

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 18 July 2023

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

1 Attending

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

2 Apologies

P Kee

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 meetings
19 May 2023 & 20 June 2023.
Proposed A Wells/Seconded S Cain: Carried*

4 Health & Safety

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

1 accident & 1 near miss reported

1. A Club member operating a Club RIB for centreboard activities had forgotten to take their access FOB & climbed over the gangway to exit the breakwater while doing so they slipped & fell. This had resulted in cuts & concussion. The individual was taken by a family member to Kawakawa hospital for assessment. Stiches were required for some of the cuts. Remedial actions have been identified & are being implemented: Access FOBs will be attached to the keys on each Club RIB so lack of a FOB for RIB operators is not an issue, signs on the gangways "Do not climb over gangway" will be installed, an article in the Club's weekly notices will address, gangway sidings will be researched & costed for consideration.
1. Near Miss: A near miss in the marina fairway was reported by one of the vessel owners involved. Remedial actions have been identified & are being implemented: Marina Matters & Club weekly notices to address; both vessel owners & advise port to port passing applies in the marina & you are expected to abide by them.

*Resolution: To report the recent accident to Work Safe & remedial actions.
Proposed B Carter/Seconded R Dempster: Carried*

*Resolution: To accept the Health & Safety Report
Proposed D Keen/Seconded T Bingham: Carried*

5 Decisions

5.1 Reclamation Title Cost & Timeframe Update

A Wells advises that the Valuer General is querying the valuation that has been submitted by the LINZ appointed valuer. LINZ will decide in early August what the next steps in the process are.

5.1 Club Asset Refurbishment Expense Splits

The Kerikeri Cruising Club Marina Committee has considered & accepted the proposed Club Asset Refurbishment Cost with a request to clarify the demarcation between the reclamation carpark & the access driveway. A proposed demarcation was circulated to the General Committee for consideration.

*Resolution: To accept the demarcation between the driveway & the reclamation for the purpose of calculating expense splits.
Proposed P Woods/Seconded S Cain: Carried*

5.1 Berth Licence Transfers

*Resolution: To approve the berth licence transfers below:
A30 (10m) from Alix Carere to Richard Bowers & Tracey Platt
C41 (12m) from Anchor Financial Ltd to Alix Carere
P Woods/Seconded R Dempster: Carried*

5.1 Marina Pile Replacement Recommendations

The Marina Committee recommended that replacement of 68 piles (28 year 1, 20 year 2, 20 year 3). Background was circulated with the agenda. The replacement recommendations were generated by the annual internal pile audit.

It was confirmed that the refurbishment accounts currently have sufficient funds to cover these replacements. Due to the scale of expenditure an engineer is required to supervise the project.

It was noted that the marina must be insured, to maintain insurance it must be maintained & refurbished. There are plans to increase the refurbishment funds for future requirements. Current refurbishment funds are estimated to cover E pier & pile replacement refurbishment projects.

The first step is to get proposals for an engineer to draft the tender documents, pile specifications & supervise the installation for replacement of 68 piles over 3 years (28 year one & subsequent years to be confirmed by the annual pile audit). As per the Club's Procurement Policy, at each step there is an internal approval process that provides regular opportunities for checks & alterations to be made.

Resolution: **That:**

1. *proposals for an Engineer be sought (as soon as practicable) to run the procurement & installation of 68 piles (over 3 years) in the marina, &*
2. *a tender process, compliant with the Club's Procurement Policy, be undertaken (as soon as practicable) for replacement of 28 piles in the 2023/2024 year, &*
3. *the tender process also includes replacement of an additional 20 piles in the 2024/2025 year & 20 piles in the 2025/2026 year with these additional pile replacement subject to confirmation during the annual pile audit.*

Proposed R Dempster/Seconded P Woods: Carried

5.2 Marina T-head Recommendations

The Marina Committee recommended that refurbishment of the T-heads on C pier & to a minor extent D pier be undertaken as identified in the Shorewise Marina Condition Report. Background was circulated with the agenda.

It was confirmed that the refurbishment accounts currently have sufficient funds to cover these projects.

