

Minutes of HEBRA Committee Meeting held on 17th September 2019

VENUE: Mamba HQ - 19h30

These minutes are not verbatim, but a condensed version of what transpired.

Present – as per signed register

Carol Guy – CG- Bach	Andrew Chester – AC – Cheshire
Brenden Oelofse -BO – St Joseph	Taryn Donaldson – TD – Cheshire
Linda Blackler – LB – St Andrew	Brett Blackler – BB – St Andrew
Sharlene Currin – SC – Bach	Germano Rodriguez- GR – Miller
Steven Pfeifer – SP – Gibson	Hayley Pfeifer – HP – Gibson
Kyle Smith – KS – St Francis	Rosie Lemos – RL – St Joseph
Leigh Gush -LG – Gibson	Caryn Myers -CM – St Patrick
Andre Dos Reis –ADR - Bader	
Dominique – Mamba – DM	

Welcome

CG introduced the committee members and welcomed everyone present.

CG asked for nominations for Chairperson for the upcoming year – RL nominated AC and CM as co-chairs accepted. AC took over the Chairing of meeting, ran through the Agenda and everyone around the table introduced themselves.

FINANCE

- As per the discussion at the AGM finance specifically payment for security in the enclosure is becoming more difficult.
- The following topics were discussed:
 - The difference between personal security and enclosure security
 - Can Mamba look into giving a discount to enclosure contributors
 - Mamba reps must give information about the enclosure when speaking to residents
 - The enclosure is more than security and we need funds for other things as well – maintenance for example
 - Can the committee meet with other enclosure chairs to brainstorm with them – Edenglen South and Buurendal
 - Thanks to Noel and Kyle for upgrading the Huts
 - Mamba will put in place various initiatives to increase contributions, to be discussed with the Committee, including a timeline once completed
 - Look at being more positive and trying to get people to sign up because it is a good thing
 - Look into introducing an accounting system so that we can have accurate records
 - Target 20 new contributors through Mamba initiatives
 - Move to Mamba whatsapp groups for emergency – 4th October – group will be monitored by Mamba and will have mamba clients and contributors on it only
 - Review Mamba monthly costs

Action points

- **Create a security sub-committee – AC (ssc)**
- **Sub-committee to meet with Mamba to discuss action plan - ssc**
- **Meet with other enclosure chairs – AC & BO**
- **Erect contributor and non-contributor signs – ssc**
- **Removal of 1 scooter guard for the immediate future – ssc**
- **Update welcome packs – RL**
- **Alert community of change over from emergency groups to Mamba group – AC and street captains**
- **Look at organizing a community meet and greet – picnic in the park with soccer, sack races etc – Social Committee**
- **Do a cost analysis on Mamba account – ADR and ssc**
- **Need to update and clean out current database – ssc and communications committee**

MAINTENANCE

- Maintenance sub-committee to be established to budget and oversee annual maintenance tasks.
- Currently maintenance is done on an as needed basis
- Thank you to Kyle and Noel for upgrading the huts and all the work on the park
- Maintenance sub-committee to investigate whether we can replace the booms with pvc booms

Action points

- **Maintenance needs to be communicated to the street groups and community through whatsapp and social media – ALL**
- **Maintenance sub-committee to be established - AC**
- **AC to get quote for pvc Booms**

COMMUNICATIONS

- Create a website – www.hebra.co.za – we own the domain
 - Wordpress site
 - Form for community details
 - Banking details
 - Updated logo
 - Mail distribution group with an opt-out
 - Update welcome pack
 - Small business group
 - Signage boards – community cost – R350, outside cost – R500.

Action points

- **Create communications sub-com – AC and SP**
- **Create website and comms strategy including all of the above – SP and HP**

SOCIAL/ UPCOMING EVENTS

- Hayley to join the Events Committee
- Halloween – 2nd November
- Need donations for food, drinks, rolls, hotdogs etc
- Need assistance on the day

Action points

- Create poster and save the date
- All Committee to assist on the day
- Sub-Com to meet and give feedback

STREET GROUPS

- All street groups have been set up and there has been some positive feedback.
- TD and BO volunteered to manage groups
- The street group admins are:
 - Bach – CG
 - St George -LM /AC
 - Collins – LM
 - Miller – MN / GR
 - St Francis – RL
 - St Matthew – CM
 - Bezuidenhout – LM/AC
 - Cobham – LM / AC
 - St George – LM
 - Gibson -LG
 - St Joseph – RL
 - St Patrick – CM
 - Duke – LM/AC
 - Cheshire – LM /AC
 - Bader – MN / GR
 - St Andrews top – LG
 - St Andrews bottom - CM
 - St Peter – CM
- Update on each Road % contribution to Hebra and general interaction with community.

Action points

- Create street captain responsibility list – RL
- Update on each Road % contribution to Hebra and general interaction with community – Admins
- Admins to review groups and see what numbers are missing and ask in the Roads if anyone knows them
- Street captains to determine how to market the enclosure maintenance and fees to each street and feedback to committee.

RIIS

- Awaiting feedback from municipality

Action points

- CG to give LG & Chairs reference number and documents
- LG & Chairs to arrange an intro with Thomas at municipality and make contact for future reference.

GENERAL DISCUSSION

- Newsletter needs to go out asap

HEBRA COMMITTEE TO COMMUNICATE ON STREET GROUPS MEETING DATES AND GIVE FEEDBACK ON ANY ISSUES / QUEIRES AND QUESTIONS

UPCOMING MEETINGS – EVERY SECOND TUESDAY OF THE MONTH

8th October

12th November

10th December

14th January

VENUE: TBC depending on numbers

Meeting ended 22h00

Thank you all for attending.