

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 17 December 2024

The meeting commenced at 7pm in the clubhouse, 346 Opito Bay Road, RD1, Kerikeri.

1 Attending

M Turner (Commodore), T Bingham (Vice-Commodore), S Cain (Keelboat), B Carter, T Milicich (Deputy-Chair Marina), P McNeil, D France (Launch & Cruise), V France (House & Social), D Brock (Secretary), A Wells (Rear Commodore), I Lipanovic (Marina Committee)

2 Welcome & Apologies

M Lawton (Marina), D Smith (Treasurer), R Dempster, A Anderson

B Carter/D Brock: Carried

3 Matters Arising

Trailers to be removed or try to move them to the top section.

4 Minutes of the Previous Meeting

Resolution: *It was resolved to accept the minutes of the previous meeting 19 November 2024.*

Proposed P McNeil/Seconded B Carter: Carried

5 Health & Safety

The Health & Safety Summary Report, Safe365 committee baseline assessment & induction form were circulated to the Committee. The Committee was advised that Andy Corson of Stay Safe would be briefing the February 2025 General Committee meeting.

Resolution: *It was resolved to accept the health & safety report.*

Proposed T Bingham/Seconded D Brock: Carried

6 Finances

To assist with the annual audit process, the following items were circulated as a list with details to the Committee & noted in the agenda & minutes with a total approved/accepted.

	Total Value	Details

Invoices for Payment	\$49,499.26	List circulated
Credit Card Transactions for Approval	\$1,076.21	List Circulated
Debtors	\$78,978	Primarily subscriptions due 31 December
Wage reconciliation	\$2,166.99	Monthly reconciliation from visitor pool to Club

Resolution: *To approve the invoices for payment (as circulated), debtor balance, credit card transactions & November 2024 wage reconciliation & profit & loss report to 30 November 2024 as circulated.*

Proposed T Milcich/Seconded P McNeil: Carried

Resolution: *That the invoices for payment &, December 2024 wage reconciliation will be circulated via email for review & approval so they can be paid without an “in-person” meeting.*

Proposed M Turner/Seconded D France: Carried

7 New Members & Resignations

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Brenda Harris	Social	Social	Kerikeri	-	N/A	N/A
Ben Semmens & Ally Viljoen	License purchase w/ parents	Family	Kerikeri	Launch (LIBERATOR)	Grant Semmens	Jean Semmens
Bruce Stallworthy	Berth rent	Long Distance	Ruakaka	Catamaran	David Horrell	Greg Moir

Resolution: *To approve the new membership applications as above.*

Proposed B Carter/Seconded T Bingham: Carried

7.1 Changes to Membership Types

Changed Memberships	Old Membership	New Membership
Michael Ludbrook	Senior	Family
Brian & Kathy Hutching	Family	Long Service

Graham Clouston	Family	Senior
Graeme Jones	Family	Senior
David & Linda Wylie	Family	Senior (D Wylie)

7.2 Resignations

Resignations (made unfinancial)	Reason for resigning	Membership
Guy Robinson	No longer uses facilities	Long Distance
Donna McKenzie	No longer uses facilities	Social
Murray Wright	Sold Berth D20, no longer using facilities	Senior
Michael & Shona Best	No longer uses facilities	Family
Murray & Leigh Masefield	No longer uses facilities	Family
David Hoffman & Suz Fitch	No longer uses facilities	Family
John Bliss	No longer uses facilities	Senior
Birgit Manning	No longer uses facilities	Social
Ronald Booster	No longer uses facilities	Long Distance
Ali Goodall	Subs too much	Social
Janet Lewis-Richardson	Subs too much	Social
David Hoyle	No longer uses facilities	Senior

Resolution: *To approve the membership changes & resignations as above.*
Proposed A Wells/Seconded D Brock: *Carried*

8 Decisions

8.1 Changes to the Long Distance Membership Category - T Bingham, M Carere, T Milicich, D Brock

Policy proposal attached. General Committee to consider for adoption.

