



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

10th April 2023 @ 1730 Date | time

In Attendance

Bruce Mitchinson, Barry Newland, ~~Trish van der Sande~~, Ian Holt, Helen Thomassen, Scotty Thomassen, Mark Thomson, Stephen Pepperell, Mike Bennett

Apologies: Trish van der Sande

Motion: Apologies be accepted. Moved: Bruce 2nd: Ian. Carried

Approval of Minutes from previous meeting

The minutes from the previous committee meeting were read and approved as accurate.

Motion: Minutes be approved. Moved: Bruce, 2nd: Scotty. Carried

Matters Arising from previous meeting minutes

- Nil

Health and Safety

- **Ongoing:** Light on the wharf not working, requires a new cable and light fitting.
Update: The repair should have been completed by our electrical contractor – Bruce to follow-up.
- **Ongoing:** Jetty ladder – In addition to the recently installed new ladder it was suggested that we modify the existing ladder on the jetty such that it can also be used if someone falls in. This ladder is positioned at the deeper end of the jetty.
- **Causeway** - Ongoing maintenance issues. Access to the clubhouse, mooring and reserve areas via the Causeway is importance for the efficient running of the club, reserve maintenance and Fire and Emergency services.
Update: The committee has agreed that with the lack of either DOC or FNDC coming forward to claim ownership and take responsibility for its repair, the club will try and arrange for it to be repaired using local contractors and volunteers. We will keep both FNDC and DOC well informed of our actions. We will also continue our work on determining who is the legal owner.

Financial Report

- Small profit for the month
- Accounts include cost of the five club moorings that have now been surveyed.
- Ticket sales fell slightly short of covering the band cost for Tara & Boom de Ayes however bar sales more than made up the difference.
- Yachting NZ affiliation fee has increased around 10% from last year. See below in AGM section agreed actions on moving forward with YNZ.
- First cut 2023/24 Budget presented for comment.
- **Ongoing:** End of year accounts Auditing – see below in AGM section action items on this subject.

Motion: The discussion points were agreed, the Financial Report be accepted and Payments Approved. Moved: Bruce 2nd: Barry. Carried

Membership

Motion: That the following people be accepted as club members: Nigel & Kerry Cane, Steve Booth, Andy & Judy Brown.

Moved: Bruce 2nd: Stephen. Carried

Correspondence Report

Inwards:

- Nil

Outwards

- Nil

AGM – Key Agenda Items

- **Meeting Date** proposed for 25th June @ 16:00 hrs.
- **End of year Accounts Auditing** - Our club rules state that we need to present cash basis financial results to members at an AGM within 4 months of the financial year end. Audited financial statements must be circulated to voting members of the club within 4 months of the end of the financial year and presented to the club membership for approval at a Special General Meeting before 31st December. The club is finding it very difficult to find a replacement auditor and the cost of this service, if found, is likely to be very high so the committee is recommending that we continue to have the annual accounts collated by a reputable accounting company but no longer employ the services of a professional auditor. As this is a rule change it will need to be presented to the membership at either an AGM or SGM. Note that under the 1908 Act, it was never a legal requirement for clubs the size of ours to have Audited results.
Update: The committee has decided not to proceed with a SGM but instead to raise the issue at a slightly earlier AGM in June. Prior to the AGM, members will be informed of the new financial reporting standards required for incorporated societies via our Mainsheet newsletter and by email. Under the new accounting standards for societies Act, 2022 our club will be required to generate annual financial statements in accordance with Accounting Standards issued by the External Reporting Board (XRB). The club's annual expenses are between \$140K and \$2M so we fall into the Tier 3 criteria which means we will be required to meet the Simple Format Reporting – Accrual standard. It will be confirmed by regulations in 2023 as to whether the club's accounts will require auditing however it's likely that the threshold will be set higher than the operating payment levels of tier 3 which is \$2M.
- **Yachting NZ Affiliation Fee increase** – It was agreed that continued membership of YNZ will be taken to the membership at the AGM. It has been proposed that we detail separately in our membership fees the YNZ affiliation fee. These fees now apply to all club full and associate memberships at the same rate so the club should also consider whether the Associate membership option is still appropriate. It was suggested that this membership option be reserved to temporary memberships of less than 12 months where YNZ fees are not payable. Key points to consider when deciding whether to remain affiliated with YNZ are:
 - Club insurance cover is via YNZ's broker
 - Our youth and proposed audit sailing programs are supplied by YNZ
 - YNZ offer quality "train the "trainer" programs for our youth and audit sailing programs.
 - YNZ and Sport NZ offer high level advice on running the club via its online documentation.
 - Continued support of YNZ assists the national based elite training programs for our sport.
 - etc...
- **Set 2023/24 Club Fees.**

Motion: That the 2023 AGM be held on 25th June.

