

# Kerikeri Cruising Club Inc (KCC)

## Minutes

**Meeting of the General Committee Tuesday 18 June 2024**

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

### 1 Attending

A Wells (Rear Commodore), S Cain (Keelboat), B Carter, D Smith (Treasurer), T Milicich (Deputy-Chair Marina), R Dempster (House/Social/Launch/Cruise), M Reid, M Lucas (Marina), D Brock (Secretary),  
M MacDiarmid (attending)

### 2 Apologies

M Turner (Commodore), T Bingham (Vice-Commodore),  
(Centreboard - currently no chair or representative)

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

### 3 Minutes of the Previous Meeting

**Resolution:** *It was resolved to accept the minutes of the previous meeting  
21 May 2024.  
Proposed D Smith/Seconded R Dempster: Carried*

### 4 Health & Safety

2 Health & Safety meetings held since the last General Committee meeting  
0 incidents

**Resolution:** *It was resolved to accept the Health & Safety Report.  
Proposed A Wells/Seconded M Reid: Carried*

### 5 Finances

Budgets asap please.

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                  | \$11,353.15 | List circulated   |
| Credit Card Transactions for Approval | \$991.26    | List Circulated   |
| Debtors                               | \$3,965.80  | Admiralty Act - Distress Warrant - May have to sell to remove or have disposed if not able to sell. |
| Wage reconciliation                   | \$3,053.79  | Monthly reconciliation from visitor pool to Club  |

**Resolution:** *To approve the invoices for payment, debtor balance, credit card transactions & May 2024 wage reconciliations & P&L to 31 May 2024 as circulated.*

*Proposed D Smith/Seconded D Brock: Carried*

## 6 New Members & Resignations

| Name                      | Reason for Joining                      | M/ship Type | Provenance | Boat type            | Proposer     | Seconder   |
|---------------------------|---|-------------|------------|----------------------|--------------|------------|
| Quinn McNab & Emma Moffat | Racing                                  | Family      | Kerikeri   | Keeler (INFERNO)     | Blue Newport | Phil Webb  |
| Ian Witters               | Keen Boatie, recently moved to Kerikeri | Senior      | Kerikeri   | Launch (DISTINCTION) | Ryan Lodge   | Mike Lodge |

### 6.1 Resignations

|                 |                     |        |
|-----------------|---------------------|--------|
| Vaughan Kennard | Sold license & boat | Family |
|-----------------|---------------------|--------|

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

*Proposed A Wells/Seconded B Carter: Carried*

## 7 Decisions

### 7.1 Special General Meeting to consider for approval Major Financial Transactions

It was agreed that given the number of unresolved variables in the piling replacement project that a special general meeting of Club members would only be called if the situation required & that an extra meeting of the General Committee may be called if required.

A meeting with a piling contractor previously thought to have a supply of piles on-hand revealed there are none.

Send R Dempster the pile specs - as he may have a contact with piles.

M Lucas pile spec & RFP

Urgency so we can catch one of the piling contractors before the end of 2024

## **7.2 5 Year Maximum Transfer Price Rise (2024 - 2029) Policy**

**Resolution:**

*That the 5 Year Maximum Transfer Price Rise (2024 - 2029) Policy (below) be adopted*

*“5 Year Maximum Transfer Price Rise (2024 - 2029) Policy*

*The purpose of this rise is to give some financial relief to the Berth Licence Holders because many aspects of the marina that require work in this first wave of refurbishment are due concurrently and the refurbishment contribution, which is calculated to pay for the degradation of the marina, has been raised by necessity several fold and whilst nothing can be done about this we can give some relief by raising the Maximum Transfer Price (MTP) for a fixed period of time.*

*The proposal was passed by the General Committee on the 19 March 2024 the Maximum Transfer Price of each berth is to be raised by an amount equal to each berth's contributions to the Refurbishment Fund for 5 years of regular periodic payments from 1st January 2024 to the end date 21st April 2029.*

*The accepted proposal read as:*

*“That in addition to regular CPI increases, the Maximum Transfer Price of each Berth Licence is to be raised by an amount equal to each Berth Licence's contribution to the Refurbishment Fund from the 1st January 2024 to 31st March 2029 to be applied to the Maximum Transfer Price from 1 April 2024. Each Berth Licence contribution to the Refurbishment Fund will be detailed in the annual budget process.”*

*In practice, the value of the refurbishment contributions is added to the base price of each berth licence when the contribution is invoiced to the berth licence holder. CPI is then applied to revised base price as per the Marina Berth Licence.*

*The MTP will be proposed to be added to the Constitution alongside the other members costs in the section Dues 6.0 at the 2024 AGM.”.*

*Proposed R Dempster/Seconded T Milichich: Carried*

D Smith to review fees reconciliation amendment to the above policy.

