



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

11th August 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~~, Paul Thompson, Geof Lyman

Apologies: Stephen Pepperall, Paul Thompson, Barry Newland, Mike Bennett, Fletcher Sunde

Motion: Apologies be accepted. Moved: Bruce 2nd: Geof. 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: Helen. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- Ongoing: The club's insurance policy has several endorsements regarding the kitchen operation which the club must meet including fire extinguisher requirements, extraction hoods, deep and shallow fryers and handling of deep-fried food scraps.
- Ongoing - Brett Avery is looking at a possible upgrade to the slipway winch drive system to improve its safety. He will also check the winch's securing bolts as they are subject to saltwater immersion during spring high tides.
Update: No new winch for now. Barry to follow-up regarding a sheetmetal guard over the drive system. The winch attachment bolts are also heavily corroded so need replacing. The current idea is to build a pedestal below the existing winch that both replaces the attachment bolts and raises the winch above the high tide water level.

Financial Report

- The July financial accounts were presented by Trish.
- Month-end result was a small loss of \$0.3k against a budgeted loss of \$3.3k.

- Membership renewal invoices were sent out at the end of July. Income from renewals exceeded budget by \$7k.
- The club will have sufficient funds to cover expected August invoices. To ensure we have cash on hand to cover unexpected costs during the next few months the committee agreed not to roll over one of the Term Deposit. Instead, the funds will be placed in a monthly interest account.
- Trish is attempting to resolve an issue with two of the club's mooring renters regarding outstanding fees. The renters will be given one more month and if the issue is still not resolved they will be asked to remove their boat from the mooring.
- Ongoing - Reviewing the Bar KPI tracking graphs, it is clear we are spending too much on beverages with respect to sales.
Update – Bruce carried out a stock take of the Phathouse beer and wastage appears to be well within the guidelines of 2%. An urgent stocktake of all other beverages will be carried out this week.
- 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 July, 2025 and payments are approved. Moved: Bruce, 2nd: Mark, Carried

Membership

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

- Josef Laskaj and Cherry Baird

Moved: Bruce, 2nd: Geof. Carried

- Bruce will arrange the new membership cards which will hopefully be funded again by Caters. Cards will be the same size and configuration as last years.

Correspondence Report

Inwards:

- EftposNow have asked that the club ensures it has a temporary terminal ID from our bank before we next hire a portable Eftpos terminal.
- YNZ affiliation fees invoice has been received. Trish has confirmed that they are happy with quarterly payments.
- Email received from the Minister for Infrastructure, Chris Bishop confirming that he received our letter regarding the club's opposition to the use of the Fast-track Approval process for the Waipiro Bay marina project.
- Email received from David Mckenzie asking if we would like to purchase advertising space in the Russell Review. Bruce to reply declining the invitation.
- Mark received an email from a past member and commodore saying it was great to see the club going so well.

- Email received from a member asking whether the club funded an article in Boating NZ regarding the proposed marina at Waipiro Bay. Ian replied confirming that the club did not fund the article.

Outwards

- The club will send a letter from the Commodore to the club member who continues to make a significant yearly contribution towards the building fund.

Sub Committee Reports

Social & Events – Helen Thomassen

- Activates
 - Quiz night went well. Helen looking at arranging another one prior to Christmas.
 - Burgee making and edict session on Sunday 24th of August.
 - Representatives from the [Butler point whaling museum](#) would like to make a presentation at the club on the 12th of October. They would like reimbursement for their traveling expenses. The club will attempt to do this via a donations bucket at the event.
 - The Russell walking weekend is on 10th October. One of the walks will again finish at the club house.
 - Wind Warriors will be at the club between the 28th to 30th of November.
 - The Abu Dhabi Sail GP is on 30th November. Start time 8:00pm NZ time so it will be possible to project the event live at the club. It will hopefully be shown on ThreeNow.
 - Ongoing: Youth Sailing fund raising night at the Nauti Penguin
Update - date confirmed as December 20th from 7pm - midnight

Building & Maintenance – Bruce Mitchinson & Geof Lyman

- Toilet light bulb needs replacing. Mark to investigate.
- Mark to ask via Mainsheet if there is a club member who has commercial refrigeration experience and who is willing to assist with the Cool Room refrigeration repairs/upgrade.
- There is a need to re-route the beer lines to ensure they remain out of the water at high tide. At the same time also look at an upgrade to one set of Tap heads.

