



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

20<sup>th</sup> May 2024 @ 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 (mobile link)

### Apologies:

Barry Newland, Helen Thomassen, Stephen Pepperall

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

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## Matters Arising from previous meeting minutes.

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- Nil

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## Health and Safety

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- Ongoing: Doorway to outside deck requires some no-slip matting. Stephen to arrange.
- Ongoing: Bollard light by the chain gate to the reserve needs replacing. Ian will take over this task.
- Ongoing: We have had a request to review the level of lighting on the pathway, particularly towards the club end. One possible solution is to add a sensor light above the Youth Sailing shed. Bruce to arrange with electrician.

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## Financial Report

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- Trish presented the financial accounts to end of April and the draft FY24 results for discussion and approval of payments.
- Result for March showed a small loss however they did include the final payment to YNZ
- **2<sup>nd</sup> Club Etchell to be removed from Simon's place ASAP – Mike.**

- Trish reported the final YE results are available from the club's accountant.
- With an outgoing Treasurer we require a third signatory for the bank accounts by the end of this month. It was agreed that Bruce would take over as the third signatory.
- Ian reviewing Kevin's draft FY25 budget – will present to the committee once the ongoing kitchen operational model has been confirmed.
- The contract for the point of sale system in the bar requires renewing by the end of June. Trish has obtained a quote for renewing the contract, including cost comparison if we drop back to one point of sale terminal. As the new monthly costs are less than our current costs for the 2 terminals, and there is very little difference to drop back to one, it was agreed to renew the contract for the 2 terminals. It was noted that the Bar staff had concerns about losing the second terminal.
- Ongoing: PayWave rollout update. Following submission of further information, the approval process has gone back to the Banks AML team, and it is expected to progress to the card merchant team shortly for the final stage of what has been an extremely long process.

**Motion:** That financial reporting is an accurate record of the accounts to the end of April 2024 and payments are 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:

Gray Mathias

Graham Lange

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

- Ongoing: Ian advised that he has been working on proposed amendments to membership classes to be put to the membership, as a motion, at the AGM. This includes the proposal for a new membership class to capture visiting overseas cruising yachts, and proposed changes to Associate membership. Ian will circulate for comment this week.

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## Correspondence Report

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Inwards:

- Email from Lesley regarding berm plantings and the visit from the council in response to a complaint. It was agreed that we support the work that Lesley has done to beautify the neighbourhood. Bruce to send out a response.
- Email received from Scotty which included a summary and final report on the work has done for the Covid 19 response repair. In addition to including the summary in this months meeting minutes [see attachments], the group suggested that it was entered in

the club rules, to hold an SGM, in the event of a similar situation to the Covid outbreak and mandates, to discuss the Clubs position. The reason for an SGM is so that future committees will have the knowledge of what happened regarding the past response and what the future response will be from the Boating Club.

This was discussed by the committee and it was noted that it is outside its mandate to make rule changes and the appropriate course of action would be for the group to put forward a motion for the next AGM, so that any rule change can be voted on by the membership.

- Club insurance renewal notice received from Aon, and we have been advised that they can no longer insure our slipway, wharf, and jetties. Bruce has been in discussion with Opuia Cruising Club, some other insurance brokers to try to find an alternative solution. It was agreed that we would send Aon a note to inform them that we must have insurance for these operations and see what they suggest. Bruce to action.

## Outwards

- Nil

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## Special and Annual General Meeting

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- Ongoing. With it proving to be too difficult to arrange a separate SGM, the committee has decided to run the SGM on the same day as the AGM.
- This year's AGM will be held on June 16<sup>th</sup>. Ian has prepared the notice of meeting and agenda and Mark will put this out on Mainsheet 21<sup>st</sup> May 2024.
- The key topic to be put to the SGM for resolution is around the end of year accounts auditing, and this might have an impact on the AGM meeting agenda that follows.
- Ian has been working on the motions to be presented at the AGM and these include visiting boat membership, out of town membership, unpaid subs rules, and proposed changes to the associate membership category. Ian will email out a draft for comment.
- Mark to publish motions and reports 14 days prior to the meeting [last day 2<sup>nd</sup> June 2024]

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## Sub Committee Reports

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### Social & Events – Helen Thomassen

- It was noted that Helen is away looking after sick family and that a summary of social and events would be prepared for the next meeting. Helen will update the committee by email if there is anything urgent we need to attend to in the interim.

