



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

8th May 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: 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: Mark. Carried

Matters Arising from previous meeting minutes

- Nil

Health and Safety

- Light on the wharf now fixed however it could be brighter to give better visibility for the security system at night.
- **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. Access to the clubhouse, mooring and reserve areas via the Causeway is importance for the efficient running of the club, reserve maintenance and Fire and Emergency services.
Update: The committee has agreed that with the lack of either DOC or FNDC coming forward to claim ownership and take responsibility for its repair, the club will try and arrange for it to be repaired using local contractors and volunteers. We will keep both FNDC and DOC well informed of our actions. We will also continue our work on determining who is the legal owner.

Financial Report

- A small loss for the month. Result included the final YNZ payment and club mooring servicing costs.
- Club's accounts have been forwarded to our accountant for preparation of the year end results.
- Sizable insurance invoice due next month.
- Need to check club's asset register vs what we have insured.
- Trish to check what the current bank fees are for Credit card and PayWave use at the bar.
- **Ongoing:** End of year accounts Auditing – see below in AGM section action items on this subject.

Motion: The discussion points were agreed, the Financial Report be accepted and Payments Approved. Moved: Bruce 2nd: Scotty. Carried

Membership

Motion: That the following people be accepted as club members: Neil and Sandra Morris

Moved: Bruce 2nd: Ian. Carried

Correspondence Report

Inwards:

- Aon Insurance package received.

Outwards

- Nil

AGM – Key Agenda Items

- Meeting Date confirmed for 25th June @ 16:00 hrs.
- Meeting notice and the agenda should be sent out 1 month prior to the meeting. The best way to do this is via a MailChimp email
- **End of year Accounts Auditing** - Our club rules state that we need to present cash basis financial results to members at an AGM within 4 months of the financial year end. Audited financial statements must be circulated to voting members of the club within 4 months of the end of the financial year and presented to the club membership for approval at a Special General Meeting before 31st December. 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.
- **Yachting NZ Affiliation Fee increase** – It was agreed that continued membership of YNZ will be taken to the membership at the AGM. It has been proposed that we detail separately in our membership fees the YNZ affiliation fee. These fees now apply to all club full and associate memberships at the same rate so the club should also consider whether the Associate membership option is still appropriate. It was suggested that this membership option be reserved to temporary memberships of less than 12 months where YNZ fees are not payable. Key points to consider when deciding whether to remain affiliated with YNZ are:
 - Club insurance cover is via YNZ's broker
 - Our youth and proposed audit sailing programs are supplied by YNZ
 - YNZ offer quality "train the "trainer" programs for our youth and audit sailing programs.
 - YNZ and Sport NZ offer high level advice on running the club via its online documentation.
 - Continued support of YNZ assists the national based elite training programs for our sport.
 - Discounts with a number of large companies who support YNZ.
 - etc...
- **Set 2023/24 Club Fees.**

- **Proposed Rule Changes:** note that a majority vote of two thirds of the members present at an annual general meeting is required to make any rule changes.
 - **Overdue Membership Fees:** - The club has an ongoing issue with some members not paying their membership fees on time. Other than members having the right to resign at any time (clause 19) we don't appear to have a clause that automatically cancels memberships when fees are overdue by a predetermined time. In this case our rules state that the committee shall use the Rules of the Royal Akarana Yacht Club as a guide (clause 14). [RAYC rules](#) cover this topic well in clause 10. It is proposed that we copy this clause into our rules with minor modifications to suit our requirements.
 - **Membership classes:** - see above note about regarding YNZ Affiliation Fees – proposal to change the description for the Associate Membership class to one that only allows it use for less than 12 months so it doesn't attract YNZ fees. This will only apply if the club remains affiliated with YNZ.
 - **Accounts Auditing:** - see note above regarding Accounts Auditing.

Sub Committee Reports

Social & Events

- Lattin dancers reducing to once per month during the winter period.
- Phil (TrueBlue) will pay on Wednesday nights opening of the Boat Club Bistro.

Building & Maintenance

- Urgent Building maintenance requirement:
 - Replace roof and internal ceiling in the rear lean-to. Consider using plywood for internal ceiling replacement. Barry to follow-up with a local roofing contractor.
 - Fireplace flue requires cleaning before use this winter season.
 - Resolve the roof leak above the Bay
- Nice to have building maintenance requirement: Scotty to contact a local builder for prices.
 - New toilets and cisterns
 - New flush system for the existing urinals or replace with new
 - New vanity for woman's
 - Look at options to Increase waterflow to toilets.
 - New vinyl flooring
 - Painting of toilets
 - Replace club main entrance door
- **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. – **Bruce.**

Kitchen, Bar & Cleaning

- New road signage required to help promote the Boat Club Bistro
- The next Kitchen inspection is expected during July this year
- New club house cleaner has been employed as a contractor.
- Bar staff required for lunch shifts. Discuss with existing bar staff to provide cover for the first week as a trial.
- Encourage club members to post on FB their dining experience at the Boat Club Bistro.
- Consider dropping the 2nd EPOS terminal as it's not being used. The initial contract period has now expired. The club is still able to hire a 2nd terminal for the Tall Ships event.

Sailing

- Application for club racing in the MMS is still with DOC waiting approval.
- The Cater's racing buoy went missing in the last storm. Looking at options for its replacement

Tall Ships

- Sunday 7th January is the proposed date for the 2024 Tall Ships regatta. Check with Hangi team.
- Book bands – Social Committee to investigate band options and report back to the Committee.
- **Ongoing: Debrief meeting required – Bruce to arrange.**

Youth Sailing

- **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

- Stephen to check with Mike regarding his plan for upgrading the club's 2nd boat. Mike has indicated that he would like to move the boat out to the Farm.
- **Ongoing** - We need to name boat one. Ideas on how we can do this were discussed. Local place names were suggested, such as the "Matauwhi Bay"
Updated: It was agreed that we will call the first Etchell, "Matauwhi Bay". This and the second boat will be officially named at a ceremony next spring.
- **Ongoing** - Sponsorship – look to gain sponsorship to help cover the ongoing running costs of the boats.

Slipway, Dinghy Dock & Moorings

- Sump pump has failed again (Failed in less than 6 months this time). Barry looking at options to replace it.
- Registration document for the dry out area completed and live on the web site. This document is aimed at assisting the Slip-master with controlling prohibited activities occurring in this area. New rules conflict with the existing wharf sign so the wharf sign has been removed.
- **Ongoing** – The club is still looking for a trainee to assist with the Slip-way duties.

Fundraising

- Helen has registered the club with both Loto and Pelorus Trust. We will require project quotes with any applications for funding.
- We should consider having a person on the committee who is dedicated to fundraising.
- **Ongoing** - Need to replace the Duke as a club major sponsor. Bruce to meet with the Duke's owners.

Merchandise

- Nothing to report

Liveboards

- Mark is looking at a way of establishing a contacts list for all club members who live aboard at Matauwhi Bay

General Business

- Tony Hanlon is assisting with identifying and naming all club related photos on the club house walls
- **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.
Update: As of this committee meeting, no one has come forward.

Items for Mainsheet and Club Calendar

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- Club History snippets.

Next Meeting

Monday 12th June at the Russell Boating Club

Meeting closed at 19:47

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____