

**MINUTES OF THE DUCT DIRECTORS MEETING**  
**HELD ON 8<sup>th</sup> FEBRUARY 2017 at DUCT OFFICES PMB**

**1. Attendance and Apologies**

**1.1 Attendance**

David Still  
Liz Taylor  
Richard Clacey  
Coral Gold  
Trevor Gorven  
Francois Talbot  
Sithembiso Sangweni  
Mark Graham  
Kirsten Oliver  
Doug Burden.

**1.2 Apologies**

Sandile Ndawonde  
Colin Everson  
Jane Bain

**2. Minutes of the last Meeting**

The minutes of the previous meeting were accepted.

**3. Special Projects – Doug Burden –**

**Showgrounds and Woodgrove** were completed and Phase 2 Showgrounds will start after the Dusi for provisional completion by end March 2017.

**N3TC** – funding receiving enabled Penny to proceed with River Walk starting at Tekwani – project will be complete at end Mar 2017. Funding application opportunity for R500K for 2017/2018.

**Aller River** – partnership with Kloof Conservancy with main aim at Education – awareness has been raised around Umbilo River and Palmiet.

**Dusi Canoe Marathon** – Doug monitoring the removal of 8 trees with assistance from various partners – hyacinth remains an area of concern between Grimthorpe and Campbells but DUCT are confident that they can meet with the challenge – Doug will meet with Bart to deal with the challenges.

**Lottery** – working mainly around the landfill site and Blackborough confluence – project ending March 2017.

**4. DUCT MANAGEMENT STRUCTURE – DISCUSSION**  
**(See presentation: Annexure A)**

**Updated project register** was presented with mention of projects closing and funding applications submitted. Special mention was made of project applications in the pipeline with note to importance to DUCT being able to achieve the organisation objectives.

**Highlights for the period** – two large applications for UN Habitat, Phase 2 for Zamazulu Park and LIMA on DEA Youth Environment Service Programme, which would focus on DUCT area of operations.

**MSU** – update was given on kms cleared to date – response time from Msunduzi remains a challenge.

**UNDP** – 12 enviro champs have started on project.

**Training** – 17 RC teams will undertake training provided by Wessa and DUCT Education unit.

**DUCT policies** - Staff Policy and Procedure and Vehicle policy adopted and in place.

**Feedback for 2017** – do we increase the scale of work, do the same thing more effectively, critically review policies and procedures, lobbying and advocacy/partnerships. Attention was given to DUCT's strategic planning/interventions going forward and Key Organizational Priorities. DUCT needs to produce an Annual Plan of Operations for 2017/2018. Details of education and capacity building was presented.

#### **Update on DUCT Operational Issues**

Sithembiso presented update on DEA person day and hectares. Focus needs to be given to defined work plan, training plan, and health and safety issues and site audits.

**DUCT Finance** – Coral provided overview of Project funding, projects accounts receivable and cashflow.

#### **5. GENERAL**

**Office space** – Coral provided update on rental on DUCT premises and lease agreements.

**Director** – DUCT would welcome considerations to fill vacant board positions of Sandile Ndawonde – two positions potentially available.

**Outputs from Bosberaard** - Richard will attend to this and it was suggested that Sibs might be requested to assist Richard with this.

**Submission to DWS** – acknowledgement received but follow up required for feedback from DWS.

**DUCT Vehicles** – as DEA funding has been renewed DUCT can investigate the replacement vehicle.

**DUCT Year end** – suggested that DUCT breaks up annual leave between year end and mid-year – this will be announced at DUCT monthly review meeting on 10<sup>th</sup> Feb.

Dusi and Midmar were mentioned under Special Projects by Doug.

#### **6. Date and Venue for Next Meeting – 10<sup>th</sup> May 2017 DUCT Office, Camps Drift**

**Meeting closed at 21:30 pm.**