Resolution: **That:**

4. *proposals for an Engineer be sought to run the procurement & installation of T-head refurbishment as per the Club's Procurement Policy, &*
5. *a tender process, compliant with the Club's Procurement Policy, be undertaken (as soon as practicable) for refurbishment of the C pier T-head components & D pier pile guide.*

Proposed P Woods/Seconded R Dempster: Carried

The Marina Committee plans to invite licence holders to an information evening on 17th August for information on OPEX & refurbishment obligation increases.

6 Finances

Resolution: **To approve the Profit & Loss Report to 30 June 2023.**
Proposed D Smith/Seconded D Keen: Carried

It was noted that some year end adjustments are still to be made.

Resolution: **To approve the invoices for payment in July & credit card transactions for June 2023.**
Proposed D Smith/Seconded S Cain: Carried

6.1 Debtors Balance

\$9,500 - mostly consists of sponsorship which has been invoiced recently.

6.2 Budget

Insurance figure may deviate from budget due to current insurance industry turmoil.

D Smith - Subscription rates & Club charges, recommendations will be made at the August meeting.

Piles mooring pile recommendations will be addressed at the August meeting.

Resolution: *To approve the operational budget figures on the proviso that Club charges, subscription rates & pile refurbishment will be discussed at the August meeting.*

Proposed D Smith/Seconded S Cain: Carried

6.3 Decision Reports

6.1 Fuel Jetty Hull Clean

On Sunday 16 July, the owner of the vessel Westerly was seen to be cleaning the vessel's hull while dried out next to the fuel jetty. A member of the Marina & General Committee's advised the Club member to stop the activity as it was contrary to the NRC rules. The Club member refused. Photos of the activity were taken & will be forwarded to NRC.

Resolution: *It was resolved to send a letter pointing out the breach of NRC consent conditions & noting that 2.3 &/or 2.4 of the KCC Constitution "bringing the Club into disrepute" may be applied. A general reminder in the Club Newsletter promoting the rules the fuel jetty i.e. not a wash down grid will also be published.*

Proposed A Wells/ Seconded R Dempster: Carried

7 New Members & Resignations

7.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Greg & Tara Forsyth	Boat in long term rental in Marina, Joint owner	Family	Kerikeri	Keeler (TE RAUKURA)	Scott Galbraith	Doug Galbraith
Hayden & Shelleece Stanaway	Trailer boat launch and future berth for launch	Family	Kerikeri	Trailer Boat (No name)	Mike Quilter	Robi Quilter
Trish Wells	Socialising	Social	Kerikeri	-	-	-
Steve Mahoney	Socialising	Social	Kerikeri	-	-	-

Bruce Soland	Social possibly Marina Berth / Pile Mooring	Senior	Kerikeri	Launch (IMPULSE)	Toni Ebbitt-Manson	Heleen Donnolly
Alister & Letitia Still	Joint ownership in Vessel at Marina	Long Distance	Auckland	Launch (AMICI)	Andrew Campbell	Rhys Dempster
Garry & Wendy Gill	Boating & Pile Mooring	Family	Kerikeri	Keeler (VIENTO)	Daniel Ochse	Gary Gillbanks

7.2 Resignations

None this month

7.3 Change to Membership Type

None this month

Resolution: *To approve the new memberships as listed above.
Proposed D Smith/Seconded B Carter: Carried*

8 Committee Reports

8.1 Centreboard -

8.2 Keelboat Committee -

8.3 House, Social, Launch & Cruise

8.4 Marina Committee - minutes on file

8.5 Clean Club -

9 Action Sheet

Item & Start Date	Delegated Person(s)	Decisions/Future Action	Status & Update Dates
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	M Turner, R Dempster, T Bingham, A Wells, P Woods	Confirmation of shared cost responsibilities Club: Marina.	Complete see above
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. 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
Clubhouse Future		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
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	
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	
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	
Fuel Jetty Condition Report	T Bingham	3 quotes received & recommendation above	11/5/23
Splash Sails	B Edwards	Source quotes	
Centreboard Funding Options	A Wells, M Turner, T Bingham, etc		
Team Kee	M MacDiarmid, P Kee	Oxford Sports Trust Application	\$2,000 grant received. One set of sails purchased.

10 Next Meeting

Next meeting 18 July 2023

Meeting closed 8.11 pm