



**COMMITTEE MEETING
14 May 2018**

Minutes

Meeting Commenced at 19.07 hrs.

Present: Jay Howell, Barry Newland, David Scoffham, Tui Allen, John Seal, Trish van der Sande, Christine van Beurden

Apologies: Robert Adams and Annah Evington

1. Draft Minutes:

1.1 Committee Meeting 16 April 2018:

The following amendments were agreed:

- a) On page 2 of the draft minutes at clause 2.3(a) the reference to FNDC should be NRC.
- b) At the end of the Action List on the last page the reference to “fan work” was a typo and should be amended to “fan worm”

The Minutes for the Committee Meeting on 16 April 2018 were approved subject to the above amendments.

1.2 Draft minutes from the AGM dated 8 April, 2018

The committee noted that the minutes should be amended to include comments received with respect to raising the clubhouse.

The Committee recommended that these minutes, as so amended, be submitted for final approval by the general membership at the next membership meeting.

1.3 Actions to be taken from April Committee meeting:

- (a) Review of the building sub-structure – not yet undertaken.

- (b) Carpark lighting/security camera –DOC has indicated they are currently opposed to adding lighting in the carpark due to sensitivities with light pollution with the immediate neighbours. General discussion took place between committee members on various options including the installation of a motion sensor light in the carpark (difficult due to DOC opposition) and installing a camera. Regarding a camera, the general feeling was that the responsibility should rest with the live-aboards to organize since they are the primary overnight users of the carpark and this will be further explored.
- (c) Defibrillator – not heard about progress - follow up in the future.
- (d) Yachting New Zealand – some errant membership cards have now arrived, and others will be followed up on.
- (e) Replacement trolley – to be discussed further on in the minutes
- (f) Dinghy dock – Jay has had initial discussions with Tim Yates
- (g) DOC reserve maintenance – Additional discussion has been held with DOC, with no concerns noted.
- (h) Event no longer being held.
- (i) Herb Kingi Cup – Maddy to make other arrangements for Bar support.
- (j) Mother's Day – this took place on Sunday 13th May and was a big success
- (k) Quiz night still pending discussion.
- (l) Phone greeting still to be updated
- (m) Wish gifts follow-up still open
- (n) NRC –follow up re: fan worm update still open

2. Health and Safety:

2.1 Slipway

Subsequent to the Committee's discussion of slipway safety matters at the April meeting, a member submitted an email to the Club expressing concerns about the safety of the trolley and advising that the Club should have the trolley certified by an engineer. The email and the Club's written response were previously circulated to committee members.

After some discussion it was decided to close the slipway until the new trolley is available. Organisation of a new trolley is now in process. Tim Yates of Total Marine has been over to have a look and is drawing up plans. The Club would like to get this organised over winter.

2.2 Railing installed

The hand railing along the steps by the slipway was installed during the last working bee.

2.3 Parking lot

No further comment in relation to the parking lot (see above at 1.3(b)) but it was commented that the fairy lights make a big difference along the trail.

3. Financial Report

3.1 Profit and loss account for April was tabled in a separate document.

Jay reported that the Club broke even for April 2018. March and April are slightly different months as they can be affected by the date things happen, ie a wedding was held on 31 March and the deposit was paid before the end of the financial year but the bar takings were received after. Because of this bar sales seemed to be higher than usual.

It was noted that donations totalling \$1500 were made to the building fund

3.2 Bank balance schedule was tabled in a separate document.

The bank balance has stayed pretty much the same since last month.

3.3 Payments to approve were tabled in a separate document.

Payments to approve were all routine with nothing abnormal

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

3.4 Audit status

Trish reported that all materials had been provided last week to the auditor. It is currently expected that the audited accounts will be ready in June.

3.5 Insurance policy renewal

The Club's insurance year runs from 1 June to May 31. The club is awaiting next year's premium figure from the insurance company. A comparison has been done with Opuia and other clubs and it seems our premium is fairly standard. The policy is one that has been developed as a standard boat club insurance policy.

Detailed policy conditions are available if anyone is interested.

