



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

12<sup>th</sup> December 2022 @ 1730 Date | time

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## In Attendance

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Bruce Mitchinson, Barry Newland, Trish van der Sande, Ian Holt, Helen Thomassen, Scotty Thomassen, Mark Thomson, Stephen Pepperell, ~~Mike Bennett~~

### Apologies:

- Mike Bennett
- Joel and Jed have resigned their positions on the committee. **Motion:** that their resignation be accepted. Moved: Bruce, 2<sup>nd</sup> Barry. Carried

**Motion:** Apologies be accepted. Moved: Bruce 2<sup>nd</sup>: Ian. 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>: Scotty. 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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- The back deck by the kitchen still needs water blasting. Ian to try and do it prior to Christmas
- Fire alarm not working. Bruce following up with our electrical contractor.
- The ladder that can be used by anyone accidentally falling into the water from the jetty or a nearby boat requires replacement. Bruce to try and source a suitable replacement that has a fold-up lower section such that it won't be damaged during low tides.
- Mark pointed out a Health and Safety issue with the sea wall in front of the Youth Sailing shed. Wave motion has caused erosion behind the concrete wall making it very difficult to climb up. A temporary fix is to add some builders mix with cement in the gaps behind the wall. Smoothing out the bank above the wall will also help. Barry has offered the cement.

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## Financial Report

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- Accounts are now in a much better position – back in the black
- 37 membership invoices still outstanding
- Opening night for Rata's kitchen when very well, much more manageable on Saturday and Sunday.
- **Ongoing** - Power account seems excessive high. Stephen suggested that we arrange a Refrigeration engineer to check the main fridges. Stephen to check current draws on existing equipment
- **Ongoing** - Still looking for a new auditor

**Motion:** The discussion points were agreed, the Financial Report be accepted and Payments Approved. Moved: Bruce 2<sup>nd</sup>: Stephen. Carried

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## Membership

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**Motion:** That the following people be accepted as club members: Douglas Marsden, Stu and Jonelle Wilson, John Hare & Hetty Van Hale, Bruce Wei Yin.

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

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## Correspondence Report

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Inwards:

- Request from someone wanting to tie a 4m boat up at our jetty, too large
- Request to rent the club on Saturday night turned down as it's now a club night
- Enquiry re how the club raising fund is going. Bruce to send him a note.
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Outwards

- Nil

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## Sub Committee Reports

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Social & Events

- Very busy month. 2 major events plus a private function
- Opening night for Rata's Kitchen as a success – around 120 people present
- Rata would like to replace our Vertical Fridge with her own. Consider selling our very old fridge.
- Approval given to proceed with the replacement of several kitchen window stays.
- All excess cooking now oil removed. This task will be undertaken by Rata's Kitchen's in future.
- Consider adding some screening to hide the external kitchen entrance area.
- John, the sign man, has offered to donate some signage for the club. Helen will follow-up

Building & Maintenance

- Toilet door external lock code changed. Still some ongoing issues with damage to the toilets. We will add signage to the outside of the building informing visitors that we have security camera's in operation. Need to follow-up with viewing security camera footage directly after any damage is found.
- Scotty has completed an inventory of what's required to fix building issues identified by a recent council inspection. Work will be undertaken early next year and before another sizable function is held in the club rooms.
- **Ongoing** - Mast crane. Brett Avery and Steve Hardcastle looking at whether it's practical to re-instate. Concerns were raised over the Health and Safety aspect of operating this device if it is re-instated.
- **Ongoing** - Discussions with DOC regarding renewal of lease for areas of the club that are on their land is ongoing. The old lease expired in 2012.. Aim to get this resolved first ¼ next year. Also renewing the license to use the grassed area for Tall Ships Done – **Bruce**.
- **Ongoing** - Quote received for stage power points. Price higher than expected so Scotty will arrange for a 2<sup>nd</sup> quote.
- **On hold due to lack of funds** - Looking into options for adding a cover on the outdoor seated area. Bruce working with Scotty on a concept. Need to check if this can be funded from the building fund.
- **Ongoing** - Roof still leaking above the bar - Bruce has contacted Phil and it's on his to do list.

