

# Kerikeri Cruising Club Inc (KCC)

## Minutes

Meeting of the General Committee Tuesday 20 February 2024

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

### 1 Attending

M Turner (Commodore), S Cain (Keelboat), B Carter, R Dempster (House/Social/Launch/Cruise), M Lucas (Marina), M Kee (Centreboard), D Brock (Secretary), D Smith (Treasurer)

M MacDiarmid (attending)

### 2 Apologies

P Woods (Deputy-Chair Marina), A Wells (Rear Commodore), T Bingham (Vice-Commodore)

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

### 3 Minutes of the Previous Meeting

18 January 2024 minutes to be circulated

**Resolution:** *It was resolved to accept the minutes of the previous meetings 19 December 2023.  
Proposed B Carter/Seconded D Brock: Carried*

### 4 Health & Safety

1 Health & Safety meetings held since the last General Committee meeting & 1 accident recorded on the marina. The accident was not caused by any marina fault.

Notify Worksafe about the incident with ambulance in attendance

### 5 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	Notes
Invoices	17,749.31	List circulated
Credit Card	\$1,275.15	List Circulated

Transactions		
Debtors	\$16,232.20	Subscriptions invoiced
Wage reconciliation	\$1,991.92 Dec 23 \$1,581.02 Jan 24	Monthly reconciliation from visitor pool to Club

**Resolution:** To approve the invoices for payment (plus \$17,250 inc GST to Total Marine Services), debtor balance, credit card transactions & December 2023 & January 2024 wage reconciliations as circulated.

*Proposed B Carter/Seconded R Dempster: Carried*

**Resolution:** To approve the Profit & Loss Report to 31 January 2024.

*Proposed D Smith/Seconded D Brock: Carried*

## 6 New Members & Resignations

### 6.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Peter Kriz	Re-join	Senior	Kerikeri	Keeler (TRANSFORMER)	Phil Webb	Tony Kriz
Sam Newman & Stacey Sharp	Local boaties	Family	Kerikeri	Trailer Boat	Tony Parlane	Svend Petersen
Brady & Louise McCaughan	To use facilities	Family	Kerikeri	Trailer Boat	Sean McCaughan	Mike McCaughan
Damon Guillemot	Boat launching	Senior	Kerikeri	Trailer Boat	G Gillbanks	Kris Sunde
Phillip Gore		Social	Kerikeri	-		
Denise Gore		Social	Kerikeri	-		
Kerry Sinclair	Cruising	Senior	Kerikeri	Trailer Sailer	Leigh Wichman	Peter Williams
Shanon & Chelsea McNeil	Live nearby	Family	Kerikeri	Keeler (BLUE VELVET)	Paul McNeil	Tony Milicich
Hamish Clarke	Re-join	Senior	Kerikeri	Keeler (TS Crow)	Alan Pattie	Garth Raines
Jonathan & Louise Burgess	Family sailing / Cruising	Family	Kerikeri	Keeler (JASMINE)	Peter Kee	Meillia Kee

## 6.2 Resignations

Boris & Svetlana Penchev	Sold License & moved away	Family
Martin & Leigh Hutchinson	Sold License & Boat	Family
Laurence & Sophie Bliss	No longer using facilities	Family
Nelson Glass	No longer using facilities	Long Distance
David Askew	No longer using facilities	Senior
Ross & Birte Baker	No longer using facilities, sold boat	Family
David & Shelley Scott	No longer using facilities	Family
Ian MacGregor	No longer using facilities	Long Service
Dwayne & Tanya Sanders	No longer using facilities	Family
Jonathan Corskie & Adele Thompson	No longer using facilities	Family
Greg & Gaylene Smith	No longer using facilities	Family
Les & Tersia Valentin	Sold Boat	Family

## 6.3 Change to Membership Type

Brigit Manning	Crew	Social
Mike Pitfield	Social	Senior

**Resolution:** *To approve the new memberships, resignations & changes of membership types as listed above.*

*Proposed S Cain /Seconded R Dempster: Carried*

## 7 Decisions

### 7.1 Societies Register Authorised Agent

M MacDiarmid is currently the only authorised agent to administer the Club's records on the Societies Register. Recommend that another member of the General Committee also be authorised to administer this site. Agent must have or be prepared to register a RealMe account.