Moved: Bruce, 2nd: Mark. Carried

Sub Committee Reports

Social & Events

- First trial of Eventfinder was generally successful. Still require the option of ticket sales at the Bar for people who have difficulty with access or using Eventfinder. Covered the cost of the ban with tickets sales. Will look at integrating Eventfinder into the club web site at some point in the future.
- Club's new PA system is up and running. Was used for the last Open Mic night
- End of Rata's contract and a departing party to be held on April 30th
- Mother day dance on May 14th
- Club rooms booking being considered for a Wedding on September 30th.
- A Club rooms booking form is required. Stephen to send out a sample form as a starting point. Ian to create a new email address for club bookings – "functions@russellboatingclub.org.nz"

Building & Maintenance

- Suggested working bee on Saturday 6th May. Scotty to build a job list.
- Under the clubhouse structural repair work to be arranged on a separate date.
- Club house internet access not working. Likely that there is a wiring fault in the feed to the club house. Mark to look at wireless options with Spark as their ariel is close by the club rooms.
- Also need to replace the bar phone.
- **Ongoing - Roof leaks –**
Update: Mike has had a look and there are no obvious problems. Will look again when it's raining.
- **Ongoing** - Mast crane. Brett Avery and Steve Hardcastle looking at whether it's practical to re-instate. Concerns were raised over the Health and Safety aspect of operating this device if it is re-instated. Mike to investigate further.
- **Ongoing** - Discussions with DOC regarding renewal of lease for areas of the club that are on their land is ongoing. The old lease expired in 2012. Aim to get this resolved first ¼ next year.– **Bruce.**

Kitchen, Bar & Cleaning

- Club kitchen closed for 9 days during the change over from Rata to Toledo
- Need to add a better sign out on main road.
- Stephen suggested that we change Trish's role slightly to add in Bar and Cleaning Administration. This change is aimed at improving the efficiency of running this area. It was suggested that we firstly develop and share a Role Profile (Job Description) for this suggested change.
- Promo material for new kitchen – Facebook and Web site. Signage, menu's etc coming shortly
- Suggested new Menu will require some vegetarian options.

Sailing

- Whangaroa race next weekend.

Tall Ships

- **Ongoing:** Debrief meeting required – Bruce to arrange.

Youth Sailing

- Last session for this season was held on 30th March.
- **Ongoing** - Bruce gave an update on progress with the new Youth Sailing shed. A concept plan has been created by Bruce. Detailed plans and a resource consent will be required before this project can proceed. Bruce has already consulted with DOC, the regional council and local Maori where their feedback has been very positive.

Etchell's

- **Ongoing:** - We need to name boat one. Ideas on how we can do this were discussed. Local place names were suggested, such as the “Matauwahi Bay”
Updated: It was agreed that we will call the first Etchell, “Matauwahi Bay”. This and the second boat will be officially named at a ceremony next spring.
- Sponsorship – look to gain sponsorship to help cover the ongoing running costs of the boats.

Slipway, Dinghy Dock & Moorings

- All moorings have been inspected -
- Ian working on a registration document for the dry out area. This document is aimed at assisting the Slip-master with controlling prohibited activities occurring in this area. When completed, it will be published to our web site.
- **Ongoing** – The club is still looking for a trainee to assist with the Slip-way duties.

Fundraising

- **Ongoing** - Club to apply to the Pelorus Trust for assistance with club projects.
- **Ongoing** - Need to replace the Duke as a club major sponsor. Bruce and Ian to meet with the Duke's owners.

Merchandise

- Nothing to report

Liveboards

- Nothing to report

General Business

- **Ongoing** - There are two vacancies on the clubs general committee as a result of the recent resignations. It was suggested that we look for people with specific skills such as: HR, Financial and Legal. Mark to run an ad in the next Mainsheet.
Update: As of this committee meeting, no one has come forward.

Items for Mainsheet and Club Calendar

- Note about need for Audited accounts – publish closer to the AGM
- Working Bee job list –
- Club History snippets.

Next Meeting

Monday 8th May at the Russell Boating Club

Meeting closed at 19:40

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____