



## COMMITTEE MEETING 13 August 2018

**Meeting Commenced** at 19.01 hrs.

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

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

#### 1.1 Committee Meeting 9 July 2018:

The Draft Minutes were approved.

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

#### 2.1 Clubhouse

The concrete slab under the storeroom has given away. While it has been this way for quite some time without affecting the floor, it is felt repairs should be made. Robert will research how best to address. In the meantime care should be taken when accessing that area.

### **3. Financial Report**

3.1 Audited Financial Statements – these were issued in July and circulated to members. Nothing further to do until December when they will be approved at the Special General Meeting.

3.2 Profit and loss account for July was tabled in a separate document. Jay reported that numbers from last month are good. Kitchen and bar results are tracking well for

this time of the year. The Club is currently testing a new food vendor whose prices are about 15% less.

One of the big expenses has been replacement of the sewage pump (see further comment below at 7.1(a)(i) )

- 3.3 Bank balance sheet was tabled in a separate document – these figures are all healthy for this time of the year.
- 3.4 Payments to approve were tabled in a separate document. There are a couple of large payments, namely the auditor's report fee of \$2,760 and Yachting New Zealand's subscription of \$7,944. However the bank balance has gone up significantly in August with recent membership renewal proceeds.
- 3.5 Banking status – Christine has been set up as a signatory for the bank account and also as an authorised person for internet banking

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

## **4. Membership**

### 4.1 New member applications:

- (a) Steve Allan, full membership
- (b) Warwick and Jacky Edward, Family Full (returning members)
- (c) Airini Kingi, Associate membership (returning member)
- (d) Matt and Tania Cooper, Complimentary family full membership – donated bar stools and chairs
- (e) Maria van Norden and Hans Slobbe (details and payment not yet provided)

Proposed resolution that the member applications of Steve Allan as a new member and Warwick and Jacky Edward and Airini Kingi as returning members were approved. Approval also given to granting a complimentary membership to Matt and Tania Cooper in appreciation for their donation of bar stools and chairs.

- 4.2 The Online membership form appears not to be working. Jay commented that it needed modification anyway in relation to clarifying the categories of membership. John will have a look. (This has subsequently been addressed)

- 4.3 2018-19 renewals status – email renewal notices sent
- 4.4 2018-19 new membership forms – draft attached for discussion. The Committee was satisfied with the amendments.

## **5. Club Hire Applications**

- 5.1 St John's Christmas party – application expected, the Committee agreed to allowing St John's to hire the club.
- 5.2 Bruce and Annabel Mitchinson were re-building a boat locally and would like to have a boat launch party at the end of the year on one Saturday – application in due course.
- 5.3 Harry Lyon's album release party – see 7.4(b) below
- 5.4 Club hire form and rates – see attached draft for discussion in relation to increases in hire costs. After discussion the Committee were in agreement and the acceptance of the amended form was proposed by Jay, seconded by David and passed.

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

- 6.1 Jay has had discussion with NRC regarding new boat haul-out rules under the new draft regional plan. The rules have been loosened in relation to in-water cleaning and tightened in relation to hauling out on the shore, for which you now have to get a resource consent. This is now being enforced by the NRC. Jay suggested that something should go into the newsletter about this and the committee were in agreement.

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

### **7.1 Building & Maintenance**

- (a) Sewage pump replacement/installation of overload protection switch. After installation of the replacement pump, it didn't seem to be pumping very quickly. Marian looked at it and decided the back flow

valve was not the correct size and recommended that a much more robust back flow valve be installed. The holding tank also needs to be pumped out again – Jay to talk to Simon about getting that re-done.

- (b) Slipway pump replacement – this has also failed and has been replaced at a cost of \$925.00 GST inclusive.
- (c) Dishwasher is leaking and requires repair. Marian has also looked at that and concluded that there are some other parts that need replacement and the total cost is in the vicinity of \$800.

Jay proposed the Committee approve expenditure of up to \$1,000 for replacement of the slipway pump and up to \$1,000 for repairs to the dishwasher. Barry seconded the proposal and all in favour.

