

**MUIZENBERG IMPROVEMENT DISTRICT**  
**Minutes of the Board Meeting held on Tuesday 19 June 2012**  
**17:00 at Revenue Red, Atlantic Road, Muizenberg**

**Present:**

Name	Position	Abbrev
Mark Robinson	Acting-Chairman	MarkR
Steven Frankal	Director	SF
Elizabeth Milne	Director	EM
Janet Annandale	Director	JA
Dave D'Alton	Councillor	DD
Karen Jordi	MID Manager	KJ
Dorothy Johaadien	Minute Taker	DJ

**Apologies:** Mike Romyn, Anthony Dietrich, Peter Wright

**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 (for financial year-end)

No	Agenda Item	Decision	Action (Who?)	When
1.	Welcome	Mark Robinson took the Chair in Mike Romyn's absence. The meeting was opened at 17h10. There followed a short presentation by DJ on behalf of Hand-in-Hand Creatives (see attached). <ul style="list-style-type: none"> <li>The following points were queried: costs for transport (taxi &amp; train fare), costs for meals (arrival snack &amp; lunch), production of CD's and purchase of the Djembe drum. The Directors agreed in principle to support the proposal pending the review of points raised and final approval from the Financial Director.</li> </ul>	KJ / AD	ASAP
2.	Minutes of the Previous Meeting	The minutes of the previous meeting were approved, proposed by EM and seconded by JA.		
3.	Matters Arising	<ul style="list-style-type: none"> <li>EM did not meet with the Muizenberg Partnership and there have been no developments on the possibility of the BB's doing of maintenance and painting for Edwin Genade at the Beachfront.</li> <li>DD reported that the CoCT was negotiating with Metrorail to resolve the issue of the cleaning of</li> </ul>		

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		the railway reserves. Meetings were being held once a month and DD would act as a conduit for any issues that needed to be raised.		
4.	Financial Report	<ul style="list-style-type: none"> <li>• <b>April and May Reports:</b> The Financial Reports for April and May were circulated, and it was noted that the end of June is the end of the Financial Year. The Directors queried why the contracted services for security and cleaning were over budget. KJ explained that extra work was undertaken by GRIT further to the original contract; and the contract with Living Grace had been restructured during the year to include all subsidiary expenses. No concerns had been raised by ISL regarding expenditure. The reports were accepted by the Directors</li> <li>• <b>Rent-a-Cop:</b> AD had advised by email that the costs for this should be taken out of the reserves. The Board agreed that SF sign the renewal for 6 months at R13,500/m. KJ to email MOA to SF. EM to set up meeting with GRIT and Rent-a-Cop authority and invite SF.</li> <li>• <b>Trailer:</b> The Board approved modification for the trailer in principle up to R15k. KJ to get a quote. MarkR to get quote for MID branding of the trailer.</li> <li>• <b>Financial Year End &amp; Project Reviews:</b> KJ advised that MID operates contrary to our agreement with CoCT: there is no Implementation Plan and thus no accountability or measures of effectiveness iro projects. With the approach of the end of the Financial Year all MID's projects need to be reviewed. No decision was made about this but it was agreed to review strategy: it was suggested the next Board meeting be devoted to strategic planning.</li> </ul>	<p style="text-align: center;">SF KJ EM</p> <p style="text-align: center;">KJ MarkR</p>	
5.	Beachfront	<ul style="list-style-type: none"> <li>• <b>Surfer's Circle:</b> KJ reported in PW's absence: no further developments have taken place.</li> <li>• <b>Parking:</b> MarkR reported back on a meeting with Dave Lowry and FBTBA. KJ and DD to write a letter, thanking him for his time and pointing out the MID's interest and expectations of progress.</li> <li>• <b>Vendor Trading:</b> SF raised issue about selective blocking off of a parking bay at the beachfront by a trader. EM still trying to engage with Samuel</li> </ul>	KJ & DD	

