



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in RED

10<sup>th</sup> November 2025 @ 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~~, ~~Paul Thompson~~, Geof Lyman

**Apologies:** Stephen Pepperall, Paul Thompson

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

**Motion:** Minutes be approved. Moved: Bruce, 2<sup>nd</sup>: Geof. 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: The bar shutters are becoming quite difficult to lift. Waxing may help.
- Fire Evac Trial with staff and guests successfully carried out in early November - Geof to replace the battery in the Fire Alarm to see if it increases the siren volume.
- Mast crane – Sailing sub-committee will present a proposal to the committee regarding future use of the mast crane for “light” lifting. At a previous committee meeting, it was decided that the crane should not be used due to safety concerns.

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## Financial Report

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- The October financial accounts were presented by Trish.
- Month-end result was an on-budget profit of \$5.9k.
- Accounts receivable – there is an outstanding payment for a mooring rental that is now several months overdue, Trish to give the renter a week’s notice to settle the account, otherwise the club will ask the renter to vacate the mooring.
- Bank Account balances are available to Club Members on request.

**Motion:** That financial reporting is an accurate record of the accounts to the end of October, 2025 and payments are approved. Moved: Bruce, 2<sup>nd</sup>: Barry, Carried

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## Membership

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

- Roger Hill
- Tobias Theis
- David Foote

Moved: Bruce, 2<sup>nd</sup>: Helen. Carried

- Ongoing. Bruce has arranged the new membership cards. The cards will again be funded by Cater Marine.  
Update: Cards still not available. May need to find a new supplier.

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## Correspondence Report

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### Inwards:

- Approval for the Tall Ships Regatta race event in the BOI MMS has been received from DOC.
- DOC has declined to approve the on-water activities for the Tall Ships Launch Rally. It has also stated that the club could be hit with multiple application fees if the club continues to pursue approval for this event. The club will therefore withdraw its application and instead consider a change to rally rules to ensure contestants are not required to breach the MMS rules.
- The club has received an email for the international Junk Rig Association thanking the club for going to the effort to Junk Rig boats in our annual Tall Ships regatta. To show their appreciation, they would like to enrol the club in the relatively small group of people/organisations to whom they have awarded the Junk Rig Association medal. Bruce will respond accepting the offer.
- An email was received from Doc confirming the reserve lease renewal for another 10 years. Expiry date is 31 July 2035. For this, the club will be charged a one-time processing fee of \$3,425 and an annual rental of \$774. The club currently pays DOC for two easements, Lighting & Power cables at \$200+GST pa and Sewer at \$200+GST pa. We also pay \$300+GST pa for the Tall Ships event. Bruce will email DOC asking them to take into account the value of the work the club currently undertakes to maintain the reserve and therefore requesting that they reconsider the value of their annual fees.
- Email received from PhatHouse. They provided cost estimates for replacement beer lines.

### Outwards

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### Social & Events – Helen Thomassen

- Activates
  - Tennis Cub's Country Hoe Down night on Saturday November 22nd
  - Several private events booked between now and early January.
  - Wind Warriors will be at the club between the 28<sup>th</sup> to 30<sup>th</sup> of November.
  - Youth Sailing fund raising night at the Nauti Penguin – Sunday 20<sup>th</sup> December
  - Tall Ships Friday night party with Any Xcuse – 9<sup>th</sup> January.
- Helen would like the club house hire agreement changed to include the requirement for a bond to cover any food costs that might occur if an event is cancelled last minute.

### Building & Maintenance – Bruce Mitchinson & Geof Lyman

- The Toilet area sliding door needs the securing bolts replaced. We have the bolts, Geof will mount them.
- Ongoing: Geof and Bruce to kick off a project aimed at replacing many of the bolts in the club house piling structures. Paul to assist with the purchase of the new Stainless Fastenings.  
Update – bolts will now be installed post-Christmas.
- Ongoing: Helen having another try for grant funding for the bathroom upgrade.

### Kitchen, Bar & Cleaning – Fletcher Sunde, Helen Thomassen & Geof Lyman

- The summer food menu will be introduced as soon as the printed menus have been refreshed.
- A new drinks menu will also be rolled out which will include both members and non-members pricing.
- Trish to send Kaye a kitchen sales report.
- The upright Freezer needs replacing. The current freezer is 24 years old and often doesn't re-start after a power cut.
- The Food Processor needs a replacement part.
- A council kitchen inspection is due shortly.
- Details of an employment agreement with a replacement cleaner are being worked through. The potential candidate would like to exclude weekend work from the contract. The offer will include 4 hours per week of cleaning.
- The Kitchen team will confirm the employment status of Wiki.
- Bruce working on purchasing replacement beer lines. The goal is to get them installed prior to the summer period. The replacement lines will help reduce frothing (wastage) at the Taps.
- Cool Room Refrigeration upgrade project. With nobody coming forward from the Mainsheet ad the club will again approach North Freeze.
- The planned 5-day summer opening during January and February was discussed. After considering several factors, the committee decided to stick with the regular 3 day opening during the summer period. Ian to see what impact this will have on the budget and the year-end result.

- The Kitchen & Bar sub-committee will confirm opening hours during the Christmas – New Year period. They will also consider the option of opening the bar an hour or so earlier during the summer holiday period.

### Sailing – Stephen Pepperell & Mike Bennett.

- The club Etchells, Matauwhi has been sold to Geof for \$1. The Club's second Etchells has also been sold to Mike for the same value. Ian to remove Matauwhi from the club's insurance policy.
- Skipper registrations. Ian to send a list to Mike and Trish as a cross-check with who has registered and paid their annual racing registrations.
- Rules night – date still to be finalised by Mike

### Tall Ships – Bruce Mitchinson, Barry Newland, Ian Holt, Fletcher Sunde, Stephen Pepperell

- Sponsorship and Grants – Two grant applications have been submitted by Fletcher.
  - Ian to arrange a Tall Ships sub-committee meeting on Friday 21<sup>st</sup> at 1600 hrs.
  - Program update – Fletcher. The program outline is progressing well. Additional material is still required.
  - Trish will begin selling the Tall Ships Sell merchandise as soon as it is available.
  - Ongoing - Boating NZ has offered to write an article on the history of Tall Ships Regatta. They have provided a questionnaire to assist in the article's preparation.
  - Fletcher has offered to help with an event brochure.
  - Ongoing - Would be helpful to have a new rum sponsor. Suggested we approach Mount Gay. 10 bottles required in total.
  - Ongoing - Still looking for someone to coordinate proceedings for the week leading up to the event and on the day.
- Update** – the position has been advertised in Mainsheet

### Youth Sailing – Mark Thomson

- Nothing to report.

### Slipway, Dinghy Dock & Moorings – Barry Newland & Paul Thompson

- A shed cleanout is required. Will add to the job list at the next working bee
- Ongoing - Bruce working on a plan for replacing a jetty pile.

### Fundraising – Stephen Pepperell & Fletcher Sunde

- Ongoing: Helen having another try for funding for the bathroom upgrade.
- See note above in the Tall Ships section regarding a funding application to cover TS costs.

### Merchandise

- The merchandise order for TS has been placed. Will arrive in mid-December.

## Liveboards

- Nothing to report

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## General Business

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- BOI Sailing Week fund raising kitchen – the club will approach Shelly to see if she is interested in running a food stand on behalf of the club.
- Building capacity is limited to 99 people as per the Fire evacuation plan

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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> December 2025, at the Russell Boating Club

Meeting closed at 20:10 hrs

Minutes taken by: Ian Holt

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

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

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