- (d) Light switch repair – has been organised
- (e) Access key request – a boat club member has requested an access key to assist with opening the club in the morning and closing it at night when other keyholders are unable to do so. After discussion it was decided that the key can be given provided the club member signs conditions of use. Barry will monitor that the conditions are complied with and keep matters under review. Jay proposed that the key be handed over with conditions, David seconded, all in favour.
- (f) Pool table – decided that this should be put into storage for music nights.
- (g) Piano – should this be removed? The Committee debated whether to get rid of the piano and no one has any objections. Jay to canvas the wider community.
- (h) Kitchen ventilation and further modifications still under consideration
- (i) Working bee – Saturday 8 September – Jay and Barry to run with half the list each. Robert unable to assist on that date but will look at an additional date on 22 September to do some of the other jobs
- (j) Update on planning for lifting clubhouse – Robert and Jay had a meeting with the main parties for 3 hours with 3 architects and Lee Sutherland who has some knowledge of local tides and they are now looking at presenting design concepts to the committee in about 2-3 weeks. Jay would like another meeting with the group before the

design concepts are presented. It was suggested that a special committee meeting be called for this presentation.

## **7.2 Slipway and dinghy dock**

- (a) Trolley status – Jay reported that we have finally got a price for the new slipway cradle which comes out at \$24,000 plus GST which is more than the club can presently afford. Jay is proposing to get some grants, he is keen to go to Pelorus and ask for half the cost – then ask for donations from club members in the newsletter. The committee agreed that the grant application to Pelorus should proceed regardless.

Robert keen to get further quotes and undertook to organise that.

### **Special Committee Meeting**

The Committee meeting was adjourned at 9 pm and a Special committee meeting convened to pass a resolution, which was tabled as a separate document in relation to applying to Pelorus for grant funds for the trolley. A copy of the resolution is attached. Jay proposed that this be passed, Barry seconded and all in favour

Committee meeting re-convened at 9.10 pm

## **7.2 Slipway and dinghy dock (continuation)**

- (b) NRC penalty recovery – still under way
- (c) Trish queried the whereabouts of invoices for George and Luke. Barry will chase up. Trish commented that this was one of the things that the Auditor picked up. These items should be invoiced otherwise recovery is difficult.

## **7.3 2018-2019 Calendar**

- (a) Draft calendar – actual calendar production going along pretty well, all on track. Deadline to get to production is 5-6 September.
- (b) Introductory pages/about the club pages. Alteration to opening hours to include Thursday as an extra day and an extra hour on Sunday opening at 4 pm (these to apply only over summer).

- (c) Advertisements – the Club has some new advertisers; some of the existing advertisers have passed on re-advertising this year but the Club has a full subscription.
- (d) Photos – Jay has an assortment of photos, and will email them for committee approval.
- (e) Dates for short ships and cricket match both finalised. As an aside Barry to contact David to see if he will arrange the cricket match.

#### **7.4 Winter/Social Events – refer to “coming up” below**

- (a) Poetry night – coming along
- (b) Harry Lyon album release event on 6 October – see separate planning document. This should be a Club event rather than club hire. Harry’s publicist will assist with publicity for the club. After discussion the Committee decided tickets should cost \$30 for members, \$40 for non-members and \$50 at the door.

Safety and security also needs to be considered – the decision made that the Club would ensure there will be enough people around to monitor the event.

#### **7.5 Tall Ships**

- (a) Bands – the Windjammers keen to come back, their fee is \$100 per person (7 members) plus the Club assists with accommodation for band members. The Windjammers play inside the club.
- (b) The band that plays outside in the marquee is the challenge. After discussion Jay undertook to speak to Harry Lyon and maybe the open mic people might like to assist.

#### **7.6 Publicity**

- (a) Mainsheet – get one out later this week

#### **7.7 Fundraising:**

- (a) Grant opportunities

- (i) Slipway trolley as per 7.2(a) above
- (ii) Youth sailing rib - Jay to go to Foundation North for funding for a new youth sailing rib. Again waiting for quote, Jay to chase

## **7.8 Kitchen/bar**

- (a) A dishwasher is required for summer season and events – we will need to hire a person to do this over the summer season and an advertisement will go into the mainsheet.
- (b) Another issue is pay rate increases for bar and kitchen staff. After discussion David's suggestion was to increase everyone's hourly rate and then consider giving a bonus later in the year. There was general agreement with this course of action and the committee will further discuss at the next meeting.
- (c) To improve working conditions in the kitchen there were a number of alterations that Jay would like and this can be discussed later after Jay has spoken to relevant contractors.

