

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 18 April 2023

The meeting commenced at 7.00pm in the clubhouse, 346 Opito Bay Road, RD1, Kerikeri.

1 Attending

M Turner (Vice-Commodore), S Cain (Keelboat), R Dempster (Marina), P Woods (Marina), N Fraser (Social/Launch), B Carter, T Bingham, D Smith, D Keen

2 Apologies

A Wells (Commodore), P Kee

Resolution: *It was resolved to accept the apologies.
Proposed B Carter/Seconded D Keen: Carried*

3 Minutes of the Previous Meeting

Resolution: *It was resolved to accept the minutes of the General Committee 21 March 2023
Proposed D Smith/Seconded B Carter: Carried*

4 Health & Safety

2 Health & Safety meetings held since the last General Committee meeting.

Accidents/incidents need to be advised to the office. R Dempster & T Bingham to advise details of 2 recent incidents they are aware of.

5 Finances

Resolution: *To approve the Profit & Loss Report to 31 March 2023.
Proposed D Smith/Seconded D Keen: Carried*

Resolution: *To approve the invoices for payment & credit card transactions for March 2023.
Proposed D Smith/Seconded R Dempster: Carried*

Boatshed alarms need checking if invoices reflect actual attendances. Boatshed sensor needs to be checked as call outs have all been no/false alarms.

Budget (draft) from sub-committees please by the next meeting.

6 Decisions

6.1 Authorisation to Use Marina Refurbishment Funds for a Proposed Feasibility Study

The Marina Committee has recommended that the KCC General Committee approve that a proposal be forwarded to the KCC Marina Trust to consider funding a feasibility study (Study brief attached to meeting agenda).

A Marina Condition Report has been completed & received. A digital copy was sent to the KCC General Committee.

Which approach should be adopted? Feasibility review first or investigation of the consenting & other legal issues?

Would this expenditure be setting a precedent of spending the funds for development when it is earmarked for refurbishment. KCC Marina Trustees will determine this.

Would any new berths be sold as licences or rented? Undecided & still under discussion.

Other funding options are also being explored. Similar expansions to fund refurbishment of other marinas have been undertaken in NZ.

Resolution: *It was resolved that the KCC Marina Trust be asked whether funding for a Shorewise Engineering Feasibility Review for additional berths at Doves Bay Marina could be funded from the Trust managed refurbishment account & for the KCC General Committee to approve commission of such a report if funding is approved by the KCC Marina Trust.*
Proposed P Woods/Seconded R Dempster: Carried

Resolution: *It was resolved that the KCC General Committee that a sub-committee of the Club be formed. The new sub-committee would comprise of: the Marina Committee Chair, Deputy Chair & M Lucas, with the right to reserve a fourth Marina Committee member if appropriate & four representatives (officers) from the General Committee. Urge committee to meet asap to define the scope of the committee & to brief the members on work to date.*
Proposed P Woods/Seconded R Dempster: Carried

The 2nd edition of marina newsletter will be sent without the condition report until approved by the subcommittee.

6.2 KCC Special General Meeting to consider & adopt Audited Accounts

Recommend that the Club hold a special general meeting for members for the purpose considering & adopting the audited accounts to 30 June 2022.

Resolution: *It was resolved to call a special general meeting for members for the purpose considering & adopting the audited accounts to 30 June 2022, the General Meeting will be held on the 19th May 2023.*

Proposed D Smith/Seconded T Bingham: Carried

6.3 Waiting Lists for Marina Berth Licences

The Marina Committee recommends removing the ‘caps’ from the berth licence waiting lists, increasing the fee to join a list from \$50 to \$500 per listing & ballot on all those who applied in the recent application rounds for the 10m & 12m lists (at the previous fee of \$50).

This will mean the amendment of the *Marina Berth Licence Waiting Lists Policy* by removing the last following text

“As at 4 May 2021 the waiting lists were closed due to over subscription. Once the waiting lists as at 4 May 2021 have been processed the maximum size of the waiting lists will be set at:

10m waiting list 12 people

12m waiting list 20 people

14m waiting list 15 people

16m waiting list 10 people

18m waiting list 7 people

20m+ waiting list 7 people”

Resolution: *It was resolved to remove the ‘caps’ from the berth licence waiting lists, increasing the fee to join a list from \$50 to \$500 per listing & ballot on all those who applied in the recent application rounds for the 10m & 12m lists (at the previous fee of \$50). This will mean the amendment of the Marina Berth Licence Waiting Lists Policy by removing the following text*

