



## COMMITTEE MEETING 10 September 2018

**Meeting Commenced** at 19.04 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 13 August 2018:  
The Draft Minutes were approved.

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

- 2.1 Clubhouse – one item still pending and that is the repair of the storeroom floor. This is underway with more work planned next weekend to complete.
- 2.2 Kitchen food safety – no issues except the Club should be thinking about its next annual food safety inspection and to arrange any necessary projects before the inspection is done.

### 3. **Financial Report**

- 3.1 Profit and loss account for August was tabled in a separate document. Key items to note are:

- (a) August was a complex month financially – membership income \$8,704; Pelorus grant income \$3,000; Album release income \$661; but payments to the auditor \$2,400 and YNZ's fee of \$7,944;
- (b) Bar/kitchen YTD sales up 22% and 30% respectively but the club is basically breaking even
- (c) The cost of the new slipway pump was \$729 and was recorded as a capital expense

3.2 Bank balance sheet was tabled in a separate document for approval by the Committee

3.3 Payments to approve were tabled in a separate document for approval by the Committee

It was resolved that the payments to approve were approved and the financial report was accepted.

#### **4. Membership**

4.1 New member applications:

Johny Bjorngard and Heike Eckhoff

Karen Field

Ross Pennington and Christine Angell

Kevin Pyne

Mike and Kerri Lewin

Alan Duncan

Peter and Shelley Finlay

It was proposed that the above-named be approved as new members and the resolution was passed

4.2 Member cards – The Committee discussed the late delivery of cards for members and David offered to follow this up with YNZ

## **5. Club Hire Applications**

- 5.1 St Johns have booked the clubrooms for their Christmas party on 8 December for 80 people. The club is to cater @ \$40 per head.
- 5.2 Another application has been received from Marlene Carpenter for an 80<sup>th</sup> birthday party for 120 people on Thursday 13 October. Maddy is unavailable for that date but John and Barry have volunteered their services. The new club hire rates have been conveyed to Marlene but we can be flexible on that.

Jay proposed that the committee approve this application for club hire subject to adequate bar support being available. This was approved by the Committee.

## **6. Correspondence Report:**

- 6.1 Luxury Real Estate race sponsorship and advertising – a series of emails were forwarded to committee members and the Committee was happy with the result.
- 6.2 Race sponsorship from the Duke of Marlborough. Jay has discussed this with Ricky who is still considering things. The sponsorship would consist of gift certificates for meals at the Duke for race winners.
- 6.3 Yachting New Zealand Northland meeting – Jay didn't attend as he was unwell and he understood that attendance was low.
- 6.4 Northland Yachting Association meeting – that was cancelled.

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

### **7.1 Building and Maintenance**

- (a) Working bee report – very successful with lots of jobs being completed
- (b) Sewage pump status – still waiting for Marian to get a new backflow valve installed
- (c) Dishwasher repairs – still in progress

- (d) Misc electrical repairs – mostly taken care of, a couple of things still to be done by an electrician
- (e) Kitchen ventilation and modifications – waiting to talk to electrician
- (f) Piano – plan to put something in the next newsletter to the effect that the Club is looking at finding the piano a new home and to see if anyone has any objections.
- (g) Update on planning for lifting clubhouse – Robert updated the Committee and tabled some plans of the bay and existing clubhouse. The building sub-committee is ready to present four options to the committee this coming Friday or Saturday. Meeting proposed for 2 pm Saturday 15 Sept

## **7.2 Slipway/Dinghy Dock/Trolley**

- (a) Slipway and dinghy dock/trolley – Robert had obtained a quote from Metal Doctor in Auckland totalling \$35,075.00 (GST inc). This figure included galvanisation at \$10,000 + GST but no transportation. Total Marine's quote was \$27,600 (GST inclusive), did include transportation from Opuia but not galvanisation. In addition Total Marine's quote included installation of the cradle and removal and disposal of the old cradle.

Jay advised that he had secured a \$12,000 grant from Pelorus, \$6,000 from individual financial commitments to the club and the club could then provide the final \$6,000. The marine coating application is to be researched and applied by club members.

Jay moved that we proceed forward with the Total Engineering quote on the basis of having the funding as detailed above. This was seconded by Barry and carried.

- (b) NRC penalty recovery – the Club managed to recover \$600 on account of the \$750 penalty. The club may get another payment but is inclined not to pursue further.

