



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

11<sup>th</sup> December 2023 @ 1730 Date | time

## In Attendance

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

**Apologies:** Barry Newland.

The Committee was disappointed to hear that Scotty Thomassen has resigned from his position on the Committee. On behalf of the committee, the minute writer would like to pass on the committee's appreciation for the valuable contribution Scotty has made during his time the Committee.

**Motion:** Apologies be accepted. Moved: Bruce 2<sup>nd</sup>: Mark. Carried

## Approval of Minutes from previous meeting

The minutes from the previous committee meeting were read and approved as accurate. The minutes from October's meeting were also approved as accurate.

**Motion:** Minutes be approved. Moved: Bruce, 2<sup>nd</sup>: Stephen. Carried

## Matters Arising from previous meeting minutes.

- Nil

## Health and Safety

- **Ongoing:** Jetty ladder – It was approved to purchase an additional ladder. Bruce has arranged Signs to indicate ladders are for safety use only - Kevin to install the signs.
- Fletcher and Ian together with Barry will review current haul-out document to capture new H&S requirements.
- Cones and temporary barrier at the top of the haul-out ramp to be actioned. Stephen to arrange.
- Poles are also required to support the Protective Screening material.
- Ongoing - Sign to be made for the mast crane to make it clear that this is out of order. Stephen is arranging. Kevin will remove some the existing tackle currently of the mast to make it more difficult for anyone to use it as a crane.
- Doorway to outside deck requires some no-slip matting. Stephen to arrange.

## Financial Report

- Trish presented the financial accounts to end of November for discussion and approval of payments.
- The Club made a small profit in November.
- Payment of YNZ fees slightly delayed.

- The sizable ITM invoice included materials for the Youth sailing access platform, steps and new decking materials.
- Kevin together with Ian and Trish will prepare an annual budget for presentation to the full committee at the February meeting.
- The Club is proceeding with roll out of payWave at the Bar Eftpos terminal. The goal is to have this up and running before Christmas. Some committee members are still to supply Trish with the information required by our Bank.

**Motion:** That financial reporting is an accurate record of the accounts to the end of November 2023 and payments are approved. Moved: Bruce 2<sup>nd</sup>: Mark, Carried

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## Membership

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

Kim & Julie Harold

Vicky Lawson

Al & Jennifer Gilchrist

Sean Evenden

Dylan Olsen

Moved: Bruce 2<sup>nd</sup>: Ian. Carried

- There appears to be confusion with the Online Membership application form “Joining Fee Payable” tick box so Ian will remove it and highlight that a Joining Fee of \$25 is payable with any new Membership application.
- Ian to provide a proposal for a new membership class to capture visiting overseas cruising yachts. This membership class would be limited to a one-year membership and would not attract the YNZ affiliation fee.
- Review our New Members and Membership renewal processes to ensure we are keeping people informed with the status of their membership application/renewal – Ian, Bruce and Stephen. Ian to document the process once it is agreed.

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## Correspondence Report

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Inwards:

- Mark has submitted the club’s accountability report for the recent youth sailing grant.

Outwards

- nil

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## Special General Meeting

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- It is proposed that the Club hold a Special General Meeting (SGM) in March 2024
- Key topics to be put to the meeting for resolution are:
  - **End of year Accounts Auditing –**  
Following is some background information on this topic for the new committee members:  
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 31<sup>st</sup> 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. Members will need to be informed of the new financial reporting standards required for incorporated societies. 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 was noted that at the recent AGM there appeared to be support for not having accounts formally audited at the end of the year however this still needs to be voted on by members.

- Other Topics that could be raised at the meeting include:
  - An update on progress with the Club House renovation.

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## Sub Committee Reports

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### Social & Events

- December 16<sup>th</sup> – Christmas Party with Any Xcuse.
- Past month's Events
  - Hello Sailor event was a success with a full house.
  - Scotty is providing Ukulele lessons.
  - RBC had a float in the recent Russell Christmas parade.
- Still to purchase electrical items for the new club PA system, funds to pay for these items will come from the Hello Sailor ticket raffle.

### Building & Maintenance

- The Club Bathrooms are in urgent need of an upgrade. The club is hopeful of funding this work via a grant from one of the many fundraising charities. We will aim to begin this work during the quieter winter months.
- It was suggested we approach a couple of local builders to obtain a design and built price prior to approaching the charities.
- Scope of work for this project should include:
  - New toilets and cisterns
  - New flush system for the existing urinals or replace with new
  - New vanity for woman's toilets
  - Look at options to Increase waterflow to toilets.
  - Improve bore water supply and pressurise for wash down use.
  - New vinyl flooring
  - Painting of toilets
  - Replace club main entrance door
- A recent bathroom external door code change has caused problems. To help improve the process when the code is next changed, we will attempt to build a Mailchimp contact list of those who use the bathrooms so we can directly inform users of the change and the new code - Mark
- Ongoing – level indicator on the water tank, has been purchased by Dudley Smith, however, Scotty advised that install has been delayed due to the condition of the tank lid. A tank repair company will be contacted – Bruce.