**Resolution:** *To authorise D Smith to be an authorised agent to administer the Club's records on the Societies Register.*

*Proposed M Lucas /Seconded D Brock: Carried*

### 7.2 MTP Adjustment for Refurbishment Fund Contribution Increase - Marina Committee

A revised recommendation regarding will be put forward from the Marina Committee to the KCC General Committee at a later meeting.

### 7.3 Refurbishment Fund Contribution 2023/2024 Adjustment following cost validation - Marina Committee

At the January 2024 meeting the Marina Committee resolved that berth licence holders contributions to the Refurbishment Account would be increased using the differential formula that is used for OPEX charges.

The table below shows the invoice amounts by berth length for the second instalment of the 2023/2024 fees. This is the original contribution plus an additional sum to take the total cumulative contributions to \$301,000 per annum but only charged at this rate for the second fee instalment of the 2023/2024 year. These fees have been recommended by the Marina Committee & need to be approved by the KCC General Committee for adoption.

Berth Length	February 2024 Marina Fees Refurbishment Contribution exc GST
10	\$671.56
12	\$742.76
14	\$813.96
16	\$885.15
18	\$956.35
20	\$1,027.55
25	\$1,276.75

**Resolution:** *That the February 2024 Marina Fees Refurbishment Contribution sums be adjusted as per the table included below*

Berth Length	February 2024 Marina Fees Refurbishment Contribution exc GST
10	\$671.56
12	\$742.76
14	\$813.96
16	\$885.15
18	\$956.35
20	\$1,027.55
25	\$1,276.75

*Proposed M Lucas / Seconded R Dempster: Carried*

Communications: is an additional letter required to explain the invoice? No, send invoice in conjunction with February Marina Matters which addresses the issue.

### 7.4 Removing the Refurbishment Fund \$400K minimum balance requirement - Marina Committee

Recommendation to the KCC General Committee that the requirement to hold \$400,000 as a minimum balance in the Refurbishment Fund be revoked.

Background: At the January meeting the Marina Committee resolved to recommend to KCC General Committee that requirement for the Refurbishment Fund to hold a minimum balance of \$400,000 be removed.

The KCC Marina Trust Deed requires the Club to hold funds in the Refurbishment Fund sufficient to meet the next three years of planned refurbishment expenditure & this requirement is considered adequate without the \$400,000 condition.

The \$400,000 Refurbishment Fund minimum balance was resolved at the 2018 Annual General Meeting of the Kerikeri Cruising Club Berth Licence Holders ([copy of minutes linked here](#)). It is questionable as to whether that meeting had the authority to resolve this. If yes, only they can revoke? If no, is it meaningless? The minutes of the Club members AGM 2018 have no record of a resolution on this issue. Also, the figure of \$400,000 is somewhat arbitrary & now unnecessary in light of the Club's marina asset management planning including condition reports & subsequent budgeting.

**Resolution:** *That the current minimum refurbishment fund balance of \$400k is no longer relevant & has been replaced with the detailed marina asset management plan & budget. Future adequacy of the refurbishment fund will be considered against this plan & be subject to the Club's approval processes.*  
*Proposed M Lucas /Seconded D Smith: Carried*

Send Shorewise & Club cost validation reports to be forwarded to the KCC Marina Trust with a letter to the trustees explaining the situation. M MacDiarmid & M Turner to draft, Smith & Lucas to review.

### **7.5 Berth Licence Transfers - Marina Committee**

**Resolution:** *That the berth licence transfers below be approved (sign & seal):*  
*C3 (12m) from Barry & Lisa Jordan to Barry Jordan*  
*D6 (12m) from Paul Mason to Ian Kerr & Kimberly Sandell*  
*Proposed R Dempster/Seconded B Carter: Carried*

### **7.6 Marina Matters Newsletter**

A copy of this month's edition of the marina newsletter was circulated for the General Committee's consideration.

**Resolution:** *That the February 2024 edition of the Marina Matters newsletter be circulated to berth licence holders.*  
*Proposed R Dempster/Seconded D Brock: Carried*

### **7.7 Centreboard Outboard Replacement at Lake Manuwai**

**Resolution:** *That purchase of two replacement outboards (as per quotes) be approved.*  
*Proposed M Kee/Seconded D Brock: Carried*

This purchase will be made with funds secured from an insurance claim on the theft & income from Lake Manuwai Learn to Sail fees.

Increase security - remove motors to secure cupboard & consider lockbolts on the

## **8 Information Reports**

### **8.1 Solicitor's Advice**

M MacDiarmid & T Bingham met with Law North to discuss the review of Club documents & feasibility & process for establishing a Refurbishment Fund Levy. Notes circulated to the Committee.

