

**MINUTES OF DUCT DIRECTORS MEETING
HELD AT THE DUCT OFFICES ON
8th November 2017 at 18h00**



		ACTION
1	ATTENDANCE AND APOLOGIES	
1.1	Directors David Still (DS) Mark Graham (MG) Liz Taylor (LT) Trevor Gorven (TG) Sandile Ndawonde (SN)	
1.2	DUCT Staff Management Richard Clacey (RC) Gill Graaf (GG) Sithembiso Sangweni (SS) Jane Bain (JB)	
1.3	Apologies Colin Everson (CE) Kirsten Oliver (KO)	
2.	The minutes of the last meeting were accepted.	
3.	DUCT Management Progress Report	
3.1	Headline issue 1. Msundusi <i>E. coli</i> levels – a graph showing the position from 1990 to 2017 was shown. We are not making an impact and perhaps need to change our methods. MG pointed out that the levels have possibly have contained by DUCT’s work.	
3.2	Project Portfolio 1. DEA (LUI) – Project ends March 2018 2. MSU SLA - project ends June 2018 3. Umgeni Resilience Project (Vulindlela Green Hub) – terms of contract to be finalised. 4. Darvill/ Msunduzi Green Corridor (Sobantu Green Hub) – project has been contracted – will run until November 2021. The team leaders will comprise RC, SS and Dennis Mncwabe (Senior Supervisor). Proper selection of employees with appropriate skills will take place. 5. Umgungundlovu Culture and Environment (Mphomphomeni EnviroChamps) – a one year contract until September 2018. 6. IDT – first phase ends January 2018. The project remains a financial burden to DUCT without sufficient Administration fee and allowance for PPE. 7. GEF Situated Learning Project – project ends February 2018. 8. Msunduzi Green Corridor project – project ended officially on October 2017 – seeking project extension until March2018. Application for a 3 year phase 2 extension	

	<p>of the project in August 2017 was not successful.</p> <p>9. Hulamin – final funding report to be completed.</p> <p>10. Lottery Project RCT Ext: to be closed out – last tranche payment received in July 2017.</p> <p>3.3 Project Tender pipeline</p> <ol style="list-style-type: none"> 1. DEA NMR River Care – Working for Water 2018/ 2021 – application waiting adjudication. 2. DEA NMR Section B - Youth Development Capacity Building - application waiting adjudication. 3. Msunduzi Green Corridor River Environmental Protection (EPIP) – application awaiting adjudication 4. Ecological Agriculture Pilot Project – awaiting adjudication 5. Durban Estuary Trash Boom project with Paddle for the Planet – awaiting commencement <p>3.4 Project Application Pipeline</p> <ol style="list-style-type: none"> 1. Hulamin - Pandora Long to complete application 2. Rotary International – Msunduzi Green Corridor Situated Learning Project – Being managed by Rotary structures as an international project with local, district and international partnerships. Very little feedback from sponsor – Richard Boote. 3. Water Research Commission: Application submitted with DUCT to lead research into Alignment, Scaling and Resourcing of Enviro Champs. – waiting adjudication 4. Imbali/Zamazulu Wetland Rehabilitation and Liberty NPO institutional Development MGC Imbali Green Hub. Cannot qualify for further funding until DUCT Lottery Project RCT Ext has been closed out. <p>3.5 Core Competencies</p> <ol style="list-style-type: none"> 1. Paid Eco-Systems Services/River Care Teams - some opportunities 2. Education, Training and Development – the effectiveness and funding of Eco-Clubs was discussed. Eco-education needs to be expanded to the adults. LT suggested that every funding application should make provision for an eco-club education component. 3. Monitoring, sewers and river quality, pollution and sandmining 4. Institutional Development, support for Stewardship (Catchment Management Fora, Umngeni Ecological infrastructure Partnerships etc). <p>3.6 Current Project up-date</p> <ol style="list-style-type: none"> 1. River Care Teams/Water Weeds – Health and Safety issues being controlled. Management issued with Water Weeds resolved. Trash boom issues were discussed and MG suggested we approach appropriate companies for discarded cabling eg mines or lift companies. Induction procedure required for all new employees in order that the understand policies and procedures, in particular the consequences of absenteeism. 2. Msunduzi River Sewer and General Pollution Monitoring Project – KRA1: access.3 teams opened up 157.3km by end of August 2017. KRA2: sewer monitoring. Sanele Vilakazi has been appointed as Project Manager with support by Gordon Borain. 3. Umgungundlovu Culture and Environment (Mphomphomeni EnviroChamps) - A number of staff issues have arisen and are being dealt with appropriately. 4. SS reported on the areas to fall into the new NRM DEA application. The current 	
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	<p>programme is behind on work days, mainly due to high absenteeism; discussed and resolved that the required number of days can still be made up before end of the project. Water Weeds did not work in October due to transport difficulties.</p> <p>5. A number of special projects have been closed out by SS – Groundtruth, Sappi, VCC Estate. Urban Conservancy (Sam Grove) to get assistance where possible with their continuing work.</p>	
4	<p>Finances</p> <p>1. 2017 Annual Financial Statements have been audited and signed.</p> <p>2. Noted that Section 18A Donations Tax certificates can now be issued. More donations need to be raised.</p> <p>3. Management Accounts were briefly reviewed. Current loss to date this year mainly incurred through costs associated with the purchase of the fixed property.</p>	
5	<p>General</p> <p>1. New DUCT Office - Transfer and Bond registration is imminent. SN advised that transfer duty may be refundable due to our PBO Tax Exempt status - GG will follow up. Electrician appointed to install additional plug points. Suitable pictures/photographs to be commissioned.</p> <p>2. Mvoti to Mzimkhulu Reserve Study submission – RC to follow up.</p> <p>3. DUCT Vehicles – GG will do a summary of vehicle maintenance costs.</p> <p>4. World Canoe Marathon Champs – good feedback on DUCT work received.</p> <p>5. DUCT AGM – date moved to 13th December 2017. To be held at our office at 240 West Street. DS to arrange Guest Speaker.</p> <p>6. Nominations for DUCT Directors posts – discussed and DS to approach suitable parties.</p> <p>7. DUCT Staff – process discussed for making the following permanent appointments:</p> <p>CEO/General Manager Finance Manager Education Manager Administration Manager</p> <p>The General Manager post will be tackled first, and only once that is filled will we start working on the other three posts.</p>	<p>GG</p> <p>RC</p> <p>DS</p> <p>DS</p>
	The meeting closed at 10.10 pm.	