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		<p>30 June reviewable annually.</p> <ul style="list-style-type: none"> <li>• <b>Beach Buddies:</b> The project needs support for times when there is no income from parking at the beach, e.g. winter. Possibilities are being explored in the Kalk Bay: the Business Association have asked EM to help them regulate parking in Kalk Bay; Law Enforcement would like the BBs to extend their area of operation Mon – Sat at the Waterslide and Sunrise Circle; kite-surfers would like a security presence at Capricorn Beach. No specific action steps.</li> <li>• <b>Muizenberg Park:</b> DD reported that he has allocated funds to the Parks Dept. for security in the park for 6 months with 2 guards on duty 24/7. The contract will go out for tender; EM asked that DD invite GRIT to tender. KJ inquired about anticipated timing; DD thinks the process should take a few weeks with the guard operating from beginning July. Once the Park is clean and secure it can be used for community events. EM will present some of the ideas for the Park that were gathered at a meeting in February to the Directors at the next Board meeting.</li> </ul>	DD	ASAP
			EM	Next Board meeting
9.	Other Matters	<ul style="list-style-type: none"> <li>• KJ reported that she has attended the first of 3 sessions of a course on Empowerment Initiatives for Social Health. The first module explored the concepts of Capacity and Service Delivery.</li> <li>• JA raised the issue about problem buildings and what can be done about them. KJ advised the Directors that this is one of MID's core functions, i.e. attending to the public space, and noted that there are no processes in place to do this. The ensuing discussion drew attention to several of the worst buildings on Atlantic Road that belong to the Council – DD to add these to the Council's list of problem buildings. JA agreed to email DD re other problem buildings.</li> </ul>	DD & JA	
10.	Date of next meeting	The next meeting will be on Tuesday 17 <sup>th</sup> July – time and venue to be confirmed.		

Meeting Closed at: 19h20

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

**FINANCIAL REPORT FOR THE PERIOD  
MAY, 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	998654	926167	1010364	98.8
Interest Income	52	-	7660	0	-	
<b>TOTAL INCOME</b>	<b>84248</b>	<b>84198</b>	<b>1006314</b>	<b>926167</b>	<b>1010364</b>	<b>99.6</b>

**EXPENDITURE**

<b>Employee Related</b>	<b>9023</b>	<b>18996</b>	<b>112745</b>	<b>208956</b>	<b>227952</b>	<b>49.5</b>
Buildings	0	4581	0	50391	54972	0.0
MID Manager	8934	9513	96186	104643	114156	84.3
Communications	0	0	0	0	0	
Street Workers	0	2544	3200	27984	30528	10.5
Secretarial Services	0	1000	3750	11000	12000	31.3
PAYE & UIF	89	0	936	0	0	
Bonus Provision	0	1358	8673	14938	16296	53.2
<b>Contracted Services</b>	<b>54831</b>	<b>48750</b>	<b>693518</b>	<b>536250</b>	<b>585000</b>	<b>263.0</b>
Security	39569	39566	525638	435226	474792	110.7
Cleaning	15262	9184	167880	101024	110208	152.3
Depreciation	3277	0	36047	0	0	
Repairs & Maintenance	0	0	0	0	0	
Services Accounts ex CCT	0	0	0	0	0	
Interest Paid	0	0	0	0	0	
<b>Other Operating Expenditure</b>	<b>7734</b>	<b>16452</b>	<b>212316</b>	<b>180961</b>	<b>197412</b>	<b>107.5</b>
Accounting Fee	1485	1980	23520	21780	23760	99.0
Audit Fees	0	967	11910	10637	11604	102.6
Advertising	0	350	6311	3850	4200	150.3
Alarm Rental	0	240	0	2640	2880	0.0
Bank Charges	215	460	5186	5060	5520	93.9
Cellphone	480	490	5070	5390	5880	86.2
Computer Expenses	0	0	0	0	0	0.0
Functions/Meetings	102	400	2869	4400	4800	59.8
Internet	59	110	1569	1210	1320	118.9
Insurance	237	880	2519	9680	10560	23.9
Landscape & Garden	0	3578	28195	39358	42936	65.7
Marketing	0	800	15300	8800	9600	159.4
Newsletter	750	623	1950	6848	7470	26.1
Postage	0	108	193	1183	1290	15.0
Printing & Stationery	306	540	5001	5940	6480	77.2

Projects	2356	2500	78724	27500	30000	262.4
Rent Paid	1100	1100	12100	12100	13200	91.7
Sundry Expenses	143	430	3172	4730	5160	61.5
Training	0	180	0	1980	2160	0.0
Telephone	-15	500	2884	5500	6000	48.1
Travelling	515	216	5842	2376	2592	225.4

