

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 21 March 2023

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

1 Attending

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

2 Apologies

D Keen

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

3 Minutes of the Previous Meeting

Resolution: *It was resolved to accept the minutes of the General Committee 21 February 2023
Proposed B Carter/Seconded S Cain: Carried*

4 Health & Safety

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

B Carter change "OSH" to "Work Safe"

5 Finances

Financial Literacy -

Reports to the General Committee is information for decision making. Marina Committee has separate bank accounts & reports.

Sub-committees get more detailed information for their own decision making & accountability.

P&L Report shows areas of activity actual income & expenditure versus budgeted.

Committees can spend approved budget without monthly approval from the General Committee.

General Committee keeping an eye on variances between budget & actual. Treasurer will bring variances to the attention of the Committee. Significant variances will be noted on the report. Note to be included: Brackets or minus sign indicate a negative figure. Wages reporting - what system to track where time is being spent.

Clubhouse performing better than budgeted

Subscriptions figure is now finalised

Resolution: To approve the Profit & Loss Report to 28 February 2023.
Proposed D Smith/Seconded B Carter: Carried

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

Audit Report - an initial meeting with BDO audit has been held & a 2nd with the accounting team will indicate whether audited accounts are achievable for an end of September AGM.

6 Decisions

6.1 Berth Licence Transfers - Marina Committee

Resolution: To approve to the berth licence transfers below
A18 (10m) from M Carere-Semb & A Carere to M Carere-Semb
A24 (10m) from E Davis-Goff & D Ryder to J Beca & M Cornish
B11 (12m) from C Riley to T & K Gibson
C18 (14m) from G Dawson to S Allbury & C Danks
D11 (16m) from Silverscreen Family Trust to R & A Gilmore
E38 (20m) from Full Jaars Trust to G & L Dixon
B34 (12m) from M Messenger to J Coote
D20 (12m) from J Coote to H & F Smith
Proposed P Woods/Seconded R Dempster: Carried

6.1 Clubhouse Fuse board Replacement

Replacement for the clubhouse fuse board was earmarked in the current year's budget as an item for the refurbishment from the major maintenance account. Three quotes have been obtained & further checks are being made on those. A recommendation to accept one of the quotes will be made at the meeting.

Resolution: To accept the Jordan Electrical Ltd quote to replace the clubhouse fuse/distribution board.
Proposed A Wells/Seconded B Carter: Carried

6.2 Fuel Jetty Condition Report

Resolution: To authorise T Bingham to obtain a 3rd quote for a condition report for the fuel jetty.
Proposed T Bingham/Seconded B Carter: Carried

6.3 Centreboard Fundraising Dinner/History Presentation

Event was sold out (100pax), \$465 raised towards Centreboard sail purchase. This format of dinner & a presentation works well for the Club. It boosts numbers in the clubhouse, creates a sense of activity, & on this occasion is a source of funds for a core Club activity. The dinners are also now relatively low demand in terms of organisation as we have a tried format. Ideas for future presentations/presenters please.

Sailing fees by instalment is acceptable.

Ideas around options for supporting sailors financially & with for example sailing clothing. A Wells, M Turner, T Bingham & any other interested committee members to meet to discuss.

Quotes for sails - B Edwards will source.

7 New Members & Resignations

7.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Secunder
David & Antoinette Edmonds	Easy access to the BOI and great facilities	Long Distance	Auckland	Launch	D Galbraith	S Galbraith

7.2 Resignations

Resignations	Membership
Mark Boltman	Senior
David & Robin de Villiers	Family
John Williams	Social
Brian & Jocelyn Jones	Family
Shane Rimmer	Senior
Nichola Robertson	Social
Dave & Deb Brokenshire	Family
Milton & Hillary Johnson	Family
Ken Goldfinch	Long Distance
Watson & Diana Bigwood	Family

Brendon Birchall	Senior
Robert Capon	Family
Branden Hall & Michelle Cooper	Long Distance
Bjorn Hilke	Senior
Peter Kriz	Senior
Harry Miller	Senior
Tim Moselen	Senior
Stephen Prendergast	Senior
Sara Rogers	Social
Trevor Ross	Social
Lee & Susan Whitehead	Family
Andrew Wildman	Long Distance
Vivienne Sexton	Senior
Harrison Nute & Doreen Zimmermann	Family
Aldon & Levarnee McCarthy	Family

Send letter to H Johnson thanking her for all the work she did in Stage II of the marina

7.3 Change to Membership Type

Frank Michaux	From Senior	To Family
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Resolution: *To approve the new memberships, changed memberships & resignations as listed above.*
Proposed R Dempster/Seconded S Cain: Carried

8 Information Reports

8.1 Clubhouse

For the year to date, the clubhouse has performed better than anticipated in the budget.

Sales are well in excess of budget. Due to turnover, purchases are also more than budgeted but gross profit for the year to date is 56% overall, moving towards the goal of 60%. Introduction of wine glasses with pour lines has improved the bar gross profit.

The wage bill is higher than budgeted. This can be partly attributed to more accurate accounting i.e. More of the 'clubhouse' duties are being undertaken by clubhouse staff & less by management because we now have sufficient staff to pick some of that up. The introduction of the point of sale system, Lightspeed, is in part responsible for the increase in "Clubhouse Expenses" but this cost is more than off-set in savings on wages. Lightspeed essentially means one bar person can serve over 100 customers on a 'normal' service night. Previously one bar person would struggle when customer numbers exceeded 65.

The regular insertion of 'special' events also boosts clubhouse figures. Two club dinner presentations boosted Sunday patronage. Now there is a formula, these events are relatively low demand in terms of organisation but a significant boost to the bottom line. Ideas please!

8.2 Audit Process

A meeting with BDO audit team was held in February. The BDO team verbally undertook that if formatted accounts were available by end of July, the Club's audit could be completed by end of August because BDO has a period of relative quiet at this time. This would provide sufficient time before the Club's AGM in late September. Further liaison is needed with the BDO accounting team to see whether it is possible to meet this schedule. Could report back to membership that a plan has been made, a general meeting of the Club needs to be held to approve the financial accounts.

8.3 Pile Replacement

Underway

8.4 Notice to Members

Volunteer or the Club activities will not proceed

8.5 Changes to the Incorporated Societies Act

On agenda for April

8.6 Feva Covers

P Kee will get quotes for replacement covers.

8.7 Raffles for Centreboard Sailors to the FEVA world championships

R Dempster will get prizes

8.8 Other

T Gibson thank you letter for cyclone work

The Marina Committee's for work on cyclone boat mooring line 'duty' was acknowledged.

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 -

Positive and going forward on tasks already set, had a set back with Fleur Corbett resigning from our Group hence it is imperative to seek recruits to join us. Bruce Carter and Dave Keen will be meeting again in late March

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