- Ongoing - Meeting to start getting interest back into raising the club to be confirmed. Bruce to discuss with Ian when he returns.
- Ongoing – Phil Sweetapple has carried out the repairs to the roof and is coming back to replace the flashings on the roof penetrations, which he has identified as another source of the leaks.
- Ongoing – Bruce still in discussion with DOC regarding renewal of lease for areas of the club that are on their land.

### Kitchen, Bar & Cleaning

- Stephen is working on a new drinks menu with Marni and Bronny. The new menu will include updated drinks pricing and a two-tier wine offer. These changes will be rolled out prior to Christmas.
- Member Discounts will ensure that current drinks pricing will be maintain for Members. Visitors can expect to pay more.
- This will be managed through our current POS system, by a way of a surcharge on bar items for non-members.
- Looking at adding another Tap with a different beer 😊
- Working together with our supplier to resolve issues with the quality of the Phat House beer.
- Refrigeration engineer to service the cool room refrigeration unit.
- **Review with the Kitchen Contractors to be completed prior to Christmas. Review to include summer hours and promotions for next year – Helen & Stephen.**
- General feedback from new Bar staffing arrangements is positive. Their contract requires that they provide cover staffing as using club committee members is not a long-term option.
- Ongoing - New road signage required to help promote the Boat Club Bistro – Stephen to action

### Sailing

- **Racing calendar on the club web site is not accurate. Mark to forward the latest version – Ian to update.**
- Ian to post last year's racing results and prize giving event photos to the web site. Mark to forward the photos.
- Racing participants encouraged to post any photos they take to the clubs Facebook page. Hopefully this will help to build interest in the club racing.

### Tall Ships

- Council consenting process ongoing. There are a few issues still to be resolved.
- Meeting to be held early this week for the on the water organising crew.
- The supply of a 2<sup>nd</sup> Refrigeration unit is still to be arranged
- The Band for the Club rooms has been booked.
- MMS permit received.
- Event supports – we will consider adding event supporter's logo's, those who contribute over \$1000, to our Tall Ships web page and all TS's correspondence. To be discussed at the next TS meeting.
- Contact Doc to ensure the lawns are mowed in advance of the regatta, not on the day.

### Youth Sailing

- Further discussions are underway with Russell School regarding Yachting New Zealand Rūnā school sailing programme, which is replacing the current youth sailing programmes.
- The Runa program will run from February 28<sup>th</sup> to March 1<sup>st</sup>, 2024.
- Jay's documentation that is required to facilitate the programme has been submitted to the committee for signoff. Ian has responded with a few questions.
- Ongoing - Detailed plans and a resource consent will be required before the proposed youth sailing shed alterations can proceed.

### Etchell's

- The Club Etchell has a new crew.
- A private Etchell may also join the club's racing fleet bring the Etchell numbers to 4.
- The naming of the Club's Etchell will done while the boat is on the slipway. Hopefully this will be before Christmas. The event will be advertised via Facebook.
- Consider selling the club's 2<sup>nd</sup> Etchell as it will be cheaper to purchase a more competitive boat than restore the current boat.

#### Slipway, Dinghy Dock & Moorings

- See above H&S points.

#### Fundraising

- Mark presented a list of possible funding sources.
- Fletcher is working on fundraising for our sailing programme and Tall Ships Regatta.

#### Merchandise

- Nothing to report.

#### Liveboards

- Mark noted there were no concerns to report.

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### General Business

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- Monthly committee meetings taking too long. Ideas were discussed on how to shorten them.
- Bruce to change the club's internet access plan to unlimited data. Expected additional cost is \$10/month.
- Ongoing -Tony Hanlon is assisting with identifying and naming all club related photos on the club house walls.
- Ongoing - Trish to discuss with Brent about getting the internal security camera up and running again after a series of recent attempts to access the club through the shower/toilet access sliding door. Additional CCTV camera signs to be installed as a deterrent.
- On-going - Kevin's suggestion regarding the problem with long stay dinghy's ties to the wharf was discussed and it was agreed to action a sign that states dinghy's tied up for an extended period will be moved to the shore or to the endless rope. Kevin to investigate reinstating the endless rope system. Bruce to action the sign.

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### Items for Mainsheet and Club Calendar

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- Suggestions to Mark by email

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### Next Meeting

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17:30 Monday 8<sup>th</sup> January 2024, at the Russell Boating Club

Meeting closed at 21:10

Minutes taken by: Ian Holt

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_