



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

15th January 2024 @ 1730 Date | time

In Attendance

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

Apologies:

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

Correction to the Minutes: Accountability report should have been listed under Outgoing Correspondence, not Incoming.

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- **Ongoing:** Doorway to outside deck requires some no-slip matting. Stephen to arrange.

Financial Report

- Trish presented the financial accounts to end of December for discussion and approval of payments.
- Small loss which is not normal for December. Due mainly to the cost of materials for the Youth Sailing platform. Month also included larger than normal bar purchasing in the leadup to the Christmas period.
- The Tall Ships financial results will be available at the next meeting.
- The club continues to have issues with high internet data usage. Current monthly costs are around \$160. Mark to investigate further and recommend what changes are necessary.
- **Ongoing:** Kevin together with Ian and Trish will prepare an annual budget for presentation to the full committee at the February meeting.
- **Ongoing:** The Club is proceeding with roll out of payWave at the Bar Eftpos terminal. All required committee members personal data has now been supplied to the Bank, Trish to follow-up with the Bank to see when the roll-out will happen.

Motion: That financial reporting is an accurate record of the accounts to the end of November 2023 and payments are approved. Moved: Bruce 2nd: Helen, Carried

Membership

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

Dianne & Warren Wynyard
Alistair Wait
Richard Morrison & Kathy MacFarlane
Christopher Tant
Auree Te Momo
Ian Heerdegen

Moved: Bruce 2nd: Stephen. Carried

- **The Online Membership form “Joining Fee Payable” tick box has been added in again at the request of Trish.**
- Ongoing: Ian provided a proposal for a new membership class to capture visiting overseas cruising yachts. This membership class would be limited to a one-year membership and would not attract the YNZ affiliation fee. The proposal was presented to the committee just prior to Christmas however due a possible club rule change being required it was decided to put it on hold and present to the membership at the next AGM.
- Ongoing: Review our New Members and Membership renewal processes to ensure we are keeping people informed with the status of their membership application/renewal – Ian, Bruce and Stephen. Ian to document the process once it is agreed.

Correspondence Report

Inwards:

- nil

Outwards

- nil

Special General Meeting

- It is proposed that the Club hold a Special General Meeting (SGM) in March 2024
- To be discuss further at the February Committee meeting.
- Key topics to be put to the meeting for resolution are:
 - **End of year Accounts Auditing** –
Following is some background information on this topic for the new committee members: Our club rules state that we need to present cash basis financial results to members at an AGM within 4 months of the financial year end. Audited financial statements must be circulated to voting members of the club within 4 months of the end of the financial year and presented to the club membership for approval at a Special General Meeting before 31st December. The club is finding it very difficult to find a replacement auditor and the cost of this service, if found, is likely to be very high so the committee is recommending that we continue to have the annual accounts collated by a reputable accounting company but no longer employ the services of a professional auditor. As this is a rule change it will need to be presented to the membership at either an AGM or SGM. Note that under the 1908 Act, it was never a legal requirement for clubs the size of ours to have Audited results. Members

will need to be informed of the new financial reporting standards required for incorporated societies. Under the new accounting standards for societies Act, 2022 our club will be required to generate annual financial statements in accordance with Accounting Standards issued by the External Reporting Board (XRB). The club's annual expenses are between \$140K and \$2M so we fall into the Tier 3 criteria which means we will be required to meet the Simple Format Reporting – Accrual standard.

It was noted that at the recent AGM there appeared to be support for not having accounts formally audited at the end of the year however this still needs to be voted on by members.

- Other Topics that could be raised at the meeting include:
 - Approval of the proposed new membership class for visiting yachts.

Sub Committee Reports

Social & Events

- Events during the last month:
 - December 3rd Open mic night
 - December 5th Private Function Birthday Party
 - December 16th Xmas Party with Any Xcuse
 - December 5,7,21 Beginners/Advanced ukulele classes with Scotty
 - January 6th Tall Ships Regatta
 - January 13th Commodores Party
 - Ukulele lessons are going well. Scotty will continue with these and hopefully we will see the groups perform at our Open Mic Nights in the future.
- Our Facebook page now has over 1,000 members! – up from 370 when Helen took over. Will add the dinner/drinks vouchers to the page once the new design is complete.
- Tall Ships lunch and dinners were a great success for the Bistro with over 2000 items being served.
- Judson will need numbers for the Tall Ships thank-you event.
- Stephen suggested that we need more special events for the winter period, some of which could be based around sailing activities.
- Barry suggested we should consider having the “Recliner Rockers” at the club. Here is a link to wet your appetite: <https://www.facebook.com/watch/?v=2128095720543086>
- Helen to refresh the Dinner/bar gift vouchers – Club should consider placing them for sale on-line.
- If anyone has any suggestions for Social activities they would like to see at the club please let Helen know.

Building & Maintenance

- Meal/drinks Vouchers to be passed on the people/person involved in the deck repair work.
- Chiller unit is close to failing. Two quotes for a replacement unit required. Mark to handle a grant application for this project and the Bathroom upgrade.
- Bruce to send out a summary of where we got to with our previous ideas around the club house renovation.
- Fletcher suggested that we set-up a fund-raising sub-committee to focus on raising funds for some of the more significant projects that urgently need attention.
- Floor in the lady's toilet entry is soft – needs replacing.
- Mark raised an issue with the latch on the external door being left on. Needs checking during building lock-up.
- 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. See note above regarding a grant application. We will aim to begin this work during the quieter winter months.
 - It was suggested we approach a couple of local builders to obtain a design and built price prior to approaching the charities.
 - 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 – level indicator on the water tank, has been purchased by Dudley Smith, however, Scotty advised that installation has been delayed due to the condition of the tank lid. Dudley maybe able to assist with the lid repair – Bruce to check.
 - Ongoing – Bruce still in discussion with DOC regarding renewal of lease for areas of the club that are on their land.

