music workshop - 500.00  
Film editing + processing and CD burning (17 participants will be given a copy of the music video) - 800.00

**TOTAL – R8108.00**

**As we have mentioned above, all facilitators and support personnel will be donating their time and services at no cost to Hand in Hand Creatives for this pilot workshop.**

We look forward to partnering with MID and jointly ensuring job creation and community upliftment in Muizenberg and its surrounding areas

## What's in it for the MID?

Looking at your 5-year plan, social development initiatives are mentioned in your vision statement, also there are two mentions in your goals - "Encourage and support social development initiatives" and "Initiate and facilitate projects aimed at upliftment/development" - also you have a budget for social development of R46k for the financial year just starting. So we are helping you achieve your goals!

Also you will get publicity, and acknowledgement as a sponsor of the programme. You will be named in press releases etc.

And we can assure you that the money will be carefully accounted for and backed with invoices and receipts.

In the long term, a successful music and arts festival would be very good for Muizenberg and for tourism to the area.

## 7. Contact

Chairperson: Ulla Gosebrink  
Address: 15 Hansen Rd, Muizenberg. 7945  
Telephone: 021 788 2803  
Email: [handinhandcreatives@gmail.com](mailto:handinhandcreatives@gmail.com)

## Hand in Hand Creatives' Banking Details

Account Name: Hand in Hand Creatives  
Bank: First National Bank  
Branch: Fish Hoek  
Account Number: 62359063840  
Branch Code: 202309

## **PROPOSAL FOR ENGAGING A PROFESSIONAL LANDSCAPER (KAREN HULTZER) TO IMPLEMENT AND MAINTAIN MID GREENING PROJECTS**

- 1) Karen's normal fee is R2 000 per day which includes her professional services plus the services of two trained assistants, plus bakkie, tools, etc. She is prepared to give MID a large reduction in this fee.
- 2) Karen can address the tasks on the list below by giving us four full days for one month (both her assistants) and then reduce this to two days per month for two months (both assistants). Karen will train Liesl so that she can progressively reduce her involvement and that of her team. (Liesl has already received training on using and maintaining the improved palm irrigation system.)
- 3) After these three months of sorting out existing projects and implementing new ones, including the clinic garden, she will give us 2 days per month (one assistant) for the following tasks:
  - regular checks that maintenance is being carried out properly
  - implementing feeding programmes including buying fertilizers and ensuring they are applied properly (by Liesl or Karen's assistants)
  - responding to any urgent problems that may arise (e.g. breakdowns in irrigation systems)
- 4) Karen will be able to do the clinic garden by late August. Some preparatory work will begin earlier than this. We will have to add R1 500 to the original budget to cover inflation and a reduced fee for Karen.
- 5) Karen's daily fee does not include fertilizers, mulch, plants, or fittings for irrigation systems. She will also not do any heavy cartage although it is not likely this will be needed.
- 6) Karen will liaise with the MID manager to ensure Liesl is available when required, and for other administrative issues.
- 7) If Karen comes up with proposals for new projects not on the attached list, fees will be negotiated per project if approved by MID.

### **Budget**

Month 1: 4 days at R1000 per day	R 4 000
Months 2 & 3: 2 days per month at R750 per day	R 3 000
Months 4 – 12: 2 days per month at R400 per day (R800 per month)	R 7 200
Fee and inflation on original budget (clinic garden)	R 1 500
<b>TOTAL</b>	<b>R15 700</b>

## **MID GREENING PROJECTS: IMPLEMENTATION AND MAINTENANCE JUNE 2012**

### **1) Palms on Beach Road**

Draw up proposal with budget for replacing current unreliable irrigation system  
Instal irrigation system and train Liesl in understanding how it works by including her in the installation team

Train Liesl in maintenance of the new system

Draw up a feeding programme with budget

- Buy fertilizers, submit invoices to MID manager
- Implement feeding programme

### **2) Strelitzias outside library**

Check weekly for proper watering and protection to ensure they are OK during this initial phase of getting established; once established check every two weeks

Draw up a feeding programme with budget

- Buy fertilizers, submit invoices to MID manager
- Implement feeding programme

### **3) Large trees on corner of Atlantic and Beach Road**

Sort out the wires digging into trunks and determine whether supports are still needed

Prune as necessary

Check whether middle tree needs to be removed – it is crowded and spindly

### **4) Clinic garden**

Implement clinic garden plans (all hard and soft landscaping) including sourcing and planting the Chinoanthus or similar tree on Atlantic Road