Resolution: *That the “Membership Eligibility Policy” be revised to read as follows*
“Standard residency evidence, such as a current rates notice or 3 months of utility invoices from the preceding 12 months period, may be required as proof of residency.
□ The electoral roll may be required as proof of residency.
□ Corporate addresses (e.g. company office) will not suffice as proof of individual residency.
□ The applicant(s) may be invited to attend a meeting of the Committee to discuss their residency.
If you reside outside the Far North District boundary for more than 9 months of the year, you may be considered a long distance member.
□ □ The Club will undertake an annual review of the membership list & contact members who appear to no longer meet the criteria for full membership. Changes will be to a member’s membership category as appropriate. Membership eligibility will be researched when an application for a waiting list, pile mooring, or berth licence is made & when new membership are applied for.
If a member has been accepted for membership, they shall (considering all rules of the Club) retain that status until that status is changed. Once the status of the membership is changed, they must meet the rules for membership of the new status or new application.”
Proposed M Turner/Seconded T Bingham: Carried

8.2 January 2025 Holiday Programme - Centreboard Committee

Centreboard Committee advised via minutes the resources are not available to run this programme to the Club’s safety requirements.

Resolution: *That no school holiday sailing week/programme will be run by the Club during the December 2024/January 2025 holidays on the recommendation of the Centreboard Committee.*
Proposed T Bingham/Seconded P McNeil: Carried

8.3 Extending Fingers Docks on E Pier - Marina Committee

The Marina Committee recommends the Club permits the extension of the finger docks & the terms & conditions as circulated prior to the meeting.

Resolution: *That the General Committee agrees in principle to the extension of the marina finger docks under the terms & conditions circulated prior to the meeting.*

Proposed P McNeil/Seconded T Milicich: Carried

8.4 Club Credit Card for Volunteer - Centreboard Committee

Resolution: That the Centreboard Committee Chair, Andre Anderson, be authorised to receive a Club credit card to enable the purchase of RIB fuel & other consumables (limit \$500).

Proposed B Carter/Seconded S Cain: Carried

8.5 Reconfiguring the marina - Marina Committee

Proposal circulated prior to the meeting. General Committee asked to consider agreement in principle. It is intended that the marina “Research & Planning” budget be used for preliminary professional assessment/design.

The funds from the increased MTP (extending berths concept) would go to the Club accounts so ultimately the Club would need to reimburse the marina for the costs.

Concept of reconfiguring the t-heads i.e. adding an additional berth on the end of A & B t-head. Club would create rental berths & these funds generated from these would go towards the expenses of shared asset refurbishment.

Consider removing the finger & having only stern access. Could be an idea.

Resolution: That the General Committee agrees in principle to proceeding with preliminary design research of these marina reconfiguration ideas on the condition they are within the consented area & don't compromise the fairway to the fuel jetty.

Proposed P McNeil/Seconded S Cain: Carried

8.6 Marina Berth Rental Pool Income Disbursement Policy - Marina Committee

Draft policy circulated in advance for consideration. This had been reviewed in advance by the Club's Treasurer.

Resolution: That the following policy be adopted
“Marina Berth Rental Pool Income Disbursement Policy
Income collected from berth renters is dispersed annually.
Prior to disbursement the cost of administering the pool is deducted from the income. Once the total annual income less administration is known the balance is disbursed to those licensees (& the Club) whose berths were made available to renters. 50% is disbursed on a per night basis & 50% is disbursed on a per metre basis.”

Proposed T Milicich/Seconded D Brock: Carried

8.7 Licence Transfers - Marina Committee

Resolution: *That the following berth licence transfers be ratified, signed & sealed by the Club:*
B41 (14m) M & B Sheehan to Grant, Jean & Ben Simmons
C21 (12m) Steve Pedersen & Jude Wales to Mike & Bev Sheehan
C18 (14m) Steve Allbury & Claire Danks to Steve Pedersen & Jude Wales
E20 (16m) Rupert Shaw & Donna Blaber to Steve Allbury & Claire Danks
Proposed D France/Seconded B Carter: Carried

8.8 Marina Matters - Marina Committee

Committee to consider this month's edition of Marina Matters before it is circulated to berth licence holders.