“As at 4 May 2021 the waiting lists were closed due to over subscription. Once the waiting lists as at 4 May 2021 have been processed the maximum size of the waiting lists will be set at:

10m waiting list 12 people

12m waiting list 20 people

14m waiting list 15 people

16m waiting list 10 people

18m waiting list 7 people

20m+ waiting list 7 people”

Proposed P Woods/Seconded R Dempster:

On discussion an amendment was proposed

Resolution: *It was resolved to amend the resolution such that the waiting list fee to be increased to \$100 not the initially proposed \$500 for administration of the waiting list.
Proposed P Woods/Seconded D Keen: Carried
Against P Woods, R Dempster*

Resolution: *It was resolved to remove the ‘caps’ from the berth licence waiting lists, increasing the fee to join a list from \$50 to \$100 per listing & ballot on all those who applied in the recent application rounds for the 10m & 12m lists (at the previous fee of \$50). This will mean the amendment of the Marina Berth Licence Waiting Lists Policy by removing the following text
“As at 4 May 2021 the waiting lists were closed due to over subscription. Once the waiting lists as at 4 May 2021 have been processed the maximum size of the waiting lists will be set at:
10m waiting list 12 people
12m waiting list 20 people
14m waiting list 15 people
16m waiting list 10 people
18m waiting list 7 people
20m+ waiting list 7 people”
Proposed P Woods/Seconded R Dempster: Carried*

6.4 Feva Boat Covers - P Kee

P Kee had provided a quote for RS Feva boat covers & advised RS Sailing are the only NZ off-the-shelf supplier therefore only one quote supplied.

Resolution: *It was resolved that the Club purchase replacement covers for the RS Feva boats as per the quote attached to the agenda.
Proposed T Bingham/Seconded B Carter: Carried*

6.5 Flu Vaccine Reimbursement for Staff

The Club, clubhouse & marina are reliant on staff to operate. To reduce the risk of closing due to staff sickness recommend the Club reimburse staff for the Flu Vaccine if they ineligible for a fully funded vaccine. Estimated maximum cost is 5 x vaccines at \$20-\$45 each.

Resolution: *It was resolved to reimburse Club staff for the Flu Vaccine if they ineligible for a fully funded vaccine.
Proposed D Keen/Seconded S Cain: Carried*

6.6 Actions - B Carter

Officers to review before the May meeting

6.7 Pile Replacement

Resolution: *It was resolved to pay the Johnson Bros Limited invoice #72 for \$65,112.86 (Club \$18,310.76 exc GST, Marina Trust \$38,309.03 exc GST) subject to retention of 10% of the whole quote for works uncompleted. The retention will be held from the Club's portion of the invoice.*
Proposed D Smith/Seconded T Bingham: Carried

The retention will be kept from the Club portion of the invoice so the marina portion will be fully paid.

6.8 Team Kee - D Keen

\$50,000 has been applied for from Sport Northland for centreboard coaching but this application shouldn't hinder a further application from the Club on behalf of the team for competing.

Resolution: *It was resolved support an application to Foundation North for \$4,566 for the purpose a suite of sails & boat charter for Erin & Isla Kee for the upcoming regattas in Europe. The Club will donate polo shirts & caps for each.*
Proposed D Keen/Seconded R Dempster: Carried

It is anticipated that the sails will come back into the Club's pool of sails on completion of the regatta.

6.9 Changes to the Incorporated Societies Act 2022 - T Bingham

Recommended changes (see files attached to agenda) will enable the Club to comply with the new act which opens for registration in October this year and will remain open for 3 years. T Bingham recommends that the General Committee proposes at the 2023 Club AGM to accept the changes to the Constitution and adopt the General Committee membership declarations for the 2023/24 General Committee. Not all the changes need to be added to the Constitution, in fact, most are concerned with how we do things and who is eligible to join a committee for an incorporated society.

The files relevant to this agenda item are: *Consent & Duties of a Club Officer, Consent to Join, Dispersion of assets on winding up the Club, General Committee declaration fit to join, General Committee Guidelines for meetings & conduct, Incorporated Societies Complaints Procedure,*

At the May General Committee meeting, committee members to have forwarded final comments to T Bingham & final changes to Constitution will be recommended for inclusion in the AGM agenda 2023.

6.10 Tsunami Siren

Northland Emergency Management (NEM) have written to advise the tsunami siren will be replaced. The replacement siren requires a 2.5m² concrete pad, solar panels & stands either 1153mm or 1788mm high (two versions). NEM propose to locate this siren on the front lawn of the clubhouse.

