



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

10<sup>th</sup> June 2024 @ 1730 Date | time

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## In Attendance

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Bruce Mitchinson, Mark Thomson, Fletcher Sunde, Trish van der Sande, Mike Bennett, Ian Holt, Barry Newland, Helen Thomassen, Stephen Pepperall

## Apologies:

**Motion:** Apologies be accepted. Moved: Bruce 2<sup>nd</sup>: ?? Carried

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## Approval of Minutes from previous meeting

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The minutes from the previous committee meeting were read and approved as accurate. Surnames were missing from the May minutes for Lesley Coleman and Scotty Thomassen

**Motion:** Minutes be approved. Moved: Bruce, 2<sup>nd</sup>: Fletcher. Carried

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## Matters Arising from previous meeting minutes.

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- Nil

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## Health and Safety

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- Ongoing: Pathway lighting. The main pathway lighting has now been repaired with all pole lights now working. An electrician is working on installing a new sensor operated light on the back of the youth sailing shed and will also supply Festoon lights for the outdoor decking area – Ian and Bruce.

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## Financial Report

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- Trish presented the financial accounts to end of May.
- Result for May showed a small profit.
- There are several large invoices due by the 20<sup>th</sup> of June. May need to transfer money from the saving account to cover.
- 2<sup>nd</sup> Club Etchell to be removed from Simon's place ASAP – Mike.
- A new efpos agreement with a lower overall cost to the club has been signed off.

- 2024/25 Budget was reviewed with the committee deciding to accept it after some discussion. Trish will now load this budget into Xero. The budget showed a small profit for the FY however labour and R&M costs will need to be kept under control. Larger R&M items will need to be funded from external grants.
- Latest insurance proposals from Aon discussed. These proposals now cover all aspects of the club's operation with the exception of the Jetty, Slipway hardware (slipway 3<sup>rd</sup> party liability is covered) & moorings 3<sup>rd</sup> party liability. The club's current mooring lease agreement should exonerate the club from any liability with the moorings however, we need to obtain a second option to verify this.
- Alternatives to Aon have been investigated but to date there are no viable alternatives.
- A club fee increase for the 2024/25 FY was discussed. After viewing the impact of various fee changes in the budget spreadsheet it was agreed that the committee propose a relatively low-level increase of 6% to the members at the AGM.
- The slipway operation is now covered by a separate policy which delivers 3<sup>rd</sup> party liability cover for the club. The Slipway fees will need to increase slightly to cover these additional costs.
- Ongoing: PayWave rollout. The process has moved onto Merchant Card Services. Still unclear when it can be rolled out at the club.

**Motion:** That financial reporting is an accurate record of the accounts to the end of May 2024 and payments are approved. Moved: Bruce 2<sup>nd</sup>: Barry, Carried

**Motion:** That the presented 2024/25 Budget be accepted. Moved: Bruce 2<sup>nd</sup>: Mark, Carried

**Motion:** That the committee propose a 6% club fee increase to the members at this year's AGM. Moved: Bruce 2<sup>nd</sup>: Mark, Carried

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## Membership

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**Motion:** That the following people be accepted as club members:

No new members this month

Moved: Bruce 2<sup>nd</sup>: ??, Carried

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## Correspondence Report

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Inwards:

- Aon has confirmed an extension to the club's insurance policies until the 14<sup>th</sup> June.
- Several emails received asking to sell goods via the club's newsletters. Suggested that if they are club members they can advertise in the Mainsheet or the clubs Facebook page.

Outwards

- Bruce has sent an email to the council supporting Lesley Coleman's berm planting.

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## Special and Annual General Meeting

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- Notice of meeting, Agenda's, Minutes and motions all sent out on time.
- Discussions around shoulder tapping possible new committee members.
- General meeting process discussed.
- Bar and kitchen to open as normal at 5:00pm. If the meeting still going at this time, then the meeting will take a short break for refreshments.

