



## COMMITTEE MEETING 16 April 2018

### Minutes

**Meeting Commenced** at 19.05 hrs.

**Present:** Jay Howell, Barry Newland, Robert Adams, Tui Allen, Annah Evington, John Seal, Chris Aronson (guest), Christine van Beurden, Trish van der Sande (bookkeeper)

Before the meeting began, Jay gave a brief introduction and welcome to all members and a general outline of how the meeting was to proceed. He also discussed that with the new committee year now commencing in April, there was better opportunity to plan for the winter season.

**Apologies:** David Scoffham

#### 1. **Draft Minutes:**

##### 1.1 Committee Meeting 12 March 2018:

The Draft Minutes were approved.

##### 1.2 Special General Meeting dated 29 March 2018 to discuss AGM and Russell wharf ownership:

The Draft Minutes were approved.

##### 1.3 Jay proposed that minutes of committee meetings be made available to members via the Club's website as done starting in July 2017. The Committee were in agreement.

## **2. Health and Safety:**

- 2.1 Jay gave a general overview of the Regulations and an outline of the Club's responsibilities and approach for the benefit of new committee members. He also circulated a work sheet.
- 2.2 The Club has a duty of care to ensure regulations are observed for paid employees and people using the building. Because the Committee are volunteers they are exempt from financial liability. The Committee's main focus lies in identifying and discussing risks and taking action as required.
- 2.3 Jay discussed some of the Club's risks and commented that the main thing is to recognise and report on any safety issues identified around the club:
- a) The slipway is a high risk activity. The club has formulated detailed rules and procedures for boat owners. Barry added that photographs are kept of boats using the slipway and records have to be supplied to NRC in relation to water blasting.
  - b) Ageing equipment – the trolley. Investigations have started on its replacement. Also see additional discussion regarding slipway safety under correspondence below.
  - c) The trolley winch motor has been re-vamped.
  - d) The building sub-structure is also being monitored and extensive repairs were performed 1-2 years ago. Robert and Jay will do a joint walk-through of substructure.
  - e) The stairs on to the beach from the slipway. One of our members fell on the steps recently and the stairs are a fall hazard as there is no hand rail. A hand rail is to be installed at the next working bee.
  - f) Tall ships is a big event with a large crowd attending. The Committee should consider developing an event safety plan.
  - g) Annah asked about exterior lighting and Jay will enquire with DOC about lighting around the parking lot. Also plan to set up fairy lights along the reserve and stairs similar to last winter.
  - h) Further discussion in relation to safety of the parking lot after cars were broken into about 6 weeks ago and Jay is to speak to DOC about a security camera.

- i) It was suggested that a first aid training course for members could be organised and also whether there should be a defibrillator. Chris will ask if this is possible with the Medical Trust. Currently the nearest defibrillator is on the fence of the house nearest to the club. The Committee will research getting a defibrillator for the club and obtaining grant funding to cover cost.

### **3. Financial Report**

- 3.1 Profit and loss account for March was tabled in a separate document. Jay reported that numbers from last year are good.
- 3.2 Bank balance sheet was tabled in a separate document – these are all healthy. \$10,000 had gone into a term deposit account and the Committee was asked whether more should be put on deposit. Westpac were offering a bonus rate for 3 months. Jay's proposal was to transfer \$20,000 from the operating account into a savings account to earn some interest. The Committee agreed with this recommendation.
- 3.3 Payments to approve were tabled in a separate document. This is a schedule of routine payments.

The payments to approve were approved and the financial report was accepted.

- 3.4 Jay commented two people are required to authorize bank payments. This is currently done by Jay and Trish, with Andrew as a back-up. Going forward it would probably make sense to have a currently standing committee member as the back-up.

### **4. Membership**

- 4.1 New member applications:

Hugh Higgins – full membership

Proposed resolution that Hugh Higgins be approved as a new member was passed.

- 4.2 Discussion and review of membership structure and rates. Jay suggested these be discussed at the June meeting. The key thing to note is that for each member the Club has to pay Yachting New Zealand (YNZ) \$22 + GST per member. YNZ's fees for the upcoming year have remained the same and Jay's instinct is to keep the Club's membership fees the same next season.

4.3 Barry raised the issue of members not receiving their cards from YNZ. One idea was to get them sent in bulk to the Club and then to hand them out personally. Jay to discuss with YNZ.

4.4 For the purposes of further discussion around membership Jay encouraged the committee to make themselves familiar with the Club's Rules.

## **5. Correspondence Report (including oral comments/suggestions made at AGM):**

5.1 Employee memberships – the committee noted comments made at the AGM regarding employee memberships and will revisit when membership rates for next year are set.

5.2 Honorary membership – the committee noted comments made at the AGM regarding honorary memberships, noting that current practice of awarding honorary memberships to certain individuals continues to be appropriate.

