



COMMITTEE MEETING MINUTES

Russell Boating Club

Key action items in RED

9th June 2025 @ 1730 Date | time

In Attendance

Bruce Mitchinson, ~~Mark Thomson~~, Fletcher Sunde, Trish van der Sande, ~~Mike Bennett~~, Ian Holt, Barry Newland, Helen Thomassen, Stephen Pepperall

Apologies: Mark Thomson, 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: Helen. Carried

Matters Arising from previous meeting minutes.

- Nil

Health and Safety

- All Fire extinguishers require checking and/or replacement. Stephen to check what type of fire extinguishers we should have and whether there is other safety equipment we should also have in the kitchen. The insurance policy has a number of endorsements regarding the kitchen operation. A copy of these will be circulated with the minutes.
- Ongoing - Brett Avery is looking at a possible upgrade to the slipway winch drive system to improve its safety. He will also check the winch's securing bolts as they are subject to saltwater immersion during spring high tides.
Update: As an alternative to the proposed winch upgrade, we are looking at the option of a total winch replacement as there are areas of the current winch which are nearing end of life. A new winch would be placed on a pedestal to ensure it remains above the high tide water level.

Financial Report

- The May financial accounts were presented by Trish.

- Month-end result was a small profit of \$1.1k against a budgeted loss of \$0.8k. Results included a one week close due to the chef change in the kitchen.
- \$2.5k transferred from building fund to help meet May payments.
- The budget has been revised to now include a chef employment model for the kitchen. Still requires some fine tuning as we re-learn how to run a kitchen with our own staff.
- Stephen has suggested some KPI's for the kitchen and bar operations. Trish will create a Xero report that reflects these KPI's for the June result
- Ongoing - A building valuation is required for the insurance renewal. The valuer has viewed the club house, now just waiting for their report and valuation which we are told will be available mid-June.
- Ongoing: Club house hireage continues to provide a financial benefit to the club. Stephen to look at putting a flyer together to help with promoting the club house as a venue.
- Ongoing: Joel has ordered a meter so that we can check long term power usage of the club's refrigeration units.
- Bank Account balances are available to Club Members on request.

Motion: That a 5% pay increase be awarded to the Bookkeeping role. Moved: Bruce, 2nd: Stephen, Carried

Motion: That financial reporting is an accurate record of the accounts to the end of May, 2025 and payments are approved. Moved: Bruce, 2nd: Fletcher, Carried

Membership

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

- Tracy Clifford

Moved: Bruce, 2nd: Barry. Carried

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Correspondence Report

Inwards:

- One motion has been received from a club member for the AGM. The motion requested that the club oppose on behalf of its members the use of the Fast-track Approvals Act for the proposed marina development in Waipiro Bay.
- An email was received from Doc confirming that they have received our lease application and that it will be processed as a notifiable application. The application went live on their website on 4th of June and will remain there for one month.
- An email was received from the FNDC regarding the phasing in of a new MPI food levy. This new levy will be added to the other council charges the club pays
- The Interclub round robin competition this year between the 3 clubs begins at the RSA on the 24th of June. Barry will coordinate the RBC's team.

- Local Fire Service fundraiser. Progressive Dinner between the local clubs and the Fire Service. We will need to provide nibbles. Aiming to sell 100 tickets. We will also need to provide a bus to move people from in town down to the club and back again. The event will be held on the 20th September.
- An email was received from Club member regarding a clubhouse hireage sometime between the 2nd and 11th of January for a private function. Suggest a non-club night during this period that is well clear of the Tall Ships Regatta.

Outwards

- Our insurance company has been informed that the building valuation report is delayed until mid-June
- The Commodore has replied to an email from a club member regarding the cost of meals and food selection available from the club's kitchen.

AGM

- The club will provide food nibbles for those who attend the AGM directly after the meeting.
- A 3.5% increase in the base membership fee was agreed.
Motion: That a recommendation be put to the AGM for a 3.5% increase in the base membership fees. Moved: Bruce, 2nd: Stephen, Carried
- It was agreed that we continue to offer Lynette and Warwick Cooper, Anthony and Nicole George, Trishan Kiddie and Ross Norman Honorary memberships for the next 12 months.
- There were no recommendations for life members.
- There were a few suggestions for new committee members.

