



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in RED

14th July 2025 @ 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, Paul Thompson, Geof Lyman

Apologies: Mark Thomson, Mike Bennett

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: Helen. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- 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.
- Ongoing - Brett Avery is looking at a possible upgrade to the slipway winch drive system to improve its safety. He will also check the winch's securing bolts as they are subject to saltwater immersion during spring high tides.
Update: No new winch for now. Barry to follow-up regarding a sheetmetal guard over the drive system. The winch attachment bolts are also heavily corroded so need replacing. The current idea is to build a pedestal below the existing winch that both replaces the attachment bolts and raises the winch above the high tide water level.

Financial Report

- The June financial accounts were presented by Trish.
- Month-end result was a loss of \$6.1k against a budgeted loss of \$6.0k.

- Cash Flow - we are short \$10k in the current account to pay the invoices due on the 20th of July. A transfer of another \$5k from the building fund will go some way to help.
- The first insurance instalment of \$1,800 is due on the 1st of next month.
- There are two significant outstanding slipway invoices. It was suggested by several committee members that the club should move to a “pay before you splash” model which is in line with the way most marinas operate.

Motion: That a 3.5% membership fee increase as agreed at the AGM be applied to all membership categories. Moved: Bruce, 2nd: Stephen, Carried

- New Membership fees are as follows:
Full Membership - \$153
Family Full Membership - \$236
Country Membership - \$110
Country Family Membership – \$165
Full Transitional Membership - \$121
Full Family Transitional Membership - \$182
Junior Membership - \$50
- Membership fee invoices to be sent out on the 1st of August.
- Reviewing the Bar KPI tracking graphs, it is clear we are spending too much on beverages with respect to sales. Trish to have a closer look at beer sales vs purchases to determine the level of wastage. Stephen suggested a good target for wastage is 2%. Bruce suggested there could be an issue with the chilling of the taps. Stephen to call PhatHouse to see if they will supply some new Taps.
- Ongoing: Club house hireage continues to provide a financial benefit to the club. Stephen to look at putting a flyer together to help with promoting the club house as a venue.
- Ongoing: We need to check the long-term power usage of the club’s refrigeration units. With Joel moving out of the area we will now approach Smith Electrics to see if they can assist with this task.
- 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 June, 2025 and payments are approved. Moved: Bruce, 2nd: Barry, Carried

Membership

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

- Arihi Reihana & Myra Connell

Moved: Bruce, 2nd: Stephen. Carried

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Correspondence Report

Inwards:

- Professional Skipper magazine will do an article on Tall Ships – Barry.
- Building valuation report received and passed onto the insurance company.
- Email from a club member suggesting that the club host a screening of a documentary “[Women & the Wind](#)”. Helen to investigate.

Outwards

- A letter passing on the committee’s thanks was sent to Viki and Rana for their presentation at the AGM.
- Following the resolution at the AGM a letter outlining the club’s opposition to using the Fast-track Approvals Act for the proposed marina development in Waipiro Bay was sent to Chris Bishop, Shane Jones, Grant McCallum, Jean Prime, Moko Tepania and Jane Hindle. A press release was also sent to the local papers, RNZ, Boating NZ, Councils and the local boating clubs.

AGM

- The Companies Office has accepted the club’s new constitution which means the club has successfully reregistered under the new Incorporated Societies Act 2022. This means we must now operate under the new Act and our new constitution.

Sub Committee Reports

As required by the club’s constitution, sub-committee members are elected on an annual basis by the committee at the first committee meeting after the AGM. See clause 17.