5.3 A suggestion was made at the AGM that a dinghy dock should be provided for youth sailing. At dead low tide it is a mission to get the boats launched. Jay will work with others in the Club to develop potential solutions.

5.4 A question was raised at the AGM about how excess funds were being invested. It was noted that interest rates are currently low so the investment strategy is not as important. As noted above, a portion of the Club's funds will be transferred into a savings account to earn additional interest.

5.5 A question was raised at the AGM concerning the status of DOC concession – this relates to the Club's usage of DOC land. The existing concession expired in 2012 and has yet to be renewed. DOC has not contacted the Club in the past several years about renewing the concession. At this time, it is believed that it is best for the Club to wait to renew the concession in connection with raising the clubhouse.

5.6 The Club also has a Resource Consent from Northland Regional Council (NRC) – it is current and lists all the requirements for operation of the slipway.

5.7 A member commented orally to the Commodore in relation to his concerns regarding the safety of the slipway. There was an incident a few weeks ago where the support platform gave way when a boat was being hauled. The boat was not damaged and the trolley has been repaired by Steve H. The member recommended that an engineer inspect and approve the trolley for use in follow-up to this incident. The Club is currently limiting boat weight to 5 tonnes. Jay has discussed the safety of the Trolley with Steve H and others, and believes it is ok for use within the five

tonne weight limit. The committee further discussed the concern that was raised and safety of the trolley and was in agreement with continued use of the trolley, while noting plans to replace the trolley this winter. Robert queried whether the Club's insurance covers the slipway operations and it was noted that it does, however it was noted that the Club still has obligations with respect to maintenance and safety.

- 5.8 Email correspondence received from a member regarding DOC reserve maintenance. Jay will talk to Marty of DOC who oversees the reserve.
- 5.9 Correspondence received from YNZ regarding affiliation fees for 2018-2019 season. As mentioned above, no change from last year. Jay estimates the fees will be in the region of \$7,000 due to increased membership.
- 5.10 Letter of comment from the Club to FNDC regarding transfer of ownership of the wharf to Far North Holdings. The Club did not take a position on the proposed transfer of ownership. It was noted that of the comments received, approximately 70% supported the transfer and 30% were opposed.

## **6. Sub-committee reports**

### **6.1 Social/Events:**

- a) Winter Calendar Planning – Jay is looking for a sub-committee to take on social events.
- b) 2018-19 Calendar Planning – this to be discussed at the next meeting. The calendar should be finalised in late August. Sandra has volunteered to assist with this. Photos are needed and Annah suggested contacting Stephen Western.
- c) Club hire application from Marina for a remembrance for Rico one Saturday in May. Jay to check on date.
- d) Application by Gary W and others to use the Club on the occasional Sunday for band practice at no charge. Committee was in agreement based on related club benefit.
- e) ANZAC Day – discussion took place as to whether to open the club for the evening or not. Annah made the suggestion that the Club be closed to let people go to the RSA. Jay to talk to staff and to tentatively conclude that the Club will be closed.

- f) Cinco de Mayo (Mexican Independence Day) – suggestion made that this could be a social event at the Club. Not enthusiastically received and decision made not to proceed.
- g) Sunday 20 May – Herb Kingi Cup – usually a popular event with a lot of Opua Yacht Club members attending. The Russell Ukulele Orchestra will be playing. Annah to assist with the bar.
- h) Mothers Day – Sunday 13 May. Jay to speak to Shane about putting something special on the menu and to encourage mothers to attend.
- i) Quiz night – was this something that should be done? Generally thought that it could be a good idea running over six weeks. Barry to speak to Tony Hanlon.
- j) Barry suggested the sports night with other local clubs.
- k) Birdman in July. Jay would like the club to have an entry this year with a voucher or something given to any competitors from the Club.
- l) Short Ships – the date for this should be moved as it conflicts with an event that happens at Tapeka. Alternative date required.
- m) Jay suggested game nights every Friday during June, July, August with the pool table, dart board etc. This could be the same evening as the quiz night.

## **6.2 Publicity:**

- a) Mainsheet – Jay plans to get one out this week with the main topic being a recap of the AGM. Jay looking for assistance with this going forward.
- b) Website – John working on new format. Suggestion was made that sections could be put out for other parts of the Club to contribute. Tui happy to help further down the track. Goal is to have it ready by the end of winter.
- c) Trip Advisor – not a lot done so far but the Club does need people who have attended to put a review on the site.
- d) Menus to be distributed locally to accommodation providers. Jay to get a map together so that menus can go to them. Ideally we need their email addresses as well so that when a new menu is developed we can keep it up to date.

- e) Phone greeting – needs to be updated by someone with an NZ accent. Annah volunteered.

### **6.3. Fundraising:**

#### **\$40K fund:**

A gift basket had been donated earlier in the year by Deirdre of Wish Gifts – sadly this had fallen between the gaps as it had been held back for a suitable occasion which didn't eventuate. Jay to speak to Deirdre.

