



COMMITTEE MEETING

10 July 2017

MINUTES

Meeting commenced at 19:11 hrs and stopped at 22:05 hrs.

Present: Jay Howell, (Commodore), David Nicolson (House Captain / via skype), Kiki Nicolson (via skype), John Seal, Sandra Scowen (Secretary), Barry Newland, Annah Evington, Helen O'dealy

Also in Attendance: Trish van der Sand (bookkeeper)

1. Apologies: Steve Southworth
2. Minutes: Committee meeting 12 June 2017

Passed Jay/John – *minutes of the general committee meeting dated 12 June 2017 were approved as a true and correct record*

3. Financial Report

a. The committee reviewed the profit/loss report for June (separate document distributed) noting operating results were generally favourable. YTD bar numbers were affected by a large wine purchase in May. The quarter end bar stock take will be used to assess YTD bar margins. June includes donated boat sale proceeds of \$1341 & annual insurance premium expense of \$4807.

b. The committee reviewed bank balances and cash flow projection (separate document distributed)

c. The following significant upcoming expenditures were discussed (incl gst):

i. Gas Safety Improvements	\$1,251	July/Aug
ii. Glass washer	\$3,350	July/Aug
iii. Electrical	\$ 400 (est.)	July
iv. Dishwasher repair	\$ 300 (est.)	July repaired last week (pump had to be replaced)
v. Dock pole replacement	\$1,000 (est.)	July/Aug
vi. Auditor's fee	\$2,300 (est)	August 20
vii. Yachting NZ levy	\$6,325	September 30
	\$22 +GST (excludes honorary and life members)'	
viii. Other maintenance	\$1,000 (est)	
Total	\$15,926	

d. The committee also discussed Northland Yachting Association membership. Annual levy is \$3 per sailing member and \$2 for other memberships. RBC has not participated for several years, and more

information is needed regarding why fees are significantly higher this year and on nature of benefits to RBC of being a member. Next NYA meeting is mid-August

Passed Jay/Annah – *that the financial report be accepted and these significant expenditures be approved.*

- e. Westpac bank account signature authorities. Our account requires two signatures for disbursements. Proposed Trish and Jay with Andrew Riddell to remain on the account as a back-up signatory.

Passed Jay/Barry– *That Jay Howell, also known as John Hancock Howell, replace Anthony Hanlon as a signatory for the Club's Westpac bank accounts.*

4. Membership

- a. New members

Passed Jay/John - *that the membership application for Phil and Kathy Sykes as full family members be accepted.*

- b. Welcome letters to new members – the Club typically sends out renewal notices in early August. Jay proposed setting up a sub group to review and implement this year's renewal process.
- c. Annual membership renewal process & form modifications – Various ideas were discussed including:
 - i. Collecting phone numbers
 - ii. Getting spouse emails
 - iii. Hand delivering local calendars
 - iv. Not sending calendars until memberships are paid
 - v. Whether back membership should be charged for members that did not pay in 2016/17
 - vi. Calling members with outstanding dues
 - vii. Encouraging associate members to join as full members
- d. Benefits of being a member – Guests versus members. Further consideration of this topic to be had in future.
- e. Employee memberships – the committee discussed whether to provide employees with paid memberships.

Passed Jay/Barry (4 yes, 2 no, 1 abstain) - *that no-cost, full family memberships including voting rights be granted to all four staff including the Club's bar manager, bookkeeper and cleaner and chef as a benefit of employment.*

The Club plans to assert that employee memberships should be treated similar to life and honorary memberships for purposes of the annual YNZ levy.
- f. Other membership matters – the Commodore reported on an expiring disciplinary matter.

5. Matters Arising Not Covered Elsewhere In Agenda

- a. Matters arising from 8 May Committee meeting
 - i. Letter reporting on sale of donated boat. Commodore to follow-up
- b. Club Goals

Passed Jay/John - that the Club Goals as presented be approved for the 2017-18 Club year.