<b>TOTAL EXPENDITURE</b>	<b>74865</b>	<b>84198</b>	<b>1054626</b>	<b>926167</b>	<b>1010364</b>	<b>104.4</b>
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<b>(SURPLUS)/SHORTFALL</b>	<b>9383</b>	<b>0</b>	<b>-48312</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
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**MUIZENBERG IMPROVEMENT DISTRICT  
(INCORPORATED ASSOCIATION NOT FOR GAIN)**

**FINANCIAL REPORT FOR THE PERIOD  
April, 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>actuals vs budgets</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	914457	841970	1010364	90.5
Interest Income	772	-	7608	-	-	
<b>TOTAL INCOME</b>	<b>84968</b>	<b>84198</b>	<b>922066</b>	<b>841970</b>	<b>1010364</b>	<b>91.3</b>

<b>EXPENDITURE</b>						
<b>Employee Related</b>	<b>9023</b>	<b>18996</b>	<b>103721</b>	<b>189960</b>	<b>227952</b>	<b>45.5</b>
Buildings		4581		45810	54972	0.0
MID Manager	8934	9513	87252	95130	114156	76.4
Communications		0			0	
Street Workers		2544	3200	25440	30528	10.5
Secretarial Services		1000	3750	10000	12000	31.3
PAYE & UIF	89	0	846		0	
Bonus Provision		1358	8673	13580	16296	53.2
<b>Contracted Services</b>	<b>54830</b>	<b>48750</b>	<b>638687</b>	<b>487500</b>	<b>585000</b>	<b>109.2</b>
Security	39569	39566	486068	395660	474792	102.4
Cleaning	15261	9184	152618	91840	110208	138.5
Depreciation	3277	0	32770	0		
Repairs & Maintenance		0		0		
Services Accounts ex CCT		0		0		
Interest Paid		0		0		
<b>Other Operating Expenditure</b>	<b>15218</b>	<b>16452</b>	<b>204582</b>	<b>164510</b>	<b>197412</b>	<b>103.6</b>
Accounting Fee	3795	1980	22035	19800	23760	92.7
Audit Fees		967	11910	9670	11604	102.6
Advertising		350	6311	3500	4200	150.3
Alarm Rental		240		2400	2880	0.0
Bank Charges	420	460	4971	4600	5520	90.1
Cellphone	480	490	4590	4900	5880	78.1
Computer Expenses		0			0	
Functions/Meetings		400	2767	4000	4800	57.7
Internet	59	110	1511	1100	1320	114.4
Insurance	237	880	2282	8800	10560	21.6
Landscape & Garden		3578	28195	35780	42936	65.7
Marketing	2100	800	15300	8000	9600	159.4
Newsletter		623	1200	6225	7470	16.1
Postage		108	193	1075	1290	15.0
Printing & Stationery		540	4695	5400	6480	72.5
Projects	6007	2500	76368	25000	30000	254.6
Rent Paid	1100	1100	11000	11000	13200	83.3
Sundry Expenses	-144	430	3028	4300	5160	58.7
Training		180		1800	2160	0.0
Telephone	649	500	2900	5000	6000	48.3
Travelling	515	216	5327	2160	2592	205.5

<b>TOTAL EXPENDITURE</b>	<b>82349</b>	<b>84198</b>	<b>979760</b>	<b>841970</b>	<b>1010364</b>	<b>97.0</b>
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<b>(SURPLUS)/SHORTFALL</b>	<b>2620</b>	<b>0</b>	<b>-57695</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
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## MID Manager

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**From:** Janet Annandale [janet.annandale@vodamail.co.za]  
**Sent:** 27 June 2012 09:55 PM  
**To:** MID Manager  
**Cc:** Anthony Dietrich; Mike Romyn; Elizabeth Milne; Steven Frankal; Mark Robinson; Peter Wright; Dave D'Alton  
**Subject:** Re: Board meeting minutes - Mural

Hi Karen

This does not really reflect what was said but that's understandable as it was a bit complicated. I made these points: I have obtained agreement from Edwin for MID to develop or invite proposals for two beachfront sites - that wall next to the pavilion and the wall opposite Surfer's Circle. In addition, Mike Romyn offered his building next to Majestic Cafe. So we have three great sites to work with.