Train Liesl in watering and basic maintenance

Draw up a feeding programme (if necessary) with budget

- Buy fertilizers, submit invoices to MID manager
- Implement feeding programme

### **5) Fynbos area opposite Majestic Café**

Assess and propose additional plants if necessary to improve the appearance of this area / fill in areas that have died off

If necessary, draw up proposal with budget

### **6) Comprehensive watering and irrigation system maintenance programme**

Draw up a comprehensive watering and irrigation system maintenance programme for Liesl to follow, and train her in implementing it (include the strelitzias, clinic garden, fynbos area, and palms)

**7) Greening part of the barrier fence along the railway line in the Atlantic Road area**

Assess possibility of this idea and if considered viable, draw up a proposal with budget, including a maintenance plan

Implement planting and train Liesl in maintenance

**8) Planting along kiddies' pool fence**

Assess whether this proposal is viable.

- Possible assistance with implementing proposal, if it is viable, but John Cartwright and Edwin Genade may be able to organise it themselves.

**9) Container plants and boxes outside and around the pavilion**

Assess and propose a planting plan for submission to council (Edwin Genade)

If accepted by council, draw up a budget in consultation with Edwin (he can get some plants from council nursery) and MID

Oversee planting in consultation with council

Train Liesl in watering and maintenance, or in regularly checking that this is done by council if they say they will do it

**10) Ideas for new projects**

Assess the MID area for other potential greening projects to be considered with emphasis on areas that are unattractive and where greening is possible without too much difficulty and expense in maintenance.

(Some could be taken on by volunteers if they are available (e.g. Royal Road) but all will need a proper planting plan and viable plan for maintenance if MID is to fund them.)

ends

**Cleaning, greening, public art portfolio**  
Input for 2012/13 budget

**1) Greening**

**1.1) Funds allocated in previous budget but not yet spent**

1.1.1) Clinic garden, Atlantic Road	R 25 040
1.1.2) Greening along fence next to children's pools	R 3 150

**1.2) New projects**

1.2.1) Ironwood tree to complete pavement plantings	R 180
1.2.2) Royal Road plantings	R 5 000

<b>1.3) Beach Road palm tree feeding programme</b>	<b>R 1 000</b>
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**2) Public art**

2.1) Two to three murals or other public art projects drawn from presentation endorsed by MID board in December 2011

R 10 000

2.2) Approximately six murals or other public art projects to be executed during 2012 (drawn from endorsed presentation or other initiatives by local artists)

R 30 000

**3) Cleaning**

**Karen Jordi is preparing this budget in consultation with Living Grace.**

<b>4) General discretionary fund</b>	<b>R20 000</b>
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**From first budget:**

**Walled clinic garden**

Detailed design to scale by volunteer with engineering experience		R 0
Good clay brick paving & skilled labour	80 m2 @ R250	R 20 000
Kerb edge	70m @ R 40	R 2 800
Planting areas	25 m2 @ R 80	R 2 000
Trees	3 @ R 80	R 240

<b>TOTAL</b>		<b>R 25 040</b>
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## MID Manager

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**From:** MCSI [mcsi.email@gmail.com]  
**Sent:** 23 June 2012 06:15 AM  
**To:** MID Manager  
**Cc:** 'Randall Letsape'; 'ElizabethM'; Anthony Dietrich; Mark Robinson  
**Subject:** Re: MCSI management fee / BB project review

Hi Karen

You're asking the wrong person for information. I'll let you have what you're asking for, to the extent that it exists. You have to appreciate that financial records for an independent, informal, collective business are not going to be what one would ordinarily expect, nor are the Beach Buddies' records relevant to what MCSI does with MID money.

Kind regards  
Elizabeth Milne

On 2012/06/22 05:47 PM, MID Manager wrote:  
[Hello Randall,](#)

[Elizabeth has asked that I get Anthony to sign the cheque for MCSI; he was unable to attend our Board meeting on Tuesday so the cheque has not been signed. I am hoping to see him within the next couple of weeks. Can you let me have the invoice for June so I arrange payment at the same time.](#)

[Our financial year end is approaching and the management agreement with MCSI for the Beach Buddies project needs to be reviewed. Please can you provide me with a breakdown of the service provided by MCSI together with a financial report.](#)

