

# Kerikeri Cruising Club (KCC) Marina Committee Minutes

## Meeting of the Marina Committee Tuesday 12 May 2020 By conference call

### The meeting commenced at 6.30pm

P Pederson, P Harris, M Carere, L Ayr, D Brock, A Stephenson

M MacDiarmid, (attending)

### 1 Apologies

None

### 2 Confirmation of minutes of previous meeting

Resolution	That the minutes of the meeting 14 April 2020 be accepted. Proposed L Ayr /Seconded M Carere: Carried
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### 3 Health & Safety

Resolution	That the public toilet have a lock installed & be made available for staff & live-aboards with other users having access to the alternative toilets under Level 2. Proposed M Carere /Seconded P Pederson: Carried
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### 4 Health & Safety

Marina (Non-essential business)

NZ Covid 19 Alert Level	Staff	Club members/boat owners	
Level 4	Security, urgent maintenance & dock walks only permitted & undertaken on site All other work undertaken remotely where possible or on hold	Marina & facilities closed – except to excepted groups e.g. live-aboards	
Level 3	Marina & Club maintenance undertaken	Marina open to occupants but remote interaction with staff enforced	Keep contact-tracing records of anyone who will have close interaction (workers, contractors or customers).  Wash your hands. Wash your hands. Wash your hands.
Level 2	Haul Out operational	Remote interaction	All businesses can operate if they

	Office Open Office staff to work remotely &/or shifts to reduce risk	with customers preferred except where not feasible	can do so safely. Alternative ways of working are still encouraged where possible. Identify risks and ways to manage them. Anyone, workers, contractors and customers, with cold or flu-like symptoms to stay away from your premises. Keep groups of customers 1 metre apart. Keep contact-tracing records of anyone who will have close interaction (workers, contractors or customers). Reduce the number of shared surfaces, and regularly disinfect them. Wash your hands. Wash your hands. Wash your hands.
Level 1	Office open but physical distancing measures implemented	Encouraged to interact via remote means	Wash your hands. Wash your hands. Wash your hands.

## 5 Maintenance

**Water Tanks:** All tanks are full

**Haulout:** Will check equipment is still up to standard before we begin haul outs as bookings are now taking place

**Marina Audit:** Annual marina audit has started

### General maintenance

Toilets and showers remain locked until further notice

New ramp sign and coin box has been installed at the top of Eastern ramp

Marina Port Chanel marker has been repaired and painted

Pile replacements: Slow progress, they seem to be very disorganised and continually changing their minds which makes it difficult to plan. Marina staff moving vessels as when needed in an effective and careful manner.

# Matters Arising

## 6 Correspondence

To/From	Regarding	Action
All Club members	COVID 19 Alert Level information pertaining to the marina & Club	

## 7 Finances

A profit & loss report for the previous month & invoices for payment were distributed prior to the meeting.

Resolution	That the profit & loss report to 30 April 2020 (as circulated) be accepted. Proposed P Harris/Seconded L Ayr: Carried
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Resolution	That the invoices for payment (including \$8,077 transfer to the visitor pool) as tabled be paid & accepted Proposed P Pederson/Seconded L Ayr: Carried
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What impact will the wage subsidy have on the marina's wage expense? Will the marina receive a credit for this? Could this be put towards stabilising or reducing marina fees? Probably wise not to budget with these funds.

## 8 General Committee Update

A COVID 19 committee will meet again to plan reopening.  
Berth licence transfers approved  
Second progress payment for piling approved.

## 9 Berth Licence Transfers

None

## 10 General Business

### 10.1 KHS boats

More of them & rudders sticking out

### 10.2 Building materials for Centreboard racks

at risk of theft

A Stephenson insurance survey has resulted in savings on boat insurance

Locked parked trailer in the park during lockdown – policy was to be implemented prior to the 2020/2021 summer season to allow time to advise club members.

Resolution	That Rhys Dempster be seconded to the Marina Committee until the 2020 September.
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## Next meeting

9 June 2020

Meeting closed 7.33pm