Alexi and Daniel expressed interest in doing a project at the time that they did the presentation for the board. After the unnecessary ructions with the fish mural that was not approved by council, and subsequent proposal by Shani to have an American artist do the elephant with glasses and green eggs mural at Surfer's Circle, it was obvious that a policy was needed so that all future proposals to be funded by MID (if accepted by community reps and council) are handled properly and fairly, and that the whole process should be depersonalised. I drew up a proposal which was circulated.

Since Alexi and Dan had said they definitely want to do a project before this policy was drawn up, and confirmed this again some time later, it is only fair that they should choose one of the three sites **before** we invite proposals for the others. They have still not decided on a site as both of them are extremely busy with work commitments, and this has held up the whole show. Of course this needs to be addressed as it has been a long time since they did their presentation. I committed myself to contacting them to get things going. Once they have decided on a site we will begin the process of inviting proposals from a range of artists for the other sites. The proposed mural Mark R showed us could of course be included in this process if this site is not chosen by Alexi and Daniel.

I noted that when I discussed the idea of public art with Edwin he expressed his preference for natural, flowing, organic forms rather than ideas like the elephant with glasses, and said he felt these would probably be most acceptable to the majority of people. Of course he does not have any veto power but he probably does reflect popular opinion to some extent.

I committed myself to following up with Alexi and Dan and letting them know that we feel things should get moving as there is interest in the community to put in proposals, and as Elizabeth put it the whole conversation should be opened up. I have done so and they have said they are still very keen but overwhelmed at present; they have committed themselves to making a decision very soon.

I trust this makes things clearer.  
Thanks and regards

----- Original Message -----

**From:** [MID Manager](#)  
**To:** [Janet Annandale](#)  
**Sent:** Wednesday, June 27, 2012 5:16 PM  
**Subject:** FW: Board meeting minutes - Mural

Hi Janet,

I 'found' the missing bit about public art under Mark's slot for Marketing. Forgot that Claire had pitched to him via FBTBA instead of to you ... Mark should have referred this to you.

I've made some changes to what Dorothy had captured – this is how it reads now:

**Public Art:** MarkR presented a design by Claire Homewood and other local artists for a mural on the Civic Centre wall next to the Visitors' Information Centre. JA reminded the Board about Edwin Genade's reservations about the theme of a mural for this location; based on these JA did not think the artwork presented was suitable. MarkR to email JA to explore further possibilities.

Are you happy with this?

Best wishes,  
Karen Jordi

Office: 021 788-1196  
Mobile: 082 463-1525 (not working)

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**From:** MID Manager [mailto:manager@mid.org.za]  
**Sent:** 27 June 2012 04:29 PM  
**To:** Janet Annandale  
**Subject:** Board meeting minutes

Hi Janet,

I'm busy checking the minutes that Dorothy did for the last Board meeting. She's included some bits about the proposal that you submitted that I don't seem to remember, and has not mentioned public art. Please check that you are in agreement with the following, particularly the highlighted bits, before I circulate the minutes:

**Landscaping Service:** Following the report last month that the plan to use volunteers for greening initiatives doesn't work, JA presented the Board with a proposal to employ a professional landscaping and maintenance service. The Directors agreed to the proposal in principle at an annual cost of R15,700 (excludes plants, mulch & other materials). The service provider will be given a detailed list of jobs that can be monitored. JA to circulate the proposal by email for AD's approval.

I seem to remember you mentioning something about Alexi and Dan – was there something that should be minuted?

I had a meeting with a new business owner in Muizenberg yesterday, Graeme Robinson (no relation to Mark Robinson). They are busy restoring the small white building next to the station on Main Road and will be opening a B&B / Traveller's Lodge there in October. They are keen to promote Muizenberg and it's local businesses to their guests and have already chatted with GRIT Security about having 24/7 guarding. They would like to put a mural in the wall that faces the traffic coming along Main Rd from Kalk Bay and showed me a lovely concept diagram, although the final artwork has not been agreed. I explained MID's position on public art and the permission process they need to follow with the council. We can expect something to be submitted in the next couple of months.

Best wishes,  
Karen Jordi

Office: 021 788-1196  
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## MID Manager

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Karen Jordi

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## **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: this 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