[Some of our projects, e.g. the Beach Buddies, were not included in the 2011/2012 budget that was approved by our members. With the approach of our financial year end on 30 June 2012, we need to review our projects in light of unbudgeted expenditure. Also we are about to embark on strategic planning and need to consider forward planning against the success of our existing projects.](#)

[Can you arrange for us to review the Beach Buddies financial records and provide reference to the following:](#)

- [Revenue streams, e.g. Buddies collection tins, window cleaning service, car washing service, commissioned car-guarding for events, book sales etc.](#)
- [Revenue collected via collection tins that were placed in local businesses and deposits made into the MCSI bank account](#)
- [Revenue that was raised for the project beyond the contribution made from MID, e.g. Safer Together, local businesses, individuals from the community, etc.](#)
- [Any other income to the Beach Buddies project](#)

[Would it be possible to get a report by the end of next week, i.e. Friday 29 June?](#)

[Much appreciated!](#)

[Best wishes,  
Karen Jordi](#)

[Office: 021 788-1196  
Mobile: 082 463-1525 \(not working\)](#)

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**From:** Randall Letsape [<mailto:randall1@telkomsa.net>]  
**Sent:** 15 May 2012 10:47 PM  
**To:** [manager@mid.org.za](mailto:manager@mid.org.za)

**Cc:** 'ElizabethM'; 'MCSI'  
**Subject:** MCSI May 2012 Invoice

*Dear Karin*

Plse find per attachment MCSI May 2012 Invoice to MID for the Beach Buddies Management Fee. I am also re-sending our January 2012 to April 2012 (4 months ) Invoice which was sent to as per e-mail below but we haven't receive any payment yet.

Your earliest payment attendance to our 2 invoices will be very much appreciated.

Kind regards.

Randail Letsape

MCSI Treasurer

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**From:** Randall Letsape [<mailto:randall1@telkomsa.net>] Sent: Tuesday, April 17, 2012 12:35 AM  
**To:** 'MCSI'; 'ElizabethM'; [manager@mid.org.za](mailto:manager@mid.org.za)  
**Subject:** MCSI Jan 2012 to April 2012 Inv to MID

**Hi Karin**

Plse find MCSI Invoice to MID for the 4 months Jan 2012 to April 2012 Management Fees.

Many thanks.

Randall Letsape





30 June 2012

## **REPORT from MCSI on Management of Beach Buddies Project and Funding from Muizenberg Improvement District**

**Report: June 2011 – June 2012**

This report has been written by MSCI committee members, as we feel the multiple roles played by Elizabeth Milne as MCSI chair and MID Director, and as initiator and mentor of the Beach Buddies make it difficult for her to state the full value of the contribution of the Beach Buddies.

### **Background**

The Beach Buddy project has made a major contribution to beach safety and cleanliness, and to the image of Muizenberg. After many years of problems with unruly car guards, drug dealing and crime on Muizenberg beachfront, the MCSI initiated the Beach Buddies concept as a potential solution. Now, 9 months after the launch – the Beach Buddies project has changed the face of the beachfront, gathering compliments and thanks from media, locals and international visitors, rendered valuable first-aid – in some cases with life-saving results – and has dramatically reduced crime rates on the beach and in nearby areas of Muizenberg.

A remarkable feature of the very innovative project is that it has developed job opportunities, work and life skills, and a sense of personal value and community service in a group of people who would otherwise have been virtually unemployable, not least because of previous criminal records. The BB members have also established a work ethic and sharing culture that is remarkable, given the limited income that is often available for sharing. MSCI – in particular the “project manager” – has achieved all this with minimal funding, through very hard work, and close and effective collaboration with other relevant groups – MID, GRIT, SAPS, Metro Police, Safer Together, ECTEC, local colleges GWC and FBC, and a few local businesses.

### **The Contribution from the MID**

The MID approved of the project from the start – although possibly with some scepticism because several previous efforts to clean up the beachfront had failed.

- MID agreed to design and fund uniforms, and fund fliers and collection tins for the proposed team. Mark Robinson handled design. Karen Jordi dealt with all payments to suppliers.
- MID has subsequently funded purchase of basic start-up essentials (equipment and materials) for a proposed Beach Buddy window cleaning service. This project has been delayed due to problems including training, management/supervision and storage facilities. The latter have been requested from and agreed by Amenities Management of the City of Cape Town.
- A small stipend only for the first group of BBs while being trained.
- Since September 2011 MID has paid MSCI R500 a month for managing the BB project.