4. Correspondence Report (including oral comments/suggestions made at AGM):

4.1 Email correspondence regarding slipway safety matters.

As commented under health and safety (see 2.1 above). The Club has responded to this correspondence.

4.2 Oral and email correspondence with NRC regarding non-compliance with slipway consent conditions.

The background to this is that right after our previous meeting, the Club's NRC officer visited to do an inspection. A boat was on the slipway at the time being worked on and the owner had been off at lunch. The drainage sump plug was not removed when he returned, resulting in antifoul from wet sanding discharging directly into the bay in violation of our resource consent. The NRC officer came by when this was happening. Normally 3 soil samples are taken but this time 5 samples were taken. Test results were all over the limit and significantly higher than the prior tests.

Jay discussed the consequences with the NRC compliance officer and the Club will get a letter from the Council setting out our non-compliance and what steps are to be taken to rectify the issue. The next testing will likely be done in Autumn 2019. The boat club will be charged for the extra samples and the officer's time and we will get a bill from NRC in due course.

The Slipway committee has discussed how to prevent this happening in the future and have come up with three actions that will be implemented:

- (a) Improvements to the slipway drainage system to hopefully make it more fool proof;
- (b) Recruit a team of volunteer slipway monitors that can help monitor compliance with procedures; and
- (c) Ensure that the owners sign and understand the written haul-out agreement before the boat is on the slip as the onus is on the owner to pay any resulting fines.

4.3 Email correspondence with NRC regarding slipway dredging

NRC has confirmed that we can use machinery to dredge the slipway rails. This is important since our resource consent limits dredging to hand methods. Initial discussions have taken place with Tim Yeates regarding dredging the slipway.

4.4 Oral and email correspondence with FNDC regarding proposal to provide a local sewage dump station at Matauwhi Bay

The background to this is that NRC are putting pressure on liveboards in relation to sewage dump out. The Club had some time ago contacted the district council about putting a sewage dump station in the car park area and a Council person recently contacted the Club about investigating this.

Coincidentally FNH is proposing to put a dump station out on Russell Wharf when it is modified. Based on this new information, we have recommended to FNDC that they defer further consideration pending outcome of the Russell Wharf plans.

4.5 Letter from FNH regarding Russell Wharf and community meeting planned for 5 July

Jay will attend on behalf of the Club. The Club's interest primarily relates to the use of the race box. Jay will follow up to ensure we have access for the next race on Sunday.

The Committee felt that the Club should at some point try to get legal right of access to the building for race days so that people do not have to access the race box through the existing building. Jay will discuss this matter further with FNH before the public meeting.

4.6 Email correspondence with AON NZ regarding renewal of Club insurance policy.

See above at 3.5

4.7 A thank you email has been sent to the party that has donated a Hobie 16 to the club. This will be sold to raise funds for youth sailing and will probably raise enough funds for the new rib.

5. Sub-committee reports

5.1 Building and Maintenance

(a) Planning for lifting clubhouse

Discussed at the end of the meeting under general business.

(b) Working bee reported

This went well with a good turn out and a lot of jobs got done.

(c) Ventilation

Better ventilation required in the kitchen between now and summer

5.2 Slipway and dinghy dock

- (a) Trolley status and safety

See above at 2.1

- (b) NRC consent compliance

See above at 4.2

5.3 Social/Events:

(a) Calendar planning:

A pro forma calendar for May 2018 – September 2019 was circulated for discussion. The Club's annual calendar for October through September is generally printed in September, and should be pretty much final in August. The calendar planning takes into account proposed calendars from other Clubs, including respective race schedules. This year we will also try to do a better job of co-ordinating with the school kids and their events.

The Committee discussed specific events as follows:

Birdman – RBC should have an entry. Jay will work on this and open to ideas.

Short ships and shipwreck ball - Chris Aronson suggested a shipwreck ball on the evening of short ships. Feb 23 – Tui to check dates with Chris Aronson, Gail Piercy, Annah Evington

Club open house/birthday event – club formed June 1971 but as this is winter from a practical point of view Jay's suggestion is to make it 3 Feb which is also an open mic night. The Committee agreed to put the club birthday party in calendar and decide on whether to have additional club open house activities later.

