



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

12th August 2024 @ 1730 Date | time

In Attendance

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

Apologies: Mark Thomson, Helen Thomassen

Motion: Apologies be accepted. Moved: Bruce 2nd: Barry. Carried

Approval of Minutes from previous meeting

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

Motion: Minutes be approved. Moved: Bruce, 2nd: Stephen. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- Rear Deck needs water blasting again. We should consider either adding a plastic mesh or outdoor carpet – Barry and Stephen.
- Ongoing: An electrician is working on installing a new sensor operated light on the back of the youth sailing shed. Festoon lights for the outdoor decking area have been delivered, need hanging – Ian and Bruce.

Financial Report

- Trish presented the financial accounts to end of August.
- Result for the month was a loss of \$6.4k against a budgeted loss of \$4.5k.
- Results included a catchup on insurance(\$1.5k) and a one-off kitchen R&M cost (\$1.3k) but still doesn't include the YNZ fees (\$2.33k)
- Year to date result was a loss of \$14.4k against a budgeted loss of \$17.8k.
- Trading income was above budget by so were the costs.
- Transferred another \$2K from a savings account to assist with Cash flow.

- Power account still has a \$1,200 credit
- EPOS surcharge fees are being coded to Bank Fees
- Membership Fee invoices will be sent out shortly and will be preceded by an update letter from the Commodore.
- YNZ invoice received, and payment schedule agreed to. The first of 4 payments will be made in September.
- **2nd Club Etchell to be removed from Simon's place ASAP – Mike.**
- 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 July 2024 and payments are approved. Moved: Bruce, 2nd: Fletcher, Carried

Membership

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

Paul Withers
Greg Ker-Shaw

Moved: Bruce, 2nd: Ian. Carried

Correspondence Report

Inwards:

- An email has been received from an Argentina Coach wanting to assist with our youth sailing program. Ian will respond perhaps steering him in the direction of the BOI yacht club.
- FNDC liquor licence renewal inspection found a few minor items that the club didn't comply with. They were: the need for a refreshed Table layout drawing and the requirement for a simple bar menu that can be used if the kitchen is not operating.
- A Club Hire application has been received for the 19th of October from the Tennis club.
- An email was received from out-of-town boaties wanting to use the club facilities while in the BOI during the Christmas period. The Club will respond in a welcoming way.

Outwards

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Special and Annual General Meeting

- The revised Club Rules have been approved by the Companies office so are now legal.
- The club's website has been updated with the new rules, new membership categories and the new fees.

Sub Committee Reports

Social & Events – Helen Thomassen

- Sub-committee members elected: Helen Thomassen
- **Motion.** The above-mentioned members be elected to the Social & Events sub-committee. Moved: Bruce, 2nd: Ian. Carried
- Nothing to Report.

Building & Maintenance – Bruce Mitchinson

- Sub-committee members elected: Bruce Mitchinson, Barry Newland.
- **Motion.** The above-mentioned members be elected to the Building & Maintenance sub-committee. Moved: Ian, 2nd: Stephen. Carried
- Ongoing: Mark has a funding application underway for the Cool Room upgrade. A 2nd quotation has been received for the taps and pipework to support the application.
- Ongoing - It was agreed that lighting should be added in the outdoor dining area, see note above in the Health & Safety section.
- 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. 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 – Fletcher Sunde & Stephen Pepperall

- Sub-committee members elected: Fletcher Sunde, Stephen Pepperall
- **Motion.** The above-mentioned members be elected to the Kitchen, Bar & Cleaning sub-committee. Moved: Bruce, 2nd: Mike. Carried
- The Kitchen operator has requested that he be allowed to open at lunch time with a bar & meal service. It was agreed that the club may consider opening Saturday and Sundays at lunchtime during the summer hours. Whatever is agreed, the club must remain in total control of the Bar operation. Fletcher, Bruce and Stephen to arrange a meeting with the kitchen contractor to discuss further.

