



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

11<sup>th</sup> November 2024 @ 1730 Date | time

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## In Attendance

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

**Apologies:** Trish van der Sande

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

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## Approval of Minutes from previous meeting

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

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

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## Matters Arising from previous meeting minutes.

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- Nil

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## Health and Safety

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- Ongoing - An electrician is working on installing a new sensor operated light on the back of the youth sailing shed. Festoon lights for the outdoor decking area have been delivered, need hanging – Ian and Bruce.

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## Financial Report

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- The October financial accounts were presented.
- Monthly result was a profit of \$7.2k against a budgeted profit of \$11.8k.
- Bar profit well above budget and YTD reflects a higher club attendance during the winter months.
- Kitchen staffing costs well above budget.
- Income from membership fees during October less than budgeted. This is more in line with previous years where it's often taken months to receive payments. As of November 8<sup>th</sup>, 40 membership invoices still outstanding. The majority of which are in the Full and Full Family categories.

- 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 October, 2024 and payments are approved. Moved: Bruce, 2<sup>nd</sup>: Barry, Carried

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## Membership

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

- Larry Wise
- Nancy Hill

Moved: Bruce, 2<sup>nd</sup>: Helen. Carried

- The current requirement for wife's/partners of Life Members to pay membership fees was discussed. **It was agreed that Ian would add wording similar to that in the RAYC rules to the new draft constitution for discussion by the review group.**

**Motion:** For this year only, the club will reduce the membership fees for wife's/partners of current Life members to the equivalent of the YNZ annual affiliation fee.

Moved: Bruce, 2<sup>nd</sup>: Mark, Carried

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## Correspondence Report

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### Inwards:

- An email was received from Sue Fitzmaurice who was last a club member 14 months ago. The committee feels that her comments are not reflective of the general feedback the club is receiving. Bruce will reply.
- An email was received from a club member regarding the cost to hire the club rooms for their private function. The current agreement states that the hireage fee maybe discounted for club members. The committee agreed that current financial club members should only pay ½ the normal hireage fee. **Ian to update the "Clubrooms Hire Terms and Conditions" document to capture the fees payable by club members.**
- An email was received from a club member highlighting a minor water leak in the shower. Bruce has a replacement shower mixer and will install it shortly.

### Outwards

- The committee approved a letter drafted by Ian to a slipway user who didn't follow the slipway rules during their recent use of the slipway.

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## Sub Committee Reports

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### Social & Events – Helen Thomassen

- Activates

- The Any Xcuse dance night went very well. Kerikeri Social Dance group attended and have said they would like to visit more often.
- October Open Mic night also went well.
- Helen is looking at options for paid events.
- Barry is still trying to find a date for the annual cricket match. Late January or early February. The event requires a low low tide to uncover the sandbar and unfortunately the tide God is not playing ball during this period.
- Ongoing: There is an ongoing issue with the club's PA system, Helen will arrange for it to be checked by the supplier.

### Building & Maintenance – Bruce Mitchinson

- Ongoing: Bruce to arrange a local builder who is also a club member to replace the ceiling and flooring in the woman's toilets.  
Update, the builder who Bruce has in mind is currently unavailable.
- Ongoing: Ross Norman has offered to assist with adding some metal to the DOC car park. Bruce to coordinate with Simon and create a plan of action. Will need to align with a working bee. Aim to do the work sometime in November.
- Ongoing: Mark has successfully submitted a funding application to Pub Charity for the Cool Room upgrade. It could be up to a month before the club hears whether the application has been successful.
- Ongoing - It was agreed that lighting should be added in the outdoor dining area, see note above in the Health & Safety section.
- Ongoing: Next priority after the Cool room upgrade is an upgrade to the bathrooms. Bruce has completed a concept layout and has researched materials options. A Scope of Work document will be finished this side of Christmas. Helen will assist with the grant application.
- Ongoing – Ian to assist with DOC lease renewal process 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

- A review meeting was held last month between several committee members and the club's Kitchen Lessee. A number of possible changes were highlighted and captured in an email from Fletcher to the lessee. The club is yet to receive a reply to this email.
- Fletcher is continuing to look at options for reducing the club's labour costs for kitchen assistance.
- Stephen confirmed post meeting that a liquor license is not required to sell 0% alcohol drinks.
- Stephen presented options for a Bistro and Bar promotional flag for the street corner. The committee agreed to proceed with ordering two flags. One larger one for the street corner and a smaller flag for beginning of the foot accessway to the club.
- Fletcher still trying to find a cleaner for the club house.

