



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in RED

8th September 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: Fletcher Sunde, Barry Newland.

Motion: Apologies be accepted. Moved: Bruce 2nd: Geof. 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

- 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.
- 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 August financial accounts were presented by Trish.
- Month-end result was a profit of \$2.9k against a budgeted loss of \$7.3k. There is however a timing issue with the membership fees payments. The budget for these payments is roughly 2 months later than when the actual payments are being received.
- Trish has transferred 18K from a Term Deposit to a current account.
- Trish has sent out around 40 membership fee payment reminders. 10 members have resigned so far during this renewal period. Current membership numbers stand around 200.
- Trish is attempting to resolve an issue with two outstanding accounts. One is for an overdue mooring rental payment for May this year, and the other is a slipway account of \$300.
- 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 August, 2025 and payments are approved. Moved: Bruce, 2nd: Mark, Carried

Membership

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

- Roxy Knight
- Colin & Marion Cashmore
- Ray & Ketura Lambert
- Alex Diamond
- David Herbison
- James Brown

Moved: Bruce, 2nd: Stephen. Carried

- Bruce has arranged the new membership cards which will hopefully be available in 3 week's time. The cards will again be funded by Cater Marine.

Correspondence Report

Inwards:

- Email received from Doc regarding the club's reserve lease application. They are requesting details of recent payments and the size of areas that we wish to lease for sole use. Bruce will ensure Doc is aware of the level of work club members are currently undertaking to maintain the reserve and car park.

Outwards

- Nil

Sub Committee Reports

Social & Events – Helen Thomassen

- Activates
 - Rock 'n' Roll night with Any Xcuse – Sunday 28th September
 - Blue Gravel Past Commodores Breakfast – Sunday 5th October
 - Representatives from the [Butler point whaling museum](#) would like to make a presentation at the club on the 12th of October. They would like reimbursement for their traveling expenses. The club will attempt to do this via a donations bucket at the event.
 - The Russell walking weekend is on 10th October. One of the walks will again finish at the club house.
 - 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 project the event live at the club. It will hopefully be shown on ThreeNow.
 - Youth Sailing fund raising night at the Nauti Penguin – Sunday 20th December
 - Tall Ships Friday night party with Any Xcuse – 9th January.
- Helen has created a 'run sheet' for Events that are held at the club. This will be completed by the person requesting an event.

Building & Maintenance – Bruce Mitchinson & Geof Lyman

- Phathouse have offered to assist with a fund raiser event to raise money for the replacement of the club's beer taps and lines. The beer lines require re-routing to lift them above the sea water high tide level.
- Ongoing: Mark to ask 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

- August Kitchen Stocktake. Nothing undue uncovered. Kaye will receive a bi-weekly sales reports in future to help with her food ordering.
- Kaye intends to re-work the menu for summer.
- Kaye may need additional help for Wednesday nights when racing gets underway.
- Bruce and Ian completed a Bar stocktake in mid-August. The exercise uncovered a number of issues including excessive amounts of either going missing or being wasted. Several key recommendations were submitted to the Kitchen & Bar sub-committee for consideration. Geof to arrange a follow-up meeting with Stuart.
- Trish has created a 'night end procedure' check list.
- Helen to review how well the club house is being cleaned.

Sailing – Stephen Pepperell.

- A Sailing sub-committee meeting was held on August 21st. A follow-up meeting will be held on the 17th of September at which point the racing calendar and other details will be finalised.
- Tony Hanlon has agreed to be the principal OOD for the season.

- Ian suggested that the club should have documented procedures for Skippers and the OOD to follow in the event of an Emergency during a club run water based activity.
- The Sailing sub-committee is considering the Idea of gifting the club Etchells. This would ensure the boat is better looked after and will also free the club mooring.
- A Champagne breakfast maybe held on Sunday 21st to celebrate the opening of the racing season. Stephen will confirm the event and date shortly.
- Club season racing fees will increase to \$80 to ensure all racing costs are covered by those participating in the racing events.

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

- Ian to arrange a Tall Ships Sub-committee meeting next Friday 19th at 4:00pm
- Entries for both the Launch Rally and Tall Ships Regatta are now live on the club's web site.
- Mark and Ian are working on an email invitation to past competitors which will hopefully be sent out by mid-September.
- Annie is progressing with the event program.
- The Tennis Club has around 20m of fencing that's available. This will be useful to fencing the area behind the bar.
- 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

Youth Sailing – Mark Thomson

- The replacement Club RIB has been ordered. See the Fundraising section in these minutes for details on how this is being funded.
- After asking members via Mainsheet for financial help to buy a new RIB, the club received an offer from a member for a second-hand RIB. Bruce to follow-up.
- The After School program will get underway in October.

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

- Paul is not being notified by Barry when there are slipway bookings and activities.
- Bruce working on a plan for replacing a jetty pile.
- Ongoing - It was suggested that we request via mainsheet for a small group of volunteers to assist with the jetty pile replacement and slipway winch remounting projects. This might be a better option rather than trying to complete these tasks during a normal working bee.

Fundraising – Stephen Pepperell & Fletcher Sunde

- \$1,500 has already been received from members following a request in September's Mainsheet for financial support to help the club purchase a new RIB for Youth Sailing. In

addition, Rotary are also contributing \$1,500. Cater Marine are kindly supplying the RIB at cost (\$4,766)

- There is now urgency around a Tall Ships funding application. Funding assistance will be required for the Band hire, Security and Marquee hire

Merchandise

- Nothing to report

Liveboards

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General Business

- Mark updated the committee regarding the NRC Navigation Safety Bylaw changes.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 8th September 2025, at the Russell Boating Club

Meeting closed at 20:11

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____