



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

13th November 2023 @ 1730 Date | time

In Attendance

Bruce Mitchinson, Barry Newland, Helen Thomassen, Scotty Thomassen, Kevin Philpott, Mark Thomson, Fletcher Sunde, Trish van der Sande

Apologies: Ian Holt, Mike Bennett

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

Approval of Minutes from previous meeting

Motion to approve minute of previous meeting was deferred.

Matters Arising from previous meeting minutes

- Nil

Health and Safety

- **Ongoing:** Jetty ladder – It was approved to purchase an additional ladder. Kevin has relocated the existing ladder to a better location. Signs to indicate ladders are for safety use only to be actioned by Bruce.
- Fletcher is carrying out a current health and safety review of the slipway and has summarised his findings in an email being circulated for discussion.
- Temporary safety works around the youth sailing shed have been completed. Simon Taylor volunteered his time to carry out these works.
- Temporary repair to the causeway has been carried out by Simon Taylor.
- Cones and temporary barrier at the top of the haulout ramp to be actioned.
- Sign to be made for the mast crane to make it clear that this is out of order.

Financial Report

- Trish presented financial accounts to end of October for discussion and approval of payments.
- It was noted that there was sufficient funds in the accounts to make payments owed to creditors.
- Trish noted that in order to qualify for credit card and paywave use on our eft-pos system that the bank require ID for all committee members. Trish to circulate an email with information required.
- **Ongoing:** End of year accounts Auditing – 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. This still needs to be voted on by members at a special general meeting later in the year.

Motion: That financial reporting is an accurate record of the accounts to the end of October 2023 and payments are to be approved Moved: Bruce 2nd: Scotty. Carried

Membership

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

Thomas Hick

Aaron Barton

Carl and Jane Takle

John and Deb Mead

Dan Carter

Moved: Bruce 2nd: Stephen. Carried

- Stephen tabled the new information pack for new members . Paula Pepperal kindly donated time to prepare this document and photos were donated by Sue Western.

Correspondence Report

Inwards:

- Mark has had some correspondence with the Privacy Commission regarding publishing new members names in Mainsheet and club email updates. In the feedback he noted that this did not seem to be a problem , and this information has been passed on to Ian, who is updating our Privacy Policy.
- Mike to update on correspondence with the Bay of Islands Sailing Week organisers.

Outwards

- nil

AGM – Summary/ Action Points

- **End of year Accounts Auditing** – A vote on this was not called at the AGM, as this significant rule change should be voted on when there is a quorum present.
- **Yachting NZ Affiliation Fee increase** – A vote on this was not called at the AGM, based on feedback from some members, at the first meeting, that this needed further discussion in order for informed decisions to be made.
- **Covid Response Repair** – Scotty advised that he will run a follow-up meeting with the attendees at last meeting.

Sub Committee Reports

Social & Events

- Latin dancers confirmed for Thursday evening once a month
- Kevin's guitar and ukulele practice is confirmed for every second Thursday 3:30-5pm
- Hello Sailor confirmed for 25th November. Coloured wristbands to be used to manage early patrons without tickets for the concert.

- It was noted that tickets for Hello Sailor are being raffled as a club fundraiser, and it was agreed that the funds raised would go towards equipment for the club PA system.
- A private 70th birthday party hire has been requested for the 5th December. It was noted that the request to extend bar hours has been discussed with the party organisers and this will not be required.
- Helen in discussion with Frank regarding cinema nights at the club.
- Christmas Parade float to be organised for the 10th December. Bruce and Mark to organise.
- Ongoing: The koha bucket will be presented for our local music nights in order to raise funds.

