



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

09th January 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:

- Mark Thomson, Stephen Pepperell

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: Scotty. Carried

Matters Arising from previous meeting minutes

- Nil

Health and Safety

- **Completed** - The back deck by the kitchen still needs water blasting. Ian to try and do it prior to Christmas.
- **Ongoing** - Fire alarm not working. Bruce following up with our electrical contractor. Outside lighting faults added to the list.
- **Completed** - The ladder that can be used by anyone accidentally falling into the water from the jetty or a nearby boat requires replacement. Bruce to try and source a suitable replacement that has a fold-up lower section such that it won't be damaged during low tides.
- **On-going**. 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.
- Handrail adjacent to the Slipway has been repaired. It was damaged as a result of someone mounting a ramp on the top rail to access a boat on the cradle.
- Slipway requires water blasted prior to Tall Ships - Barry

Financial Report

- There was a reasonable profit for December – Year to date still a loss.
- Term Deposit due on January 12th. Funds required for building maintenance and a return payment to the Building fund. Re-assess what funds are available post Tall Ships at the next committee meeting for a new Term Deposit.
- Invoices due this month high mainly due to Tall Ships purchases.
- Power A/C much higher due to additional club open days.

- **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

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

Membership

Motion: That the following people be accepted as club members: William Mitchinson, Trevor and Jenni Berthold, Edward Higgins

Moved: Bruce 2nd: Scotty. Carried

Correspondence Report

Inwards:

- NRC has written to the Club regarding the club house waste pipe that bridges the estuary under the walkway to the DOC carpark. The placement of this pipe over the estuary is now a permitted activity so we are able to cancel the Resource Consent. They will still monitor the drainage pipe so there maybe an ongoing fee. If this fee is more than the current resource fees, then we won't cancel the Resource Consent.
- NRC has informed the club that the contamination level at the base of the slipway post dredging is still above consented levels. No further action is required at this stage. We are required however to update the management plan for the slipway before February 10th.
- Request to hire the club for a wedding in September.

Outwards

- Nil

Sub Committee Reports

Social & Events

- Rata's Kitchen Opening went well, approximately 120 members/visitors at the club.
- Open Mic nights will start again in February.
- New music events coming with musicians who current are performing on the Open Mic nights.

Building & Maintenance

- Walkway Handrail next the slipway required repairing. See note above in Health & Safety section.
- Have purchased new window stays for Kitchen windows, require installing.
- Kitchen chiller not working - freezing food. Filter requires cleaning every month.
- There has been an offer to replace toilet wastes with correct size pipework from the pan to the sump at no cost other than materials. This should help to prevent blockages in the waste pipework. We have asked for an estimate of materials cost before work begins.
- Quote for stainless fittings for building repairs received. A price for the Timber is still required.
- **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 2nd 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.
- **Ongoing** - Roof still leaking above the bar - Bruce has contacted Phil and it's on his to do list.

Kitchen, Bar & Cleaning

- Bar staff are still to collect their Club tee shirts.
- Helen has back-up qualified Bar staff available
- New cleaner employed however she is planning on leaving in mid-February so further advertising will be required after Tall Ships
- New Bar shelving and wine racks installed thanks to Stephen
- Investigating opening the Bar at lunchtimes on Friday, Saturday and Sunday.
- Issue with dishwasher trays, the club needs to purchase additional plastic-coated correct size trays.

Sailing

- A permit which will allow the club to run races without the need to stop if boats are within 300m of a marine mammal in the MMS is still being processed by DOC.

Tall Ships

- A Doc permit which allows the club to run the Tall Ships Regatta without the need to stop if boats are within 300m of a marine mammal in the MMS has been approved. There is no cost to the club for this permit.
- An event photographer is required – Bailly is no longer available.
- Barry noted that Bruce's detailed list for the tasks required during the week prior to the race looks accurate.
- Need to find an alternative Rum supplier
- Trophies ready for prizegiving
- Hangi Pit required repairing on one site as corrugated iron supporting the hole had corroded.
- Rubbish bits arranged.
- Tent arrives Thursday
- Additional lighting being arranged. Trial Friday night.
- Printing of several documents required. Dianne at Ray White has offered to assist.
- Prize giving at 7:00pm
- Hangi serving at 7:30pm
- Key required for Junior sailing shed to enable access to a power outlet. Mark has a key.
- Need to shoulder tap someone competing in the event to write a race report.

Youth Sailing

- Police vetting is underway.
- Update from Mark regarding the Youth Sailing program for the remainder of the Summer – "Jay has left Tristan and me to continue while he's away. He and I have been in touch in the last week; both of us are a little schedule-constrained at the moment and of course the weather has been a little uncooperative. But I have the key to the shed and I've been through the exercise with Jay of using the RIB that's stored on Simon's property. I also have the parent contact list and will be polling everyone once I'm back in the Bay to work out what's feasible over the rest of the summer".
- **On-going.** 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. (This item has also been captured in the Health and Safety section of these minutes)

- **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

- Our Etchell will be back out sailing again next week for Wednesday night racing.
- **Ongoing** - We need to name boat one. Ideas on how we can do this were discussed. Local place names were suggested, such as the "Matawhi Bay"
- **Ongoing** - Stephen has requested a review whether we should continue with launching the 2nd boat as it requires extensive work to get it ready for racing. This review will take place early next year.

Slipway, Dinghy Dock & Moorings

- Next boat due to be hauled out after the Tall Ships Regatta.
- **Ongoing** – The club is still looking for a trainee to assist with the Slip-way duties.
- Club mooring surveys are now overdue, Trish following up with surveyor.
- Issue with overdue mooring fees with one of the clubs mooring. The current renter will be given termination notice if overdue payments are not paid by January 20th.

Fundraising

- **Ongoing** - Need to replace the Duke as a club major sponsor

Merchandise

- Nothing to report

Liveboards

- Nothing to report

General Business

- 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.

Items for Mainsheet and Club Calendar

- Request for additional committee members, HR, Financial and legal.
- Replacement auditor -ask for recommendations from members.
- Tall ships race report.

Next Meeting

Monday 13th February at the Russell Boating Club

Meeting closed at 19:55

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____