



**COMMITTEE MEETING**  
**11 June 2018**  
**Minutes**

**Meeting Commenced** at 19.05 hrs.

**Present:** Jay Howell, Barry Newland, David Scoffham, Tui Allen, Robert Adams, Annah Evington, John Seal, Christine van Beurden, Trish van der Sande

**1. Apologies:** None

**2. Draft Minutes:**

2.1 Committee Meeting 14 May 2018:

The Draft Minutes were approved.

2.2 Actions to be taken from previous minutes

- (a) Security camera – Barry has had a brief chat with a few of the liveaboards. Their suggestion is for a post with a sign and a dummy camera to be installed. They are also looking at installing a sensor light.
- (b) Phone greeting – Annah will be at the club on Wednesday night and will re-record the phone message then.
- (c) 40K fund – Jay has spoken to Deidre at Wish Gifts to thank her for her generous gift basket offer that the Club was unable to take advantage of. The Committee also briefly discussed the 40K fundraising program, noting that no particular activities are planned over the winter and that focus is currently on further exploring grant funding opportunities.

- (d) NRC – fanworm update. This has been dealt with as the NRC had released a newsletter covering this issue which was included in a recent RBC newsletter.
- (e) Club’s continuing access to race box on Russell Wharf – It was noted that the FNH planning documents that have been widely circulated contain explicit references that the upstairs area of the proposed new building is intended for the Club’s race box use. No additional steps have been taken in this regard pending the upcoming town hall meetings on 5 July.
- (f) Barry and Jay have a preliminary plan in place for Birdman which also involves the youngsters from the soccer club and junior sailing. Barry and Jay to undertake further investigations.
- (g) Short ships – Tui to come back to the Club with a date
- (h) Ingrid Visser (Orca talk) – Tui reported that she had been in touch with Ingrid who was keen on coming to Russell. She works on a koha system so therefore the Committee decided that this talk would probably be more popular later in the year, say November/December
- (i) School band – still be to be organised
- (j) Poetry night – still be to be organised, could be joined with some music. Jay to talk to Gary and Karenne
- (k) Matariki – maybe a mid-winter celebration with a suitable menu would work. Shane is keen to do something. Just have to decide on a date.
- (l) Game nights – not a lot of interest currently. Suggestion that it could be more successful if closer to the inter-club dates. Barry to have a talk to Maddy.
- (m) Kids events - Jay still to follow up

### **3. Health and Safety:**

- 3.1 Slipway – as previously discussed via email by the Committee, the slipway has been reopened on a limited basis. This is only for selected members who are particularly familiar with slipway operations and for boats that are considered low risk at the discretion of the slipway committee. The Slipway has also been water blasted to help prevent slips.
- 3.2 Trolley - Plans for a new trolley are expected later this week.
- 3.3 Stairs and handrail - Barry is going to give them a tidy up and paint

## 4. Financial Report

- 4.1 Profit and loss account for May was tabled in a separate document. It was noted that overall May was better than expected, and that costs generally are in line with expectations.

Kitchen payroll is up from last year due to the addition of a kitchen staff. The Club is not expecting the kitchen to break even over winter because of this, but it is hoped that the combined bar and kitchen will break even. This factor highlights the need for activities over winter to help keep profits up.

Overall for the month and year to date the Club is slightly cash flow positive.

- 4.2 Bank balance sheet as at 31 May 2018 was tabled in a separate document

Jay reported that we have roughly stayed level

- 4.3 Payments to approve were tabled in a separate document.

- (a) These are mostly routine except for the annual insurance premium which has gone up by 18%. The insurance company's explanation for this is due to increased claims over the previous year due to weather events.

Discussion took place about whether to continue with AON as the Club's insurer and it was agreed that this would be reviewed in the future if premiums continue to increase. In the meantime Jay will make a few calls to informally test the waters.

- (b) Trish noticed an error in the schedule related to the amount of the Four Square payment and she provided the correct figure to the Committee.

The payments to approve were approved and the financial report was accepted subject to the amendment of the Four Square payment at 4.3(b) above.

- 4.4 Trish also commented about a well overdue calendar advertising payment. Trish has been chasing without success. Jay will follow up with the party involved.
- 4.5 Audit status – Trish reported that the audit is proceeding and we should get draft financial statements in due course to review. It was agreed that the draft statements would be sent out to all committee members when received.

