



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

20th October 2025 @ 1730 Date | time

In Attendance

Bruce Hutchinson, 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, Geof Lyman, Mike Bennett

Motion: Apologies be accepted. Moved: Bruce 2nd: Helen. 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: Paul. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- Ongoing: The bar shutters are becoming quite difficult to lift. Waxing may help.
- Ongoing: The club's insurance policy has several endorsements regarding the kitchen operation which the club must meet including fire extinguisher requirements, extraction hoods, deep and shallow fryers and handling of deep-fried food scraps.
Update. New fire extinguishers and fire blanket has been purchased. Stephen has offered to help install them.

Financial Report

- The September financial accounts were presented by Trish.
- Month-end result was an on-budget profit of \$4.5k.
- Trish not yet seen an invoice for the RIB purchase. Bruce follow-up with Cater Marine.
- Kitchen Food costs above our target of 40% of sales. Helen will discuss with Kaye. Opportunities to correct during the rollout of the new summer menu.
- 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 September, 2025 and payments are approved. Moved: Bruce, 2nd: Helen, Carried

Membership

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

- Erin Bradburne
- Jeff Cook
- Tony Taylor
- Don Morris

Moved: Bruce, 2nd: Barry. Carried

- Ongoing. Bruce has arranged the new membership cards. The cards will again be funded by Cater Marine.

Update: Cards still not available.

Correspondence Report

Inwards:

- Introduction email received from the new Yachting NZ Regional Development and Safety Manager, Nigel Richards.
- The club received an email from a local Matauwhi Bay resident highlighting the amount of food scraps that she finds on Matauwhi Bay beach. She would like the club to pass on the message to its members that it's not ok to throw food scraps overboard. Mark mentioned that it is unlikely to be coming from the liveaboard club members. Ian mentioned that it could be coming from anywhere on the tide and wind. Nevertheless, the club will place a reminder to boaties in the next Mainsheet and add a laminated sign to the jetty.
- [Bevpro Ltd](#) has purchased Northland Beverage Services. This company services the club's beer lines.
- Little Lots has taken over the water delivery service in Russell.

Outwards

- Bruce sent an email to Doc regarding the ongoing lease renewal process. Amongst other things he reminded them about the amount of general maintenance the club carries out on the reserve and asked them to reconsider their fees for the ongoing lease and renewal process.
- Ian wrote to Boating NZ asking them to correct an online article they published regarding the club's position on the Waipiro Marina project.
- The club sent out invitations to past Tall Ships Regatta competitors and selected organisations last month.

Sub Committee Reports

Social & Events – Helen Thomassen

- Activates
 - 21st Event went well.
 - Movie night also went well. \$495 from door takings were donated to the museum and the presenters to help cover travel costs.
 - Several private events booked between now and early January.
 - Wind Warriors will be at the club between the 28th to 30th of November.
 - The Abu Dhabi Sail GP is on 30th November. Start time 8:00pm NZ time so it will be possible to show the event live at the club. It will hopefully be free-to-air on ThreeNow.
 - Youth Sailing fund raising night at the Nauti Penguin – Sunday 20th December
 - Tall Ships Friday night party with Any Xcuse – 9th January.
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Building & Maintenance – Bruce Mitchinson & Geof Lyman

- Bruce to approach Bevpro to ask for assistance with replacing the club's beer lines before the summer period. The beer lines require re-routing to lift them above the sea water high tide level.
- The Toilet area sliding door needs the securing bolts replaced.
- 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.
- Helen having another try for grant funding for the bathroom upgrade.
- Ongoing: Mark has asked via Mainsheet if there is a club member who has commercial refrigeration experience and who is willing to assist with the Cool Room refrigeration repairs/upgrade.

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

- A recent beverage stocktake carried out by Bruce and Ian had a number of key recommendations.
 - Beverage delivery dockets to be checked and signed – Now being done.
 - Key register for the Bar and Cool room. Trish has created.
 - Reduce beverage stock levels – work in progress.
 - Reduce the range of liquor the club carries - work in progress
 - Review liquor pricing – done, see motion below.
 - Carry out more regular stocktakes and improve the stocktake process – Ian currently working on streamlining the process.
- Helen will circulate a proposed new summer menu for comment.
- The committee approved a wage increase for the club's new Bar Manager. Fletcher to pass on. Fletcher will also discuss bar closing times with the Bar Manger.
- A new cleaner will be employed as an employee.
- Helen still looking for a replacement kitchen hand. Barry suggested that we need a sous chef to assist Kaye on busy nights.

- **Motion:** That Bar liquor prices be increased in line with those recommended by Ian in an email to committee members dated 22nd of September.
Moved: Bruce, 2nd Barry, Carried

Sailing – Stephen Pepperell.

- Nothing to report.

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

- Sponsorship and Grants -
Avida have offered to cover the cost of the Tall Ships marquee hire. Bruce arranging a quote from Kaikohe Hire. Bruce to check if a stage from Kaikohe Hire will be suitable for the band.
Fletcher has offered to help with grant applications to fund some other hire and band costs. Bruce to send Fletcher pricing details.
- 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.
- Helen has asked FIXation for help with funding the new TS Aprons.
- Fletcher has offered to help with an event brochure.
- Ongoing - Would be helpful to have a new rum sponsor. Suggested we approach Mount Gay.
- 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

- Jay completed the first of two Runa programs last Wednesday and Thursday. He commented that the two days went very well and that he was assisted by a significant number of parent helpers.
- Jay selected a person from his youth sailing squad for the Wharf Trust sponsored R Tucker Thompson trip.

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

- Barry has confirmed, that with Paul's help, the online registration process is working well.
- The club should consider promoting Tom's hull cleaning services via our Slipway webpage.
- Ian to remove the manual slipway registration form the club's website.
- The club has been given a dinghy. It will be hung on a davit mounted to the jetty.
- Ongoing - Bruce working on a plan for replacing a jetty pile.

Fundraising – Stephen Pepperell & Fletcher Sunde

- 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

- Bruce and Trish working on re-running an older style long sleeve T Shirt for the Tall Ships 50th

Liveabards

- Nothing to report

General Business

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Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 10th November 2025, at the Russell Boating Club

Meeting closed at 19:22

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____