### **7.3 AGM Dates**

**Resolution:** *That the AGMs be set as  
Berth Licence Holders AGM date Tuesday 1<sup>st</sup> October if  
acceptable to KCC Marina Trust, &  
General Committee Club AGM Thursday 3<sup>rd</sup> October.  
Proposed A Wells/Seconded M Reid: Carried*

### **7.4 Replacement Marina Gangway**

Pursue a supply & fix quote from Manson marine for the gangway.

What timeframe for delivery?

And, Engineer requirement under the Procurement & Financial Delegation Policy to be ascertained.

### **7.5 Procurement & Financial Delegation Policy Change**

**Resolution:** *That the paragraph of Procurement & Financial Delegation  
Policy under the heading, Small Purchases between \$0 and  
\$5000 that currently reads  
“Items that cost between \$500 and \$5,000 that are not  
itemised in the annual budget but are necessary, must be  
approved, on record, by the KCC General Committee or, if  
urgent, by two of the following: Commodore, Vice-Commodore,  
Rear Commodore, Treasurer, Marina Committee, Club  
Manager, prior to purchase.”  
Be changed to read  
“Items that cost between \$500 and \$5,000 that are not  
itemised in the annual budget but are necessary, must be  
approved, on record, by the KCC General Committee or, if  
urgent, by two of the following: Commodore, Vice-Commodore,  
Rear Commodore, Treasurer, Marina Committee Chair, Club  
Manager, prior to purchase.”  
With the addition of the word “Chair” for clarity.  
Proposed D Smith/Seconded B Carter: Carried*

### **7.6 Ladies Series**

Vonnie France requests permission to develop a separate website for the Club's Ladies Series. Request attached to agenda.

**Resolution:** *That separate website be declined but pages be made available  
on the Club's existing website for the exclusive use of the  
Ladies Series.  
Proposed A Wells/Seconded D Brock: Carried*

### **7.7 Centreboard Coaching Safety Requirements**

The Safety Requirements will be sent to the Club's Centreboard Committee as meeting these is a requirement of offering the YNZ Learn to Sail 1 & 2 courses.

### **7.8 Licence Transfers**

*Resolution: That the following berth licence transfers be ratified, signed & sealed by the Club:*

*C29 (12m) from Richard Power to Richard Power & Heleen Donnolly*

*Proposed M Lucas/Seconded T Milicich: Carried*

### **7.9 Marina Matters**

A change was made to the draft Marina Matters (circulated to the General Committee) without notification to the Marina Committee. In future, changes to be notified to the Marina Committee. M Lucas & T Bingham to negotiate the final content of the Marina Matters June edition.

The assistance of the Treasurer was requested by M Lucas to develop the Refurbishment Fund Levy.

## **8 Information Reports**

### **8.1 Haul Out Documents**

An extension will be sought from NRC for requested paperwork (SOP) for haul out as this is still being reviewed/drafted & the haul out remains closed in the meantime. A copy of this correspondence & any reply will be forwarded to the Marina Committee as this relates to consent compliance.

Additional water & sediment tests could show the source of high metal levels.

R Dempster abstained from this discussion.

### **8.2 Refurbishment Account Levy**

D Smith & M Lucas to develop this levy for consideration by the AGMs.

## **9 Committee Reports**

**9.1 Centreboard - no report**

**9.2 Keelboat Committee**

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

**9.4 Marina Committee - minutes on file**

**9.5 Clean Club - minutes on file**

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

## 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.<br/> T Bingham/Thomson Wilson Law first meeting held re confirming process &amp; costs for obtaining title - notes filed<br/> LINZ contact has retired, new contact person established.<br/> Summary of Process provided by T Bingham to Feb 2022 meeting of General Committee.<br/> LINZ appointed valuer has made a site visit.<br/> 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> <p>Preliminary land assessment \$450</p>  |  |
| Launching Dock    | Sub-committee M Turner, T Bingham | <p>Preliminary estimate received</p> <p>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.<br><br>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<br>Access Restriction signs - M MacDiarmid - installed<br>Monthly internal audit - to be drafted<br>Plywood being installed - T Bingham<br>Planned closure from 1 April 2024 for refurbishment<br>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  |          |
| Health & Safety Initiatives                         |   | Create a position of Health & Safety Officer<br>Scope an independent workplace safety assessment  |          |

|                              |                        |   |                              |
|------------------------------|------------------------|---|------------------------------|
| Race Buoy Consent Conditions | Keelboat Committee     | Repair buoys & equipment by end of April 2024   |                              |
| Clubhouse Food Services      | M MacDiarmid, M Turner | Recruit cook to provide basic food menu for winter 2024 prize giving opening                                    | Completed, caterer installed |
| Safety                       | Keelboat Committee     | Recording Keelboat safety processes - what is in place? Are race boat audits documented? Wind limit checks etc? |                              |

## 11 Next Meeting

*Next meeting 18 June 2024*

*Meeting closed 8.32pm*