Passed Jay/Annah that the “Volunteering at Russell Boating Club” document be approved for use.

c. 2017-18 Calendar

- i. Special General Meeting – Recommendation that we call a special general meeting of the membership for this spring to welcome members back, provide an update on the club and program for the summer season, and take care of any necessary business items (electing permanent secretary and other committee members).

Passed Jay/John- *that a Special general meeting be called for Sunday, 3 December, 2017 at 3 pm. (Time subject to further consideration).*

- ii. AGM date – Recommendation that the AGM for the 2017-18 year be held at an earlier date to allow more members to attend and participate. We would present unaudited preliminary financial results for the year, and the audited financial statements would be approved at a special general meeting held at the start of the following season. J. Howell noted that Club rules and the requirements for incorporated societies allow for this. One committee member expressed concern about holding the AGM before audited financial statements are available. It was noted that changing the financial year would not be practicable, and that the benefits of holding the AGM when more members can participate outweigh not having audited financial statements to present.

Passed Jay/David, 1 against- *that the AGM for the 2017-18 year be set for Sunday, 8 April, 2018.*

- iii. A draft calendar will be circulated shortly for review and discussion by the committee over the next month and at the next committee meeting.
- iv. The committee briefly discussed the process and timeline for completing / printing the calendar with further discussion planned for next committee meeting.

- d. Posting of Club documents to website – Recommendation that the following documents be posted to the Club’s website to help inform and promote transparency with our membership.

- i. Audited financial statements
- ii. General committee minutes
- iii. Club Rules

Passed Jay/Helen - *that the audited financial statements for 31 March, 2017 be posted to the Club’s website.*

Passed Jay/Helen- *that the minutes of General Committee meetings held after 1 July 2017 be posted to the Club’s Website after approval by the General Committee and subject to redaction of confidential or sensitive matters.*

Passed Jay/Helen- *that the current Rules of the Russell Boating Club be posted to the Club's Website*

- e. Internet – The committee discussed the merits of providing free internet access.

Passed Jay/Annah (1 no) – *that the Club offer free internet access in the clubhouse facilities as a benefit of membership.*

6. Sub-Committee Reports

- a. Health & Safety – The committee discussed the attached document and various health and safety matters. Suggestions in this regard included:
- i. first aid kit – procedure is in place to check periodically.
 - ii. Working bees – 1st aid kit should be readily available
 - iii. Club should consider paying for 1st aid training for chef and bar manager next time St Johns has course
 - iv. Club should provide a 1st aid course to members. John will contact Bridget about best time of year to hold course.
 - v. It was noted that fire extinguishers all have current certifications
- b. Kitchen/Bar – Eftpos machine fixed, food safety plan status discussed, drinking water lab test passed, Changed water filter and now has log. Chef employment agreement to be renegotiated this month. Discussion on need to put out reminders on facebook about events and menu.
- c. Social – Club pool tournament planned for Friday nights in August, interclub pool/darts/bowls is in September.
Offer of 45min Tokelau solar presentation some evening Jay proposes 28 July.
Helen suggests Seagull motor film be shown on a Wednesday so doesn't clash with movie nights. Helen will choose a date. Steve Southworth playing July 23rd. Annah looking into a screening of a Vaka navigators movie and will propose a date.
John would like to invite Bella A' Capella to RBC in September and will coordinate.
- d. Publicity – Winter marketing, Next *Mainsheet?* Web site, Trip-advisor not working yet, club email links. Plan to send out a mainsheet soon. Andrew will help, but would be good to have someone from committee to do mainsheet. John can help technical mailchimp aspect.. John and Jay to discuss Facebook strategy and website updating separately. Annah is happy to help with snappy posts. John said can connect calendar with facebook so less time consuming.
- e. Fundraising – Grant applications submitted for gas safety and glasswasher.
- f. Other Boaties - Club birthday event – 4 February. Laser regatta – which is better high tide at 1125 hrs (4 February) or at 1553 hrs (25 February) Kiki suggest special event regatta for club birthday on 4 Feb. Plus treasure hunt on reserve. Everyone think about what event for the club birthday. Jay will look at calendar. Russell Hell hole event beign held on AKL anniversary weekend. Cricket match best at high tide. Next year's calendar to be further discussed at next meeting.