Recommendation: agree to location of siren on Club land as long as an alternative location can be found as the clubhouse front lawn is, on occasion, used for other purposes e.g. wedding services etc

M Turner & M MacDiarmid to advise suitable locations for the tsunami siren to the Emergency Management agency.

7 New Members & Resignations

7.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Second
Alexandra McDonald	Centreboard Sailing Race Squad	Youth	Kerikeri	-	Jenn Rowsell	Peter Rowsell
Graham Minhinnick	-	Senior	Kerikeri	-	Annie Prestt	Daryl Davies
Vincent Wardlaw	Future Marina Berth, ease of use, kids sailing later this year	Senior	Kerikeri	Launch (SIGNATURE)	Gary Gillbanks	Kelvin Petrie
David Campbell & Sally Betts	Sailing, Socialising, Racing	Family	Kerikeri	Keeler (OPPORTUNITY)	John Power	Richard Power
Geoff & Michelle Cook	Sailing, new owners of ATA RANGI	Long Distance	Kerikeri	Keeler (ATA RANGI)	Peter Jones	Barbara Draper
David Hoyle	Previous members, back on the water	Senior	Kerikeri	Launch (UNIQUE)	Phil Webb	Andrew Turner
Nicholas Bindon & Donna George	Soicla & Boating	Family	Kerikeri	Launch + Trailer Boat	Rex Barnaby	Brian Bindon
Malcolm Kildare	Boat moored Opito Bay	Senior	Kaikohe		Brian Fife	Tony Milicich

7.2 Resignations

None this month

7.3 Change to Membership Type

Ian Kerr & Kim Sandell from Long Distance to Family

Recently moved to Kerikeri

Resolution: *To approve the new memberships, changed memberships & resignations as listed above.*

Proposed B Carter/Seconded T Bingham: Carried

8 Information Reports

8.1 Pile Mooring List

I Derrick has requested swapping the pile mooring he currently rents from the Club for a larger mooring that suits his second & new yacht. He will be added to the waiting list however of the 40 pile moorings there are only 3-6 moorings that can accommodate this new vessel & there are already numerous (more than 12) people ahead on the list with similar length & depth requirements. This request will be processed as per normal. NB: yachts are given preference over launches for deeper draft moorings but other than that moorings are allocated based on list ranking.

8.2 Audit Process

A meeting with BDO audit team was held in February. The BDO audit team verbally undertook that if formatted accounts were available by end of July, the Club's audit could be completed by end of August. This would provide sufficient time before the Club's AGM in late September. Further liaison with the BDO accounting team has also been conducted. The accounting team advised they would need a week at the end of July in order to have the accounts finalised/formatted ready for the audit. Conclusion: if this timeframe is maintained the accounts can be audited in time for end of September AGMs.

A pre-year-end process will be undertaken in conjunction with BDO accounting in an attempt to reduce the work schedule in July.

Membership to be advised of these developments in the weekly newsletter & as a pre-warning of the upcoming special general meeting to adopt the 22 Audited Accounts.

8.3 Club Volunteers

An appeal for Club volunteers has been drafted & sent to the chairs of each Club sub-committee for comment. This communication will now be sent to all Club members in an upcoming notice.

8.4 Security

Any security concerns or incidents to be notified to the Police & reported where appropriate to the office for collation.

9 Committee Reports

9.1 Centreboard -

9.2 Keelboat Committee -

9.3 House, Social, Launch & Cruise

9.4 Marina Committee - minutes on file

9.5 Clean Club -

10 Action Sheet

Item	Delegated Person(s)	Decisions/Future Action	Completed
Reclamation Title	T Bingham, M MacDiarmid	<p>Title Application Process</p> <ol style="list-style-type: none"> 1. Application lodged with LINZ 2. Valuation of undeveloped seabed. Valuation \$6,000-\$12,000. Quote for valuation to be obtained 3. Land valuation can be negotiated, & impairments (reductions) on the valuations made. 4. LINZ will give a list of conditions to be met before title can be issued. 5. Land will have to be purchased 6. Title allocated <p>Licence holders advised at AGM of process & potential costs. T Bingham/Thomson Wilson Law first meeting held re confirming process & costs for obtaining title - notes filed LINZ contact has retired, new contact person established. Summary of Process provided by T Bingham to Feb 2022 meeting of General Committee. LINZ appointed valuer has made a site visit.</p>	Land valuation commissioned & underway
	General Committee	<p>Decision pending on expense split between club & marina on cost of reclamation title application.</p> <p>First legal invoice of \$4,100 paid by Club</p>	

