



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

9th April 2024 @ 1730 Date | time

In Attendance

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

Apologies: Mike Bennett, Stephen Pepperall

Kevin Philpott resigned as club Treasurer and from the committee on April 1st, 2024. On behalf of the committee, the minute writer would like to pass on the committee's appreciation for the valuable contribution Kevin made during his time on the committee.

Motion: Apologies be accepted. Moved: Bruce 2nd: Helen. Carried

Approval of Minutes from previous meeting

The minutes from the previous committee meeting were read and approved as accurate. Correction to the last minutes, Mike Bennett was present at the committee meeting.

Motion: Minutes be approved. Moved: Bruce, 2nd: Barry. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- Ongoing: Doorway to outside deck requires some no-slip matting. Stephen to arrange.
- Ongoing: Bollard light by the chain gate to the reserve needs replacing. Stephen is trying to find a suitable replacement fitting.
- We have had a request to review the level of lighting on the pathway, particularly towards the club end. One possible solution is to add a sensor light above the Youth Sailing shed.

Financial Report

- Trish presented the financial accounts to end of March and the draft FY24 results for discussion and approval of payments.
- Result for March showed a small loss however they did include the final payment to YNZ

- Mark confirmed that both club Ribs are being stored at Simon's place.
- **2nd Club Etchell to be removed from Simon's place ASAP – Mike.**
- Trish submitted the first draft of the FY24 Cash Basis results.
- The final YE results should be available from the club's accountant by the end of May.
- See below for a summary of draft YE24 results.
- Outstanding slipway accounts have been paid.
- New Mooring leases have been sent to all club mooring renters.
- Ian reviewing Kevin's draft FY25 budget – will present to the committee once the ongoing kitchen operational model has been confirmed.
- **Ongoing:** PayWave rollout update. A letter capturing current committee members and explaining why the numbers don't match our club rules was submitted to the bank last week. The approval process is still with the Banks AML team however it is expected to progress to the card merchant team shortly for the final stage of what has been an extremely long process.

Summary of draft FY24 Cash basis result vs FY23 result

- Result was a loss of \$2.3K
- Gross Profit increased \$24K (includes other income)
 - Summary

Bar Sales	+27K
Bar Costs	+32K
Kitchen Lease	+15K
Kitchen Sales	-34K
Kitchen Costs	-42K
Member Fees	+3K
Jetty	+2K
Tall Ships Costs	+3K
Other Income	+2K

- Operating Expenses increased by \$11K.
 - Summary

Cleaner Costs	+7K
Club House R&M	+7K
Mooring Inspections	+2.5K
Slipway dredging	-8.5K
Insurance	+3K

- Notes: The slipway was not dredged in FY24. Mooring inspections happen every two years.

Motion: That financial reporting is an accurate record of the accounts to the end of March 2024 and payments are approved. Moved: Bruce 2nd: Ian, Carried

Membership

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

Jan Judson.

Moved: Bruce 2nd: Barry. Carried

- 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.

Correspondence Report

Inwards:

- Email from Kitchen extractor cleaner – a clean is booked for 20th May
- Letter from Doc regarding the ongoing discussion on the reserve lease renewal. They would like the process completed prior to approving the use of the reserve for a wedding in January.
- Email received from Scotty regarding the work he is doing on the Covid 19 response repair. He would like to complete this work by presenting his report. Proposed date is 7th May however this needs confirming.

Outwards

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Special General Meeting

- With it proving to be too difficult to arrange a separate SGM, the committee has decided to run the SGM on the same day as the AGM.
- The committee will decide a date for the AGM via email and prior to the next committee meeting.
- Key topics to be put to the SGM for resolution are:
 - **End of year Accounts Auditing** –
Following is some background information on this topic for the 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.