### Sailing – Mike Bennett

- 2<sup>nd</sup> club Etchell has been moved from Simon's place thanks to Mike.

- Stephen would like to send out the Notice or Race document for next year's Etchells regatta prior to Christmas. Ian to also refresh the Etchells page on the club's web site capturing details of the regatta.
- Interclub this coming weekend.
- Prize giving. Simon will MC the event. Prizes are all arranged with the exception for the Cater Marine series. Bruce to follow-up with Dan. Post meeting update, Caters have agreed to provide the prizes for the Caters Marine series results.
- Stephen suggested that the club approach Phat House for sailing prizes as a replacement for Paroa Bay's sponsorship.
- Stephen recommended that the club continues to hand out prizes post-race.
- SI's still need refreshing to cover improved safety requirements for events taking place in the outer bay area.
- Stephen has had feedback from the organisers of Bay Week. They intend to ask for more local assistance with running the regatta to help keep costs under control.
- Ongoing - Mike to investigate if it is possible to re-instate the mast crane. Key considerations will be whether the crane requires certification and what Health and Safety processes will need to be in place for its operation.

## Tall Ships

- Another Tall Ships sub-committee meeting is required.
- Bar license application has been submitted.
- Trish arranging security.

## Youth Sailing – Mark Thomson

- The summer program is underway again. Participation has been very good with approximately 20 kids attending.
- Mark is preparing a funding application for a replacement RIB trailer.  
**Motion:** That the club applies for a \$1,500 grant from the Grassroots Trust to fund a replacement RIB trailer. Moved Mark, 2<sup>nd</sup>: Bruce. Carried
- An Outboard service has been completed by Orongo Bay Motors at no cost to the club.
- New volunteers assisting with the Youth Sailing program will require Police vetting.
- Andy has completed his YNZ coaching certificate.
- Mark asked whether it is possible to have a separate sub account for Youth sailing so they can keep better track of donations received and funds available. Trish to investigate and report back to the Committee.
- Mark hoping for assistance with the youth sailing float for the Christmas street parade.
- Jay nominated Philip, a young sailor who frequently sails on club boats as the first recipient of the Russell Wharf Trust award for a sailing voyage on the R Tucker Thompson.
- Ongoing: Vicky has approached the club to assist with running a youth sailing program during the first term of next year for the Waikare school. She is proposing a Partnership between the school and the club to achieve the desired outcomes. The club is looking forward to seeing her detailed proposal and at this stage are totally supportive.
- Ongoing - Two new Starling sails are required. Will include both items in a future grant application.

## Slipway, Dinghy Dock & Moorings

- Barry reported that the Slipway is still busy.
- **Ian to update the Club's mooring lease agreement to add the requirement for lessee's to be current financial club members.** These agreements are typically for a 12 month period so it could take up to a year for this change to be fully implemented.
- **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.**
- **Ongoing: Brett has agreed to build a cover for the winch drive belts.**

## Fundraising

- Ongoing: See above, Mark has successfully submitted a funding application for the Cool Room upgrade.
- See above, Mark has an application underway with Grassroots for the Youth Sailing RIB trailer

## Merchandise

- Ongoing: Trish will investigate the option of the club printing RBC logo stickers for members Car's and Boat's.
- Ongoing - Tall ships merchandise will be topped up only this year – Trish to arrange. Consider adding long sleeve tops to the order.

## Liveboards

- Noting to report.

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## General Business

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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.

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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 9<sup>th</sup> December 2024, at the Russell Boating Club

Meeting closed at 20:02

Minutes taken by: Ian Holt

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

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

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