		Preliminary land assessment \$450	
Public Access Conditions of Resource Consent	A Wells, D Keen, D Smith, M Turner, T Bingham	NRC & FNDC for a council liaison meeting postponed due to local body elections	
Launching Dock	Sub-committee M Turner, D Keen, T Bingham, D Brock	Preliminary estimate received Cost of 'consent application ready' plans being sought	
Club Asset Register	A Wells, M Turner, D Smith, M MacDiarmid, P Woods	Register presented to General Committee Nov 2022 Funding options to be drafted by sub-committee & presented to the General Committee	
	M Turner, R Dempster, T Bingham, A Wells, P Woods	Confirmation of shared cost responsibilities Club: Marina. In particular access road & storm water	
Reclamation Expenses Split	Sub-Committee: M Turner, R Dempster, T Bingham, A Wells	Make recommendations back to General Committee	
NRC	A Wells	Council Liaison Meeting	
Dinghy Racks	M Turner	Assessment of potential new sites	
Moturoa Island	A Wells, M Turner	Meet to discuss dissatisfaction with domestic island rubbish in the Club's facility, long term	

		parking of vehicles & trailers in the marina & clubhouse parks	
M Smith	M MacDiarmid, M Turner	Disputes Tribunal hearing held. Tribunal found in favour of the Club & will issue Court order for the debt to be paid. Advised that ownership & removal of the vessel from the mooring are beyond the jurisdiction of the Tribunal. District Court has jurisdiction.	Completed
		Harbour Master consulted as to action on removal of the vessel.	
Health & Safety Review	Sub-committees	Sub-committees to consider & review	Underway
Clubhouse Future		Membership Drive	
		Interior Improvements - Design, Pricing House & Social Committee to be involved in scoping the project	Underway
Variation of Consent to allow power tools at haul out	M MacDiarmid	Apply	
NRC Water & Sediment Test Results	M MacDiarmid	Review of management plan - underway Settlement tank & cesspit emptied & emptying frequency increased Professional advice being sought Water testing to be undertaken to assess effectiveness of remedial actions	Underway
Marina Berth Licence Review	Marina Committee	Law North advise licence &/or Constitution rules could be more explicit when licence transfer is declined on basis of Club membership eligibility.	Underway

DoC Marina Access Review	General Committee	October	
MOSS Exemption Requirements	Centreboard	Annual assessment & remedial actions	
Haul Out Ladders	R Dempster	R Dempster will forward information about tethering ladders to hauled out boats & have a safe footing for them.	
Little Blue Shed @ Lake Manuwai	B Edwards	Keep or dispose? To be resolved.	
Changes to the Incorporated Societies Act	T Bingham	Submit constitution as is and outline compliance when submissions open.	
Policy Collation	T Bingham	Research a dropbox for Club policies	
In water hull cleaning protocol		Adopted & implemented Further review of WorkSafe obligations to be undertaken	
Mediterranean Fanworm Incident		3 month dive check in early January	Completed - no worm found
Financial Literacy Briefing	D Smith	For incoming General Committee	
Review Haul out operation	Marina Committee	Rules for boat owners	Completed
		Operators protocol	Underway - staff review underway
		WorkSafe Obligations	
		Working at heights, ladders & scaffolding	

Weigh station	R Dempster/BOI Swordfish Club (BOISW)	Organise certification of weigh station or installation of additional pile to accommodate scale Draft operating manual for approval of KCC, inc authorised operators Scope cost of amending the existing mast gantry to accommodate scales Identify future certification costs to be shared between KCC & BOISW	On hold
Centreboard & House/Social Committee Strategies		Brainstorming sessions for interested parties in early 2023	
Mast Gantry	T Bingham	New winch purchase & installation Purchase & installation of additional wire strop Strapping as indicated by report	
	M MacDiarmid	Signage - re max loading of 250kg	Awaiting installation
Storm Plan	Marina & M MacDiarmid	Underway	
Te Pewhairangi Marine Mammal Sanctuary Event Permit		Application submitted to DoC 2021 DoC advises application requires amendment. Amendment implications being considered by keelboat & centreboard committees	
Procedure & Structure for Undertaking Significant Club Projects		Being reviewed by Marina Committee	

11 Next Meeting

Next meeting 18 April 2023

Meeting closed 8.06 pm