

**OBSERVATORY IMPROVEMENT DISTRICT****DRAFT Annual General Meeting Minutes**

**Date:** Wednesday 28 October 2020

**Venue:** Observatory Improvement District offices, 13A St Michaels Street, Observatory and online via Zoom

**Present:** 12 members and 2 staff members in attendance, 9 members in attendance online, 11 proxies received and 5 visitors in attendance online.

**1. Registration (from 17:30 to 18:00):**

All present signed the relevant attendance register. Documentation relevant to the meeting was available on the OBSID website from the 7<sup>th</sup> October 2020.

**2. Welcome and apologies:**

Jodi Allemeier welcomed all members, visitors and staff present at the Annual General Meeting. She stated that the meeting was quorate and could go ahead. She stated that members had submitted proxies and that these should be recorded as apologies.

An apology was recorded from Cllr E Anstey. A question was raised from the floor as to why the Ward Councillor, Cllr Paddy Chapple wasn't in attendance (he had submitted a proxy). City officials in attendance explained the role of political observers and confirmed that Cllr Chapple was not the observer assigned to OBSID.

**2.1 Membership – resignations and new:**

There were no resignations recorded. One (1) new member was recorded.

**2.2 Quorum to constitute a meeting:**

It was noted that the meeting was quorate – 21 members in attendance (online and in person), 11 proxies received, a total of 32 members represented out of a membership of 85.

**3. Approval of previous AGM minutes:**

The minutes of the previous meeting held on the 2<sup>nd</sup> December 2019 were made available on the website prior to the meeting. No corrections were noted. Jodi Allemeier proposed that the minutes be accepted, this was unanimously approved by those in attendance.

**4. Chairperson's report:**

Jodi Allemeier referred the meeting to the detailed Chairperson's report contained in the Annual Review that was sent to members and available on the OBSID website. She explained that prior year's focus had been on organisational stability both in terms of programmes and staffing and that the expectations were that the 2019/20 year would be one of expansion – in core programmes as well as special projects, specifically public spaces.

The Covid-19 pandemic meant the suspension of project plans and a focus on ensuring operational safety, continued delivery of services (with an expansion in public safety services) and contingency planning to ensure that staff were kept safe.

The OBSID also responded to differing levels of community engagement and demands, specifically as regards those living on the streets. Through existing partnerships with Afrikaburn, the OBSID was able to quickly deliver handwashing stations to this community and engaged with a number of different groups and voices throughout the lockdown levels.

All efforts were taken to ensure that services continued and that delivery remained as true as possible to the implementation plans. During this period, the OBSID was able to develop and activate plans for projects as well as keeping core programmes stable and services at acceptable levels.

She thanked Amanda Kirk for her strong leadership, resilience and quick responses to changing conditions and applauded the efforts of the entire OBSID team.

**5. Feedback on operations 2019-20:**

Amanda Kirk gave detailed feedback to the meeting as regards the core programmes – public safety, urban management and cleaning and social development. She highlighted the consistent efforts of the cleaning team to

tackle refuse, dumping and other tasks in the public spaces both before Covid-19 and during the subsequent lockdown levels.

She also highlighted the consistent and professional service received from the OBSID's public safety service provider Securitas during the period.

It was noted that whilst crime incidents continued to rise, so had the number of proactive actions as crime prevention measures and the deployment of a third vehicle in the early part of the new financial year had already delivered a significant reduction in crime incidents in the current year.

She made special mention of the significant developments within the social development portfolio, resulting in solid case management (with 8-10 people being assisted off the streets within a 14 month period), the launch of a work based rehabilitation programme, implementation of harm reductions strategies as well as developments inside of the Dignity Project (a partnership with Afrikaburn).

Strong partnerships in this area, specifically with Khulisa Streetscapes, have resulted in a further significant development early in the new reporting period – the piloting of supportive housing as part of a developmental programme to people living on the streets

OBSID also focussed on improving its communication programme and was enjoying a growing social media presence as well as better member communication (through web letters and the OBSID website) and was launching a new tagline – “making places for people” to replace “safer, cleaner, smarter”.

OBSID had been able to deliver some projects during the reporting period, notably within social development, community arts activations and a detailed, far reaching Covid-19 response both for staff and for those living on the streets of Observatory.

Questions were asked and answered from the floor as regards recycling, dumping and how people living on the streets could access social development services.

#### **6. Noting of Audited Financial Statements 2018-19, including noting of surplus expenditure:**

Amanda Kirk presented the AFS for 2019-20, highlighting the extremely positive cash position and explained that this would allow for the continued development and implementation of a wide range of defined and sustainable projects in both the current and the next financial year. She highlighted prior year surplus funds expenditure on projects.

She then presented an overview of surplus expenditure – within social development, public safety and community arts activations, also Covid-19 measures and the procurement of an additional security kiosk.

