



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

12th May 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: Mark. 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: Fletcher. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- 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.

Financial Report

- The April financial accounts were presented by Trish.
- Month-end result was a loss of \$7.6K against a budgeted loss of \$0.5k.
- Bar recorded a loss of 4.3k. Bar purchases \$2.3k above budget and Bar labour 2.9k above budget.
- \$2k has been transferred from the building fund to assist with monthly payments
- A year end Bar stock take was completed by Trish and Oli.
- May results will be impacted by the one-week Kitchen and Bar closure.
- A building valuation is required for the insurance renewal. Trish will attempt to locate the last valuation report.

- The club's accountant has the necessary documents they require for the completion of the Year End accounts. We expect to receive the YE financial statement before the end of May.
- Ongoing: Club house hireage continues to provide a financial benefit to the club. Stephen to look at putting a flyer together to help with promoting the club house as a venue.
- Ongoing: Joel has ordered a meter so that we can check long term power usage of the club's refrigeration units.
- 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 April, 2025 and payments are approved. Moved: Bruce, 2nd: Fletcher, Carried

Membership

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

- Judy Johnson
- Burce Haynes

Moved: Bruce, 2nd: Ian. Carried

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Correspondence Report

Inwards:

- Insurance renewal documents received from Aon – One key point this year is the building will require a valuation.
- Email received from Jay requesting that an opinion piece he wrote outlining his opposition to the Waipiro Bay marina proposal be published in the May Mainsheet newsletter. Three committee members considered his request and decided that the Mainsheet newsletter should not be used to promote political, policy or other public issue viewpoints that the club itself has not taken a position on, on behalf of its members. Mark instead published an informational item.
- The club's Commodore has been invited and so will attend the YNZ AGM
- Ongoing - Kitchen extraction duct inspection and cleaning – Ian has checked our latest insurance policy endorsements and can confirm that there no requirement to have them professional cleaned. They do require regular inspections (not less than annually), and cleaning as required. Any work that the club does here must be documented.

Outwards

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- The notice of meeting will be sent out later this week
- The meeting's Agenda and Financial Statement will be made available to members before the end of this month – two weeks prior to the meeting.
- Suggestions for guest speakers – Helen to cover off the social activities and someone from the conquer Caulerpa Trust to update members on what's happening with the control of Caulerpa in the Bay area. Fletcher has offered to assist locating someone for the Caulerpa update.
- The committee requested to consider who we should shoulder tap to join the committee.

Sub Committee Reports

Social & Events – Helen Thomassen

- Activates
 - Evenstar Band night was very successful
 - Firefighters fundraiser night was also very successful
 - Wine Tasting Night – delayed due to the change in Chef
 - Suggestions from the committee for future activates include:
 - Guest speakers – Club history and inner workings of Sail GP
 - Update on building renovation project
 - Youth Sailing fund raising night at the Nauti Penguin – date TBC
- Mike, via email and Fletcher, at the meeting thanked Helen for the outstanding job she is doing with arranging and running social events
- Ongoing: Helen investigating band options for next year's Tall Ships.

Building & Maintenance – Bruce Mitchinson

- We are still having issues with the Beer Taps – Stephen to approach Phat House to arrange an audit of our equipment and collect their recommendations for improving the set-up.
- Shower waste is blocking. – Mark to try some Drano
- Fletcher suggested that we install a swing door in the 2nd opening so that we can leave the outside door open during winter opening hours. New door will require a small window so people can see if there is someone on the other side.
- Stephen has offered the club some firewood.
- Working bee. Look for a date with a low tide. The first Sunday after the AGM could be a possibility. Key jobs include repairing jetty piles and handrails.
- Ongoing - New Dock – the club has been offered a second-hand dock that is significantly larger than the current dock. It's also in very good condition. The club will require a variation to its existing Resource consent which means we will need to store the dock for several months while this process is underway. Andrew Riddell has offered to assist with the resource consent.
Update – the dock is still available; it is currently being stored on dry land in the Te Puna Inlet. Bruce has sourced some piles, and Andrew has offered to drive them for free.

- Ongoing: The planned upgrade to the bathrooms is progressing. Fiona and Helen submitted a grant application to cover the costs of this upgrade. See Fundraising section below for more details.

Kitchen, Bar & Cleaning – Fletcher Sunde & Stephen Pepperell

- A 12-month employment agreement is expected to be signed with the club's new chef this week.
- The Chef position will report to the Club Captain, Fletcher
- A sample menu has been presented which appears to be acceptable. Stephen will assist with developing the new menu, pricing and printing later this week.
- A good KPI for the kitchen operation is "Food Cost Percentages"
- Mark requested a minor change to the Chef's Role Profile - Ian
- The chef will be required to order stock.
- Kitchen will require a printer for meal orders
- The club will require a kitchen hand for 2 hours per night. The kitchen hand will report to the chef.
- Budget to be re-worked - Ian.
- Kitchen will require a deep clean by the lessee before he leaves.

Sailing – Mike Bennett and Stephen Pepperell.

- Prize giving date still to be confirmed.
- A skippers pre-season meeting will be arranged prior to the start of next season's racing
- The club is encouraging the Wind Warriors (RC yachts) to use the club's jetty and other facilities on Wednesday nights during the winter period from 4:30pm onwards. Mark suggested that they run a demonstration day to show club members their sport.
- Ongoing - Rules night for skippers, will be a Thursday night - date still to be set
- Ongoing - Stephen has agreed to assist further with communications with the club's racing sponsors.

Tall Ships

- Next meeting to be arranged after the kitchen new chef role is established.
- Ongoing - Still looking for someone to coordinate proceedings for the week leading up to the event and on the day.
- Ongoing - Bruce and Fletcher working on content for a Tall Ships article & program publication.
- Ongoing - Bruce is working on the event poster.
- Looking at also running other events on the Russell wharf during the Friday.
- 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

- Fund raising required for the RIB replacement. Christine Mosses has offered to assist.

Slipway, Dinghy Dock & Moorings

- 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. Fletcher to investigate options.
- Ongoing - Barry has limited capacity to continue with the Slipway operation. Update – The club has received an email from someone willing to take this role on. Bruce will arrange an interview with this person together with Barry.
- 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

- Ongoing - Helen and Fiona have submitted a grant application with the Lottery Grants Board to cover a long list of much-needed building upgrades. The value of the grant application which is mainly focused on the bathrooms upgrade is valued at \$100k. The club won't hear the outcome of this application until June 6th.
- Ongoing - The Nauti Penguin has agreed to run one of their community fundraisers for the club's youth sailing.

Merchandise

- Ongoing: Trish presented pricing for printed the RBC logo stickers. Their size approximately that of a cell phone. Cost pricing - \$3.28 plus GST each for an order of 100. The committee agreed to order 100 as a trial. Their sell price will be \$8.00 each and money raised will go towards youth sailing and/or the general club house maintenance. Update – the stickers will be available for sale when the bar re-opens on 21st of May

Liveboards

- Nothing to report

General Business

- New constitution – The new constitution has completed its reviewed by a working party of senior club members and is now ready for the committee to review. The committee will get back to Ian within the next week with any questions or suggested changes. Ian suggested we also consider having an informal gathering to present the new constitution to interested club members prior to the AGM in June.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 9th June 2025, at the Russell Boating Club

Meeting closed at 19:59

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____