Building & Maintenance

- Ongoing – Scotty’s list of building maintenance items requiring action:
 - 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

Funds are required for these items to proceed and it was suggested that this is done through the fundraising charities

- Leaking bore pipework has been repaired
- Bollard and Chain to the reserve has been repaired.
- Ongoing – level indicator on the water tank, has been purchased by Dudley Smith, however, Scotty advised that install has been delayed due to the condition of the tank lid.
- Ongoing - Meeting to start getting interest back into raising the club to be confirmed. Bruce to discuss with Ian when he returns.
- Ongoing – Phil Sweetapple has carried out the repairs to the roof and is coming back to replace the flashings on the roof penetrations, which he has identified as another source of the leaks.
- **Ongoing – Bruce still in discussion with DOC regarding renewal of lease for areas of the club that are on their land.**

Kitchen, Bar & Cleaning

- Bar discount pricing agreed to be introduced as a benefit for members. This can be managed through our current POS system, by a way of a surcharge on bar items for non-members.
- Stephen is working on the drinks menu with Marni and Bronny to update drinks pricing in conjunction with a two tier wine offer.
- Suggested initiatives from Bar Staff to increase patronage for committee’s consideration
 - Pool night – the committee noted that this should be a winter activity as limited space is required for dining over summer
 - Tradies night discount and happy hour for members – it was agreed to trial this.
 - Members discount – to be actioned as above
 - Bar menus – to be actioned as above
 - Bar tabs and table service - it was agreed to trial this.
 - Cocktails and Mocktails - it was agreed to trial this.

- Bar snacks – to be checked with the Kitchen Staff before introducing. There was some concern regarding health issues that needs to be managed with things like pretzels and nuts in bowls on the counter.
- New uniforms are on order for Bar Staff.
- Helen has organised signs to keep dogs away from dining areas in response to concerns by some members and the kitchen contractors.
- Ongoing - New road signage required to help promote the Boat Club Bistro

Sailing

- Stephen has discussed having clearer guidance for OOD operations for club racing, with Andrew Ridell, to ensure we get more consistency.
- Ian has updated the racing mark chart on line to include Smiths Buoy, which is in some of our Wednesday night courses.
- It was agreed that club policy was not to allow the use of club dinghy's, such as lasers, to be used in our keelboat racing programme. This is in follow up to a request from a club member.
- Application for club racing in the Marine Mammal Sanctuary has been approved by DOC.

Tall Ships

- Saturday 6th January is the proposed date for the 2024 Tall Ships regatta.
- Organising meeting held on the 2nd September at 3:30pm covered most of the on the land functions, including hangi and bar operations.
- Next meeting to focus on the race organisation.
- Millenium Cup organisers have been approached and are keen to promote the event.

Youth Sailing

- Further discussions are underway with Russell School regarding Yachting New Zealand Rūnā school sailing programme, which is replacing the current youth sailing programmes.
- Jay is preparing documentation to facilitate the programme and this requires committee signoff.
- Mark noted that this year's youth sailing patronage is high with 15 participants running across two days per week.
- Ongoing - Detailed plans and a resource consent will be required before the proposed youth sailing shed alterations can proceed.

Etchell's

- Stephen advised that the useable club etchell needs a clean and possibly some facebook advertising for a skipper and crew to get it racing. There was general agreement at the suggestion that if there was no interest in the boat that it should be offered up for sale.

Slipway, Dinghy Dock & Moorings

- Barry noted that he had 3 bookings for haulout on the slipway.
- Barry noted that John Grant was now back from holiday and he will approach him for assistance on the slipway again.
- Barry to contact Brett Avery regarding some maintenance required to the slipway winch.

Fundraising

- Mark to investigate the Grass Roots funding programme.
- Fletcher is working on fundraising for our sailing programme and Tall Ships Regatta.

Merchandise

- Trish has an order underway for the Tall Ships Regatta souvenir shirts.

Liveboards

- Mark noted there were no concerns to report

General Business

- Ongoing -Tony Hanlon is assisting with identifying and naming all club related photos on the club house walls
- 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.
- Kevins suggestion regarding the problem with long stay dinghy's ties to the wharf was discussed and it was agreed to action a sign that states dinghy's tied up for an extended period will be moved to the shore or to the endless rope. Kevin to investigate reinstating the endless rope system. Bruce to action the sign.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 11th December 2023, at the Russell Boating Club

Meeting closed at 20:10

Minutes taken by: Bruce Mitchinson

Signed by: _____

Title: _____

Date: _____