Kitchen, Bar & Cleaning

- A review meeting with kitchen team has been undertaken by Stephen. Work on more winter activities required to ensure improved patronage during the quitter months of the year.
- Kitchen staff would like to take 5 weeks off in May. Stephen is working on ideas to avoid having to close the kitchen during this period.
- The kitchen team would like to see some minor club house improvements. Stephen to present their suggestions.
- New Food menu to be available shortly.
- Trish to review bar labour costs as a percentage of bar sales.
- Stephen would like to be more involved in the Tall Ships liquor purchasing next year.
- Stephen to rollout a new wine list which will help enhance the dining experience. A note here that the old drinks list is still on the web site.
- Ongoing - New road signage required to help promote the Boat Club Bistro – Stephen presented a draft design.
- Mark raised a couple if issues with the shower cleaning.

Sailing

- Mike gave a summary of what's happening with the racing program.
- The sailing committee is looking at running a rules night.
- Stephen to add an inner distance make next to the 5kt buoy for the evening racing events.
- Add Jay's document about race starts to the web site - Ian
- **Ongoing: Racing calendar on the club web site is not accurate. Mark to forward the latest version – Ian to update.**

Tall Ships

- **3rd February proposed as Tall Ships event debrief and a thank-you to the volunteers.**
- A formal thank-you card to be presented to the Russell Four Square thanking them for their Tall Ships support.

Youth Sailing

- Our summer program is well underway offering 2 days per week since the beginning of January with 6-8 kids each day. This follows our spring term sailing which also comprised 2 days per week up to Christmas.
- Our equipment and facilities are generally going strong with the following considerations:
 - We received a donation to the club of a 3rd Bic Dinghy #9499 in December (value \$2,200).
 - The new stairs and platform are a fantastic improvement.
 - Our 2nd rib trailer is in need of repairs or replacement with options being considered.
 - Our primary rib received (knife?) damage in December and has been repaired (Repair kit \$89.99 from Caters).
 - The two Starlings on loan to the Club are not currently in use and need to be assessed with respect to long term intentions for this equipment.

- We will likely need a few more PFD's for the Runa program. Approximately 6 new PFD's have been donated over the past year.
- We have enjoyed excellent parent and volunteer support of the program this season.
- **Runa**
 - The YNZ Runa program with the Russell School is scheduled for Wed-Fri, 28-29 February & 1 March.
 - We are expecting 32 students, split equally between two groups of ages 8-10 and 10-12 years.
 - Group 1 – 7 optimists plus 1 one extra optimist if needed.
 - Group 2 – 5 club lasers plus 1-2 borrowed lasers if needed.
 - We met with Russell School in December to plan the activities and will meet again shortly before the event.
 - We will meet with Hayden Whitburn, YNZ Northland Rep, during Bay Sailing Week to discuss our planned program.
 - RBC needs to sign the YNZ MOU and return to YNZ.
- Ongoing - Detailed plans and a resource consent will be required before the proposed youth sailing shed alterations can proceed.

Etchell's

- Ongoing - The naming of the Club's Etchell will done while the boat is on the slipway. The event will be advertised via Facebook.
- Consider selling the club's 2nd Etchell as it will be cheaper to purchase a more competitive boat than restore the current boat. It is now stored at Mike's place which will save the club an ongoing storage fee.

Slipway, Dinghy Dock & Moorings

- Ian, Barry and Fletcher got together in December to discuss improving the slipway H&S system. We're all on the same page with understanding that a new risk assessment should be completed as no risk assessment for hauling and slipping currently exists (though a maintenance plan does). This will inform/guide any new rules or briefing instructions that need to be implemented. Barry and Ian hauled a boat in the past week and some risks were identified. More consideration of risks and mitigations needs to take place over the next few hauls. Following this we will create the risk matrix and recommend improvements and priority maintenance to the slip process and documentation.
- Ian has uploaded the online questionnaire to a test website and this will shortly be functional.
- Regarding the mast crane, the block and tackle have been removed and replaced with a smaller block and halyard. Perhaps some murmurs on this from some skippers but generally well understood that it is not fit for purpose.

Fundraising

- Fletcher will announce a new racing sponsor shortly!

Merchandise

- Sold very well at the Tall Ships. Helen is going to add a list of items for sale to our Facebook page.
- Helen would like to purchase some plastic containers for storage of the club's merchandise behind the bar.

Liveboards

- Mark noted there were no concerns to report.

General Business

- A slightly refreshed website was presented and approved by the committee. The site will go live shortly. Key changes include a separate page for the Slipway/Dryout and a new Contacts page.

- Kevin commented that he would like to see more about Power Boating (Launch's) on the web site.
- Bruce suggested we run a classic launch weekend.
- Ongoing -Tony Hanlon is assisting with identifying and naming all club related photos on the club house walls.
- Ongoing - Trish to discuss with Brent about getting the internal security camera up and running again after a series of recent attempts to access the club through the shower/toilet access sliding door. Additional CCTV camera signs to be installed as a deterrent.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 12th February 2024, at the Russell Boating Club

Meeting closed at 19:45

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____