



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

13th March 2023 @ 1730 Date | time

In Attendance

Bruce Mitchinson, Barry Newland, Trish van der Sande, Ian Holt, ~~Helen Thomassen~~, ~~Scotty Thomassen~~, Mark Thomson, Stephen Pepperell, Mike Bennett

Apologies: Helen and Scotty Thomassen

Motion: Apologies be accepted. Moved: Bruce 2nd: Ian. 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

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Health and Safety

- **Ongoing:** Light on the wharf not working, requires a new cable and light fitting.
Update: An electrical contractor is booked to complete the work.
- **Ongoing:** Jetty ladder – In addition to the recently installed new ladder it was suggested that we modify the existing ladder on the jetty such that it can also be used if someone falls in. This ladder is positioned at the deeper end of the jetty.
- **Causeway** - Ongoing maintenance issues. In a desperate attempt to get some ownership and action on this issue, the club is to write an official letter to the FNDC and copy the local community board member, Jane Hindle pointing out the need for urgent repairs to the causeway and that it is required to enable access to the reserve, boating club and mooring area for Fire and Emergency services.

Financial Report

- Drop in revenue for February is mostly a result of invoice timing.
- Tall Ships financial results were presented. Overall result was a profit of \$13.7K. Event sponsorship support from Caters Marine helped significantly with this result. This was a fantastic result and thanks were given to all who helped.
- **Ongoing:** End of year accounts Auditing – Our club rules state that we need to present audited annual accounts to members within 4 months of the financial year end. 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.
Update: The committee has decided not to proceed with a SGM but instead to raise the issue at a

slightly earlier AGM in June. Prior to the AGM, members will be informed of the new financial reporting standards required for incorporated societies via our Mainsheet newsletter and by email. 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 will be confirmed by regulations in 2023 as to whether the club's accounts will require auditing however it's likely that the threshold will be set higher than the operating payment levels of tier 3 which is \$2M.

- It was suggested that we also approach YNZ to see how many other yacht clubs of our size have their annual accounts audited.
- **Stephen pointed out that our accounting system (Xero) administrator role should be held with the club's accounting company. Trish to check that this is the case.**
- **Ongoing: We will require a 2023/24 budget to assist with determining any recommended club fees increases at the AGM**
- **Ongoing** - Power account seems excessive high.
Updated: Most of this cost will be from Refrigeration. Trish to check when the last service was carried out on the fridges. It was agreed that we should arrange a service ever two years.

Motion: The discussion points were agreed, the Financial Report be accepted and Payments Approved.

Moved: Bruce 2nd: Stephen. Carried

Membership

Motion: That the following people be accepted as club members: John and Hendrik van der Horst Bruyn, Saxb Thorndyke, Fletcher Sunde.

Moved: Barry 2nd: Stephen. Carried

Correspondence Report

Inwards:

- Barry still trying to arrange a time for NRC to view our Slipway in action.
- Bruce has responded to Resilient Russell correspondence.
- Email received from BOI Marine Park reminding us of what the Sewage Discharge rules are for the area. Asked that we pass this information onto club members.

Outwards

- Email to FNDC re the causeway. Asking for help
- Trespass notice issued to a person that caused problems at private function held at the club rooms.

Sub Committee Reports

Social & Events

- Sub-committee needs to confirm timing for the next Tall Ships – work with Bowls Club as they assist with the Hangi. Barry suggested that we donate to the Bowls club as a way of saying thanks for the last event. Bruce to follow-up.
- PA purchase proceeding as new quote was within guidelines agreed at the last meeting.
- Gustavo Hernandez and his Northern Latin Dance Crew are going well on Thursday nights and we've have heard positive feedback.
- Open Mic Night went extremely well and we had about 8 new musicians and singer there. We had a good crowd and most tables inside and out were full. We have people looking forward to coming back next month.

- Tara and the Boom de Ayes tickets are selling, a bit slow at the moment, but that is normal for here and we have had the same situation with the Neil Diamond show. Most people grab them at the last minute, so fingers crossed.

