

MUIZENBERG IMPROVEMENT DISTRICT
Minutes of the Board Meeting held on Tuesday 28 February 2012
17:00 at Revenue Red, Atlantic Road, Muizenberg

Present:

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

Apologies: Steven Frankal

Guest: Sakina Levi (interested to assist with fund raising)

No	Agenda Item	Decision	Action (Who?)	When
1.	Minutes of Previous Meeting	The minutes for January were adopted with two changes. Adopted by PW; seconded by AD.		
2.	Matters Arising	<ul style="list-style-type: none"> • Engineer's Fee: Discussion between PW and MR on how to proceed. Refer 'Other Matters'. 	KJ	
3.	Fundraising	<ul style="list-style-type: none"> • Sakina Levi introduced herself – her CV circulated ahead of the meeting. MR asked her to submit a 1 page proposal; EM suggested she attach Bio. • DD raised the issue of the legal implication of MID raising its own funds. AD stated that a separate entity would need to be set up. 		
4.	Finance	<ul style="list-style-type: none"> • Financial Report: the January report was tabled and AD discussed the process for making transactional payments as allocated from the reserves: e.g. R60,000 (for the Law Enforcement officer) should have been transferred into the Current Account before payment was made to the CoCT. Proposed expenditure of the R200,000 from the reserves was not included in the expense budget for 2012/13 that was submitted to Inter Services Liaison. It will be important therefore to detail expenditure of these monies as they are transferred into the current account in the monthly report to the City's ISL Department. • SARS: The accountant has picked up various anomalies both in calculation of the MID 		

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		<p>Manager's salary and PAYE deductions that have not been paid over to SARS. There is an amount outstanding that needs to be settled; the directors agreed that this should be done immediately. KJ to advise the accountant to action.</p> <ul style="list-style-type: none"> • Portfolio Budgets: MR asked AD to draw up a budget outlining how much each portfolio office had to spend; Directors should be autonomous. • Reserves: AD advised that the reserves (now at R140,000) have been allocated as expenditure under the Operational Budget. This includes project monies that have been allocated as follows: R70,000 to Safety & Security, R20,000 to Marketing, R20,000 to the Beachfront. • Investment Account: KJ reported on the process to reinvest the reserves: the directors passed a resolution to close the existing Money Market account and to transfer the reserves into a new Call Account. KJ to action. 	<p style="text-align: center;">KJ</p> <p style="text-align: center;">AD</p> <p style="text-align: center;">KJ</p>	
5.	Matters Arising from the AGM	<ul style="list-style-type: none"> • Muizenberg Park: EM reported that following the members request that MID drive the process to sort out the park she has met with various role-players. A series of collaborative stakeholder meetings will be held e.g. community visioning, security, environment and fundraising. Thereafter a proposal will be prepared to engage with council officials on the way forward. MID to own the value that the Park can add to the area. • Manager's Salary Increase: At the AGM the members raised a query about the lack of provision in the 2012/13 budget for an increase for the manager's salary. This item was moved to the end of the meeting but the matter was not discussed. Discussion ensued in KJ's absence about the manager's performance. • Auditor: At the AGM the members mandated the Directors to appoint an auditor on their behalf. MR stated that Runan Rossouw (ISL) had advised him that such appointment needs to be made within 40 days of the AGM (Sat 3 March). The Directors agreed that the auditor's fee should be R8,000 or less. With just 3 working days left to comply with the criteria, KJ offered to check with other CID / SRA's. It was also suggested to ask HG Page 	<p style="text-align: center;">EM, JA, PW</p> <p style="text-align: center;">KJ</p>	

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		<p>(current auditor) to offer a better rate.</p> <ul style="list-style-type: none"> • Hand-in-Hand Creatives: KJ reminded the Directors that Angela MacPherson addressed the members at the AGM with a request for start-up assistance for the newly formed Hand-in-Hand Creatives collaboration of artists. JA met with Angela and asked her to submit a proposal. This approach will apply to all creative projects. 		
6.	Cleaning & Greening	<ul style="list-style-type: none"> • Church Rd Subway: MR noted that a complaint had been received from Machteld. The matter is complicated and KJ asked that JA meet with her to discuss. EM noted that according to Edwin Genade some subways are owned by Metrorail (usually those on the stations) while others are owned by the City; the latter are therefore managed by the Council. KJ to confirm. • Metrorail: JA and KJ to meet to discuss Living Grace and the role that they might play in helping to keep the railway line (tracks) free of litter etc. EM noted that Metrorail is private property; unauthorized entry is therefore trespassing. 	<p>KJ & JA</p> <p>KJ</p> <p>KJ & JA</p>	
7.	Safety & Security	<ul style="list-style-type: none"> • Beach Buddies Uniform: EM reported that the uniforms that should have lasted 12 months are looking tatty after just 5 months. Suggested these need to be heavy duty industrial grade rather than promotional. BB's living off daily intake and trying to build up capital from parking projects; cannot afford to replace them. JA asked EM to include winter gear. MR suggest sponsorship on each top; reminded EM that Cornelia Finch has money. • Caravan: MR asked for feedback on this: EM stated R5,000 secured from a donor leaving R45,000 outstanding. ECTEC (Emergency Care & Training Ed Centre) are using the vehicle as a mobile First Aid Station. 		
8.	Marketing	<ul style="list-style-type: none"> • Newsletter: MR suggested MID send snippets of info between newsletters. KJ collecting stories; MR to give AGM report. • Postcard Project: FBTBA lack of funds to drive. Postcards need to be merchandised & BB's could sell them. EM enthusiastic – will enlist DD to assist in securing a trading site. • Street Banners: MarkR suggest MID take over from FBTBA. MR suggest MID put up signs at 	<p>KJ</p> <p>MR</p>	

