



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

19th January 2026 @ 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, ~~Paul Thompson~~, Geof Lyman

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

Apologies: Paul Thompson, Helen Thomassen, Trish van der Sande, Mike Bennett

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

Matters Arising from previous meeting minutes.

- Ian highlighted the wording used in the December minutes regarding BYO liquor consumption in the Club House and the requirement for a minor club rule change to ensure that BYO liquor is not consumed in the club house outside of Committee approved occasions.

Health and Safety

- Ongoing - Stephen to catch up with Hetty van Hale about where we are falling short on H&S.
- 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.
- Geof will arrange for the old fire extinguishers to be disposed of.

Financial Report

- The December financial accounts were circulated prior to the meeting by Trish.

- Month-end result was an above budget profit of \$1.2k.
- Tall Ships grants contributed \$5.6k towards this profit
- The Bar made a small profit, but this was wiped out by a larger than expected Kitchen loss.
- Fletcher and Trish to pass on the Kitchen monthly financial results along with the sales information to the Kitchen team.
- 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 December, 2025 and payments are approved. Moved: Bruce, 2nd: Barry, Carried

Membership

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

- No new members.

Moved: Bruce, 2nd: ??, Carried

- Ongoing. Membership cards. Existing supplier has let us down. Ian looking at other options. The cards will funded to the value of \$500 by Cater Marine.
- Ian outlined an online club membership management system that could be a suitable replacement for the current manual system. The Australian developed system, called [RevolutioniseSport](#) is claimed to be used by 18,000 clubs both here and in Australia. Modules within the system could also replace Mailchimp and Tockify (online calendar) meaning the additional cost to the club would be less than \$150 pa. Ian to obtain a reference from an existing NZ user and if positive, arrange a 30 day trial of the application.
- RBC has been approached by another Northland Boating Club regarding opportunities for Reciprocal club rights. A reciprocal agreement could allow club members of boating clubs who are affiliated to YNZ access to some of RBC's memberships benefits.

Correspondence Report

Inwards:

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Outwards

- Bruce is still working on a thank you letter to Rotary for their financial assistance with the purchase of the new Youth Sailing Safety RIB.
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Sub Committee Reports

Social & Events – Helen Thomassen

- Activates
 - Private function booked for the 24th of January
 - Sand Bar Cricket Match – Barry to propose a date that has a suitable tide. Stephen suggested that the event should be extended to also include a beach BBQ later that afternoon.
 - The club has been asked to open the Bar and Kitchen early on a club night to cater for a birthday party group.
- The club's Facebook page now has 1650 members.
- 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

- Geof will put together a proposal for a kitchen tidy up/refresh. This could include a re-paint and adding more stainless-steel surfaces in work areas.
- 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.
- Cool room chiller needed re-gassing in early January. It appears to be running ok again.
- Bruce to look at reconditioning the Cool Room bar side glass doors.
- 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

- New kitchen fridge arriving later this month.
- Additional casual kitchen hand required.
- 2 x casual Bar staff required.
- Stuart planning 3 months leave from July. The club will require a replacement Bar Manager during this period.
- Bar staff need to be reminded to put the flags out.
- Helen would like the festoon lights moved so the umbrellas can be used on the deck tables.
- Cleaner needs reminding to clean outside including the steps
- Consider building a mobile storage box to store the club's PA system. The box could be stored under the pool table. Also consider mounting the speakers to the wall on either side of the stage. An outside storage shed on DOC land isn't an option as it would require changes to a recently agreed lease.
- The additional Power Points required in the kitchen are underway. At the same time, the electrician will be asked to re-install the outside daylight sensor.

- The racing team would like a burger food option added back to the Wednesday night menu.
- Ongoing: Cool Room Refrigeration upgrade project. With nobody coming forward from the Mainsheet ad the club will again approach North Freeze.
- Ongoing - Fletcher to send copies of all staff contracts to Ian. Helen to send Glenda's contract.

Sailing – Stephen Pepperell & Mike Bennett.

- Etchells regatta now only 6 weeks away!
- Stephen says that the racing is generally in good shape.

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

- Programme sales were in-line with expectations.
- Ian to arrange thank you letters to those who financially or otherwise supported the event.
- The club should apply for the fire permit earlier for the next regatta.

Youth Sailing – Mark Thomson

- Update received from Jay.
- Term 4 was very busy with after school participants and the Russell School Runa program.
- Waikare School Runa program failed to eventuate.
- The poor summer weather has had an impact on the summer school holiday program.
- Coaching resources will be an issue moving into next season. Jay will be overseas and Tristan has decided not to continue with youth sailing coaching. Anyone taking over will need to have completed the Coaching NZ course and be police vetted.

Slipway, Dinghy Dock & Moorings – Barry Newland & Paul Thompson

- The slipway cradle needs a cleanup and repainting in places. A focused working bee might be the best option.
- Ongoing - A shed cleanout is required. Will add to the job list at the next working bee

Fundraising – Stephen Pepperell & Fletcher Sunde

- Ongoing: Helen having another try for funding for the bathroom upgrade.

Merchandise

- The special Tall Ships 50th anniversary merchandise has sold out.

Liveboards

- Nothing to report

General Business

- Dallas has donated some picture frames to the club as well as putting in a considerable amount of time to clean, recondition and digitally record all framed pictures on the club house walls.

Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 9th February 2026, at the Russell Boating Club

Meeting closed at 19:31 hrs

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____