#### **Grant opportunities:**

The Club has recently successfully received grants from Pelorus Trust which is associated with the Duke Tavern. This is a bit hit or miss depending on whether funds are available.

#### **Items for potential grant funding include:**

- A Gazebo – still researching. They occasionally come up on Trademe and Jay would still like to get one for Tall Ships.
- Youth sailing rib
- Slipway trolley
- Defibrillator

Jay would like a committee member to take on the responsibility of applying for grants, and also noted that the RSA is a potential source of grants.

### **6.4 Kitchen/bar**

- a) Annual employment reviews are due in the next month or so for paid staff. Jay will do so with input from Trish.
- b) Holiday leave – can be difficult to get relievers interested or volunteers to assist. John is available over winter to help with Bar.
- c) Winter staffing – Shane is due some time off later and will be entitled to a month. Jay to discuss with him but the plan is to keep Rachel on and so have the option of keeping the kitchen going.
- d) Jay tabled a schedule for bar and kitchen costing and budget for the winter season which was discussed by the committee. The committee was in favour of Jay's proposed budget and plans with respect to winter kitchen operations.

- e) Jay discussed whether food and bar prices be raised. He is reluctant to raise prices as he is keen to keep patronage going and if prices are raised it should be done after winter. Something for later discussion is whether prices should be raised for non-members.

The Committee agreed. People would keep coming along as long as the food quality is there, prices are low and the Clubhouse warm and welcoming. The Committee was also anxious to keep things going and events happening to keep people attending. Another reason to get menus out to accommodation providers.

- f) We don't have someone to do the dishes and Jay would like to find someone locally who could step in on occasion to assist.
- g) Hospitality – Jay commented that it is important to maintain a friendly atmosphere and to have a committee member on hand to socialise with new people. The standard should be that the committee try and set an example and view part of their role as being ambassadors of the Club.

## **6.5 Sailing/Racing:**

- a) Sailing committee meeting held on 1 April 2018 – unfortunately not well attended. Consequently another meeting to be held in May where discussion will take place in relation to the racing dates for next season's calendar.
- b) Junior sailing – season now over.
- c) Merchandise – new burgees are being ordered for the club. They cost \$20 each and will be advertised in the newsletter.
- d) Jay commented that it would be good to get a wider variety of t-shirts on sale but has been unable to find a competitively priced supplier.
- e) Building and maintenance – working bee list has been prepared.
- f) Other boaties – cruise out to Otehei Bay last weekend was successful. Discussion at next meeting about other events.
- g) Tall ships – discussion also deferred for next meeting.

## **7. Matters arising not covered elsewhere in agenda**

- 7.1 AGM debrief – Jay asked if there was anything further to be added. Annah commented that she was heartened by the support for the direction the club is taking and thanked Jay for his contribution.
- 7.2 Amended club rules – these will need to be signed by three members and then submitted to the Incorporated Societies' website.
- 7.3 Capital Investment prioritisation – there are various items that we should be spending money on but the main concern is the raising of the clubhouse which causes reluctance to spend on other items. The slipway cradle is the next big cost and for that we have to see if we can get some grant money and assistance from those that have offered in the past.
- 7.4 The same situation applies with the dinghy dock and the rib for youth sailing. We do however have \$7,000 sitting in the account for use by youth sailing.
- 7.5 Ditto for the gazebo.
- 7.6 Review of club mooring rental status and rates. Should be reviewed at some stage – maybe next month.
- 7.7 Live-aboards:

NRC has been in the vicinity and causing headaches for live-aboards. The Club has no direct involvement with this but can act as an advocate for members if requested. Jay to call NRC for an update on the fan worm situation etc and will communicate the response in a newsletter.

## **8. General Business**

Annah suggested a committee social evening before the next meeting. Monday 23 April suggested at 5.30. Venue – Spice Route (the Indian restaurant in town).

The meeting closed at 9.18 pm

Minutes taken by Christine van Beurden



<b>Action to be taken</b>	<b>Name</b>
Review of building sub-structure	Jay and Robert
Contact DOC re: carpark lighting/security camera	Jay
Acquisition of defibrillator via grant from Medical Trust	Chris
Contact YNZ to discuss sending membership cards out in bulk	Jay
Research replacement trolley for slipway	Jay
Discuss provision of dinghy dock for youth sailing with Tim Yates	Jay
Discussion with Marty of DOC following receipt of letter from Helen Ough Dealy	Jay
Club hire application by Marina – date to be checked	Jay
Herb Kingi Cup Day, 20 May – bar assistance required	Annah
Mother's Day 13 May – speak to Shane re: menu	Jay
Proposed quiz night – see if Tony Hanlon could assist with quiz material	Barry
Phone greeting to be updated	Annah
\$40K fund – contact to be made with Deirdre at Wish Gifts re: gift basket for raffle	Jay
Contact to be made with NRC re: liveboards, fan worm etc and update in newsletter	Jay

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

*Jay Howell*

Commodore