



# COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in **RED**

9<sup>th</sup> June 2023 @ 1730 Date | time

## In Attendance

Bruce Mitchinson, Barry Newland, Trish van der Sande, Helen Thomassen, Scotty Thomassen, Mark Thomson, Mike Bennett

**Apologies:** Ian Holt , Stephen Pepperell

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

## Matters Arising from previous meeting minutes

- Nil

## Health and Safety

- **Ongoing:** Light on the wharf - 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.
- **Ongoing:** Causeway repair – Barry and Bruce have spoken to Ross Norman and he is looking at a solution to repair. Bruce has spoken with Jane Hindle, our local FNDC representative and she is working on finding a contact in council who may be able to assist. No word yet.
- Slipway ladder support attached to cradle – Scotty suggested that we look at providing a beam that attaches to the cradle legs so that ladders can be tied at the top.

## Financial Report

- Current bank balance will cover this month's expenses.
- End of year accounts have been finalised by the accountant ready for the AGM.
- It was agreed that we will stay with Whitelaw Webber for our Xero account as this is cheaper than setting up a new account.
- Agreement with club's insurers to pay the premium in instalments. It was noted that this carries an additional finance cost of around \$1000.
- It was noted that we will make arrangements with YNZ to pay their levy in instalments.
- Trish to check what the current bank fees are for Credit card and PayWave use at the bar.
- Invoices for membership fees to start going out in August.
- **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 2<sup>nd</sup>: Mark. Carried

---

## Membership

---

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

Mark and Emma Bishop

Paul Thompson

Peter Nuttall and Alison Newell

Nick Blackman

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

---

## Correspondence Report

---

Inwards:

- We received a request from a private party to submit a formal objection to NRC for a proposed jetty in Omakiwi Bay, for Explore. It was agreed that we should not make this part of RBC business.
- Helen noted that correspondence had been received from Evita Zarina, requesting that we help advertise for assistants for Bay of Islands Race Week. A post has gone out on Facebook.

Outwards

- Nil

---

## AGM – Key Agenda Items

---

- **Meeting Date confirmed for 25<sup>th</sup> June @ 16:00 hrs.**
- Notice of meeting and supporting documents were sent out on the 25<sup>th</sup> May 2023, one month before the AGM meeting date, as required.
- **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 31<sup>st</sup> 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. The committee has decided not to proceed with a SGM but instead to raise the issue at the AGM.
- **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.

- **Set 2023/24 Club Fees** – It was agreed that we propose a fee increase, by the amount of the YNZ affiliation fees, to all existing membership classes, at the AGM.
- **Honorary Members** – Trish to check with the Tall Ships Hangi team for nominations for honorary membership, prior to the AGM
- **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

- Latin dancers confirmed for every second Thursday evening
- Kevin's guitar and ukulele practice is confirmed for Thursdays 3:30-5pm
- Mark Taipari Neil Diamond Journey Show confirmed for 22<sup>nd</sup> July through Eventfinder
- A private birthday party hire has been requested for the 29<sup>th</sup> July. TBC
- A private party hire has been requested for the 9<sup>th</sup> December. TBC
- It was agreed that the koha bucket will be presented for our local music nights in order to raise the \$200 required for plugs and leads for the stage.

### Building & Maintenance

- Urgent Building maintenance requirement:
  - Quote received from Phil Sweetapple to repair the club roof leaks for the sum of \$6,480. It was noted that the scope of work was considerable, involving complete replacement of roofing and flashings over the entry and bathroom lean-to structure. Roof leaks in the main roof over the toilets and bar, including the valley gutters will also be repaired. It was proposed that funds are drawn from the Building Fund to get this underway, and this can be paid back at a later date.

**Motion:** That Phil's quote to carry out roof repairs is accepted so that this work can get underway as soon as possible.

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

- Nice to have building maintenance requirement:
  - 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. Scotty has found a volunteer to check the bore.
  - New vinyl flooring

- Painting of toilets
- Replace club main entrance door
- **Ongoing** – Bruce still in discussion with DOC regarding renewal of lease for areas of the club that are on their land. The old lease expired in 2012. Aim to get this resolved before summer.
- Bruce proposed that we have another meeting to start getting interest back into raising the club.

#### Kitchen, Bar & Cleaning

- New road signage required to help promote the Boat Club Bistro
- The next Kitchen inspection is expected during July this year. It was noted that Veroni and Judson have worked to make the kitchen spotless.
- New club house cleaner has been employed as a contractor. It was noted that Marni and Bronwyn are keeping things clean and tidy.
- Lunchtime Bistro opening will cease due to lack of patronage. Bistro will remain open for dinner, 5 days, Wednesday through to Sunday.
- It was noted that the EPOS contract period has another year to run, therefore it is not possible to drop the 2<sup>nd</sup> terminal, as proposed, until the contract has ended.
- Scotty noted that tables are being moved around in the club and in particular tables and chairs are being put up on the stage. This means a lot of work for open mike night and dance night to clear the space. It was noted that this would normally be the club captain's role.

#### 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 7<sup>th</sup> 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.
- Bruce proposed to start the countdown organisation for Tall Ships early this year, and tie this into a debrief meeting for the 2023 event.

#### 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 2<sup>nd</sup> boat. Mike has indicated that he would like to move the boat out to the Farm.
- It was agreed that we will call the first Etchell, "Matauwahi 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 been replaced.
- Barry has 2 volunteers who have stepped up to help run the slipway.
- Trish chasing mooring fees.

#### 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

#### Liveaboards

- 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
- It was noted that we have had 2 volunteers to sit on the general committee, including a new treasurer.

---

### Items for Mainsheet and Club Calendar

---

- Club History snippets.

---

### Next Meeting

---

17:30 Monday 10<sup>th</sup> July at the Russell Boating Club

Meeting closed at 19:10

Minutes taken by: Bruce Mitchinson

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

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

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