No questions were posed on the contents, Jodi Allemeier proposed that the AFS be approved and these were unanimously accepted by those in attendance.

#### **7. Approval of use of surplus funds 2020-21:**

Amanda Kirk described how the OBSID was approaching public spaces projects in the current financial year, having developed and implemented a policy, run a public survey and put out a public call for projects and ideas that were currently being considered by the OBSID Board.

She also described the supportive housing pilot project that was additional expenditure approved by the OBSID Board.

She also drew the meeting's attention to the fact that retention funds due to the OBSID for the 2020 financial year had yet to be disbursed – and any disbursement would improve the financial position of the OBSID.

Jodi Allemeier proposed that the revised surplus expenditure for the current financial year be approved and this was unanimously accepted by those in attendance.

#### **8. Approval of Implementation Plans 2021-22:**

Amanda Kirk outlined the proposed implementation plans, highlighting the allocated budget (opex and projects) per programme. Questions were asked and answered about the feasibility of starting a recycling programme in Observatory, the use of different bags for the collection of refuse in Observatory as well as the ongoing work in the social development programme.

Jodi Allemeier proposed that the implementation plans be approved, this was seconded by Mark Neville and J Cronje.

**9. Approval of use of surplus funds 2021-22:**

Amanda Kirk outlined how surplus funds were proposed to be used in the year ahead – further activations in public places based on public participation and engagement, ongoing support for a work based rehabilitation programme and a CCTV mapping exercise.

Jodi Allemeier proposed that the use of surplus funds as proposed be approved, this was seconded by Mark Neville and Janet Cronje.

**10. Approval of Budget 2021-22:**

Amanda Kirk explained to the meeting that a budget reduction had been factored in as per City requests due to ongoing concerns around the ability of rate payers to meet their obligations to the City. She explained that cost reductions had been applied to all expenditure lines to support this and that it was anticipated that the actual financial position of the CID as regards funds disbursement from the City would only be known in 2021.

If the budget deficit against the finance agreement could be reduced, expenditure would be adjusted upwards accordingly.

Amanda Kirk also provided the meeting with the statement of financial position of the OBSID.

Jodi Allemeier proposed that the budget be approved and this was seconded by Mark Neville and Penny Morrell

**11. Appointment of Auditors:**

Jodi Allemeier reminded the meeting of the appointment made in the prior year of Cecil Kilpin and Co. as OBSID Auditors and requested that this appointment be reconfirmed for a further year. This was unanimously approved by those in attendance.

**12. Confirmation of Company Secretary:**

Jodi Allemeier reminded the meeting of the appointment made in the prior year of Ursula Genthe as Company Secretary and requested that this appointment be reconfirmed for a further year. This was unanimously approved by those in attendance.

As Jodi Allemeier was one of the nominees for the OBSID Board, she then handed over the meeting to Nishendra Moodley to run the election process

**13. Election of Board Members:**

Nishendra Moodley advised that there were four vacant positions on the Board as a result of one vacancy from the prior year and 3 Directors resigning as required by the MOI. Five nominations were received, meaning that a vote would be held.

As attendees of the meeting were present either in person or online, voting forms were circulated to everyone and members were asked to indicate the 4 nominees receiving their vote. Forms from those in attendance were collected at the meeting, those attending online were given sixty minutes from the close of the meeting to submit their forms electronically.

Resigning board member, Michael Krause, was thanked for his service to OBSID and the Observatory community.

**Outcome of voting: (communicated to members on Thursday 29<sup>th</sup> October 2020):**

Jodi Allemeier – 47 votes  
Justin Ashley – 49 votes  
Kari Cousins – 43 votes  
Makgosi Letimile – 49 votes  
Sarah Driver Jowitt – 27 votes

Jodi Allemeier, Justin Ashley, Kari Cousins and Makgosi Letimile were therefore elected to the OBSID Board.

**14. General / Q&A:**

Nodi Murphy requested clarity as to why the River Club development was not mentioned in any of the presentations. Jodi Allemeier explained that the development fell outside of the OBSID boundaries but that OBSID was considering how it should engage with relevant parties to assess impact on its urban management and public safety services, also traffic congestion and transport routings, also confirmed that the OBSID boundaries were set in terms of the Municipal Rates Act and related bylaws with support from the City of Cape Town.

Werner Steyn queried whether any large developments had come online in the year that would increase the CID levy. City officials in attendance along with Justin Ashley explained that expansion in the property base meant a possibility of a lower than anticipated increase in CID rates, not a reduction in CID rates, also that revenue was set for a prescribed period and did not increase as more developments came online.

Penny Morrell offered a vote of thanks to the OBSID Board, CEO and staff for their ongoing work.

**15. Adjournment:**

Jodi Allemeier thanked everyone present for their attendance and participation and the meeting adjourned at 19h55.

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CHAIRPERSON

DATE