

# Kerikeri Cruising Club Marina Committee Minutes

**Meeting of the Marina Committee Tuesday 14 May 2013 at  
Kerikeri Cruising Marina Office & Boatshed, 346 Opito Bay  
Road, Kerikeri.**

**The meeting commenced at 5.30pm**

## 1 Attending

A McSweeney (Chair), N Cates (Deputy Chair), M Carere, P Kennedy, M Sceats

M MacDiarmid, P Donahoe (attending).

## 2 Apologies

P Harris, M Macken

*It was resolved that the apologies be accepted.*

*Proposed A McSweeney/Seconded N Cates: Carried*

## 3 Confirmation of minutes of previous meeting

*It was resolved that the minutes of the meeting 9 April 2013 be accepted.*

*Proposed P Kennedy/Seconded A McSweeney: Carried*

## 4 Health & Safety Plan

M MacDiarmid & P Kennedy to review the plan within the next month.

## 5 Maintenance

Total Marine had prepared a marina condition audit/survey report. Attachment to be sourced & circulated.

*It was resolved to seek a quote for ultra-sound testing of the breakwater steel piles &, if the quote is less than \$1,000 authorise M MacDiarmid to commission the testing of a random sample of piles; quotes for plastic sleeves of these piles & attendant pile guide alterations will also be sought.*

*Proposed M Carere/Seconded A McSweeney: Carried*

A list of other maintenance issues as a result of the marina condition audit & on going programme were discussed:

Bolt tightening A & B pier	A pneumatic wrench & compressor will be borrowed to assess its efficacy in speeding up the bolt tightening
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	process.
Aluminium gangways C & D piers bush replacement	Urgent repairs completed.
E pier corner brackets	Condition of 'new' brackets will be assessed
E pier through bolts	Quotes for replacement of all 'through inspection hatch' rods will be sought & pulling/replacement of a sample of other breakwater through rods (to assess general condition).
D pier T head corner brackets	Quotes will be sought
D pier pile guide	Immediate replacement will be organised with epoxy finished guide P Donahoe to obtain a quote for an 'all' stainless pile guide & research strength/suitability.
Gangways - E, A & B piers	Repair & refurbishment costs to be obtained as well as cost of replacement.

The haul out settling tanks have been emptied as the flow of waste water was constricted to the point of flowing back down the haul out ramp. NB: 10% of any haul out maintenance costs to be forwarded to the Club as per the recommendations of the 2012 working party.

Non-slip surfaces for C & D to be investigated.

N Cates will pursue the use of the stainless strapping machine for the conduits underneath the marina gangways.

*P Donahoe departs.*

## 6 Matters Arising

### 6.1 B14

Deed of Assignment delivered to original licensee for signature. M MacDiarmid to obtain by the General Committee meeting.

### 6.2 Traffic Analysis

N Cates - Will be present to the next meeting.

## 7 Correspondence

From/To	Regarding	Action/recommendation
A August	Request for: meeting between marina & general committees, & list/copies of documents that the marina committee wishes to send to berth license holders	Marina committee will discuss at first opportunity
Marsh Insurance	New terms of business	M MacDiarmid to clarify with agent

*It was resolved to accept the correspondence.*

*Proposed A McSweeney/Seconded M Carere: Carried*

## 8 Finances & Budget

The budget will be sent to the Statutory Supervisor for approval before it is presented to berth license holders at a meeting.

It was acknowledged that a profit & loss report had been prepared but it was noted that the profit & loss report for May had been prepared by the Club Treasurer not the marina manager or a marina committee representative & there had been no consultation with the marina committee. It was commented that the profit & loss report should be available within a day or two of the end of the month.

*It was resolved to authorise the invoices for payment except the Minter Ellison invoice (no written opinion received by marina committee).*

*Proposed A McSweeney/Seconded M Sceats: Carried*

*It was resolved to that from 1 July 2013 automatic payment of berth rental accounts would become a condition of receiving the monthly rental rates.*

*Proposed A McSweeney/Seconded M Sceats: Carried*

## 9 General Business

### 9.1 Staff Performance Reviews

P Donahoe - A McSweeney & M MacDiarmid to review

J White - M MacDiarmid to review

J White & M MacDiarmid to keep time log noting split between Club & marina work.

### 9.2 Mooring Blocks

Mooring gear remnants from marina extension. M MacDiarmid to obtain removal price from Mahalo Transport.

## 10 Next meeting

Tuesday 11 June 2013 5.30pm

Meeting closed 8.30pm