## **7.9 Liveboards**

No worries there, everyone seems happy.

## **7.10 Junior Sailing**

- (a) Donated Hobie – needs to be marketed and sold at some point on Trademe.
- (b) Summer sailing camp – have volunteer club members who are keen to assist.

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

- 8.1 Barry commented that Screaming Reels were keen to advertise in the calendar but as it is fully subscribed suggested they sponsor a fishing day later in the year.
- 8.2 David commented there is a shellfish ban for the Bay of Islands – Jay to put something in the newsletter.
- 8.3 Northland Yachting Association meeting on 16 August - Jay to attend in Whangarei.

8.4 Jay commented that he had just ascertained that a part of the NRC biosecurity fees paid on a mooring goes to community projects. Therefore the club might potentially be apply to them for a grant. Jay will research further.

The meeting closed at 21.42 hrs

Minutes taken by Christine van Beurden

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

*Jay Howell*

Commodore



**SPECIAL COMMITTEE MEETING  
13 August 2018**

**Minutes**

**Meeting Commenced** at 9:05 hrs. *PM*

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

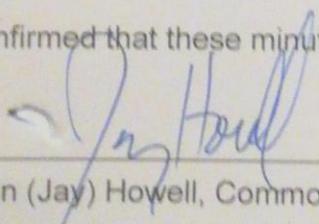
**Application for Funding from Pelorus Trust**

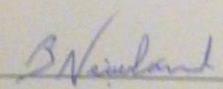
The Russell Boating Club General Committee has separately determined that the Club's boat haul-out slipway cradle is in need of replacement. In connection with proposed plans to replace this trolley, the Committee discussed and unanimously approved the following resolution:

That the Russell Boating Club apply to Pelorus Trust for a \$12,000 donation towards costs expected to be incurred to replace our boat haul-out cradle.

The meeting closed at 9:15 hours. *PM*

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

  
\_\_\_\_\_  
John (Jay) Howell, Commodore

  
\_\_\_\_\_  
Barry Newland, Club Captain

**Harry Lyon Record Release Party**  
**Saturday, 6 October, Russell Boating Club**

- Event format**
- Club & bar to open at 5 pm, kitchen at 5:30pm
  - Opening act?? – under consideration (6:30 to 7:30??)
  - Main show (8:00 – 8:45 and 9:00 to 9:45??)
  - Close-out jam session with local musicians

**Ticketed event** – advance bookings made by email ([info@russellboatingclub.org.nz](mailto:info@russellboatingclub.org.nz)) and confirmed after online payment to RBC has been made. Person at door will check people off list and stamp hands (and/or provide wrist bands) and bar & security will monitor for stamps / wrist bands.

- \$25 RBC members (limited to 50 tickets purchased before \_\_\_\_\_??) (GST inclusive)
- \$35 non members
- \$45 door (space permitting)

**Club capacity – 149**

- RBC Staff 9 (2 Bar, 3 kitchen, 4 support)
- Band & sound 6
- Band guests 8
- Opening band? 4
- Complimentary 4 (Lodging providers)
- Advance tickets 90
- Door tickets 20 + unsold advance tickets (only if good weather?)
- Total 141

**Budget**

- Expected ticket sales \$2500 - \$3500 (GST inclusive)
- Band hire cost \$1600 + GST = \$1,840
- Band travel expenses \$400
- PA cost \$ 150 (also includes basic lighting)
- Lodging for band Donated by members

**Facilities**

- Remove piano? And pool table??
- Set up stage?
- Heat lamp(s) for outside?

**Marketing** - Newsletter, Russell notice board, flyers, Kerikeri, Pahia, Whangarei, Kawakawa, Opuia, Music sites, Open Mic team will help with promotion + Harry's launch promotion publicity

**Safety / Security**

- Two club members will be designated to monitor safety and security throughout event including off premise liquor & intoxication. Local police will be notified of event.
- All doors to be left open and unblocked during event
- Headcount to be monitored through armbands

**Last car ferry (Opuia) 9:50 pm**

**Last passenger ferry (Pahia) 10:00 pm**