4.6 Insurance policy renewal – as above at 4.3 (a).

## **5. Membership**

5.1 New member applications:

- (a) Peter and Noor Tiedemann, family associate members
- (b) Allan Tardrew, full member
- (c) Val Marshall-Smith, associate member
- (d) Stephen Vos, associate member

Proposed resolution that the above new members be approved was passed.

5.2 Membership fees for the 2018-19 membership year were discussed. Jay tabled a membership fee analysis comparison with other clubs.

Historically membership fees have been kept low to encourage membership.

The joining fee of \$20 and the racing fees were also discussed and the Committee decided that these should be retained. The racing fee is mainly used for trophy engraving and the number of people racing has increased so we should get more fees.

It was also suggested that the membership application form could be amended so that the \$20 joining fee is noted at the top to reduce instances where this amount is overlooked.

After some discussion of membership rates, including the joining fee and racing fees, Jay moved that Club membership rates for 2018/19 remain the same as the prior year with appropriate communication to members about potential increases going forward and further consideration of discussion about membership rates at next year's AGM. Barry seconded, all approved.

5.3 Incidentally YNZ has indicated they are planning to increase their fees for next year by a few dollars per person.

## **6. Correspondence Report**

6.1 Insurance renewal notice from AON NZ – discussed at above at 4.3 (a)

- 6.2 NYA meeting minutes from 17 May – Jay was at the meeting and there was nothing of any importance to report.

## **7. Sub-committee reports**

### **7.1 Building & Maintenance**

Update on planning for lifting clubhouse – Jay has put together some slides and has a suggestion for open house meetings at the Clubhouse later this month or early July. Jay is keen to get the community involved early on.

Robert and Jay are working on organizing some preliminary engineering analysis of the existing pilings that will be likely be needed and which would require expenditure of Club funds.

The motion was tabled that Jay and Robert be initially tasked with setting up community consultation to discuss future-proofing the club house and also seeking authorisation to incur costs of up to \$1,000 for preliminary engineering assessment.

Moved by David and seconded by Annah, all agreed.

### **7.2 Slipway and dinghy dock**

- (a) Trolley status and safety – as discussed at 3.1 above.
- (b) NRC consent compliance and penalty assessment – the Club has received the final account from NRC which amounts to almost \$1,200. Jay will discuss the outstanding amount with the member concerned and encourage him to reimburse the club for at least some of these costs.

Discussion took place about whether to publicise this breach in compliance in a future newsletter but the decision made to hold off and re-evaluate when the new trolley is installed.

### **7.3 Social/Events:**

- (a) Calendar planning (see attached draft calendar)
  - (i) This winter
  - (ii) 2018-19 season

Sandra will to help with pictures for the calendar.

Advertising, Trish has a list of advertisers and Jay requested assistance with lining up advertising renewals. Tui has offered to assist with this.

#### **7.4 Publicity:**

Phone greeting – as previously discussed at 2.2(b) above.

#### **7.5 Live-boards**

No significant matters to report.

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

8.1 Russell wharf town hall meeting on 5 July. Jay to attend.

8.2 Third person required to sign cheques in either Trish or Jay's absence. Christine volunteered. This was proposed by David and seconded by Barry. Therefore Christine is to be added as an additional signature on the club's accounts. Trish to organise necessary documentation.

The meeting closed at 9.27 pm

Minutes taken by Christine van Beurden

<b>Action to be taken</b>	<b>Name</b>
Further discussions re: soccer club kids/kicking soccer balls off the wharf during Birdman	Barry
Short ships date	Tui
Speak to Gary and Karenne re: poetry/music night	Jay
Matariki - date	Jay
Game nights – speak to Maddy about inter-club	Barry
Kids events organisation	Jay
Follow-up on delinquent advertising payment	Jay
Future proofing clubhouse – arranging open house meetings	Jay and Robert
Extra signatory to cheque book – paperwork to be arranged	Trish
Seek recovery of slipway penalty costs	Jay
Distribute menus	Christine
Update phone greeting	Annah

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

*Jay Howell*

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Commodore