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## Sub Committee Reports

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### Social & Events – Helen Thomassen

- June open mic night was a success – Kitchen was very busy.
- Barry - Russell Interclub is expected to happen again this year in August
- Ideas for future events include wine tasting (ask existing club supports first before approaching external parties), guest speakers, Club House renovation presentation.

### Building & Maintenance – Bruce Mitchinson

- Ongoing – Cool Room upgrade of Compressor, Doors and Tap Beer equipment. Target with the project is to significantly reduce the club's power bill by improving the efficiency of the cool room. Two quotes have been obtained for Compressor and Doors and a single quote for the tap beer equipment. An application to a funding charity to cover the cost of these upgrades will now proceed.
- Meal/drinks voucher for Mike Straub still pending. Bruce to organise
- Ongoing - It was agreed that lighting should be added in the outdoor dining area, see note above in the Health & Safety section.
- Gas Fitter booked to correct the fault with the front right-side burner and correct the pilot flame lighting issues with the Oven and Deep Fryer – Ian. Helen to check to see if the deep fryer is covered by warranty.
- Ongoing: The Club Bathrooms are in urgent need of an upgrade. The club is hopeful of funding this work via a grant from one of the many fundraising charities. See note above regarding a grant application. We will aim to begin this work during the quieter winter months.
  - Rather than obtaining design/build pricing from contractors, which will be difficult to reconcile for a grant application, a full scope and supporting documentation will be prepared. This will be supplied to contractors for tender.
  - Scope of work for this project should include:
    - New toilets and cisterns
    - New flush system for the existing urinals or replace with new
    - New vanity for woman's toilets
    - Look at options to increase waterflow to toilets.
    - Improve bore water supply and pressurise for wash down use.
    - New vinyl flooring
    - Painting of toilets

- Replace club main entrance door
- Ongoing – Ian to assist with DOC lease renewal process for areas of the club that are on their land. Bruce advised that the survey plans are back with the surveyor to add the access path to the club, across the reserve.

### Kitchen, Bar & Cleaning – Stephen Pepperall & Helen Thomassen

- The club has employed two new Club Staff, Shelby Brothers and Oli Kutylowski to help in the bar, kitchen and with cleaning. Both have agreed to work towards their LCQ and perhaps later their Bar Managers License.
- Need a duties list for kitchen volunteers. Fletcher and Alvaro to create.
- Fletcher has offered to assistance with the coordination of the Bar and Kitchen staff during the winter period.
- Consider adding casual staff to the kitchen/bar team so they are available to assist when staff need to take leave.
- Stephen Pepperall is the club's current Bar Manager.

### Sailing – Mike Bennett

Report from Mike

- The club is running a winter series this year. First race last Sunday had 5 boats out in very average conditions but was enjoyed by all.

### Tall Ships

- Ongoing: Date for kick-off meeting.
- Ongoing: The club should consider revamping the sponsorship document created a few years ago. Could be used for other events as well as Tall Ships.
- Ongoing: A formal thank-you card to be presented to the Russell Four Square thanking them for their Tall Ships support. Bruce

### Youth Sailing – Mark Thomson

- Nothing to report.

### Slipway, Dinghy Dock & Moorings

- The new Jetty sign is with the printers.
- Barry working on a plan to develop a new slipway operator.
- No boats will be slipped until the new insurance policy is confirmed.
- Ongoing: Brett has agreed to build a cover for the winch drive belts.

### Fundraising

- Ongoing: Mark to investigate the Grass Roots funding programme.

### Merchandise

- Nothing to report.

### Liveboards

- Nothing to report.

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### General Business

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- Ongoing: New Committee members are required. Advertise via FB and Mainsheet.
- Ongoing: Set a date for an update presentation to members on the progress with the Club House Renovation project.

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### Items for Mainsheet and Club Calendar

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- Suggestions to Mark by email

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### Next Meeting

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17:30 Monday 8<sup>th</sup> July 2024, at the Russell Boating Club

Meeting closed at 20:03

Minutes taken by: Ian Holt

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_