



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

12th February 2024 @ 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: Mike Bennett, Fletcher Sunde

Motion: Apologies be accepted. Moved: Bruce 2nd: Kevin. 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: Barry. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- **Ongoing: Doorway to outside deck requires some no-slip matting. Stephen to arrange.**

Financial Report

- Trish presented the financial accounts to end of January for discussion and approval of payments.
- 2 x Term deposits will be rolled over for another 6 months.
- Excess funds from Cheque account will be transferred to an interest earning account.
- Existing Club mooring lease's need to sign our lease agreement within the next 30 days. Those who aren't club members will be encouraged to join the club.
- Due to unpaid mooring rental fees, Terry Smith will be asked to remove his boat from the club mooring.
- Trish to include a separate Tall Ships results report. Financial result similar to last years which in the current financial climate was a great result.
- Kevin presented a draft 2024/5 budget for review – ideas and suggestions discussed follow:

- Draft Budget achieves a break even result but required all the funding from Tall Ships to achieve this.
- Draft budget to be revised to include a 2-3 day operating model during the winter months. Reduce power and cleaning costs.
- Now that the Etchell fleet is well established the Club should sell both Etchells and re-gain income from the club mooring currently being used by one of the Etchells.
- It was reconfirmed that any purchases for good or services above \$500 must be approved by the committee. Kevin to put something in writing capturing this and other key financial policy points.
- Target to have the kitchen and bar as a single unit break even in the budget. In other words, the Bar helps to fund the Kitchen. The cost to operate the Kitchen & Bar should include a significant portion of the power and cleaning costs.
- Target to have all other departments breakeven. Bruce's quick summary suggests the draft budget currently achieves this.
- Kevin to capture the ideas discussed and re-present the draft budget at the next meeting for final approval.
- **Ongoing:** The Club is proceeding with roll out of payWave at the Bar Eftpos terminal. It appears we are still waiting for ID information for a committee member before this can proceed. Trish to follow-up with that person and the Bank.

Motion: That financial reporting is an accurate record of the accounts to the end of January 2024 and payments are approved. Moved: Bruce 2nd: Mark, Carried

Membership

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

No new members this month.

Moved: Bruce 2nd: ?? Carried

- Ongoing: Ian provided 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. The proposal was presented to the committee just prior to Christmas however due a possible club rule change being required it was decided to put it on hold and present to the membership at the next AGM.
- Ongoing: 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.

Correspondence Report

Inwards:

- A letter was received from a member regarding's the pricing of the food being offered by our kitchen. A rough check has suggested that our pricing is only very slightly higher than others around town, but we do have a lack of cheaper food options. Helen response to include our review of the operating model with the current lease expiring in May.
- Correspondence from the Harbour Board regarding an illegal mooring. Unfortunately, the club has been unable to assist.
- Correspondence from Scotty regarding the work he is doing on the Covit response repair. He would like to complete this work by presenting some recommendations to the Committee.

Outwards

- Jetty being used by some for extended periods. A formal letter outlining the club's position regarding the use of the jetty to be sent to anyone who falls into this category.

Special General Meeting

- **Agreed to proceed with a SGM on March 24th. Notice of meeting to be sent out one-month prior. Note that our rules only require 7 days' notice.**
- Notices of Motion must be received at least 14 days before the meeting. In this case an agenda should be sent out 2 weeks prior with the notice of motions.
- Any rule changes will need a majority of two-thirds of the full members present at the meeting.
- Meeting quorum is 20% of full members. Currently this sits around 45 full members – this number should be checked closer to the meeting date.
- 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 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. 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:
 - Approval of the proposed new membership class for visiting yachts.

Sub Committee Reports

Social & Events – Helen Thomassen

Helen's report:

- 4th February – a very successful open mic night – 4 new performers, Club was very busy and all dining tables full.
- I have had a complaint/ feedback from our resident dancers and supporters of all our music events. They are extremely disappointed in the decision to stop the Far North Latin Dance nights on a Thursday night. They all loved coming along and don't understand why this was done. The dance teachers Gustavo and Mercedes we also extremely upset at the Clubs decision. Meeting agreement: **Helen to respond explaining that the club is likely to reduce the number of nights it will operate during the winter months and therefore it will be difficult for this group to continue. They will be able to continue by hiring the club rooms on a non-club night.**
- Have not had much luck organising the Thank you dinner for the Tall Ships helpers. If we want this to go ahead, and I suspect it is too late now, I need numbers and details of people to contact to invite. At this late stage, perhaps a letter of thankyou from the committee sent to those involved would be the best option. Meeting agreement – see Tall Ships section below.

Building & Maintenance – Bruce Mitchinson

- Meal/drinks voucher for Mike Straub still pending?
- **Ongoing – Cool Room upgrade of Compressor and Doors – To assist with a grant application we will need quotes from two suppliers.**
- Stephen to sketch-up a plan to tidy up the Club House entrance.
- Approval was given for Mark to setup a guest WiFi access point. It was also agreed that Mark should take over the Admin of the modem.
- **Ongoing:** 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. See note above regarding a grant application. 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
- 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 Pepperall & Helen Thomassen

- Toledo have advised that they will not be renewing their lease of the Kitchen after the 12th May. The club will advertise for a replacement chief shortly. Both contract and employee models will be considered.