Resolution: *That the December 2024 MM be distributed to berth licence holders.*
Proposed P McNeil/Seconded I Lipanovic: Carried

8.9 Marina Refurbishment Shed - M Turner

Recommended that the Marina Committee look to budget for a shed for marina refurbishment work & storage. Could be constructed by Club volunteers. Power & water would be required.

8.10 Changes to Club Weekly Notices - V France & D France

See attached recommendations

Resolution: *That P McNeil will draft a Club newsletter (approximately monthly) from February 2025.*
Proposed T Milicich/Seconded D France: Carried

8.11 2025 Pile Replacement Project - Marina Committee

A request has been made to the General Committee that the 2025 pile replacement programme be implemented without the engagement of an Engineer as it is repeat work & one of the two pre-approved contractors will undertake this work. The engagement of an Engineer is required by the Club's Financial Delegation & Procurement Policy. There is an allowance to no do for projects less than \$100,000 but this piling project is estimated at approximately \$200,000.

Resolution: *That the General Committee requires an Engineer for supervising the contract implementation including professional observation & certification of future repiling projects.*

And, that proposal for pile replacement for the following 3 years (2026 - 2028) be drafted. This would require the engagement of an Engineer to revise the request for proposals as there would be three separable portions for each year.

Proposed A Wells/Seconded P McNeil: Carried

9 Information Reports

9.1 Refurbishment Fund Levy - T Bingham, M Carere, T Milicich, D Brock

Rather than a Club meeting, information & a feedback process will be circulated to all Club members. A meeting may be held if it is considered necessary based on the feedback received.

A meeting would probably be attended only by members already on the waiting lists for berth licences. Therefore, initial feedback will be sought by a digital survey/feedback communication.

Feedback would be good to know who the responders are.

9.2 Introduction of an Out of Zone Membership Category - T Bingham, M Carere, T Milicich, D Brock

Deferred requires further development.

10 Committee Reports

10.1 Centreboard - minutes on file - Minutes on file

10.2 Keelboat Committee

10.3 House, Social

10.4 Launch & Cruise

10.5 Marina Committee - minutes on file

10.6 Clean Club - notes on file

10.7 Review Committee - meetings as required & no meeting since last General Committee meeting

11 Action Sheet

Item & Start Date	Delegated Person(s)	Decisions/Future Action	Status & Update Dates
Reclamation Title	T Bingham	<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. Aug 2023 - valuation submitted to LINZ but not accepted</p>	Land valuation commissioned & underway
	General Committee	<p>Decision pending on expense split between club & marina on cost of reclamation title application. First legal invoice of \$4,100 paid by Club Preliminary land assessment \$450</p>	
Launching Dock	Sub-committee M Turner, T Bingham	<p>Preliminary estimate received Cost of 'consent application ready' plans being sought</p>	

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. Harbour Master consulted as to action on removal of the vessel.	
		Dinghy Locker cleared	8/5/23
Health & Safety Review	Sub-committees	Sub-committees to consider & review	Underway
Te Pewhairangi Marine Mammal Sanctuary Event Permit	Keelboat, Cruise Centreboard Committees	Incorporate into event planning	
Fuel Jetty		Condition Assessment - received Access Restriction signs - M MacDiarmid - installed Monthly internal audit - to be drafted Plywood being installed - T Bingham Planned closure from 1 April 2024 for refurbishment Draft preliminary plan - M Turner - liaising with Haigh Workman to procure preliminary drawings	
Allied Petroleum Lease Extension		Lease extension approved by General Committee Sep 2023	
Audit Completion Report	Treasurer, Manager	Report to General Committee with recommendations for changes	
Clubhouse Interior Painting	M MacDiarmid	Quotes being sought	Underway
Existing licensees living long distance requesting licence changes		Review relevant documentation	
Marina Clean Up Proposal	B Carter	Date to be Agreed Health & Safety Plan to be drafted	

YNZ Fees Reduction		General Committee to explore options	
Environmental Clean Up Fund	A Wells	Talk with NRC	
YNZ Clean Club	B Carter	Draft newsletter article Plan for progress towards 2 star status	
Extending Marina Berth Fingers	R Dempster, M MacDiarmid	Marina Committee is progressing this project.	

12 Next Meeting

Next meeting 18 February 2025

Meeting closed 8.36pm