



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

13<sup>th</sup> April 2026 @ 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, ~~Paul Thompson~~, Geof Lyman

Two thirds of committee members present required for a quorum (6).

**Apologies:** Mark Thomson, Paul Thompson.

**Motion:** Apologies be accepted. Moved: Bruce, 2<sup>nd</sup>: Mike. Carried  
Ian to approach Paul re continued membership of the committee.

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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>: ?? . Carried

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## Matters Arising from previous meeting minutes.

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- Correction to the March minutes – Hetty van Hale offered to assist with creating a sailing H&S Plan, not the club H&S Manual.

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## Health and Safety

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- Ongoing - Concerns raised about speed of vessels [dinghy's] in the mooring area exceeding 5kn. It was agreed that Mark would include a note in the next mainsheet, and that a 5kn sign be erected on the wharf.  
Update – the committee are still considering whether to add an addition 5kt sign closer to the jetty. Mark still to add a note in the Mainsheet.
- Ongoing - Mast crane – Sailing sub-committee will present a proposal to the committee regarding future use of the mast crane for “light” lifting. At a previous committee meeting, it was decided that the crane should not be used due to safety concerns.

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## Financial Report

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- The March financial accounts were circulated prior to the meeting by Trish.
- The month-end result was an above budget profit. Year-end preliminary results also an above budget profit.
- One off Doc fee of \$3,425 +GST payable in April. Two other fees amounting to \$774 +GST payable also.
- 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 March, 2026 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:~~

- No new members this month.

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

- Membership cards. With a review of the YNZ affiliation model currently underway it was decided to hold off implementing a membership management system until after this review has been completed. Ian suggested that in the meantime, we revert to the original proposal to of printing individual barcoded membership cards. Ian will refresh the committee on the details and costs of this proposal.

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## Correspondence Report

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### Inwards:

- Email from YNZ regarding hospitality assistance. Looking for up to 8 clubs to join a pilot program in collaboration with Hospitality NZ.
- YNZ have confirmed their affiliation fees for 2026/27. They are also requesting membership numbers be sent to them before the end of the month.
- Email received from the Trans-Tasman Yacht Challenge committee asking if RBC are interested in an opportunity to run a fundraising stall on the Opua Wharf during the Open day on the 24<sup>th</sup> of May.

### Outwards

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## Sub Committee Reports

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### Social & Events – Helen Thomassen

- Activates
  - Any Xcuse will pay again this Sunday after the postponed Herb Kingi cup race.

- Sand Bar Cricket Match –Saturday 18<sup>th</sup> April.
- The club should be planning for at least one, maybe two events per month during the winter months.
- A music storage box is now being built by the Men's Shed. They expect to have it completed in around two weeks. They will also add wall brackets behind the stage area to enable the large speakers to be permanently mounted to the wall.
- Ongoing: Helen would like the club house hire agreement changed to include the requirement for a bond to cover any food costs that might occur if an event is cancelled last minute. Helen to review the changes that Ian has made to the hire agreement.

### Building & Maintenance – Bruce Mitchinson & Geof Lyman

- Shower hot water, or lack of, still causing issues. Bruce has a new mixer. He will also look at replacing the solenoid valve.
  - Power upgrade to the main kitchen gas oven and exterior lighting sensor replacement still to be completed. Waiting on the electrician.
  - Larger pile at the top of the jetty ramp needs replacing. Bruce to approach Total Marine for a pricing estimate.
  - Ongoing - The Kitchen requires another deep clean so Geof will organise a working bee when things quieten down a little. Geof also suggested that the Kitchen only requires relatively minor upgrades to ensure it passes the next Council check.
  - Ongoing - Barry proposed that we re-shape a dead tree adjacent to the chained reserve entrance and then mount the recently donated rudder to it. We would add an oversized club logo to the rudder blade. See note above regarding next working bee.
  - Ongoing: Bruce to look at reconditioning the Cool Room bar side glass doors.
  - Ongoing: Cool Room Refrigeration upgrade project. With nobody coming forward from the Mainsheet ad the club will again approach North Freeze.
  - Ongoing: Geof and Bruce to kick off a project aimed at replacing many of the bolts in the club house piling structures. Paul to assist with the purchase of the new Stainless Fastenings.
- Update - bolts will now be installed post-Christmas. Replace the walkway corner pile at the same time.

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

- Helen, Fletcher and Kaye working on a new menu that will help with kitchen efficiencies improvements.
- **There is a roof leak above the gas cooker. Barry to discuss with Phil.**
- New small benchtop oven door has broken again. Repairs will be done under warranty.
- Cool room shelving required.
- Kitchen 2026/27 budget review - goal to reduce the loss for the coming year.
- Ian to look at what's required for the club to move to an On-license alcohol model. This will be possible under the new Sale and Supply of Alcohol Amendment Bill that's currently before parliament.
- Agreed that the club transition the chef's fixed term employment contract to a full-time position. The current contract expires on May 3<sup>rd</sup>.
- Drinks pricing – there appears to be an error with the pricing of a wine product where a single glass is better value than purchasing it by the bottle.

- Ongoing: Stuart planning 3 months leave from 1<sup>st</sup> May to the 1<sup>st</sup> of September. The club will cover his leave by using a bar person with an LCQ.
- Fletcher has offered to cover for staff taking leave over the next few months. The club will need to manage and Ian will need to document any conflicts of interest.
- Ian to send out his list of budget items to all.
- Helen has found a new cleaner. Due to start this week.
- Ongoing: Helen would like the festoon lights moved so the umbrellas can be used on the deck tables.

### Sailing – Stephen Pepperell & Mike Bennett.

- Prize giving – 26<sup>th</sup> of April starting at 1900 hrs.
- Phil to be approached re playing before and after the prize giving event.

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

- Nothing to report

### Youth Sailing – Mark Thomson

- Tristian has agreed to be a backup for Jay when he is away.

### Slipway, Dinghy Dock & Moorings – Barry Newland

- Invoiced payment for mooring, to Mark Tatton, outstanding.
- Invoiced payment for slipway, to Frank, outstanding.
- Ongoing: The slipway cradle needs a cleanup and repainting in places. A focused working bee might be the best option.

### Fundraising – Stephen Pepperell & Fletcher Sunde

- Helen advised that the Lotteries Grant application has been submitted and the date for decision is 14<sup>th</sup> May 2026.

### Merchandise

- Etchell shirts to remain on display for sale
- Additional short sleeve T's and Tall Ships shirts to be ordered for stock over winter

### Liveboards

- Nothing to report.

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## General Business

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- The AGM will be held on the 14<sup>th</sup> of June?
- 2026/27 Budget review process is underway. Ian will circulate his list items for discussion.
- Proposed changes to the Sale of Liquor Act, and whether the Club wanted to look at changing from Club License to an On-License. Ian to look at what's required for this change and report back to the committee.
- Ongoing - Invitation to submit a response to the proposed changes to the Marine Mammal Sanctuary. Bruce to look at this.
- Fletcher suggested that we arrange a club Letter Box by the DOC carpark.

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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 11<sup>th</sup> May 2026, at the Russell Boating Club

Meeting closed at 20:15 hrs

Minutes taken by: Ian Holt

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

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

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