



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

18th December 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:

Barry, Paul

Motion: Apologies be accepted. Moved: Bruce 2nd: Stephen. 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: Mark. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- Stephen to catch up with Hetty van Hale about where we are falling short on H&S.
- Ongoing: The bar shutters are becoming quite difficult to lift. Waxing may help. Fletch to talk to staff.
- Mast crane – Sailing sub-committee will present a proposal to the committee regarding future use of the mast crane for “light” lifting. At a previous committee meeting, it was decided that the crane should not be used due to safety concerns.

Financial Report

- The October financial accounts were presented by Trish.
- Month-end result was an above budget profit of \$4.6k.
- 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 November, 2025 and payments are approved. Moved: Bruce, 2nd: Stephen, Carried

Membership

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

- Jimmy Bates
- Daniel and Michelle Bramwell
- Michael and Justine Dargaville

Moved: Bruce, 2nd: Fletcher. Carried

- Ongoing. Membership cards. Existing supplier has let us down. Ian looking at other options. The cards will be funded to the value of \$500 by Cater Marine.
- Ian to get together with Trish and Stuart to discuss next steps
- Go with credit card sized cards

Correspondence Report

Inwards:

- FNDC have asked for slipway activity report
- Letter from FNDC confirming \$3000+GST for Tall Ships
- FNDC exemption approved for Jan 10th Marquee
- Special Liquor License approved for Tall Ships
- Amendment recommended to last month's minutes: It reads as if the DOC lease is already approved when actually it isn't yet.

Outwards

- Email has gone out to immediate past members, two people have responded positively.
- Bruce to write formal thank-you letter to Rotary BOI for contribution to the RIB.

Sub Committee Reports

Social & Events – Helen Thomassen

- Activates
 - Busy month with tennis club, wind warriors, Tony Taylor 60th
 - Youth Sailing fund raising night at the Nauti Penguin - Saturday 20th December.
 - Tall Ships Friday night party with Any Xcuse - 9th January.
 - Omata Wine Tasting upcoming
- Ongoing: Helen would like the club house hire agreement changed to include the requirement for a bond to cover any food costs that might occur if an event is cancelled last minute. Helen to review the changes that Ian has made to the hire agreement.

Building & Maintenance – Bruce Mitchinson & Geof Lyman

- Ongoing: 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.
Update - bolts will now be installed post-Christmas.
- Ongoing: Helen having another try for grant funding for the bathroom upgrade.
- Clarifying that the internal door is only to be locked when there is a special function and there is equipment being stored inside the club.
- Fletcher to call David Liester at The Shed about some planter boxes being made to shield the back entranceway
- Bruce to arrange for grease trap sucker truck to come and clean the grease trap.

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

- Ongoing: Cool Room Refrigeration upgrade project. With nobody coming forward from the Mainsheet ad the club will again approach North Freeze.
- Questions around the shortened menu - do we need a third kitchen staff member to handle the busy nights?
- Fletcher to send copies of all contracts to Ian. Helen to send Glenda's contract.
- Motion to increase Wiki's pay. Moved: Fletcher, Second: Mark. Moved.
- We now have two food processors thanks to Helen's diligent work finding spare parts.
- New freezer is all go, as is the new oven.
- FNDC food inspection - some improvements were made and are ongoing. Need to complete records of training and make improvements around temperature records. Recommend we get a quote for a new or secondhand fridge.
- Working bee to tidy the kitchen and paint the roof/walls.
- BYO Liquor - The FNDC licensing inspector has confirmed that the club is allowed private get-togethers with BYO liquor in the club rooms as long as the bar is closed, no alcohol is sold, there is no fee for entry, and the event is not advertised on social media, etc.

Our club rules provide very strict controls for the supply of liquor for concerts, reunions, and social gatherings; however, they do not cover individual club members or private events that have been pre-approved by the committee during times when the club bar is closed. Ian will look at a minor rule change that will be presented at the next AGM to capture these two situations. In the meantime, the committee agreed to only allow the consumption of BYO liquor at private events organised by the club and pre-approved by the committee.

Sailing – Stephen Pepperell & Mike Bennett.

- Things good, ongoing issue about skippers having paid up racing fees.
- We want to continue to support a positive atmosphere in the racing community.
- The sailing committee is still clarifying the guidelines around postponing races such as the Russell cup.
- Etchells notice of race to go out in the next week or so.

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

- Plan to print 100 Programmes
- Ongoing - 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.

Youth Sailing – Mark Thomson

- Nothing to report.

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

- Ongoing - A shed cleanout is required. Will add to the job list at the next working bee
- Ongoing - Bruce working on a plan for replacing a jetty pile.

Fundraising – Stephen Pepperell & Fletcher Sunde

- Ongoing: Helen having another try for funding for the bathroom upgrade.

Merchandise

- Nothing to report

Liveboards

- Nothing to report

General Business

- Mike Trotter memorial streamed from the club at 2pm on Wednesday 10 Dec

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 12th January 2026, at the Russell Boating Club

Meeting closed at 2028 hrs

Minutes taken by: Fletcher

Signed by: _____

Title: _____

Date: _____