

**MINUTES OF DUCT DIRECTORS MEETING
HELD AT THE DUCT OFFICES ON
20th JUNE 2018 at 18h00**



1. Attendance and Apologies

Directors

David Still (DS)
Liz Taylor (LT)
Trevor Gorven (TG)
Sandile Ndawonde (SN)
Graham Jewitt (GJ)
Mark Graham (MG)

DUCT Staff Management

Faye Brownell (FB)
Gill Graaf (GG)
Sithembiso Sangweni (SS)
Jane Bain (JB)

Apologies

Kirsten Oliver (KO)
Colin Everson (CE)

2. Minutes of the last meeting

The minutes of the last meeting on 11th April 2018 were accepted.

Confirmed by TG and DS.

3. DUCT Management Progress Report

- FB presented an up-date on her 30, 60, 90 day plan which has enabled her to build an understanding of DUCT's projects, staff and policies. FB has been in the field in Mpophomeni meeting the staff. She has also met with a number of stakeholders, funders and clients.
- Staff have provided job descriptions and salaries are to be converted from hourly rate to monthly rate. There was discussion on this point. New contracts will be signed, effective 1st July 2018.
- Muffins are provided for tea on Mondays and Thursdays which allows staff to gather for a short break.
- New payroll period running from 'middle' to 'middle' of month for payment at end of the month has been introduced and eased the pressure on processing of wages/salaries.
- Office clean-out has been done and office restructuring still to be implemented.
- Slack and Trello programmes have been introduced for internal communication. Some computers are too old for Trello and not worth up-dating. FB gave a brief demonstration on how these programmes work.
- A new server has been set up and staff are working from the server. A lot of historical data still to be loaded and arrangements still to be made for all information to be stored in the 'cloud'.
- Templates for meetings, minutes and reports have been placed on the server.
- Monthly staff meeting format has changed to a quick report-back followed by staff development.
- Monthly project management meetings are to be held with each project manager.
- MSU project evaluation is underway and has provided FB with a good insight into the project.

- The vision for the Education department is developing.
- An exit strategy for Gordon Borain to be finalised.
- Mentoring and training and discussions around changes to staff issues are ongoing.
- We have had 5 intrusions into the property but only access to the storeroom has been gained.
- Security gates on garage and storeroom have been installed as well as outside beams around the office building.
- Cash flow remains a concern.

4. Project Portfolio

SS reported:

- DEA (LUI) – new contract not yet signed. FB and SS met with local DEA representatives and start date now expected to be August.
- Umgeni Resilience Project (Vulindlela Green Hub) – still no response to the review.
- New Umgeni Water Project – low-level bridge to Grimthorpe Rd Bridge has started with Lethu Mlaba as project manager.
- MSU SLA - project ends June 2018. Extension to the contract has not been finalised.
- Ukulinga Research Farm – AIP clearing been undertaken and a site inspection is due before the end of the week when the contract ends. A neighbouring farmer has shown interest in the work and a potential small contract is being developed.
- Ixopo Umgeni Water spraying of hyacinth has been completed. There is a lot of Kariba weed in the dam which has taken longer to die. Re-spraying will be delayed until there is warmer weather.

Discussion around forming a DUCT 'A' team for general AIP work took place and FB to develop a business plan.

5. Project Pipeline

- There is a focus on scaling deeper into the Imbali area with Education Dept working with pre-primary to senior schools. FB explained the rationale.
- Eco-centre behind Edendale Mall – AIP clearing
- Possible work on small dam behind Henley dam.

6. Finances

TG reminded the Board that it is only over the last 3 years that DUCT changed to a project based accounting system as reflected in the summary report by GG.

GG presented Draft Management accounts to May 2018. Accounts showing a loss mainly due to lack of funds from DEA but Contract will be back-dated to April 2018. Cash flow is still a major issue. DUCT loans to projects will be repaid once all funds due to DUCT are collected.

Budgeting is improved since we have changed to a project based accounting system which provides a better knowledge of projects costs.

GG pointed out that we need to be more aware of how final project payments are to be funded at the end of a contract as most funders only pay the final tranche after the project has closed and the final report has been submitted.

GJ undertook to contact Dr Christo Marais at DEA.

7. General

Advertisements for positions of Finance Manager and Admin/HR Manager have been drafted and will be sent to all Directors for comment. 1st September is the target start date for these posts. Adverts to be placed on Gum-tree.

Ian Webster and FB to process applications with the Board to make the final decision.

DUCT Office Security – already reported on by FB - stolen lights still to be replaced.

DUCT ETD Staff – Staff (including EnviroChamps) working with children must have a Police Clearance and follow the law. FB will draft a policy.

Policy regarding working hours and overtime – already discussed under 3.1

New Staff Contracts – Board to approve before staff sign.

8. Next meeting

Bosberaad: Mfula Store, 31st August/1 September 2018.

Meeting closed at 8:25pm.