



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

20<sup>th</sup> February 2023 @ 1730 Date | time

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## In Attendance

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

**Apologies:** Barry Newland, Stephen Pepperell

**Motion:** Apologies be accepted. Moved: Bruce 2<sup>nd</sup>: Scotty. Carried

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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>: Helen. Carried

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## Matters Arising from previous meeting minutes

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- Correction to minutes regarding New Members. Minutes should have included "Edward and **Brenda** Higgins"

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## Health and Safety

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- Light on the wharf not working, requires a new cable and light fitting.
- The walkway down the side of the club house next to the slipway has been repaired.
- 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.
- **Completed:** Fire alarm now working. Fixed prior to Tall Ships
- **Completed.** Mark pointed out a Health and Safety issue with the sea wall in front of the Youth Sailing shed. Wave motion has caused erosion behind the concrete wall making it very difficult to climb up. Mike as added some fill in the gaps behind the wall. Smoothing out the bank above the wall will also help.
- **Completed.** Slipway requires water blasted prior to Tall Ships – Barry

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## Financial Report

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- Funds temporary transferred from the online bonus saver to the cheque account to help pay the insurance and YNZ invoices have been transferred back again.
- Term Deposits #23 and #24 will rollover for another 6 months
- An outstanding payment for mooring fees has been paid.
- **Tall Ships financial results will be available at the next month's committee meeting.**
- Scotty suggested we should review the cost of the bands for next year's Tall Ships.
- 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 a SGM. Note that it is no longer a legal requirement for clubs the sizes of ours to have Audited results.

- **We will require a 2023/24 budget to assist with determining any recommended club fees increases at the AGM**
- Consider holding a SGM in April. Key topics:- Auditing requirements, Budget and Fees. To be discussed again at the next committee meeting
- **Ongoing** - Power account seems excessive high. Stephen suggested that we arrange a Refrigeration engineer to check the main fridges. Stephen to check current draws on existing equipment
- **Ongoing** - Still looking for a new auditor – see note above

**Motion:** The discussion points were agreed, the Financial Report be accepted and Payments Approved.  
Moved: Bruce 2<sup>nd</sup>: Mark. Carried

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## Membership

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**Motion:** That the following people be accepted as club members: Drew and Patti Belk, Zanoa & Debra Rock Evans.

**It was suggested that we send new members a welcome email confirming their membership. Ian to draft up something.**

Moved: Bruce 2<sup>nd</sup>: Scotty. Carried

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## Correspondence Report

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Inwards:

- NRC would like to view our slipway while being used. Also require the clubs updated slipway management document.
- Resilient Russell has raised an issue that occurred at the Tall Ships evening function. Bruce will respond.

Outwards

- Nil

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## Sub Committee Reports

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Social & Events

- Club Hire coordination – All private Club house booking should be approved by the committee at the next meeting. Kitchen and Bar sub-committee to take over the management of club hire.
- Add a bond equal to the hireage value to our normal club hire agreement.
- Refresh the club web site to capture more details about club hire.
- Event on March 18<sup>th</sup> will trial the use of Eventfinda.
- Access to the Doc reserve is allowed for anyone loading and unloading of equipment, goods or disabled people.
- It was agreed to proceed with the purchase of a new PA system for the club.

**Motion.** That the club proceed with the purchase a new Club PA system.

Moved Scotty. 2<sup>nd</sup> Mark. Carried.

The purchase can proceed immediately providing the purchase price is within 5% of previous quotation as seen by the committee. If not, then the revised price will need to be submitted for approval at the next committee meeting.

## Building & Maintenance

- **Ongoing** - Window stays still to be fitted.
- **Ongoing** - Roof leaks – Mike has offered to investigate and report back to the committee.
- **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.
- **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**.
- **Ongoing** - Quote received for stage power points. Price higher than expected so Scotty will arrange for a 2<sup>nd</sup> quote.
- **On hold due to lack of funds** - Looking into options for adding a cover on the outdoor seated area. Bruce working with Scotty on a concept. Need to check if this can be funded from the building fund.

#### Kitchen, Bar & Cleaning

- Rata's contract is coming to an end in April as originally agreed. **Advert for new kitchen contractor approved. Ad to be run on FB pages, Mainsheet, Russell Lights and Web site.**
- The club's cleaner is staying on until next year.

#### Sailing

- Stephen suggested that the club run an adult sail training program utilising the cub's Etchell as a training boat. The learn to sail training program would be run in accordance with YNZ's guidelines.
- Mike and Stephen both expressed a desire to build up the racing fleet for the next racing season

#### Tall Ships

- **Debrief meeting required – Bruce to arrange.**
- Report on Tall Ships required for the Mainsheet.
- Approximately 80 event photos have been made available. Will Load some onto the web site and FB

#### Youth Sailing

- Issues with the weather has meant there have only been a few sessions so far this year. Mark is attempting to run further sessions on Thursday evenings for the remainder of the summer
- Police vetting has been completed.
- **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

- Need to look for another Skipper and crew for the club Etchell. Ad in the Mainsheet and web site
- **Ongoing** - We need to name boat one. Ideas on how we can do this were discussed. Local place names were suggested, such as the "Matauwahi Bay"
- **Ongoing** - Stephen has requested a review whether we should continue with launching the 2<sup>nd</sup> boat as it requires extensive work to get it ready for racing. He estimates there is 2-3 weeks work and \$2,000 in materials required. We will also require a 2<sup>nd</sup> mooring for this boat. Stephen recommendation is that we sell the 2<sup>nd</sup> Etchell. At Mark's request the committee agreed to hold off making a final decision for a month.

#### Slipway, Dinghy Dock & Moorings

- **NRC have requested a copy of the clubs revised slipway maintenance document.**
- **Ongoing** – The club is still looking for a trainee to assist with the Slip-way duties.

- Club mooring surveys are now overdue. Surveyors are behind schedule because of the recent bad weather. NRC have been made aware of the issue. Ian to write a letter to each boat owner on the club mooring informing them of the situation. Bruce to follow up with NRC asking for some urgency to be placed on completing these mooring inspections.

#### Fundraising

- Club to apply to the Pelorus Trust for assistance with club projects
- **Ongoing** - Need to replace the Duke as a club major sponsor

#### Merchandise

- Nothing to report

#### Liveboards

- Nothing to report

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### General Business

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- **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.

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### Items for Mainsheet and Club Calendar

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- New committee members, Ad for Kitchen team, Tall Ships report, new skipper and crew for club Etchell

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### Next Meeting

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Monday 13<sup>th</sup> March at the Russell Boating Club

Meeting closed at 21:05

Minutes taken by: Ian Holt

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

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

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