

**MINUTES OF THE DUCT DIRECTORS' MEETING  
HELD ON 25<sup>TH</sup> JUNE 2014  
AT ASSAGAY HOTEL**

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**1. ATTENDANCE and APOLOGIES:**

**a) Attendance:**

Dave Still, Trevor Gorven, Richard Clacey, Steve Cohen, Liz Taylor, Sandile Ndawonde, Sithembiso Sangweni, Jane Bain,

**b) Apologies:**

Doug Burden, Kirsten Oliver, Mark Graham, Colin Everson, Jean Lindsay, Caroline Clover

**2. Minutes of the last meeting**

The Minutes were accepted.

Actions - follow up:

WWF SA/ Nedbank GreenTrust Fund – “Enviro Champs” – submitted and approved (R3m over 3 years.)

Fracking – still to be attended to

**ACTION : DS**

Duct website – Dave and Liz to liase with Dudu Coehlo

**ACTION : DS/LT**

Labour rails installed on all vehicles except one where not required

Other ‘ACTIONS’ dealt with under the relevant portfolio.

**3. Progress Reports:**

**a) Pietermaritzburg Operations- Sithembiso Sangweni**

6 Teams working within Dusi and lower uMngeni

Nkosinathi’s ‘Sewer Monitoring Team’ has cleared approx. 40kms of sewer lines since February

Eco-Furniture Team delivered 1290 planks and 570 cants (125mmx125mm by 2.7 m long) since March 2014

Enviro- Champs programme – gaining momentum in Ashdown and Imbali.

Disposal of nappies (observed at two points by Dusi2C cyclists) needs to be discussed with the offending preschools, then nappy companies and the responsible Municipality.

**ACTION: DB**

The Municipality is taking action as a result of the Enviro-Champs work although there is still much to be done.

**b) Staff**

8 Employees attended WESSA course.

Financial Planning Training hosted by Nedbank was attended by all staff

Safety issues are raised regularly with the Field staff.

PPE replaced when required

Disciplinary – Supervisors have been advised that we will not tolerate absenteeism without good cause.

**c) New Funding confirmed**

WWF SA- Dusi Corridor – R3m over 3 years

DEA –Land User Incentive Programme (Duct River Care Teams) - R2.5m over 1 year

IDT – R900 000 over 1 year for 100 work opportunities

**d) Funding Pending**

Hulamin ‘Greening Project’

Msundusi Municipality – Establishment of Duzi sewer monitoring in conjunction with trail building and youth development (budget is R3 million per year over 3 years)

**4. Durban Green Corridor**

245 people employed by DUCT under this partnership agreement.

Budget for 2014/15 – R12m

**a) Achievements**

Site event – eNanda Trail Run

Isithumba and Green Hub recorded 210 visitors

Exhibit at International Tourism Indaba (11/12<sup>th</sup> May 2014)

Newsletter sent to 800

Duzi2c – good marketing opportunity, trail clearing and teams participating

Bike maintenance plan in action

Green Hub environment team cleared 4.2 hectares

DGC Guides registration has been submitted

Programme Manager completed 2014/15 budgeting exercise

Formal letters sent to originators for the DGC Non-Profit done

**b) Key Challenges**

Budget allocation and expenditure

No organogram and multiple work overlaps

Include all parts of the organisation in the Programme Management System  
Human Resources and financial management

Overall, plans are falling into place with programme managers and accountability.  
Present agreement ends in June 2015 and from 1<sup>st</sup> July 2015 DGC should be registered as a Non-Profit organisation and DUCT will become a service provider to this organisation. This must be in line with our vision and objectives and allow better management of our risks.

Board needs a clearer oversight of what's going on and Richard is working on:

Insurance and risk liability  
Human Resources and Staff risk  
Insurable liability

First Aid Training needs to be checked and brought up to date.

Isibindi (youth development) programme details to be sent to Richard by Steve **ACTION: SC**

## 5. Finances

Draft figures to February 2014 to go to auditors soon.