Sailing – Mike Bennett

- Sub-committee members elected: Mike Bennett, Stephen Pepperall, Simon Taylor, Andrew Riddell, Steve Hardcastle, Erin Bomati (TBC)
- **Motion.** The above-mentioned members be elected to the Sailing sub-committee. Moved: Bruce, 2nd: Ian. Carried
- Mike to arrange a meeting to discuss the racing secretary role.
- Bow numbers maybe required for the Etchells
- Arrange a sailing committee pre-season meeting mid-September
- Bruce to add a 2-day regatta to the MMS application.

Tall Ships

- Sub-committee members elected: Bruce Mitchinson, Barry Newland, Ian Holt
- **Motion.** The above-mentioned members be elected to the Tall Ships sub-committee. Moved: Mike, 2nd: Fletcher. Carried.
- A kick-off meeting was held on Sunday August 11th.
- 17th of January, 2025 has been set for the regatta De-brief meeting. This date has been added to the calendar.
- Event fundraising will require some focus as it's key to ensuring a good financial outcome is achieved.
- The Bar Managers role is a key requirement for the event. The club will need to look at options to fill this role well ahead of time.
- Ensure that drinks are arranged for the Hangi team.
- Agreed to stick with Tap beer again this year.
- Bruce presented a poster for next year's regatta.
- Sound System may require an improved set-up for the next regatta as it was difficult to hear the Commodore at the last event.
- New boat numbers required – Bruce to arrange.
- Consider using an MC for next year's event.
- 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.

Youth Sailing – Mark Thomson

- Sub-committee members elected: Jay Howell, Tristan Kiddie, Mark Thomson,
- **Motion.** The above-mentioned members be elected to the Youth Sailing sub-committee. Moved: Bruce, 2nd: Barry. Carried
- Ongoing - Jay has submitted a request for a new RIB trailer at an estimated cost of \$1,300.
- Ongoing - Two new Starling sails are required. Will include both items in a future grant application.
- Ongoing - 2nd RIB trailer needs and WOF and Rego – Mark to arrange.

Slipway, Dinghy Dock & Moorings

- Sub-committee members elected: Barry Newland

- **Motion.** The above-mentioned members be elected to the Slipway, Dinghy Dock and Moorings sub-committee. Moved: Bruce, 2nd: Mike. Carried
- Ongoing: Brett has agreed to build a cover for the winch drive belts.

Fundraising

- Sub-committee members elected: Fletcher Sunde, Mark Tomson
- **Motion.** The above-mentioned members be elected to the Fundraising sub-committee. Moved: Bruce, 2nd: Ian. Carried
- Ongoing: Mark has a funding application underway for the Cool Room upgrade. A 2nd quotation has been received for the taps and pipework to support the application.

Merchandise

- Club Burgee's and Tall Ships number banners required – Bruce arranging.
- Additional Tall ships merchandise required – Trish to arrange. Consider adding long sleeve tops to the order.

Liveboards

- Noting to report.

General Business

- Barry - Round robin going well, RBC is currently in 2nd place.
- Ongoing: Elliot 5.9 regatta now on the 24th and 25th of August. The teams will arrive on the 23rd and hold a briefing that night. Could be up to 14 boats at the event. The Club will open on Saturday to accommodate the teams. Ian to add to the club calendar.
- Ongoing: New constitution – Ian. A first draft has been completed. The next stage in this process is to setup a small working party to review the draft.
Motion: That the club set-up a working party to review the draft constitution prior to it being presented to the general membership. Moved: Bruce, 2nd: Barry, Carried.
Proposed members of the working party - Jonathon MacInnes, Bruce Mitchinson, Barry Newland, Ian Holt, Simon Taylor, Tony Hanlon, Andrew Riddell.
- 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.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 9th September 2024, at the Russell Boating Club

Meeting closed at 19:30

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____