
The MARINA

Shop 7 Eastlake Village Centre

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DA GAMA Association

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MINUTES OF EXECUTIVE COMMITTEE MEETING

Date: 7 May 2020

Time: 14:00

Venue: Via zoom

1. ATTENDANCE, APOLOGIES & WELCOME

Present: Cheryl Philip
Peter Allen
Scott Attfield
Richard Midgley
Trevor Quelch

Apologies: Digby Coleman
Jimmy Fitzpatrick
Angus Hemp
Paul Higgins
Patrick McKenna

Visitor: Val Benson

The Chairperson, Cheryl, opened the meeting, welcomed all present to the meeting and stated that as a quorum was present, the meeting was duly constituted. Due to the meeting being held via the "free zoom" time was limited to 40 minutes.

2. MINUTES OF MEETING AND MATTERS ARISING

The minutes of the meeting dated 10 March 2020 were approved.

Agreed that all matters arising relating to portfolios, would be addressed under the portfolio reports.

3. Portfolio reports:

3.1 Treasurer (Trevor)

Bank Balances:

Cheque A/c R 131 700

Archcom A/c	R	282 983
Money Market A/c	R	689 117
Total	R	1 103 800

- Accounts have been distributed in March and busy with April. A pastel expert will need to be called in to update the system for a bulk account system.
- Approximately 460 residents have paid their levies since March 2020 – 35% of the members
- Due to lockdown the bookkeeper has not been able to update the system, so the audit and the FY2020 annual financial statements have been delayed;
- Signatories to bank account – not yet actioned.
- Analyses of Archcom account between 2004 – 2017: the following was agreed:
 - Members have sold up and left the Marina – funds to be transferred to the MDGA Ubuntu fund.
 - R200 inspection fees and not paid over to architect – request to members, in writing for funds to be transferred to Ubuntu fund; if not accepted by member – the funds will be credited to the members subscription account – no refunds to be made;
 - This process may take many months as balance has to be checked against property transfers etc to ensure that no errors are made
- By majority vote it was agreed to continue using the MDGA account for the UBUNTU project and the SUPPORT project in Vrygrond; but for simplicity, the monies received and spent on these projects will be moved into the Archcom account where there are few transactions. The following was noted:
 - All amounts paid from the current account have to be released by 2 signatories;
 - All monies received are written up and receipts (for cash payments only) presented to the payer at the time of paying the funds;
 - All receipts and payments are then loaded by the bookkeeper (pad by the hour);
 - The accounts are audited by independent auditors
 - Opening a separate account for the short-term project will result in extra bank charges; visit to the bank during lockdown, and wont necessarily require 2 people to make payments.

3.2 Communications

- **Website** – An extra link http://www.mdga.co.za/marina_support.php has been put on the website direct to Marina Support.

- **ExCom@work** – to be distributed on Monday with a marketing plan for the Support program in Vrygrond;
- **Electronic newsletters** – With the onset of lockdown the NB is being read by more people. Statistics reviewed.
- **Marina News** – suggested by Scott that the Marina News be circulated only in digital form going forward to save costs and, many people do not seem to read it. Cheryl noted that there are sufficient funds to continue the Marina News in the printed form and the discussions could be held at a later stage on substance and form.

3.3 Parks and Gardens (Scott)

- Gardeners wages – the gardeners have been paid until end April;
- Noted that under lockdown 4, nurseries and gardeners in public open spaces may return to work. Peter to forward the regulations. Noted that if the gardeners cannot return to work a further discussion on payments going forward will be held.
- Annual bonuses going forward will be performance-based;
- Signage for POS approved by CoCT – the signs are at the printers but delayed due to the lockdown;

3.4 Waterways (Angus) – no update

3.5 Environmental (Lisa) - no sewerage spills

3.6 Security – (Peter)

- 10 minor incidents reported over the past 6 weeks, mainly vehicle break-ins and people climbing over walls. Incidents that are not included to Security or SAPS are not taken into account;
- No neighbourhood watches as present, in Uitsig or our neighbours in Conistan Park but security but, due to the curfew, it is much easier for the security to spot people walking around in the area.

3.7 Events (Trevor)

- All planned events were cancelled due to the lockdown
- Recommended that advertising for the Spring Gardening Competition be distributed (to be held in September/October)

3.8 Archcom (Paul) – no update

3.9 Standards (Richard)

- No updates due to lockdown but the standards inspector has been following up on matters with residents during the period;

3.10 Long-term projects (Lathif)

- Cleaning of nets - contractor issued with a permit to clean Wildwood Park
- Julia Woods has allocated R0.5m from her budget for addressing the waterway exit into the sea, and other matters. Kyran is working on the project; Richard suggest that Lathif contact Paul Higgins to get involved;
- ZPAAC meeting – dredger for Marina was discussed – to be modeled on the one in operation in Port Owen; task to be driven by 5 people to bring this to a reality
- Draft Nuisance proposal circulated – for public comment

4. General

4.1 Office Move – cancelled

4.2 Congella – new owners committed to upgrade of R1,5m to cooling system which should result in the reduction of the noise.

4.3 Annual General Meeting – Marcia looking for venue for end June 2020.

- If the lockdown gathering regulations are still in place the meeting will be postponed until a later date, if required.
- Notice of meeting will still be circulated calling for nominations, and if there are 12 people or less, there will be no need for the voting process and the newly appointed Exco members will take over from 1 July 2020.
- If there are resolutions to be passed eg approval of AFS; appointment of auditor etc – a general meeting of members can be held during the year.
- According to the constitution the AGM should be held within 15 months of the previous AGM.
- It was noted that an electronic meeting, with electronic voting, is extremely expensive.

4.4 UBUNTU and SUPPORT PROJECT – Lise

- The first 10 recipients have been chosen and will receive their Pick n Pay cards on Friday – R200 has been loaded on the card, to be reloaded every 2 weeks if they stick to the criteria of purchasing only essential items (will be verified by The Bay Church);
- A marketing campaign is to be started this week to encourage members to donate to this project; a flyer is to be printed and distributed to the post boxes;
- A suggestion for members to “adopt a family” (@R400 per month) and to continue after the lockdown has been lifted; the vouchers are being given to the most needy families in Vrygrond;

- Where Rainbows Meet has been asked to forward names of indigent to Siyakhule who are doing the verification of recipients and other admin work;
- An amount of R20k has been raised so far for the project – the quantum and duration of the Vrygrond SUPPORT project will be solely dependent on the funds raised;
- Val gave feedback on the feeding schemes, with mainly donations from Marina residents; large food donations received from Lancewood Cheese; the Taiwanese government and funds raised by the band Goodluck who are resident in the Marina.
- It was noted that, going forward, if Where Rainbows Meet had enough funds, the SUPPORT project should become the focus of the Marina residents as it is sustainable long-term and, with people in the Marina going back to work, they would no longer be able to cook as much. People standing in queues waiting for their food would also not be best practice in the rainy season.
- Cheryl noted that a successful feeding project in Stanford offered a different system whereby each road was given produce to cook for themselves.

5. **Date of next meeting** – Monday 25 May by Zoom

6. **Meeting Closed:** The chairperson thanked all the members for attending and closed the meeting at 20:55

Signed by the Chairperson

25 May 2020