Helen's Report

- Second Tier of new wines are selling well, with good comments about these.
- Feedback from Bronny - The lack of credit card and payWave options is causing us to lose sales.
- A casual staff member has been training with Marni and Bronny.
- Are there any changes that need to be made to the contract before the next team is signed on? I will be following up with Veroni to see if she can tell us what we could have done differently that would have helped them and us going forward.'
- We will also need to find a cleaner to replace Veroni and Judson. One suggestion was to incorporate this into the kitchen contract, worth looking at.
- HUGE thank you to Kevin for undertaking the painting of outside tables.
- **Ongoing:** Trish to review bar labour costs as a percentage of bar sales.
- Ongoing - New road signage required to help promote the Boat Club Bistro – Design completed. Signwriter to be approached for a price.

Sailing – Mike Bennett

Report from Mike

- The racing fleet is continuing to grow, Murray Delacy has bought a new Etchell "Poker face" Giovanni raced a dingy last Wednesday, David and Kiki are now regularly racing Idle time, Tom and Zara are racing ex Barry Gordons "Verity" that Lee bought off Murray to support them in learning to use spinnakers.
- Last week Steve and Paula were away so Tony found a couple of mates to sail with him and they are now talking about buying another Etchell (one for sale in Waiheke for around \$4k)
- Average age approx 70 in a few boats now!
- Been struggling to put together a rules night, contacted Hamish at YNZ, suggested Reuben Corbett at Keri Keri, possibly a joint night with Opuia.
- Decided we ideally need a "neutral" guest presenter to attract the numbers
- Had a 30 min talk with the club handicapper today, he is happy, generally doing a great job with handicapping, would be good to get more feedback from OOD in the form of a race report and info on individual boat performance he can use to adjust ratings
- Good to have more race reports and pictures.
- I will action this through the WhatsApp group
- Lee, Steve Hardcastle and Andrew not in the WhatsApp group.

- Planning to put together a Etchells regatta before the end of the season, (faint possibility of it being the nationals). Hoping the committee will support it?. Murray leading the charge on this
- Proposal to have post-race "incidents" that don't lead to a protest discussed neutral person rather than at the club to keep the vibe nice.
- I still haven't managed to get the remaining club Etchell to the farm, need to discuss whether its best for us to buy it or not? price?
- **Ongoing** - The naming of the Club's Etchell will be done while the boat is on the slipway. The event will be advertised via Facebook.

Tall Ships

- Saturday 24th February at 3:00pm is proposed as a Tall Ships event debrief and a thank-you to the volunteers. Drinks and nibbles to be provided. Invitations and a note in Mainsheet to be sent out.
- A formal thank-you card to be presented to the Russell Four Square thanking them for their Tall Ships support.

Youth Sailing – Mark Thomson

Report from Mark:

- Committee action requests in **bold**
- **Child protection officer needs to be appointed** for Russell Runa program. From the meeting, Bruce to perform this role in the short term.
- In discussion with Waikare school about running Runa program over 3 weeks in March: 13&14, 18&19, 27&28. 3 classes of approx 16 students each. Jay's E-nine crew Vicky is involved. Vicky is interested in getting YNZ coach certification.
- After school program has resumed following the end of the summer break, nominally Thursdays. Tristan is leading while Jay is out of town. The two Starlings are proving useful for the older and more experienced kids stepping up from the Optimists.
- Additional Open Skiff donation reported last month was from Jay.
- 2 additional coaches have been identified for March, one a new joining club member who is a certified youth coach in Australia and one a club member with significant international sailing experience.
- Two days coaching were provided to visitors to Russell using club lasers in return for a \$60 donation to the club youth sailing program.
- I have indicated to Jay that I can't commit for the rest of this season beyond Russell Runa, Feb 28-Mar 1.
- **Runa**
 - The YNZ Runa program with the Russell School is scheduled for Wed-Fri, 28-29 February & 1 March.
 - We are expecting 32 students, split equally between two groups of ages 8-10 and 10-12 years.
 - Group 1 – 7 optimists plus 1 one extra optimist if needed.
 - Group 2 – 5 club lasers plus 1-2 borrowed lasers if needed.
 - We met with Russell School in December to plan the activities and will meet again shortly before the event.

- We will meet with Hayden Whitburn, YNZ Northland Rep, during Bay Sailing Week to discuss our planned program.
- RBC needs to sign the YNZ MOU and return to YNZ.
- Ongoing - Detailed plans and a resource consent will be required before the proposed youth sailing shed alterations can proceed.

Slipway, Dinghy Dock & Moorings

- Discount to be offered to a club member for an extended stay on the slipway.
- Boat access ladder to be replaced with a safer option.
- Brett to be approached to build a cover for the winch drive belts.
- **Ongoing** - Ian, Barry and Fletcher got together in December to discuss improving the slipway H&S system. We're all on the same page with understanding that a new risk assessment should be completed as no risk assessment for hauling and slipping currently exists (though a maintenance plan does). This will inform/guide any new rules or briefing instructions that need to be implemented. Barry and Ian hauled a boat in the past week and some risks were identified. More consideration of risks and mitigations needs to take place over the next few hauls. Following this we will create the risk matrix and recommend improvements and priority maintenance to the slip process and documentation.

Fundraising

- **Ongoing** - Fletcher will announce a new racing sponsor shortly!

Merchandise

- Nothing to report.

Liveboards

- Nothing to report.

General Business

- **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.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 11th March 2024, at the Russell Boating Club

Meeting closed at 20:25

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____