Sub Committee Reports

Social & Events – Helen Thomassen

Helen's report:

- 3rd March open mic- busy night with new musicians/performers attending.
- 12th March St Paddys Day – Excellent Night with Adnaan Stumo the Fiddle player entertaining. The Club had standing room only and bar was frantic with \$3000 taken. Adnaan did very well with the Koha Bucket which was passed around.
- 31st March Easter Party – Another busy night with good bar takings and kitchen kept busy.
- Top marks to our Bar Staff who added decorations to give the Club a festive feel. Bronny has made up activity books and supplies colouring pencils Children who visit.
- Helen would like committee approval to run Quiz nights. 10 teams \$105+gst or 15 teams \$110+gst. Need weekly prizes e.g. \$100 bar tabs broken down into 1st prizes \$50, 2nd Prize \$30 3rd prize \$20.
- Helen has made some new vouchers for the Bar and Bistro, so will start advertising those.
- Ukulele Lessons are starting to get more popular as word gets around. About 10 people on average each lesson.
- Focus required on drawing more people into the club on the quite nights.

Building & Maintenance – Bruce Mitchinson

- Working Bee required. Jobs include a general clean-up, firewood. Select a Saturday that has a low tide around mid-morning. Possible dates: 20th April, 18th May.

- Meal/drinks voucher for Mike Straub still pending? Bruce
- Bruce to contact Martin regarding cleaning the fireplace chimney.
- **Ongoing – Cool Room upgrade of Compressor and Doors – To assist with a grant application we will need quotes from two suppliers.**
- 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 – Ian to assist with DOC lease renewal process for areas of the club that are on their land.

Kitchen, Bar & Cleaning – Stephen Pepperall & Helen Thomassen

- There are two possible contenders to take over the Kitchen. One as a contractor and the other would be labour only. At this stage both are being considered.
- The club will revert to only opening 3 nights per week from the end of the current contract.
- Ongoing – Stephen has a design for the sign on the corner and will get a quote form a signwriter to make the sign.

Sailing – Mike Bennett

Report from Mike

- Mike happy to take on the role as Racing Secretary while Erin is away.
- Ian to copy the committee with a list of what the sailing committee normally undertakes.
- Looking at what form a winter series might look light.
- Talking with the Opua club about combined racing.
- Planning for an Etchells regatta on 4th May is well underway. Expect to confirm the event date and send out invitations later this week.
- Proposing to have a special club member only night on 4th May for the Regatta prize giving. The club's kitchen contractors are not working this night.
- The local Remote Control Yachting enthusiasts hope to run another regatta during Anzac weekend. Thursday 25th to Saturday 27th April. Bruce to discuss with Colin.
- **Ongoing** - The naming of the Club's Etchell will be done while the boat is on the slipway. The event will be advertised via Facebook.

Tall Ships

- January 11th confirmed as the date for the 2025 Tall Ships Regatta. It's been added to the club calendar.
- Due to difficulties with arranging a debrief meeting it will be rescheduled as a kick-off meeting.
- The club should consider revamping the sponsorship document created a few years ago. Could be used for other events as well as Tall Ships.
- A formal thank-you card to be presented to the Russell Four Square thanking them for their Tall Ships support. Bruce

Youth Sailing – Mark Thomson

Report from Mark:

- Two Runa (YNZ School sail training program) programs with local schools were very successful.
- Ongoing - Detailed plans and a resource consent will be required before the proposed youth sailing shed alterations can proceed.

Slipway, Dinghy Dock & Moorings

- A new Jetty sign is required capturing the club rules for the use of the jetty on a single sign. Ian to draft and circulate to committee members for approval.
- Brett has agreed to build a cover for the winch drive belts.
- Three boats will be hauled out during the month.
- **Ongoing** – The Health and Safety Audit has been completed thanks to Barry and Fletcher. A Hazard ID matrix and briefing documents now exist. The online quiz will be added to the club's website shortly.

Fundraising

- Mark to investigate the Grass Roots funding programme.

Merchandise

- Nothing to report.

Liveboards

- Noting to report.

General Business

- New Committee members are required. Advertise via FB and Mainsheet.
- Arrange an update to members on the progress with the Club House Renovation project via a presentation on a club night.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 6th May 2024, at the Russell Boating Club

Meeting closed at 20:00

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____