



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

14<sup>th</sup> October 2024 @ 1730 Date | time

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## In Attendance

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

## Apologies:

**Motion:** Apologies be accepted. Moved: Bruce 2<sup>nd</sup>: ?? 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>: Fletcher. 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 - 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.

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## Financial Report

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- Trish presented the financial accounts to end of September.
- Result for the month was a profit of \$1k against a budgeted profit of \$7.7k.
- Results included an ongoing credit from the Power company.
- Year to date result was a loss of \$17.2 against a budgeted loss of \$13.7k.
- Month Trading Income - \$2.5k below budget. Key variances – Bar sales down by \$1k, Membership fees down by \$1k, racing fees and mooring rental down by \$0.6k
- Month Cost of Sales - \$3.8k above budget. Key variances – Labour over by \$1.5k, Bar purchases over by \$1.6k, Kitchen R&M and Tall Ships (timing) over by \$0.59k

- Month Operating Expenses were above budget by 0.85k. Includes a \$.7k power company credit. Key variances – Merchandise purchase \$.85k, NRC permits and licenses 0.55k (timing), Membership cards & pennants \$0.6k
- YTD – budget includes a 2nd YNZ payment, with this payment the variance is only \$156
- **2<sup>nd</sup> 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 September, 2024 and payments are approved. 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:

- No new members this month

Moved: Bruce, 2<sup>nd</sup>: ???. Carried

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## Correspondence Report

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Inwards:

- The club's liquor license has been successfully renewed.

Outwards

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## Sub Committee Reports

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Social & Events – Helen Thomassen

- From Helen's list of activities, new events include:
  - 70's Dance Party on 19<sup>th</sup> October
  - Any Xcuse Band dance night on 27<sup>th</sup> October
  - Vintage Car Club Lunch on 2<sup>nd</sup> November
- A recent verbal request to hire the club house for a stag night will be declined.
- Helen mentioned that there maybe an issue with the club's PA system, she will arrange for it to be checked by the supplier.

Building & Maintenance – Bruce Mitchinson

- Bruce to arrange a local builder who is also a club member to replace the ceiling and flooring in the woman's toilets.

- Ross Norman has offered to assist with adding some metal to the DOC car park. Bruce to coordinate with Simon and create a plan of action. Will need to align with a working bee. Aim to do the work sometime in November.
- Ongoing: Mark has a funding application underway for the Cool Room upgrade. A 2<sup>nd</sup> 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

- A request from the club's kitchen contractor to change the name of the Boat Club Bistro will be declined as the club's marketing efforts to date would be lost.
- The Kitchen and Bar will open Saturday during Labour weekend and then move to a five-day operation the following week (beginning of November). The Bistro will also be open for lunch during labour weekend.
- **Stephen will source a Bistro and Bar promotional flag for the street corner.**
- Fletcher will investigate again the idea of taking food orders over the bar. Alvaro will need to use his existing system when the bar is not open.
- Alvaro has been approached to provide lower cost meal options. He has declined saying he can't lower his prices any further.
- **The Bistro Menu has been refreshed, copies to be sent to Mark, Ian and Helen.**
- A new cleaner, Alvaro kitchen hand may take over the club's cleaning. Fletcher to confirm. Fletcher's plan is to have the cleaner do a deep clean once per week and Bar staff do the interim cleaning during the week.
- **Helen raised a concern about the building not being locked at the end of the evening. Fletcher and Stephen to follow up with the bar staff. Closing procedures will be reviewed with the Bar staff.**
- The club may advertise for a new Bar Manager to take over from Stephen.

## Sailing – Mike Bennett

- The Sailing committee was confirmed by Mike. It is Andrew, Simon, Mike, Stephen and Erin.
- Mike to investigate if it is possible to re-instate the mast crane. Key considerations will be whether the crane requires certification and what Health and Safety processes will need to be in place for its operation.
- Mike to check that Andrew has created a list (spreadsheet) of all racing yachts that have completed their registration.

## Tall Ships

- Another Tall Ships sub-committee meeting is required.
- MMS application has been submitted.
- Bar license application must be submitted this month (October). Bruce to send Trish the event management plan.
- At the request of the Junk Rig owners, the Junk division will be removed from the event. Junks will now sail within the Tall Ships or Classic Invitation divisions.
- New boat numbers are underway – Bruce.
- 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

- Jay will out of action for a couple of months.
- Tristan is coordinating with the Russell School in Jay's absents.
- Andy Tuke has offered to help with the club's youth sailing program.
- Vicky has approached the club to assist with running a youth sailing program during the first term of next year for the Waikare school. She is proposing a Partnership between the school and the club to achieve the desired outcomes. The club is looking forward to seeing her detailed proposal and at this stage are totally supportive.
- 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 - 2<sup>nd</sup> RIB trailer needs and WOF and Rego – Mark to arrange.

## Slipway, Dinghy Dock & Moorings

- Slipway is busy, around 8 boats lined up during the next couple of months.
- Barry alerted the committee of a breach of the club's slipway rules. A boat owner was caught using a water blaster while the tide was above the sump meaning any contaminants would not have been captured by the sump. Ian to draft a formal letter informing the boat owner that as a result of his actions, he will no longer be able to use the slipway in future.
- Ongoing: The club will provide a rubbish bin in the winch shed for slipway users to deposit any material collected from the hull of their boats while using the slipway. The boat owner will still need to remove and dispose of this material when their boat is re-launched.

- Ongoing: Brett has agreed to build a cover for the winch drive belts.

## Fundraising

- Ongoing: Mark has a funding application underway for the Cool Room upgrade.

## Merchandise

- Club Burgee's are available across the bar for \$30.
- The Sail Number banners for Tall Ships have been delivered.
- Trish will investigate the option of the club printing RBC logo stickers for members Car's and Boat's.
- Ongoing - Tall ships merchandise will be topped up only this year – Trish to arrange. Consider adding long sleeve tops to the order.

## Liveboards

- Noting to report.

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## General Business

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- 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.

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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 11<sup>th</sup> November 2024, at the Russell Boating Club

Meeting closed at 1945

Minutes taken by: Ian Holt

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

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

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