Sub Committee Reports

Social & Events – Helen Thomassen

- Activates
 - Combined Open Mic/Prize giving night was extremely well attended.
 - Matariki Holiday music night with Any Xcuse – Friday 20th June
 - Wine Tasting Night – delayed due to the change in Chef
 - Youth Sailing fund raising night at the Nauti Penguin – date TBC

Building & Maintenance – Bruce Mitchinson

- Ongoing - We are still having issues with the Beer Taps –Stephen will approach Phat House and ask them to check our equipment and see if they can provide us with some upgraded equipment.
- Ongoing - Fletcher suggested that we install a swing door in the 2nd opening so that we can leave the outside door open during winter opening hours.
Update – Fletcher has the door and will order a porthole window for it. Stephen offered to help install the porthole window when it arrives.
- Working bee. Looking for a date with a low tide in July. Key jobs include repairing jetty piles and handrails.

Kitchen, Bar & Cleaning – Fletcher Sunde & Stephen Pepperell

- A printer is required in the kitchen. Beverage list needs updating.
- Moving towards have a set price for all drinks with discounts then being offered to members.
- New membership cards will be rolled out from the 1st of September. They will be a credit card sized card with a barcode that can then be scanned by the till. Bruce to mention this change at the AGM.
- The Kitchen food safety plan requires refreshing by the new Chef. Trish to contact the council to obtain their latest template. Next council verification date is in November this year.
- A budget change for the kitchen and bar labour hours has been requested by Fletcher. Chef hours increased from 15 to 24hrs per week. Kitchen hand to be employed at 8 hours per week. It was agreed to backdate this position to 28th May.
- The Kitchen extraction duct was cleaned by club volunteers last month during the changeover in chef. This saved the club a considerable amount of money. The same group also completed a much needed deep clean of the kitchen.

Sailing – Mike Bennett and Stephen Pepperell.

- A revamped sailing committee will be recommended to the general committee post the AGM.

Tall Ships

- The event poster will be released this coming week. A Tall Ships website page refresh will accompany the poster release.
- Grant applications will be submitted to cover the cost of the marquee and security.
- Annie is working on an event program that will be available for sale.
- Would be helpful to have a new rum sponsor. Suggested we approach Mount Gay.
- The bands have been booked by Helen
- Ongoing - Still looking for someone to coordinate proceedings for the week leading up to the event and on the day.
- Ongoing: Ian will email all contestants of this year's regatta when the new poster is available thanking them for supporting the club by participating in the regatta and inviting them to attend next years 50th anniversary event.

Youth Sailing – Mark Thomson

- Jay has requested that the club purchase a replacement RIB. The model he has selected is a Southern Pacific Shearwater 340 listed at \$5,295 with free delivery. See here for further details - <https://safetyatsea.co.nz/collections/inflatable-boats/products/southern-pacific-shearwater-rib?variant=32128996442243>. Christine Mosses has offered to assist with the fundraising for this purchase.

Slipway, Dinghy Dock & Moorings

- Barry has 3 boats waiting to be slipped.
- Ongoing - Jetty security is an ongoing issue. One option the committee will investigate is improved lighting in the form of a solar powered sensor activated LED flood light mounted on the outer pontoon.
Update - Fletcher has purchased a new security light for the jetty. He is currently looking at options for mounting it.
- Bruce has interviewed a person that could replace Barry as Slipmaster.
- Ongoing: The club will provide a rubbish bin in the winch shed for slipway users to deposit any material collected from the hull of their boats while using the slipway. The boat owner will still need to remove and dispose of this material when their boat is re-launched.
Update – Bruce has purchased the rubbish bin.

Fundraising

- Following three unsuccessful grant applications, it is evident that applications should not include anything related to bar operations or equipment within the bar footprint. Helen will therefore re-submit a grant application focused solely on the bathroom upgrade.
- Ongoing - The Nauti Penguin has agreed to run one of their community fundraisers for the club's youth sailing.

Merchandise

- New Club Stickers are available for sale at the bar.

Liveboards

- Nothing to report

General Business

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Items for Mainsheet and Club Calendar

- Suggestions to Mark by email

Next Meeting

17:30 Monday 14th July 2025, at the Russell Boating Club

Meeting closed at 20:03

Minutes taken by: Ian Holt

Signed by: _____

Title: _____

Date: _____