## Building & Maintenance – Bruce Mitchinson

- Working Bee happened on May 18<sup>th</sup>. Jobs included a general clean-up along the shore, new shingle to the reserve path, topsoil on the hangi pit, tidy up hangi pit iron, stack firewood, repair shower room window stays , repairs to the small floating jetty. Thank you to Amy for baking fresh cookies for morning tea.
- Martin has cleaned the fireplace chimney since last meeting so that the fire can be used over winter.
- Ongoing – Cool Room upgrade of Compressor and Doors – Awaiting a site visit from Northfreeze to obtain a second quote. Kerikeri Refrigeration have already been on site and awaiting their quote. At the same time we are looking to upgrade the tap beer equipment, which has been causing some maintenance issues and repair costs, and have approached our service contractor to provide a quote. This will be included in the application to a funding charity.
- Meal/drinks voucher for Mike Straub still pending. Bruce to organise
- It was agreed that lighting should be added in the outdoor dining area, and that we should revisit lighting in the storeroom. Bruce to organise with the electrician.
- The fan in the oven in the main kitchen is not working and the electrician has been asked to come and look at this. Bruce also noted a problem with the right hand burner on the stove top going out. Bruce to follow up.
- Ongoing: The Club Bathrooms are in urgent need of an upgrade. The club is hopeful of funding this work via a grant from one of the many fundraising charities. See note above regarding a grant application. We will aim to begin this work during the quieter winter months.
  - Rather than obtaining design/build pricing from contractors, which will be difficult to reconcile for a grant application, a full scope and supporting documentation will be prepared. This will be supplied to contractors for tender.
  - Scope of work for this project should include:
    - 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
- Ongoing – Ian to assist with DOC lease renewal process for areas of the club that are on their land. Bruce advised that the survey plans are back with the surveyor to add the access path to the club, across the reserve.

## Kitchen, Bar & Cleaning – Stephen Pepperall & Helen Thomassen

- The new kitchen contractor, Alvaro, started on the 15<sup>th</sup> May 2024, and so far there have been a lot of compliments for the food quality and new menu. The club has been providing volunteer kitchen hand assistance and it was agreed to continue with this arrangement while we advertise for some paid staff, that may also be able to assist with bar work.
- It was noted that a meeting had been held with our Bar Contractors, Double Dusters, to discuss matters relating to their 21 day notice to end our contract on the 24<sup>th</sup> May 2024. At the meeting possible changes to the contract were discussed with a view to entering onto a new contract if the new conditions were favourable to both parties. A revised contract was prepared and issued for review and we are awaiting a response from the Double Dusters.
- It was noted that Double Dusters will be on cleaning while Veroni is away.

## Sailing – Mike Bennett

### Report from Mike

- Summer season came to a close with a lot of positivity and excitement in the sailing group about the next season
- The Etchell regatta was a great success with 10 boats sailing.
- Thanks to Stephen and Paula for their organisation of the event, and to Tony Hanlon as OOD. Thanks also go out to the sponsors for the event.
- The sailing team would also like to acknowledge the investment by Murray and Lee in purchasing boats for others to race and continued support for the Etchell fleet.
- Mike has acquired another two Etchells, including trailers, and had one of these, 'Mexican Radio', up and running for the regatta.
- Dates in the calendar for the winter series remain current and we have a sponsor for the event. Mike is canvassing the sailing fleet to ensure that we have participants as most of the Etchell fleet are out for winter.
- Some of our racing fleet are sailing in the Opua winter series, which is coordinated with RBC winter series, to allow boats to participate in both.

## Tall Ships

- Ongoing: Date for kick-off meeting.
- Ongoing: The club should consider revamping the sponsorship document created a few years ago. Could be used for other events as well as Tall Ships.
- Ongoing: A formal thank-you card to be presented to the Russell Four Square thanking them for their Tall Ships support. Bruce

## Youth Sailing – Mark Thomson

- Bruce advised that we have 6 volunteer junior sailing coaches that have been through the Police Vetting process, to be eligible to participate in our Youth Sailing programme: Jay Howell, Mark Thomson, Tristan Kiddie, Ian Holt, Andy Tuke, and Bruce Mitchinson.

## Slipway, Dinghy Dock & Moorings

- A final draft of the new Jetty sign was approved by the committee.
- Ongoing: Brett has agreed to build a cover for the winch drive belts.
- **Ongoing** – The Health and Safety Audit has been completed thanks to Barry and Fletcher. A Hazard ID matrix and briefing documents now exist. The online quiz will be added to the club's website shortly.

## Fundraising

- Ongoing: Mark to investigate the Grass Roots funding programme.

## Merchandise

- Ian is arranging some club burgee samples from an alternative supplier for approval. This is in response to requests for more robust flags.

## Liveboards

- Noting to report.