Kitchen, Bar & Cleaning

- **Motion** that Stephen joins the Kitchen Bar and Cleaning sub-committee and that this sub-committee is responsible for staff employment. Moved Bruce, 2<sup>nd</sup> Mark, Carried.
- Stephen & Helen have had a meeting with Maddy has discussed improvements to the bar area. The committee would like to proceed with the purchase new wine glasses – Stephen will get prices. A number of other minor improvements were also discussed.
- The sub-committee meetings with bar staff to be ongoing - once per month.
- The committee agreed to provide a club shirt for the bar staff
- Next working bee task, re-paint table stands.
- The club has had an applicant for the cleaning role. Need to arrange an offer and an employment contract.
- Rata's Kitchen's contract signed with only minor changes.
- Club's food stocks sitting at the bottom of the freezer, try and use as much as we can at Tall Ships.
- Request that we track financially how the new kitchen arrangement is working to aid with our decision-making process at the time of Rata's contract review.

#### Sailing

- There were no Opua boats at last Sunday's Interclub for the Fisher & Paykel Trophy.
- **Ongoing** – Update. RBC's two Event applications for running Yacht racing in the BOI Marine Mammal Sanctuary (general racing and Tall Ships) have been submitted to Doc for approval. Our applications include an addendum to our Sailing Instructions that help to notify sailors of the Sanctuary rules and how they should handle a possible encounter with any Marine Mammals while racing within the Sanctuary.

#### Tall Ships

- **Arrange an all-up (shore and on the water teams) meeting in early December. This meeting is scheduled for Tuesday, December 13<sup>th</sup> at the RBC rooms.**

#### Youth Sailing

- The Youth sailing team together with some of the trainee's put together a great float for the recent Russell Christmas parade.
- There are around 8 kids taking part in the summer training program
- **Mark pointed out a Health and Safety issue with the sea wall in front of the Youth Sailing shed. Wave motion has caused erosion behind the concrete wall making it very difficult to climb up. A temporary fix is to add some builders mix with cement in the gaps behind the wall. Smoothing out the bank above the wall will also help. Barry has offered the cement. (this item has also been captured in the Health and Safety section of these minutes)**
- Bruce gave an update on progress with the new Youth Sailing shed. A concept plan has been created by Bruce. Detailed plans and a resource consent will be required before this project can proceed. Bruce has already consulted with DOC, the regional council and local Maori where their feedback has been very positive.

#### Etchell's

- Boat One continues to race very successfully in the club's Wednesday night races.
- We need to name boat one. Ideas on how we can do this were discussed
- Stephen has requested a review whether we should continue with launching the 2<sup>nd</sup> boat as it requires extensive work to get it ready for racing. This review will take place early next year.

#### Slipway, Dinghy Dock & Moorings

- The Sump pump has been repaired
- **Ongoing** – The club is still looking for a trainee to assist with the Slip-way duties.

#### Fundraising

- **Need to replace the Duke as a club major sponsor**

- Various club documents and the club web site require updating to capture Charlie's recent sponsorship negotiations. Ian

#### Merchandise

- Nothing to report

#### Liveboards

- Nothing to report

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### General Business

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- There are two vacancies on the committee as a result of the recent resignations

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### Items for Mainsheet and Club Calendar

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- Plug for Tall ships on-line entry's, will need to be done prior the end of the month as they close on the 30<sup>th</sup>.
- Slipway trainee
- Christmas parade report
- Comment from Bruce

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### Next Meeting

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Monday 9<sup>th</sup> January at the Russell Boating Club

Meeting closed at 20:05

Minutes taken by: Ian Holt

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

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

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