Social & Events – Helen Thomassen

- Sub-committee members elected: Helen Thomassen
- **Motion.** The above-mentioned member be elected to the Social & Events sub-committee. Moved: Bruce, 2nd: Ian. Carried
- Activates
 - Barry reported on the club’s Round Robin– lots of fun. RBC is currently leading. Bowling club and RSA events still to come.
 - Quiz night went well – around 40 people attended. Helen to look at running more of these nights - Mid-month on Sunday night. Could be other options for a host. Stephen suggested [Believe it or Not](#). Geof to also look at options.
 - Geof offered to run a Burgee making and edict session.
 - Helen looking at several options for events during August
 - Wine Tasting Night – a date is still to be set.
 - Ongoing: Youth Sailing fund raising night at the Nauti Penguin – date TBC

Building & Maintenance – Bruce Mitchinson & Geof Lyman

- Sub-committee members elected: Bruce Mitchinson, Geof Lyman
- **Motion.** The above-mentioned members be elected to the Building & Maintenance sub-committee. Moved: Ian, 2nd: Barry. Carried

- Doc lease renewal – out for notification. No feedback to date.
- Working bee. Looking for a date later in the month. The jetty pile repair task will be delayed until the club has funds to purchase materials.
- Water has made its way into the outside light sensor. Currently being repaired.
- The freshwater pump has decided to run continuously. Bruce and Stephen to arrange the repair.

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

- Sub-committee members elected: Fletcher Sunde, Helen Thomassen & Geof Lyman.
- **Motion.** The above-mentioned members be elected to the Kitchen, Bar & Cleaning sub-committee. Moved: Bruce, 2nd: Stephen. Carried
- Ongoing - The Kitchen food safety plan requires refreshing by the new Chef. Trish to contact the council and obtain their latest template. Next council verification date is in November this year. Trish will download the documents and pass onto Kaye

Sailing – Stephen Pepperell.

- Sub-committee members elected: Stephen Pepperell, Mike Bennett, Simon Taylor, Andrew Riddell, Erin Bomati as Secretary
- **Motion.** The above-mentioned members be elected to the Sailing sub-committee. Moved: Bruce, 2nd: Ian. Carried
- Stephen to initially focus on finalise the racing calendar and sponsorship.

Tall Ships

- Sub-committee members elected: Bruce Mitchinson, Barry Newland, Ian Holt, Fletcher Sunde & Stephen Pepperell.
- **Motion.** The above-mentioned members be elected to the Tall Ships sub-committee. Moved: Barry, 2nd: Helen. Carried.
- Tall ships meeting this Friday. Bruce to check Bruno's availability.
- Ongoing - Annie is working on an event program that will be available for sale.
- 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 – Advertise the position in Mainsheet
- Ongoing: Ian will email all contestants of this year's regatta when the new poster is available thanking them for supporting the club by participating in the regatta and inviting them to attend next years 50th anniversary event.

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: Stephen. Carried
- Ongoing - Jay has requested that the club purchase a replacement RIB. The model he has selected is a Southern Pacific Shearwater 340 listed at \$5,295 with free delivery. See

here for further details - <https://safetyatsea.co.nz/collections/inflatable-boats/products/southern-pacific-shearwater-rib?variant=32128996442243>.

Update - Cater Marine have offered to supply the boat for \$4,750.

Christine Mosses has offered to assist with the fundraising for this purchase.

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

- Sub-committee members elected: Barry Newland & Paul Thompson
- **Motion.** The above-mentioned members be elected to the Slipway, Dinghy Dock and Moorings sub-committee. Moved: Bruce, 2nd: Ian. Carried
- See note in the Financial section of these minutes regarding Slipway payments – no pay, no splash.
- Ongoing - Jetty security is an ongoing issue. One option the committee will investigate is improved lighting in the form of a solar powered sensor activated LED flood light mounted on the outer pontoon.

Update - Fletcher has purchased a new security light for the jetty. He is currently looking at options for mounting it. Aim to install the unit during the next working bee.

Fundraising – Stephen Pepperell & Fletcher Sunde

- Sub-committee members elected: Stephen Pepperell and Fletcher Sunde
- **Motion.** The above-mentioned members be elected to the Fundraising sub-committee. Moved: Bruce, 2nd: Paul. Carried
- Ian to send Stephen and Fletcher a copy of Tui's fundraising poster
- Ongoing - The Nauti Penguin has agreed to run one of their community fundraisers for the club's youth sailing.

Merchandise

- Nothing to report

Liveboards

- Nothing to report

General Business

- Blue Gavel, the Association of Past Commodores may hold their AGM at the club on the 14th of September between 10am and 2pm.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 11th August 2025, at the Russell Boating Club

Meeting closed at 19:40

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____