



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

11<sup>th</sup> March 2024 @ 1730 Date | time

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## In Attendance

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Bruce Mitchinson, Barry Newland, Helen Thomassen, Stephen Pepperall, Kevin Philpott, Trish van der Sande

**Apologies:** Ian Holt, Mark Thompson, Fletcher Sunde

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

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## Approval of Minutes from previous meeting

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The minutes from the previous meeting were read and approved as accurate.

**Motion:** Minutes be approved. Moved: Bruce 2<sup>nd</sup>: Barry. 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: Doorway to outside deck requires some non-slip matting coming into winter. Stephen to arrange**
- **Bollard light by the chain gate to the reserve needs repair. Stephen to arrange.**

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## Financial Report

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- Trish presented financial accounts to end of February 2024 for discussion and approval of payments
- 2x Term deposits have been rolled over for another 6 months
- \$10k from cheque account have been transferred to our interest earning account
- Existing club mooring lessees need to sign the new lease agreement, and those who are not club members to be sent a membership information pack to encourage them to become members
- Outstanding mooring fees from Terry Smith have now been paid and he is vacating the mooring at the end of the month
- It was noted that there was sufficient funds in the accounts to make payments owed to creditors.
- Kevin followed up on setting out expenditure rules with all expenses over \$500 to have Treasurer or Commodore approval before purchases are made. Receipts for all purchases must be forwarded to Trish for our financial records
- It was agreed that further work on the budget for 24/25 is required and this needs discussion with the various subcommittees to pick up on detailed expenses

- Ongoing: The roll out of payWave and credit card facilities for the bar Eftpos terminal is proceeding, however the bank require some further information on the makeup of the current committee and how this relates to the numbers stated in our constitution. Bruce to arrange letter

**Motion:** That financial reporting is an accurate record of the accounts to the end of February 2024, payments are to be approved and expenditure rules accepted. Moved: Bruce 2<sup>nd</sup>: Helen. Carried

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## Membership

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

Bill Andrews

Susan and Peter Dinkelaker

David Lester and Cynthia Baur

Zara Henderson

Moved: Bruce 2<sup>nd</sup>: Barry. Carried

- Ongoing: Ian's proposal for a new membership class currently on hold as it was decided that this needs to be presented to the membership, to vote, at the next AGM
- Ian, Bruce and Stephen to document the revised membership renewal process

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## Correspondence Report

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Inwards:

- Bruce received an email from R. Tucker Thompson requesting the date for the 2025 Tall Ships Regatta.
- Scotty sent through an updated summary of the committee's Covid-19 Repair response. This needs further follow-up

Outwards

- Bruce replied to the letter from one of our members about the Bistro food pricing. It was noted that we are reviewing the winter menu with the aim of providing some smaller and cheaper meal options.
- Ongoing: The jetty is still being used by some for extended periods. Bruce to prepare a formal letter outlining the wharf conditions of use so that this can be sent to anyone breaking the rules

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## Special General Meeting

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- Agreed to re-set the date for the SGM to the 21<sup>st</sup> April 2024. Notice of meeting to be sent out
- Notices of Motion must be received at least 14 days before the meeting in this case and agenda should be sent out 2 weeks prior with the notice of motions
- Any rule changes will need a majority of two-thirds of the full members present at the meeting
- Meeting quorum is 20% of full members. Currently this sits around 45 full members, however this number needs to be confirmed closer to the meeting date

- Key topics to be put to the meeting for resolution are:
  - End of Year Accounts Auditing
  - Approval of new membership class for visiting boats

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## Sub Committee Reports

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### Social & Events – Helen Thomassen

- Kevin has installed new TV for presentations
- It was agreed that the bar and kitchen nights will go back to Wednesday, Friday, and Sunday when the current kitchen tenants vacate
- We have had a request for club hire on the 25<sup>th</sup> February 2025 for Grace Cooper's wedding. Catering is still to be confirmed
- St Patricks Day event advertised and organised for the 17<sup>th</sup> March 2024
- Easter Sunday Hop event advertised and organised for 31<sup>st</sup> March 2024
- Helen is still in discussion with the Latin Dance teachers regarding suitable nights to run their training
- Suggested re-schedule of the Tall Ships function 20<sup>th</sup> April 2024