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## General Business

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- Ongoing: New Committee members are required. Advertise via FB and Mainsheet.
- Ongoing: Set a date for an update presentation to members on the progress with the Club House Renovation project.

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## Items for Mainsheet and Club Calendar

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- Suggestions to Mark by email

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## Attachments

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- Covid response repair summary attached to these minutes

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## Next Meeting

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17:30 Monday 10<sup>th</sup> June 2024, at the Russell Boating Club

Meeting closed at 19:30

Minutes taken by: Bruce Mitchinson

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

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

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

## **Covid Response**

### **Further to the Covid response and subsequent meetings**

**Bruce has outlined the background of the clubs covid response and requirements to the mandates set out by the Government and the way the Club instigated these mandates.(see below)**

**As we all appreciate there was a huge discrepancy in views and beliefs about what the club's response should have been, but the Club has to obey by the rules stipulated in the "Governments Covid Response", so our hands were tied and we had to put in place these rules no matter the views of anyone.**

**One thing we could have done better was the communication side, letting the whole club know what was required. This seems to be the main process that we could do better if there is another Mandated Closure or other rules implemented by the Government.**

**Although people are entitled to their beliefs about Covid and the Governments response we all still must abide by the rules, knowing if we don't, we open ourselves up to any fines or actions the authorities deem appropriate even if as shown by past actions the fines overall have been dismissed. There are also other things to take into consideration including our liquor licence being put in jeopardy.**

**We don't know if there will be another lockdown or mask mandates, but we have to take into account it may happen again, so I think the best way forward is to set out and guarantee a plan of communications to the general club and then any decisions made to be made by the Committee for the Clubs Response**

### **Background**

When Government advice was published on the proposed rules, a number of initiatives were explored, focussing on keeping the bar and kitchen operations running, as is.

The kitchen and bar operate at a loss during the winter months, and the club relies on summer trading to help balance the books, therefore the main focus was to stay open, for financial reasons.

We had staff to pay, and ongoing costs to maintain the kitchen and bar facilities and stock, regardless of whether we traded or not.

Our initiatives to minimise the impact on regular kitchen/bar operations were all thwarted, when vaccine mandates were passed into law.

There was concern that someone could get seriously ill, or worse, and the actions of the committee would come under scrutiny.

Although it is not stated specifically in the club rules, it is fair to say that the expectation is that the committee act within the law.

When the vaccine mandate laws came into effect, the kitchen/bar was closed for two weeks, as we could not legally trade, as is.

There was pressure from a number of club members, to open the kitchen/bar, citing other establishments in town had done so, and that they couldn't understand what the problem was.

The decision to re-open was not taken lightly, the concern being the effect on our members that chose not to be vaccinated.

At the time this was not acknowledged, and we have set out to repair the damage caused by these actions.

### **Follow-up**

At the last AGM an apology was made to those members that were affected by the vaccine pass rules that were introduced at the time.

Subsequently the committee agreed to hold a meeting, with those affected, to raise concerns, and discuss how this situation could be addressed, if the same problem arises in the future.

At the meeting there was a general consensus that there should be no discrimination when it comes to our club members, and it was suggested that to avoid discrimination the logical conclusion would be to close the bar/kitchen, in this situation.

A summary of the meeting, and discussion points, was presented to the committee for feedback.

The consensus was, that if faced with the same financial position, it would be detrimental to the club, to close the bar/kitchen indefinitely, and this could not be mandated.

It was suggested that any decision to close the kitchen/bar should be put to the membership to vote, however, there was concern that this would not be a positive process, in terms of overcoming the issue of discrimination.

It was agreed that another meeting should be held to follow up.

### **Suggested options**

A couple of positive initiatives were touched on at the first meeting; the fish and chips and drinks, after racing, at the wharf, and the 'Not the Tall Ships Race'.

While access to the Club bar/kitchen was restricted to vaccinated members only, racing members got together on their boats at Russell Wharf, which did not fall under any mandated restrictions.

Restrictions only applied to hospitality venues, and large gatherings, and when the Club was not operating in hospitality mode, for 5 days each week, it was legal for members to get together, and BYO [club sponsored], in the same way it was done at the wharf. The club should have sponsored more of these all-inclusive in-club events.

As it was not legally possible to hold the Tall Ships Event in 2022, due to restrictions on gathering numbers, the event was cancelled.

The 'Not the Tall Ships Race' was run instead, as there were no restrictions on racing sailboats, and the prizegiving and after party was run contactless, on boats in Matauwhi Bay.

Again the club should have sponsored more of this type of all-inclusive event.