Kitchen, Bar & Cleaning – Fletcher Sunde, Helen Thomassen & Geof Lyman

- Geof and Burce to meet with Kaye to discuss fine tuning the menu and servicing sizes.
- Geof to introduce a new stock management system for the Kitchen.
- Kitchen and Bar Stocktake to be undertaken as soon as possible.
- Bruce also to check the Till functionally to ensure pricing is correct for members and non-member.

Sailing – Stephen Pepperell.

- Nothing to report from the Sailing committee.

- Mark suggested the club consider running a sailing experience day where non-Sailers are given an opportunity to have a go in a club Etchells.

Tall Ships – Bruce Mitchinson, Barry Newland, Ian Holt, Fletcher Sunde, Stephen Pepperell

- The Notice of Event for the Launch Rally and Notice of Race for the Tall Ships Regatta have been released on the club's website.
- Ongoing - Annie is working on an event program that will be available for sale.
- Ongoing - Would be helpful to have a new rum sponsor. Suggested we approach Mount Gay.
- Ongoing - Still looking for someone to coordinate proceedings for the week leading up to the event and on the day.
Update – Advertise the position in Mainsheet
- Ongoing: Ian will email all contestants of this year's regatta when the new poster is available thanking them for supporting the club by participating in the regatta and inviting them to attend next years 50th anniversary event.
Update – Ian will work with Mark to use Mailchimp for this email.

Youth Sailing – Mark Thomson

- The committee were happy with Jay's proposed Youth Sailing program for the summer period. As well as running his normal after school and Christmas period programs he's also hoping to run YNZ's Runa program for both Russell and Waikare Schools. Russell School is hoping to send around 45 children aged between 8-12 years and Waikare School will send approximately 22 children aged between 11-16 years. Both schools have a preference for the program to run during the 4th term of this year.
- Jay is also hoping to run an Adult learn-to-sail program during early September where participants would be expected to make a donation of \$150 towards the summer youth sailing program.
- The committee discussed and agreed on a renewal frequency of 5 years for Police vetting of coaches and assistance coaches involved in the Youth Sailing program.
- Ongoing - Jay has requested that the club purchase a replacement RIB. The model he has selected is a Southern Pacific Shearwater 340 listed at \$5,295 with free delivery. See here for further details - <https://safetyatsea.co.nz/collections/inflatable-boats/products/southern-pacific-shearwater-rib?variant=32128996442243>.
Update - Cater Marine have offered to supply the boat for \$4,750.
Christine Mosses has offered to assist with the fundraising for this purchase.

Slipway, Dinghy Dock & Moorings – Barry Newland & Paul Thompson

- It was suggested that we request via mainsheet for a small group of volunteers to assist with the jetty pile replacement and slipway winch remounting projects. This might be a better option rather than trying to complete these tasks during a normal working bee.
- Ongoing - Jetty security is an ongoing issue. One option the committee will investigate is improved lighting in the form of a solar powered sensor activated LED flood light mounted on the outer pontoon.

Update – The new light has been installed, thanks to Fletcher and Geof. A second light might be needed to ensure the full jetty is sufficiently lit.

Fundraising – Stephen Pepperell & Fletcher Sunde

- Nothing to report.

Merchandise

- Nothing to report

Liveboards

- Helen has setup a WhatsApp group for club members who liveaboard to help with circulating information about the club's facilities.

General Business

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Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 8th September 2025, at the Russell Boating Club

Meeting closed at 19:54

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____