Building & Maintenance

- **Ongoing** - Window stays have been installed
- **Ongoing - Roof leaks –**
Update: Mike has had a look and there are no obvious problems. Will look again when it's raining.
- **Ongoing** - Mast crane. Brett Avery and Steve Hardcastle looking at whether it's practical to re-instate. Concerns were raised over the Health and Safety aspect of operating this device if it is re-instated. Mike to investigate further.
- **Ongoing** - Discussions with DOC regarding renewal of lease for areas of the club that are on their land is ongoing. The old lease expired in 2012. Aim to get this resolved first ¼ next year. Also renewing the license to use the grassed area for Tall Ships Done – **Bruce**.

Kitchen, Bar & Cleaning

- The club has been approached from a Paihia couple keen to take over the operation of the Club's kitchen after Rata's contract finishes in April.
- Based on budgets prepared by Stephen, a turnover of around \$140K pa will be required to make it viable. This will be challenging but possible. Now that we have this knowledge, Stephen will meet with them again to ensure they understand what's required.
- A review of Rata's food prices suggest they are in line with our type of venue.
- It was suggested that we have an exit interview with Rata before she leaves.
- Suggested branding for the new kitchen - "Boat Club Bistro"

Sailing

- Mike, Mark and Stephen are keen on running an audit sailing training program next summer.
- Hell Hole cruising weekend race cancelled.
- Bay of Island Yacht Club is promoting their Whangaroa race weekend in April. The event has been added to our club calendar.

Tall Ships

- Event photos will be published this week.
- **Ongoing: Debrief meeting required – Bruce to arrange.**

Youth Sailing

- Season will finish at the end of the school term – Thursday 6th of April
- Mark mentioned that Tristan is a tremendous asset to the program. It was confirmed that while he is assisting with this program, he is an honorary club member.
- Mark looking more closely at what training assets the club has and what maintenance is required.
- **Ongoing** - Bruce gave an update on progress with the new Youth Sailing shed. A concept plan has been created by Bruce. Detailed plans and a resource consent will be required before this project can proceed. Bruce has already consulted with DOC, the regional council and local Maori where their feedback has been very positive.

Etchell's

- We have a new crew for the club Etchell for next Wednesday's racing
- Mike is keen to recommission and launch the club's 2nd Etchell.
- **Ongoing:** - We need to name boat one. Ideas on how we can do this were discussed. Local place names were suggested, such as the "Matawhi Bay"
Updated: It was agreed that we will call the first Etchell, "Matawhi Bay". This and the second boat will be officially named at a ceremony next spring.
- Sponsorship – look to gain sponsorship to help cover the ongoing running costs of the boats.

Slipway, Dinghy Dock & Moorings

- The revised slipway maintenance document has been sent to NRC
- Ian working on a document for the dry out area.
- A letter was sent out to all club mooring lease's informing them that the Club mooring surveys are now overdue. Surveyors are behind schedule because of the recent bad weather. NRC have informed us they are doing whatever they can to catch-up with inspections.
- **Ongoing** – The club is still looking for a trainee to assist with the Slip-way duties.

Fundraising

- **Ongoing** - Club to apply to the Pelorus Trust for assistance with club projects.
- **Ongoing** - Need to replace the Duke as a club major sponsor. Bruce and Ian to meet with the Duke's owners.

Merchandise

- Nothing to report

Liveboards

- Nothing to report

General Business

- It was suggested that the meeting duration be kept to 2 hours maximum.
- **Ongoing** - There are two vacancies on the clubs general committee as a result of the recent resignations. It was suggested that we look for people with specific skills such as: HR, Financial and Legal. Mark to run an ad in the next Mainsheet.

Items for Mainsheet and Club Calendar

- Note about need for Audited accounts – publish closer to the AGM
- New committee members

Next Meeting

Monday 10th April at the Russell Boating Club

Meeting closed at 20:45

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____