



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

9th September 2024 @ 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~~

Apologies: Stephen Pepperall, Mike Bennett

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

- Ongoing - Rear Deck needs water blasting again. We should consider either adding a plastic mesh or outdoor carpet – Barry and Bruce.
- 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.

Financial Report

- Trish presented the financial accounts to end of August.
- Result for the month was a loss of \$3.9k against a budgeted loss of \$3.6k.
- Results included an ongoing credit from the Power company.
- Year to date result was a loss of \$18.3k against a budgeted loss of \$21.4k.
- Trading income was above budget by so were costs.
- Two term deposits (building funds) have been rolled over.
- First YNZ payment due this month (September).

- An update from the Commodore will be sent out to members via Mainsheet within the next few days followed by the membership fee invoices.
- 2nd 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 August 2024 and payments are approved. Moved: Bruce, 2nd: Fletcher, Carried

Membership

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

Dallas Bates

Moved: Bruce, 2nd: Ian. Carried

- Membership cards for the new membership year are on order. The cost of the cards will again be covered by Cater Marine.

Correspondence Report

Inwards:

- Trish received a phone call confirming that all is on track for the renewal of the Club bar license.
- The club's Cleaner has resigned.
- The club has received a request to extend the club license hours for a private function on a Tuesday night. The process to extend licencing hours is costly and time consuming so it was agreed that the club should pass these costs onto the person hiring the club rooms.
- Club booking received from NRC Predator Free for the 27th of November.
- Correspondence was received from the Club's insurers, NZI, regarding a recent survey visit. NZI has recommends that buildings with old wiring undertake regular electrical inspections. They also recommended that the club install a monitored fire alarm. Bruce has replied noting that some of the club's wiring has recently been upgrade and that monitored alarms generally don't work in Russell as there are no local monitoring companies.
- An email was received from NRC confirming they have received the necessary records of this year's Slipway users however they also asked that the club provide a rubbish bin for the collection of all Solid Material from the slipway use. Barry thinks he can make room in the winch shed for a bin. The club will provide a fresh bin liner for each use and users will still be asked to dispose of any solid material collected when finished.
- An email was received from Jay's outlining his Youth sailing program for the coming season, a Safety Plan and Hazard ID.

Outwards

- A thank you letter was sent by Trish to a member who recently resigned his membership for health reasons thanking him for his kind donation to the club. The donation was a year's membership fees.
- An email sent to the person who was using the club's shower to wash his dog reminding him that the showers are for human use only.

Sub Committee Reports

Social & Events – Helen Thomassen

- Upcoming events: -
 19th October - Tennis Club 70's themed dance party.
 2nd November – Private Function, Northland Vintage Car Club Lunch.
 22nd November – Private Function, 21st party
 27th November – Private Function, Predator Free Russell meeting
- More music nights coming to help boost the club funds.

Building & Maintenance – Bruce Mitchinson

- A Light fitting in the female toilet requires changing.
- Ongoing: Mark has a funding application underway for the Cool Room upgrade. A 2nd 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

- The Club's Cleaner has given two weeks' notice, her last day is 21st of September. Fletcher is looking at options for her replacement.

- Feedback was received from last open mic night that the Bar closed too early. The club has put in place a simple bar menu that will allow the bar to remain open after the kitchen has closed.
- Fletcher has a new welcome sign underway.
- The Club's Kitchen operator, Alvaro has confirmed that he would like to open 5 days for both dinner and lunch during the summer months. He has requested that the club also open the Bar during the lunch hours on all 5 days. It was noted that the club trialled opening the Bar at lunchtime last season but costs far outweighed income.

Alvaro has offered to cover any losses the club sees from the Bar operation during the lunchtime opening.

Fletcher submitted a proposal for how the club could staff the bar and continue to assist in the kitchen which was accepted. Further details on how Alvaro might assist with covering any losses from the bar operation will be submitted by Fletcher shortly. It was also agreed that we should start with just weekends for a short period and if successful, extend to the other 3 days.

- Mark asked that we request the Kitchen operator to add a lower cost meal option to the evening menu. There maybe opportunities to use leftover food from the lunch sessions to create more economical offerings at dinner time.

Sailing – Mike Bennett

- Nothing to report from Mike
- The committee require confirmation of who is on the Sailing committee.
- Mike is working with the other BOI clubs to help finalise our racing calendar for the coming season.
- The method skippers will use to register for racing at the club this year is still to be confirmed.
- Mike has arranged a pre-season skippers meeting on Wednesday 18th September.

Tall Ships

- The 2025 regatta Poster is completed. Bruce will send a copy to Ian for the Website.
- A senior Bar Manager will be required for the license application.
- 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 has presented his proposed Youth Sail Training program, Safety Plan and Hazard ID documents for the coming season to the committee. The program includes:
 - Term 4 after school sessions form 28th October, two days per week for the Russell School Kids and one day per week for the Waikere School kids.
 - Summer School Holidays – 3 to 4 days per week
 - 2025 Term 1 after School program – similar to 2024 term 4.
 - February/March – Runa School program for the Waikere School only.

- The comprehensive safety plan and Hazard ID covers all activities within the program.
- Jay may decide to use a paid assistance coach to help with his very busy program, possibly starting in October. He expects that donations will cover the cost of this person.
- The Russell Wharf trust is intending to sponsor a young person to participate in a R. Tucker Thompson Youth Development voyage. Bruce has asked that Jay assist with the selection of this person.
- 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 - 2nd RIB trailer needs and WOF and Rego – Mark to arrange.

Slipway, Dinghy Dock & Moorings

- There are 4 booking for the coming month. Early indications are that the slipway will be busy in the lead up to the Christmas holiday period.
- As mentioned above, 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 when using the slipway. The boat owner will still need to remove 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. Due to work comments Mark was unable to complete the funding application last month so will now submit it this month. To ensure the meeting Motion is current for the application it was tabled again at the September meeting.

Motion: That the club applies for a \$28K grant from Pub Charity to fund the Cool Room upgrade. Moved: Mark, 2nd: Bruce, Carried.

Merchandise

- Club Burgee's and Tall Ships number banners have been ordered – Bruce.
- Ongoing - Additional Tall ships merchandise required – Trish to arrange. Consider adding long sleeve tops to the order.

Liveboards

- Noting to report.

General Business

- Barry looking at possible date for the annual sandspit cricket match. A Saturday during the school holidays with a low tide around mid-day would be ideal.
- 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.

- Ongoing: New Committee members are required. Advertise via FB and Mainsheet. Bruce to include this requires in his Commodore's update newsletter due out in mid-September.
- Ongoing: Set a date for an update presentation to members on the progress with the Club House Renovation project.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 14th October 2024, at the Russell Boating Club

Meeting closed at 19:14

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____