



COMMITTEE MEETING

12 February 2018

Minutes

Meeting commenced at 1910 hrs.

Present: Jay Howell, David Scoffham, Barry Newland, John Seal, Annah Evington and Ros Kelly

Also attending: Trish van der Sande

1. **Apologies:** David Nicolson, Kiki Nicolson

2. **Draft Minutes:** Committee Meeting 15 January 2018:

It was agreed that the draft Minutes be amended as follows:

6. Sub-Committee Reports:

a. Health and Safety: Delete “nothing to report” and substitute “Discussions took place regarding issues with the Slipway and the Management Plan. Also discussed were issues regarding the Kitchen and Food.

c. Social Events:

Sunday 14 January: Alter the last sentence so that it reads: “Suggestion that we ask Shane whether he is prepared to cater from 5.30 on Sundays or over the school holidays e.g. Easter”.

Saturday 3 March: Short Ships: Change Maggie’s surname from Seal to Aitken.

The draft Minutes were approved as thus amended.

3. **Financial Report:**

a. Profit/loss for January: Jay reviewed the profit/loss report with the committee noting that tall ships results do not include some outstanding invoices. It is expected that February’s results will be more complete. Jay also noted that the

kitchen/bar results while strong, do not include accrual adjustments including vacation accrual.

- b. Bank balances – 31 January: Balances reviewed. Trish noted that she would set up a transfer of 40k fundraising proceeds currently held in the operating account into the 40k building fund account. Trish also noted that she has provided Kiki with updated detail of the 40k fundraising, and Kiki's request for an on-going method of showing the total amount raised for the 40K fund to date was noted.
- c. Payments to approve: approved.
- d. Cash Management/term deposits: The Committee discussed whether excess cash should be invested in term deposits and/or a bonus saver account. It was noted that the 40k fund is currently held in a bonus saver account. It was also noted that interest rates for both bonus saver and term investments are generally low, and that there are significant restrictions on ability to early withdraw term deposits if the funds are needed. The committee agreed to defer to Jay and Trish to decide whether the Club should transfer any funds in the operating account into a term deposit and/or bonus saver account.

The Financial Report was approved.

4. **Membership:**

- a. New member applications:
 - i. Ian and Chris Holt: Family Full
 - ii. Les Keeper and Louise Guerra: Family Full
 - iii. Dean and Lisa Rosewarne, Family Full Racing
 - iv. Tui Allen: Associate
 - v. John and Jenny McLeod: Family Full
 - vi. Scott Kindree: Associate
 - vii. Christine Aronson: Associate
 - viii. Vincent and Hilary Watts: Family Full

The above new membership applications were approved subject to receipt of membership/joining fees.

- d. 2018-2019 membership fees: it was agreed that these would be set after the April AGM by the incoming General Committee and announced to the membership by newsletter.
- e. Honorary members: it was noted that these would need to be submitted to approval at the AGM. The current year honorary member list was discussed with regard to who to recommend for honorary membership in the coming year,

however no decisions were made in this regard. Additional research will be done over the coming month.

- f. Proposal that new members who join the Club subsequent to January 31 receive a scaled discount on their 2018-19 membership fees: approved. The agreed upon discount is as follows:

Members joining in February and March – 30%

Members joining in April and May – 60%

Members joining in June to August – 100%

5. **Correspondence Report:**

- a. Auditor: Jay reported that he provided our auditor with a copy of the draft memo regarding the Club's financial year end, and had a follow-up call to discuss the memo. She did not raise any concerns with respect to the memo and confirmed that the January to March season was busy for her, and she was much less busy in the April to June season.
- b. Club Insurance: Jay reported that he spoke with the Club's insurance agent regarding risk management practices for events such as short ships. The agent recommended that the club send a brief description of each such event that would be provided to the insurer, and indicated the insurer would then let the Club know if there were any requested risk management procedures. Jay then provided the insurance agent with a summary of relevant upcoming events.
- c. Submarine Club: noted that this club has already booked 17 March for their Cricket Match. The committee agreed that the Club's event should be moved to Saturday 31 March.

It was noted that Kiki had sent thankyou letters to those who donated prizes for the 20-Prizes-to-Get-to 20K Raffle. See list of donors below:

Adventure for Good
Bay Four Square (The Back Shop)
Bay of Islands Guided Kayak Tours
Butterfish
Caravan Clothing & Home
Cris Aronson
Crusty Crab
Delish
Food Bar
Hammer Hardware
Hone's Garden
Jay Stephen's Art
Max Kiwi
Paddy McNaughten Handmade Cushions

Russell Boat and Bike Hire
Russell Book Shop
Russell Hair Co
The Bakery
The York Street Café
Transformational Bodywork

6. **Club Financial Year End:**

The Committee reviewed a draft memo addressing the Club's financial year end. After some discussion it was agreed by those present that the Club's existing financial year end of 31 March continues to be preferable and should not be changed.

