

Minutes of the DUCT Directors' Meeting held at the DUCT offices
240 West Street, Pietermaritzburg
on 16th August 2017 at 18h00



1. Attendance and apologies

Attendance:

1.1 Directors

David Still (DS)
Mark Graham (MG)
Liz Taylor (LT)
Kirsten Oliver (KO)

1.2 DUCT Staff Management

Richard Clacey (RC)
Gill Graaf (GG)
Jane Bain (JB)

1.2.1. Guest attendance

Jim Taylor

1.3 Apologies

Colin Everson (CE)
Trevor Gorven (TG)
Doug Burden (DB)
Sithembiso Sangweni (SS)

2. Minutes

The minutes of the last meeting were accepted.

3. DUCT Management Progress Report

Overview Management Report:

3.1 Headline issues:

1. Office move – successfully completed
2. Welcome to Gill Graaf, Acting Financial Manager
3. Cash flow crisis is now under control and improving but we are watching the income/expenditure deficit. Need to update and finalize DUCT management accounts for 2018
4. Solid Waste is a threat to World Marathon Champs – IDT and MSU teams are working upstream of Camps Drift and 30 Municipal workers started yesterday. Sanele Vilikazi is tracking the waste removed. MG said we need to maximise this opportunity to capitalize on the data. We are not getting the support expected from senior members of the Municipality.

3.2 Project Portfolio Reviewed:

1. DEA (LUI) – Project Manager (SS) and River Care Teams are improving the measurement and monitoring of outputs. Water Weeds start next month with sub-contractors for 6 months. New Tender is out for 3 year period 2018/19 – 2020/2021 – submission date 29th September 2017. Key focus for DUCT sustainability
2. MSU SLA - not in a strong position with pressure building around the sewer problem: The meeting between DS and the Municipal Dept Head to try to resolve the issues was postponed. Need to migrate the initiative to a new funder eg. GEF 6 when it comes on line.
3. Umgeni Resilience Project (Vulindlela Green Hub) –this is still in a pre-contracting phase. There are delays due to the SANBI/UMDM needing to resolve the VAT issue.
4. Darvill/ Msunduzi Green Corridor (Sobantu Green Hub) – this project is also in the pre- contracting phase. The issue of the co-op from from Mphomphomeni needs to be resolved but we await confirmation.
5. Umgungundlovu Culture and Environment (Mphomphomeni EnviroChamps) - granted a budget for a year only but waiting for the new contract to be signed off before it can initiate.

6. IDT – work has started. The project brings 120 people to the RCTs but it is a financial burden to DUCT. We hope to incorporate these workers into the new DEA project.
7. GEF Situated Learning Project – we have had a positive response to the midterm review. Closes out in Feb 2017
8. Msunduzi Green Corridor project – This is formally due to close out at the end of October, but an extension is being sought. Application submitted to WWF GT for an extension for 3 years.
9. Lottery Project RCT Ext: Should have closed out in March 2017. Doug Burden and Pandora Long to expedite close out

3.3 Funding applications and tender applications in the project pipeline

1. Hulamin - Pandora Long working on this
2. Lottery – 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.
3. Rotary International – MGC Situated Learning Project- a
4. WWF – Msunduzi Green Corridor: Phase 2: Application submitted on 15th August 2017
5. Water Research Commission: Application submitted with DUCT to lead research into Alignment, Scaling and Resourcing of Enviro Champs.

4.1 Finances

1. At present the deficit to June 2017 is approx. **R250 000.00** some income is still to be included.
2. Biggest expense is staff costs at 49% with travel expenses being second highest.
3. Budget – in draft only as GG still working to finalise the accounts to Feb 2017 for audit.
4. Education component needs to be separated from other expenditure.
5. Pandora Long and Bart Fokkens need to be costed properly and work on a consultancy basis.
6. We need to increase income and contain costs. Most projects are allowed to retain the interest earned on the funds.
7. DS noted that we need to motivate for the previous under-expenditure of R470 000 – possibly to recover some travel costs which were undercharged.
8. A Projects accounts is now being run separately from the DUCT account.
9. Audit is set for 21st August 2017.

4.2. Fund Raising

1. DS said everyone needs to start raising donations.
2. MG will approach Wayne Ridden at Midmar Mile in endeavour for DUCT to receive more of the funds received by the swimmers. The Race is at risk if the water quality is not maintained.
3. Small projects need to be streamlined.
4. Suggested Colenbranders produce a business model of skills set to make income and sell it.

5. General

1. Groundtruth has an environmental engineer intern who will be available to assist at DUCT – GIS of catchment
2. New premises – electrician to now be called in to place plug points.
When funds permit the following are on the purchase list:
Security Doors for outside room, garage and front door.
Whirley-bird extractor fan for garage – chemicals kept here with not enough ventilation
Boardroom table and chairs
3. Mvoti to Mzimkhulu Reserve Study submission – RC to follow up.
4. Vehicles – in abeyance insufficient funds. Noted Bart Fokkens vehicle at end of its lifespan – perhaps be offered to him as part of a departure settlement.
5. Midmar Mile – to keep an eye on payment from them.
6. World Canoe Marathon Champs – extra work being by DUCT noted. Paddle for Planet funds for boom and DUCT litter bins to be renovated. Suggested approach Stan Jacobs to project manage.
7. Coral Gold to be invoiced for difference in Petty Cash and other proven discrepancies.
8. Umngeni River below Albert Falls – DB to be requested to check the river for tree blocks as canoeing river season is starting.
9. Discussion around GeODK MiniSass app developed at Wildlands to collate all information and being further developed. Jim Taylor exhibited how the app works for identifying areas reported on. MG again offered the assistance of their new intern with this.
10. Waste Management and Re-cycling possibilities were discussed – no outcome!
11. New Director – Graham Jewitt has been approached but not yet responded. Pearl Gola at SANBI also suggested but we need to be careful of conflict of interest. Hlengiwe Ndlovu also another possibility.
12. Signage for new office. Keep it simple – DUCT logo only and with website.
13. Bosberaad 1st and 2nd September at Mfula Store. RC and DS to do set the programme. GG requested that Pandora and Wendy do a MiniSass exercise with her Saturday School Children. Invitation from GG to anyone who want to spend the weekend.

Meeting closed at 9.15 pm.

Next meeting: 8th November 2017.