Net income just over R350 000.00 last year.

Interest earned was up to R80 000.00.

A noteworthy expense is the increase in Workmens Compensation payable which is still being worked on.

The system is improving but we need to ensure we get sufficient funds to run the operating costs and we need to quantify costs for DGC Management.

**ACTION: CC**

Steve proposed a budget column with variations – Dave agreed.

**ACTION: DS/CC**

Accounting reporting for year-to-year needs to be standardised.

**ACTION: CC**

Dave will do a breakdown of staff management costs.

**ACTION: DS**

Workmens Comp – Dave called at their offices in Pretoria to query our rating. Their explanation is that we are rated on the most dangerous activity performed by our workers. Trevor is looking into the law and regulations to advise on how we can challenge this. Once we have Trevor's feedback, Dave will revisit Compensation House in Pretoria.

**ACTION: TG, DS**

Lottery report – Dave drew attention to the possibility that we may have to repay funds that were re-allocated within the project (more spent on wages, less on trees etc) without prior Lottery authorisation. Dave working on letter to Lottery.

**ACTION: DS**

Sandile pointed out that any deviation from a submitted budget must be requested in a separate letter and not just with the monthly/quarterly report required by the funder.

The Board agreed in principle with Trevor's suggestion that after provision for 2 months' operating costs, any excess funds should be placed in a growth investment. The board agreed that a sub-committee consisting of Trevor, Steve and Dave are authorised to make these decisions.

## 6. Strategic Planning

The Bosberaad will be used to work on the operationalizing of the Strategic Plan.

**ACTION: DS, SC**

DUCT has been approached to be the implementing agent for DEA projects.

## 7. General

### a) Vehicles

Another vehicle is needed in Pietermaritzburg – should be getting one back from DGC. To be discussed at the Management meeting next Friday. **ACTION: DB**

### b) Laptops

Team Leaders need to do their reports at the office – overtime will be paid. **ACTION SS**  
Request for donation of laptops to be put in the next newsletter. **ACTION: JB**

### c) Staff

Job descriptions are required for all positions. **ACTION: JB**  
An overview of core management needs to be done. Steve (with Trevor) will arrange an organisational assessment of DUCT PMBG office. **ACTION: SC/TG**  
If all funding comes through, more office space will be required. We can extend where we are – need to establish increase in rental **ACTION:JB**

### d) DUCT Howick

To be included in the Agenda in future. **ACTION:DS**  
Howick ‘Town’ meet every month  
Howick ‘Mphompomeni’ meet every second month  
Howick town focus on Symmonds street but need to focus on uMngeni **ACTION:LT**  
Liz requested a dedicated team for Howick or dedicated days for team visits. **ACTION:DB/LT**  
Alfred Zuma and Mpompomeni Enviro-Champs to be kept in mind for IDT wage subsidy. **ACTION: DB**  
Draft proposal to be drawn – uMgungundlovu Municipality/Mphompomeni Enviro-Champs - to continue in February **ACTION: LT**

### e) Mail and Guardian ‘Greening the Future’

Submitted by Richard and DUCT won the Community Conservation Award. Congratulations to all!

**f) River walks**

Mafakathini: Mpofana: Indezi and Karkloof Rivers to be walked with Penny Rees.

**ACTION:SS**

River Custodians – presentation to 5 Conservancies been done/planned.

**ACTION:DB**

MOU's to be finalised in July:

Umzimvubu

Mnsinsi Holdings

Midlands Conservancy Forum

DEA/DAEA – Herbicide assistance programmes – Midmar and Cedara. **ACTION:DB**

**g) Green Network**

Will be continuing working with DUCT.

**h) Mandela Marathon**

DUCT may be asked again to help out with a watering table at the Mandela marathon

**ACTION: LT**

The next meeting will be the Bosberaad to be held at Mfula Store on 26<sup>th</sup>/27<sup>th</sup> September.

Booking to be made.

**ACTION: CC/JB**

Meeting closed: 9.15 pm