



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

10th February 2025 @ 1730 Date | time

In Attendance

Bruce Mitchinson, Mark Thomson, Fletcher Sunde, Trish van der Sande, ~~Mike Bennett~~, Ian Holt, ~~Barry Newland~~, Helen Thomassen, Stephen Pepperall

Apologies: Mike Bennett, Barry Newland

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

Matters Arising from previous meeting minutes.

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Health and Safety

- Ongoing – A new sensor operated light will be installed on the back of the youth sailing shed prior to Winter.
- Ongoing: Brett has agreed to build a cover for the winch drive belts.

Financial Report

- The January financial accounts were presented by Trish.
- Monthly result for January was a profit of \$14.9k against a budgeted profit of \$21.7k.
- The result included a payment to YNZ which was budgeted for last month
- Tall Ships profit YTD is slightly above budget however there are still more costs to come. Bar profit slightly above budget and Operating expenses \$2.2k above budget however as mentioned above, the YNZ affiliation fees were budgeted for last month but paid this month.
- Term Deposit's will be rolled over.
- Income from membership renewals still down on budget. Full and Full Family categories have seen the biggest drop in renewals.

- Kitchen R&M costs are well above budget with additional repairs being required to the gas oven.
- Gas costs were very high for January as a result of the longer kitchen opening hours.
- Power account for January was high, likely due to the chiller room refrigeration equipment. Fletcher to check if our electrical maintenance company can place a usage data logger on to the cool room refrigeration unit.
- 2025/26 budget preparation process will get underway later this month.
- Bank Account balances are available to Club Members on request.

Motion: That financial reporting is an accurate record of the accounts to the end of January, 2025 and payments are approved. Moved: Bruce, 2nd: Helen, Carried

Membership

Motion: ~~That the following people be accepted as club members:~~

- No new members this month

~~Moved: Bruce, 2nd: Stephen. Carried~~

- Ian to email past members who are still regularly using the club's facilities informing them that from the end of this month their membership will be cancelled. This period has been extended to ensure that members were given time to understand the implications of the recent rule changers around membership renewals.

Correspondence Report

Inwards:

- Nil

Outwards

- Email reply sent to the member who questioned whether members who race should pay a much larger portion of the YNZ affiliation fees and whether it was possible to lower the club fees.
- Email reply sent to Jay thanking him on behalf of the committee for his generous donation of a new tailer for the club's safety rib and the ongoing commitment he has to youth sailing at the club. Also included was the approving of hiring of an assistance coach during the summer holiday program.
- Incident at the Tall Ships party resulting in a complaint being laid to the Police has been delt with by Bruce. No further action required.
- Letter sent to the club's kitchen lessee confirming details of discussions held between him and Stephen. Stephen will present a hard copy of the letter to him later this week.

Social & Events – Helen Thomassen

- Activates
 - Open mic night went well again with a few new musicians showing up.
 - Sail GP Australia was shown on the club's big screen resulting in a full club house on the Sunday night.
 - Helen is working with the band, Freckle Mistress to arrange a date for them to play at the club house.
 - Sandbar cricket booked for March 1st.
- The club's PA system has been repaired.

Building & Maintenance – Bruce Mitchinson

- Ongoing: The planned upgrade to the bathrooms is progressing. Fiona has agreed to assist Helen with the grant application. Helen will investigate as to whether we can include the cost of Bruce's time as a club's contribution towards the project.
- Next Working Bee – possible date 15th March.
- Ongoing: Ross Norman has offered to assist with adding some metal to the DOC car park. This will need to tie in with a working bee –Bruce will coordinate with Simon to set a date.
- Ongoing: The funding application submitted to Pub Charity for the Cool Room upgrade was rejected. Pub Charity claimed that the application was for an un-approved purpose. Mark has been unable to determine why or what was the un-approved purpose was. The club will reapply, this time dropping out the new taps from the project.
- Ongoing – Ian to assist with the lease renewal process with DOC for areas of the club that are on their land. Bruce advised that the survey plans are back with the surveyor to add the access path to the club, across the reserve.

Kitchen, Bar & Cleaning – Fletcher Sunde & Stephen Pepperell

- Stephen will take over the role of committee contact person with the kitchen lessee.
- A new Bar person has been employed. Bar staffing levels are currently ok however the person recently employed is only short term so will need replacing later this month.
- New bar staff currently being hired by Oli. The committee discussed the current employment process and the need to ensure the correct steps are followed and the correct type of employment contract is used. It was also agreed that a committee member, namely Fletcher, must be involved in the final selection process.
- Ian requested that all newly signed employment contracts are copied to him for filing.

Sailing – Stephen Pepperell

- 12 boats in the last Wednesday night's race.
- Rules night for skippers, will be a Thursday night - date still to be set
- Etchells regatta planning going well. Stephen to arrange a meeting for the event sailing committee.
- Tony Hanlon is back and continuing with the OOD duties.

- Ongoing: SI's still need refreshing to cover improved safety requirements for events taking place in the outer bay area.

Tall Ships

- Tall ships planning meeting – Thursday 13th March at 5:30pm
- Ongoing: Ian will email all contestants of this year's regatta thanking them for supporting the club by participating in the regatta and inviting them to attend next years 50th anniversary event.

Youth Sailing – Mark Thomson

- New flyer out for the first term afterschool program. It's been loaded on our Youth Sailing web site page
- New bank sub account has been set-up and will be live shortly.

Slipway, Dinghy Dock & Moorings

- Nothing to report.
- Ongoing: The club will provide a rubbish bin in the winch shed for slipway users to deposit any material collected from the hull of their boats while using the slipway. The boat owner will still need to remove and dispose of this material when their boat is re-launched.

Fundraising

- Fiona has offered to assist Helen with a Lotteries Commission grant application to cover some much-needed building upgrades. Next application deadline is February 27th. Any application will require a committee meeting minuted motion so we will arrange a special meeting to approve the funding application when it is ready.
- Mark will re-apply for a grant to upgrade the cool room.

Merchandise

- Ongoing: Trish will investigate the option of the club printing RBC logo stickers for members Car's and Boat's. Size approximately that of a cell phone.

Liveboards

- Noting to report.

General Business

Ongoing: New constitution – Ian has completed a first draft of the new constitution. The next stage in this process is to setup a small working party to review the draft. Proposed members of the working party include: Tony Hanlon, Bruce Mitchinson, Jonathon MacInnes, Barry Newland, Simon Taylor, Andrew Riddell & Ian Holt.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 10th March 2025, at the Russell Boating Club

Meeting closed at 19:47

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____