**What MCSI, in particular Elizabeth Milne, has delivered in return for the R500 a month**

1. A creative recruitment and selection approach to find suitable candidates, and sourcing and training new trainees when required
2. Interpersonal, safety and admin skills training for BBs
3. Level One 1<sup>st</sup> Aid training for the team (given cost-free by ECTEC)
4. Basic catering for BBs during training
5. Training in use and protocols of hand-held radios (6 radios were provided by MID – one no longer works as it was accidentally dropped in the sea.)
6. Maintenance and regular charging of radios and provision of torches
7. Facilitating regular team meetings and assisting with problems that may arise
8. Helping team with managing the project and distributing funds – and using the MCSI bank account when needed.
9. Transport of BBs to and from early and late shifts – when no public transport is available.
10. Looking for more opportunities to increase income of BBs, e.g. marketing to GWC, FBC
11. Writing and printing brochures and handling publicity and media exposure to grow BB “brand” and encourage public to give to BBs
12. Keeping BBs motivated through lean times, when the income is so little that it is hardly worth their while – which has caused us to lose some good people who couldn’t afford to stay on.
13. Trying to raise funding to help make the project sustainable – from local businesses, other donors, etc – unfortunately so far not very successful.
14. MCSI patrollers linking up with BBs on occasion.

No committee member of MCSI has been recompensed in any way for any of these services. However, we believe that the list of services delivered as volunteers is excellent “value for money” and does not require any further detailed justification, break-down or reporting.

At the beginning of the project, collection tins were placed in beachfront businesses. This aspect of revenue generation has proved a dismal failure. The tins provided (funded by MID) were unsuitable and have mostly broken. One was stolen. Some are still in situ. Very little revenue is generated in this way. Alternative tins and different methods of drawing attention to the possibility of making a donation are being investigated.

**Contributions from other “friends” of the BB project**

1. ECTEC’s on-going provision of first aid training, and back-up in cases where more expertise is required; providing and maintaining first aid equipment
2. George Whitfield College provided venues for training
3. GRIT for rapid back-up and assistance when required
4. Safer Together arranged a launch event for the new beachfront team on 24 September 2011, which raised some start-up funding, and has been giving on-going support.



## Muizenberg Community Safety Initiative

5. The Milne-Johnson family has provided transport to and from the beach, catering during training-and various other assistance as needed.
6. Donations, small or large, from beach users, without which of course the project would not have existed.

We sincerely value the encouragement and support from the MID. However, the project does not “belong” to the MID, or to any other “partner” of the BBs. We do not believe that, for its contributions, the MID should expect a detailed financial report from the MCSI, or from the Beach Buddies. Firstly, while the BB’s moneys are carefully collected, recorded and divided, they do not have the skills for formal book-keeping, and cannot afford employing an accountant to do it. Also, the BB is an independent, small collective, and they have the right decide whether they wish to share such information. No one likes to advertise their personal financial details – and in their case (where their income is almost insultingly meagre) we should also respect this.

### **REQUEST: What MID could do to support Beach Buddies & MCSI, in 2012 – 2013**

We believe that – given the MID’s brief of promoting safety and security, cleanliness and the image of Muizenberg – both the Beach Buddies and MCSI are important partners that have made a major contribution to help the MID to achieve its goals in the past year. We believe this relationship should be strengthened. We realise that the inspiration for the BB project was “sudden” and had to be implemented “ASAP”, even though it had not been budgeted. We value it that the MID found ways to provide funding and support.

MID should continue to support MCSI, as the local neighbourhood watch, with a monthly payment of at least R500, simply to enable it to meet its ordinary running costs (printing, etc. which is all currently sponsored) and to build up funds for the purchase of equipment for patrols, e.g. new vests, torches, loan radios, etc. MCSI is a major contributor to safety and security in the MID area, and as such falls within the remit of MID’s core business.

However, we wish to motivate that the MID should also budget a contingency amount for support of MCSI and its projects (e.g. street children, homeless people and BB) in the coming year – for which MCSI can apply on a per project basis as specific needs, details and opportunities arise, about which the MID could then decide on merit. The safety situation in Muizenberg is so fluid, and we need to be able to act fast if a need arises, that we cannot foretell now when we will need what amount, for what purpose.

For example, one possible need we can identify is that in order to keep the BB project alive, it may be essential to have basic funding available to top-up the income in the lean winter months, when takings are so meagre that we risk losing valuable BBs (as has already happened) because they cannot earn anything approaching a living wage.

### **Members of the 2011 – 2012 MCSI Committee**