### **8.2 Club Marine Asset Plan**

Two alternative plans for the reestablishment of the fuel jetty using the donated assets (photos attached) currently located at NorthPort are being sought.

The assets may also be used to establish a launching dock beside the eastern boat ramp. Funding sources for removal of the toxic mud at the site of the historical grid are being researched.

### **8.3 Fireworks Request**

The request to run a fireworks display as part of a wedding booking in the clubhouse was decline due to fire risk & consideration of the Club's neighbourhood.

### **8.4 Keelboat Race Calendar & clubhouse booking clashes**

Two booking/race clashes have been identified & alternative arrangements made to accommodate these.

- The Single Handed Race scheduled in the calendar for Saturday 16<sup>th</sup> March will now be run on Sunday 17<sup>th</sup> March. This is because a wedding is booked for this day.
- The End of Summer Regatta scheduled in the calendar for Saturday 23<sup>rd</sup> March will be held on the scheduled day but the prize giving will be held in the boatshed. This is because a wedding is booked for this day in the clubhouse.

Changing some of the keelboat racing schedule to Saturday races can result in clashes with private clubhouse bookings. Some weddings are booked 12months (or even longer) in advance. For the future, we'll need to check the racing calendar against event bookings before finalising it. And then once the race calendar is finalised, make sure double bookings are not taken after the calendar is set.

### **8.5 Registering the Club under the Incorporated Societies Act 2022**

An application for registration has been submitted.

### **8.6 Insurance Opex Budget Figure**

Background: 2023/24 budget cost advice for budget completion. Insurance invoices using underwriter Vero have been received & are less than half the budget provision. This expense will increase when the valuation is submitted but will still be well short of the provision. While a financial "win" this highlights the need to align the insurance cover & financial years so that accurate budgeting can be achieved.

A final valuation has been received & forwarded to Gallagher & then in turn to the marina policy underwriter, Vero. Vero has advised they are not willing to cover the marina at the new value. Vero is prepared to cover half of the marina valuation cover. A

temporary cover has been organized with Vero to ensure the marina is fully covered while another underwriter is sourced. Gallagher's agents have submitted the marina information to the consortium of underwriters (that hold the large portfolio of other NZ marina policies) & have sought terms for 50% of the marina cover or 100% of the cover if that is the only option the consortium will consider.

Obtaining terms from the consortium is taking time, but they are anticipated on 12 February. Calculation of the OPEX portion of the 2023/2024 annual fees second instalment can't be completed accurately until the premium is known.

Email request sent to Gallagher Insurance to request aligning KCC insurance cover & financial year dates. Email outlines the need for budgeting certainty as costs are passed on to members. However, this request is a secondary priority to the more important issue of securing comprehensive cover.

The marina fees invoice will be made using the original budget figure. Fee invoicing on or around 22<sup>nd</sup> February.

## **9 Committee Reports**

***9.1 Centreboard - minutes on file***

***9.2 Keelboat Committee - September & November 2023 minutes on file***

***9.3 House, Social, Launch & Cruise***

***9.4 Marina Committee - minutes on file***

**9.5 Clean Club**

**9.6 Review Committee**

## 10 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"> <li>1. Application lodged with LINZ</li> <li>2. Valuation of undeveloped seabed. Valuation \$6,000-\$12,000. Quote for valuation to be obtained</li> <li>3. Land valuation can be negotiated, &amp; impairments (reductions) on the valuations made.</li> <li>4. LINZ will give a list of conditions to be met before title can be issued.</li> <li>5. Land will have to be purchased</li> <li>6. Title allocated</li> </ol> <p>Licence holders advised at AGM of process &amp; potential costs.            T Bingham/Thomson Wilson Law first meeting held re confirming process &amp; 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 &amp; marina on cost of reclamation title application.</p> <p>First legal invoice of \$4,100 paid by Club</p>	

		Preliminary land assessment \$450	
Launching Dock	Sub-committee M Turner, T Bingham	Preliminary estimate received Cost of 'consent application ready' plans being sought	
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 Reid - to provide basic plan to potential project engineer	
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	
Health & Safety Initiatives		Create a position of Health & Safety Officer Scope an independent workplace safety assessment	

## **11 Next Meeting**

*Next meeting March 2024*

*Meeting closed 8.05 pm*