- g. Liveboards: Barry suggests livaboards all have phone list. Jay to work with Barry and Maddy to address.
 - h. Sailing - Draft racing calendar. Sailing committee. Racing News editor. Next winter race next Sunday 16 July.
 - i. Junior Sailing Sale of Hobie cat – postponed until spring
 - j. Merchandise – no discussion
 - k. Building & maintenance – streetlight – FNDC contacted, Electrical upgrades, Dishwasher repaired, Store-room floor, Gas safety, expired DOC concessions, questions about maintenance, Status of boardwalk/walkway proposal.
 - l. Slipway and Wharf – Status of dock pile. Report due at end of month to NRC on slip use.
7. Correspondence Report – prepared report + additional items
- a. The committee discussed the proposal to replace new building on Russell wharf. A further email was sent to the committee about this matter after the meeting.
 - b. Harbour master request – Trespasser Townson 34
 - c. Harbour master has set up an events calendar that we could connect into
 - d. The committee discussed a proposal by the Women’s lunch group to hold a luncheon on the 1st Tuesday of an upcoming month and was favourable about hosting the event based on potential benefits to the Club. Jay will work with Barry, John, Shane and Maddy to coordinate.
 - e. Northland Yacht Association Meeting – 7:30 pm Aug 17 at OCC
8. Open Positions / Roles
- a. Treasurer
 - b. Permanent secretary
 - c. Club captain (until David returns)
 - d. Barry will help with slipway and livaboards
 - e. Newsletter
 - f. Etc....
9. Coming Up
- 15 July – Birdman – club provides RIB, no dinghy races this year

16 July – Winter series race – noon start

23 July – Steve Southworth Band

6 Aug – Open mic night

July/Aug – Seagull engine movie?

25 July – Community Info Evening – Russell Fire Station 6 pm

August/September – Interclub pool/darts/bowls

August/September – Club pool tournament?

14 August – General Committee meeting

17 August - NYA Meeting OCC 7:30 pm

31 August – Calendar dates need to be finalised by now for printing
2 September – working bee 9 AM
3 September – Open mic night
4 September – General Committee meeting (changed from 11 Sept)
17 September – Winter Series Race #4
27 September – first evening race for 2017-2018 season
15 October – first weekend race for 2017-2018 season, prize giving

10. General Business – No general business items were discussed.

Confirmed that these minutes are a correct record of the meeting.

Jay Howell

Commodore

Health and Safety at Work Act 2015 (HSWA)

- Officers (committee members) have a duty of due diligence
- Must take reasonable steps to ensure compliance with health and safety responsibilities
- While officers who are volunteers have a due diligence duty, they do not commit an offence if they fail to meet it. This immunity ensures that voluntary participation at a leadership level is not discouraged.

How do I meet my duty?

Due diligence includes taking reasonable steps to:	Examples
1. Acquire knowledge of work health and safety matters and keep up to date.	Learn what HSWA requires and find out how to so far as is reasonably practicable, eliminate or minimise the risks that arise.
2. Understand the nature of the Club's operations and the associated health and safety risks.	Get advice from a suitably qualified person about the hazards and risks associated with the organisation's operations. Discuss health and safety with volunteers and other workers.
3. Make sure the Club has, and implements, processes for complying with HSWA.	Make sure everyone in the organisation understands the health and safety processes and their obligations. Talk about health and safety at board meetings and record resolutions.

Example Boat Club Safety Risks / Resolutions

- Building Substructure – maintenance and repairs addressed
- Dock piling needs replacement - unresolved
- Back landing drop-off – stairs and gate added
- Kitchen Electrical – Safety upgrades being made
- LPG System – Contractor to make safety upgrades
- Tall Ships Event Safety – security guards hired
- Kitchen – Food Safety Plan
- Annual water testing – clean lab report received
- Fire Safety

Open Discussion