7. **AGM Planning:**

- a. Draft Agenda: it was suggested that Committee members, as well as the Commodore, should give brief updates; e.g. Kiki re the 40K Fund and Barry re the Slipway.
- b. Voting Procedures: David Scoffham suggested having a complete list of people eligible to vote, and paper and pencils handy in case a vote is required. It was also suggested that two Adjudicators be appointed for such a vote, and this can be done at the meeting if the need arises.
- c. Nominations: Jay announced that David Nicolson would not be standing for re-election.
- d. It was noted that Charlie Brendon-Cook had attended the SGM so that his name should be removed from the list of apologies in the SGM Draft Minutes.
- e. It was further noted that the SGM Draft Minutes need to be amended to add Barry Newland's name as seconder of the proposal that David Scoffham be elected to the Committee; and that the sentence reading "Mike proposed the following amendment to the above Notice of Motion" should be amended to read: "After much discussion of the above Notice Mike Watts proposed the following amendment to the above Notice of Motion".

Some discussion took place regarding the Dinner after the meeting: an idea put forward was to have sharing platters and maybe half-price drinks.

8. **Sub-Committee Reports:**

- a. Health and Safety: David Scoffham suggested that in future Agendas and Minutes 'Health and Safety' should be placed after no. 2 Minutes, and before no. 3 Financial Report; and this was approved.

- b. Kitchen/Bar:
 - i. Electrical: the Breaker Box in the Kitchen needs inspection. It is tripping, maybe due to overloading. Jay is arranging for a member electrician to inspect.
 - ii. Food safety: no concerns – kitchen has passed our annual inspection.
 - iii. The Committee discussed the feasibility of a booking/reservation system for meals and agreed that the Club's present 1st come 1st serve system is best suited to the Club's needs at this time.
- c. Social Events: see Paragraph 10 entitled "Coming Up".

Saturday 17 February: Club Cruise. Jay will advise later this week.

Thursday 22 February: RBC hosts NYA meeting at 7.30. Jay and Simon Miller will attend. Interested Committee members are also welcome to attend.

Sunday 25 February: Laser Regatta & Russell Ukulele Orchestra. Kids racing from noon, and adults from approx. 3pm. It was suggested that the bar be opened earlier than usual. Barry offered to help with bar. Ukulele – start 6pm until about 8pm. The Committee discussed a question that was raised about the koha arrangement with the Ukulele Orchestra and members felt that the matter had been appropriately addressed at the prior meeting, and the current koha arrangement remains appropriate. It was proposed and approved that a small (10%) donation from bar drinks proceeds to go towards 40K fund at the next Ukulele night subject to discussion with Kiki.

Saturday 3 March: Short Ships. Noted that helpers are needed. Jay will ask for volunteers. The committee discussed and decided not to ask that a fundraising raffle be incorporated into the event.

Saturday 17 March: Cricket Match. Agreed new date to be Saturday 31 March.

Friday 16 March: St Patrick's Day/Irish night. Jay will speak to Shane about the food for this. Noted there will be a band.

- d. Publicity:
 - i. Mainsheet: Jay will send it out in a day or so.
 - v. Phone greeting: Noted that telephone not working.
- e. Fundraising:
 - i. 40K: Noted that the 20-Prize-to-Get-to-20K raffle was a great success. Raffle ticket sales, donation box and the silent auction raised \$2533.10. It was agreed it was good PR for the Club.
 - ii. Grant opportunities:
 - 1. Gazebo – Trade-me listings for the Easy-as brand are sporadic so difficult to apply for grant funding for this brand. Considering other options.
 - 2. Slipway cable – the Committee approved that the Club apply to Pelorus Trust for a \$765 donation towards costs to replace our boat haul-out winch cable.
 - 3. Youth sailing rib. Researching needs and funding options.
- i. Junior Sailing: it was suggested that more junior sailing books be purchased.
- j. Merchandise: Noted that more Burgees are needed.
- k. Building & maintenance: Plumbing. Trish advised that the new pump has arrived and Brent will install it later next week.
- l. Slipway and Wharf: Barry says signage is needed regarding electrics. Barry advises no one to be on boat when boat being lifted out. Noted all going well, with 15 boats already through the system.

9. Matters Arising Not Covered Elsewhere In Agenda.

- 1. There was a brief discussion concerning dogs. David S will talk with Jay regarding dog bowls.
- 2. Gary Tettelbach has suggested a boarding ladder be fixed on the end of a pontoon. Gary is willing to bear this cost and David N has offered to help fix it. This proposal was agreed unanimously.
- 3. Regarding the Northern Advocate article and photo concerning King tides David S asked what can be done to prepare for next big tide flood. No specific recommendations were noted.

The Meeting closed at 21.35 hrs