## **7.3 2018-19 Calendar**

- (a) All advertisements now filled without issue from Willis Sails.
- (b) Barry to ascertain that the Russell Radio details are accurate including daily weather forecast times.
- (c) Hell Hole dates deleted after consultation with David.

- (d) John Seal had a suggestion for the Club to run a Latin Dance Extravaganza on Thursday 3 January.

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

Harry Lyon album release event on 6 October – see separate planning document. 60 tickets sold so far and there was discussion about where to cap tickets to avoid overcrowding and it was agreed this should be at 100. This should leave some room to manoeuvre and for some spare tickets to be available for door sales.

#### **7.4 Tall Ships**

- (a) A planning meeting should be scheduled for October – Robert is the liaison person with assistance from Barry. Robert to contact Christine Hall to arrange.
- (b) Bands – Jay’s suggestion was Tambo with help from open mic musicians. After discussion by the Committee it was decided to explore further options, eg the Blue Collar Band or a DJ.
- (c) Liquor Licence application – this is being organised by Trish and Maddy
- (d) Event safety planning – Jay to have look at this aspect

#### **7.5 Publicity**

- (a) Mainsheet – one will be put out in the next few days
- (b) Website – calendar can be loaded onto website provided John can get high quality material. Tui will arrange to get content sent to John. Plea from John to let him know about events to put on the Facebook page for the Club.
- (c) Real estate welcome packages – Jay thought it would be a good idea to have some RBC info included in packages agents give to people buying in Russell, for example the calendar.

#### **7.6 Fundraising:**

- (a) Grant opportunities being investigated for other items
- (b) Slipway trolley – see above at 6.2

## **7.7 Kitchen/bar**

- (a) We have acquired a dishwasher for the summer season and events – he is currently in training
- (b) The current fridge is inadequate. The main problem is fluctuation in temperature. Jay has costed a new commercial grade bench refrigeration unit at around \$3000 + GST. (Quote from Southern Hospitality for \$3,000 + GST attached). Jay would like to authorise the purchase of this fridge subject to fundraising.

### **Special Committee Meeting**

The Committee meeting was adjourned at 9.20 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 purchase of a new commercial grade bench refrigeration unit. A copy of the resolution is attached. Jay proposed that this be passed, Barry seconded and all in favour

Committee meeting re-convened at 9.24 pm

### **Kitchen/Bar (continuation)**

- (c) Food slicer and pizza serving paddles – Shane would like the slicer for the Sunday roasts at a cost of around \$80 and the pizza serving paddles would make presentation of the pizzas easier. The committee was happy to proceed with these purchases.
- (d) Wage review – effective 1 October Jay suggested Increasing staff wages as discussed within the Committee, who were in agreement with this course of action.
- (e) Food and beverage pricing – some price increases will take effect when the summer menu is released. Bar prices will also be reviewed in November

## **7.8 Live-boards**

All quiet

## 7.9 Junior Sailing

- (a) Donated Hobie – need to market and sell. Photos and description required and then it can be listed on Trademe.
- (b) Programme for upcoming summer season – Jay was keen to run a junior sailing school over summer but is unsure if there are sufficient people to run the programme and it looks as though it will not be happening this year.
- (c) The YNZ have a go program will be proceeding in December

## 8. Matters arising not covered elsewhere in agenda

- 8.1 David wanted to discuss the condition of the causeway during high tides when it was underwater and causing access difficulties. His suggestion was to get some material dumped on the causeway to make it higher. Robert to speak to relevant people about the best material to use.

The meeting closed at 21.39 hrs

Minutes taken by Christine van Beurden

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

*Jay Howell*

Commodore

## 9. Coming Up

<b>Thursday 6 September</b>	<b>YNZ Northland meeting</b>
Saturday 8 September	Working bee
Monday 10 September	Committee Meeting
Sunday 16 September	RBC winter series race
Sunday 16 September	Maddy day off
Monday 17 Sept – 29 Sept	Commodore away on vacation
Sunday 23 September	Opuia winter series race
Wednesday 3 October	Evening racing starts
Saturday 6 October	Harry Lyon album release party
Sunday 7 October	1 <sup>st</sup> weekend race – James Wright Scott cup
Sunday 7 October	Open mic night
Monday 8 October	Committee Meeting
Wed 10 & Fri 12 Oct	Shane's days off
Monday 15 Oct – 20 Oct	Commodore away for coastal classic