Chris Aronson was going to contact Ingrid Visser to do a talk at some point about orcas, dolphins etc. But as Chris is away Tui to contact Ingrid. Tui could also put an article in Russell Lights about this. Calendar timing – could be a good winter talk between now and September, Sunday preferably

School band – showcase one evening or afternoon. Jay will follow up with the music crowd.

Poetry night was a big success – we should have another one. Would like someone to organise and Jay will create a sign-up sheet and David to speak to Ian Buntun for his involvement.

Tui's suggested a star recognition night. She has an astronomer friend who would be keen. Keep as a suggestion for later.

Quiz nights – if we have someone that is keen, great otherwise not proceeding

Midwinter Christmas/Matariki – David not keen to combine the two and will ask some questions from Haratu about how we could celebrate this. Suggestion made that we should just acknowledge Matariki in the calendar as we do Queens Birthday

Midwinter Christmas this could be combined with the Russell Ukulele Orchestra winter bash. Talk about in June

First aid training – nothing in calendar yet

Game nights to be held on Fridays. Barry to have a think about this. Jay suggested that during the game nights we can include pool/darts tournaments.

Inter-club competitions. Swordfish is organising this year. Barry to follow up and find out details from other clubs what is going on so we can include it in the calendar.

Music nights – various organised for the future

Special dinners – these will be organised periodically, for example pizza night in June

Kids Halloween – Jay to speak Alex about this.

Christmas Parade – would like a kids float from the club this year

(b) 2018-2019 season

The kitchen team is considering opening the club on four nights a week (Wednesday, Thursday, Friday and Sunday) January through March. It is primarily dependent on whether our staff are interested in working the extra night. The Committee discussed this and decided it was a good idea.

Finally, Jay asked that everyone take the calendar with them to review.

5.4 Tall Ships

The Committee had a general discussion on Tall Ships related matters, primarily related to health and safety, and compliance matters, noting that the planning for the event will start later in the winter.

5.5 Publicity:

- (a) Menus to local accommodations – Once the winter menu is completed, plan is to distribute around town including to local accommodations. A draft was circulated for review that includes a new map on the reverse.
- (b) Phone greeting - Need to check and re-record
- (c) John to update Club email addresses as appropriate

5.6 Kitchen/bar

Still looking for someone to do dishes and help out in the kitchen on busy nights.

The bar backlog also seems to have been resolved now that the EFTPOS machine has been relocated and there is an extra person behind the bar.

5.7 Sailing/Racing:

Sailing committee meeting scheduled for 27 May – they will be discussing race calendar.

5.8 Junior Sailing

Donation of Hobie (see above at 4.6)

6. Matters arising not covered elsewhere in agenda

- 6.1 Northern Yachting Association meeting 17 May at Algies Bay – Jay will be attending
- 6.2 Bi-annual YNZ commodore's meeting on 9 June (Bucklands Beach) – Jay will be attending

7. General Business

7.1 Raising the Clubhouse

The Committee had a general discussion about raising the clubhouse including potential approaches, possible funding sources, timing and member and community involvement in process. The Committee was in favour of continued research in this regard.

The meeting closed at 21.41 hours

Minutes taken by Christine van Beurden

Action to be taken	Name
Security camera in DOC carpark – the liveboards to take responsibility for security measures	Barry
Phone greeting to be updated	Annah
\$40K fund – contact to be made with Deirdre at Wish Gifts re: gift basket for raffle	Jay
NRC – fan worm update	Jay
Speak to FNH about permanent access to the race box before the public meeting.	Jay
Birdman planning	Jay / Barry
Check date of Short Ships	Tui
Contact Ingrid Visser to see if she is interested in giving a talk about orcas/dolphins	Tui
See if school band are interested in giving a concert	Jay
Poetry night - create a sign up sheet and contact Ian Buntun for his involvement	Jay – sign up sheet David – contact Ian Buntun JayTui
Matariki – speak to Haratu about how best to mark the occasion	David
Game nights	Barry
Inter-club competitions – speak to other clubs	Barry
Kids events for Calendar	Jay

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

Jay Howell

Commodore