### Building & Maintenance – Bruce Mitchinson

- Ongoing - Meal/Drinks voucher for Mike Straub to be organised. Need new vouchers other than the ones made for last Christmas
- Ongoing – Cool Room Upgrade of Compressor and Doors – To assist with a Grant application we need quotes from two suppliers
- Ongoing – Club bathrooms and entry require upgrading – To assist with a grant application we need quotes from two suppliers based on the following scope:
  - 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 – Bruce still in discussion with DOC regarding renewal of lease for areas of the club that are on their land.
- Kevin has identified some decking on the floating pontoon that needs re-fixing or replacing. Kevin to review and report back

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

- Ongoing – The kitchen contract has been advertised. Helen has been talking to a couple of possible candidates
- Helen noted that the kitchen contract terms need to be reviewed and updated
- Ongoing- Trish reviewing bar costs as percentage of bar sales
- Ongoing – Stephen has a design for the sign on the corner and will get a quote from a signwriter to make the sign
- Helen advised that Veroni has decided to stay on as cleaner. Double Dusters will be filling in while she is away

## Sailing – Mike Bennett

### Report from Mike

- Really good vibe going on both on the water and in the club afterwards at the moment. "Etchells mania" show no signs of abating. Steve has made a trophy and the plan is to have a weekend regatta before the end of the season.
- There are now a few people who are hovering around keen to sail, which is fantastic
- Interclub race coming up, first time in a few years we have almost as many boats as Opuia racing regularly and hoping for a good turnout, could be close to 20 boats. We do have a few boats that consistently perform well and results will come down to the conditions on the day.
- Have in touch with Reuben Corbett, a YNZ coach who lives in Kerikeri and involved in the KHS sailing team and happy to come over and do a session on tactics and rules. Hoping to do this in conjunction with the Etchells regatta
- Working on a plan to have an informal process to deal with on the water incidents that don't make it to a protest
- Erin has a new job and is heading off for the winter, so we need a new racing secretary. I have put my hand up although on reflection I am hoping that there is someone that is experienced in organisation skills
- The plan to sell the spare club Etchell needs some further discussion
  
- Ongoing – The naming of the Club's functional Etchell will be done when it is next up on the slipway with the event advertised prior on Facebook
- Bruce advised that the local remote control yachting enthusiasts will be racing off the club wharf on the 23<sup>rd</sup> March 2024. They also want to hold a larger regatta starting on Anzac Day – Thursday 25<sup>th</sup> April [practice session], Friday 26<sup>th</sup> April and Saturday 27<sup>th</sup> April 2024.

## Tall Ships

- De-brief rescheduled for 20<sup>th</sup> April 2024. Food to be coordinated with Kaye and Shelley, who have volunteered to help with catering
- Date for 2025 Tall Ships to be confirmed, either Saturday 4<sup>th</sup> January or the following weekend, on the 11<sup>th</sup> January. There was concern that the early date may be too close to the holiday period for our regular suppliers to get organised.
- Ongoing – formal thank you card to be presented to Russell 4 Square thanking them for their support

## Youth Sailing – Mark Thompson

- After school programme running in two sessions, one on Tuesday and the other on Thursday to cater for the numbers attending
- It was agreed that Bruce will act as the RBC child protection officer
- Waitakere School Runa Programme confirmed
- Ongoing - Detailed plans and a resource consent will be required before the proposed youth sailing shed alterations can proceed.

## Slipway, Dinghy Dock & Moorings

- Barry noted that there are a number of future bookings for the slipway
- **Boat access ladder to be replaced with a safer option**
- Brett Avery has agreed to make a cover for the winch belts in exchange for a haul out day rate discount
- Ongoing – Fletcher and Barry to finalise the updated slipway operational and health and safety documents

## Fundraising

- Mark to investigate the Grass Roots funding programme.
- Fletcher is working on fundraising for our sailing programme and Tall Ships Regatta.

#### Merchandise

- Nothing to report

#### Liveboards

- Nothing to report

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### General Business

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- Ongoing -Tony Hanlon is assisting with identifying and naming all club related photos on the club house walls
- Trish advised that Brent has been working on the CCTV security cameras to ensure these are all functioning properly

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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> April 2024, at the Russell Boating Club

Meeting closed at 20:00

Minutes taken by: Bruce Mitchinson

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

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

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