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

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

	ACTUAL₁	BUDGET₂	ACTUAL₃	BUDGET₄	BUDGET₅	actual₅ vs budget₅
	This Month	This Month	Year to date	Year to date	Annual	%
INCOME						
Levy Income	84197	84198	661868	589379	1010364	65.5
Interest Income	773	-	5440	-	0	
TOTAL INCOME	84970	84198	667308	589379	1010364	66.0

EXPENDITURE

Employee Related	11510	18996	75915	132972	227952	33.3
Buildings		4581		32067	54972	0.0
MID Manager	8673	9513	60711	66591	114156	53.2
Communications		0			0	
Street Workers		2544	3200	17808	30528	10.5
Secretarial Services	2750	1000	2750	7000	12000	22.9
PAYE & UIF	87	0	581		0	
Bonus Provision		1358	8673	9506	16296	53.2
Contracted Services	128753	48750	471663	341250	585000	80.6
Security	113491	39566	364829	276962	474792	76.8
Cleaning	15262	9184	106834	64288	110208	96.9
Depreciation	3277	0	22939	0		
Repairs & Maintenance		0		0		
Services Accounts ex CCT		0		0		
Interest Paid		0		0		
Other Operating Expenditure	13907	16452	154663	115157	197412	78.3
Accounting Fee	2970	1980	13320	13860	23760	56.1
Audit Fees		967	11910	6769	11604	102.6
Advertising	2250	350	3438	2450	4200	81.8
Alarm Rental		240		1680	2880	0.0
Bank Charges	418	460	3331	3220	5520	60.4
Cellphone	388	490	3103	3430	5880	52.8
Computer Expenses		0			0	
Functions/Meetings		400	2448	2800	4800	51.0
Internet		110	937	770	1320	71.0
Insurance	227	880	1590	6160	10560	15.1
Landscape & Garden	85	3578	28195	25046	42936	65.7
Marketing		800	9300	5600	9600	96.9
Newsletter		623	1200	4358	7470	16.1
Postage		108	193	753	1290	15.0
Printing & Stationery	475	540	2637	3780	6480	40.7
Projects	3500	2500	57861	17500	30000	192.9
Rent Paid	1100	1100	7700	7700	13200	58.3
Sundry Expenses	1993	430	1993	3010	5160	38.6
Training		180		1260	2160	0.0

Telephone		500	1711	3500	6000	28.5
Travelling	500	216	3797	1512	2592	146.5

TOTAL EXPENDITURE	157446	84198	725179	589379	1010364	71.8
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(SURPLUS)/SHORTFALL	-72476	0	-57872	0	0	65.5
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MID SAFETY & SECURITY PORTFOLIO REPORT - FEBRUARY 2012

General

Safety and Security in Muizenberg is in good shape. There have been no major preventable incidents. I exclude vengeance assaults, suicide attempts and suicides on private property. The idiotic comment published in People's Post about the Village being unsafe to walk in was made by an irresponsible teenager who lives in Frankfort Road - and who regularly walks safely in the Village!

Cameras

Myles, Henro and I are meeting on Thursday 1 March to discuss communication and planning around the Muizenberg camera network project. Its major impact, as far as MID is concerned, is on the GRIT control room. This isn't a problem at all as long as installation fees and maintenance contracts for new cameras do not impact the MID security budget.

Rent-a-Cop

There are difficulties around organising the officer's working hours. Requirements of the City of Cape Town HR department are extremely restrictive, and the local Law Enforcement office have a point of view about who the rent-a-cop works with at week-ends. In combination, these factors mean that we do not have access to the officer when we need him most - in the evenings and at week-ends. I am consulting with the people most affected by his presence or absence - GRIT and the Beach Buddies - to evaluate whether to revise my original recommendation that we budget to continue this contract beyond the initial 6-months trial period.

Security Collaboration

We have yet to set up the proposed meeting of Security Service Providers operating in the area. I shall be nagging Mike to set this up for early April, as I am unavailable or out of town for much of March. I am planning to try to persuade various clients to replace ineffective security contractors with better arrangements. The most obvious (and difficult) of these is the City of Cape Town's contract at the Civic Centre.

Neighbourhood Watching

Patrols are once more up and running, a newsletter is in production, street-smart groups are beginning to be organised, and socials have taken place and are planned.

Beach Buddies

We are expanding the team to its full complement (number of available uniforms) of 30, in order to be able to effectively occupy the Civic Centre car park, the York Road car park, and the gravel expanse on the sea side of Muizenberg station. We will also extend the team's working hours from 08:00 through 20:00 to 07:00 through 22:30, in two shifts. MID needs to fund replacement uniforms. The current uniforms are of inadequate quality.

Muizenberg Park

There is a process in place to co-ordinate design and development of the Park. Security, environmental, aesthetic and popular use considerations need to dovetail and support rather than contradict each other. Janet, Peter and I are all involved in this process. A series of meetings is planned to get community buy-in and support.

Elizabeth Milne
17 February 2012