

# Kerikeri Cruising Club Inc (KCC)

## Minutes

Meeting of the General Committee Tuesday 19 September 2023

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

### 1 Attending

A Wells (Commodore), S Cain, P Woods, T Bingham, D Keen, P Kee, B Carter, R Dempster, M Turner, N Fraser

M MacDiarmid (attending)

### 2 Acknowledgements

D Keen - thank you for service on the committee particularly on sponsorship

C Riley, T Newton & R Douglas - resigning, thank you for your long service to the Club

### 3 Apologies

D Smith,

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

### 4 Minutes of the Previous Meeting

**Resolution:** *It was resolved to accept the minutes of the previous meetings  
15 August 2023.  
Proposed A Wells/Seconded B Carter: Carried*

### 5 Health & Safety

5 Health & Safety meetings held since the last General Committee meeting & a summary report circulated with the meeting agenda.

Gangway fall - WorkSafe notified & mitigation actions completed

Signage for slips - signage being sourced.

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

## 6 Finances

**Resolution:** To approve the Profit & Loss Report to 31 August 2023.  
Proposed D Keen/Seconded T Bingham: Carried

To assist with the annual audit process, the following items will be circulated as a list with details to the Committee & noted in the agenda & minutes with a total approved/accepted.

	Total Value	Notes
Invoices	\$34,809.88	
Credit Card Transactions	\$718.07	
Debtors	\$4,951.70	As at 15 Sept
Wage reconciliation	\$2,376.15	Monthly reconciliation from visitor pool to Club
Transfers to Marina &/or visitor pool	\$0	

**Resolution:** To approve the invoices for payment in September, credit card transactions, debtor balance & wage reconciliation for August 2023.  
Proposed M Turner/Seconded R Dempster: Carried

## 7 Audit

BDO have indicated the audited accounts will be completed this week.

## 8 New Members & Resignations

### 8.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Shane Mason	-	Senior	Kerikeri	Trailer boat	Barry Greaney	Jenny Mark
Peter & Gae O'Neil Donnellon	Boating use of facilities	Family	Kerikeri	Launch	Aksel Bech	Lesley Moon
Chris Smith	Boat share in Marina (family)	Senior	Kerikeri	Launch (GRACIE)	Florence Smith	Hans Smith
Daniel Conti	Sailing, local sailing Club	Senior	Kerikeri	Trailer boat	Daniel Wise	Peter Kee
Arran Slater	Jetty use (E-Pier)	Senior	Kerikeri	Trailer boat	Karen Barnao	Liam Coyly

## 8.2 Resignations

Richard & Dawn Bamford
Ray Douglas & Trixie Brown
Colin Riley

## 8.3 Change to Membership Type

Tom & Harriet Linskey	Long Distance to	Family
Tom Rutherford	Senior to	Family

**Resolution:** *To approve the new memberships, resignations & changes to membership as listed above.*

*Proposed S Cain/Seconded B Carter: Carried*

T Bingham - Letter to Riley, Newton & Douglas acknowledging long service to the Club

## 9 Decisions

### 9.1 Department of Conservation Application

In 2022, the Club applied for permission to run “events” (boating) inside te Pewhairangi Marine Mammel Sanctuary. After many months, the application was declined because it included application for exemptions to regulations that related to the Marine Mammals Protection Regulations 1992 as well as the Pewhairangi Marine Mammel Sanctuary. A copy of the key parts of the application are attached to this agenda for Committee information. The Department of Conservation has now followed up to see where the Club’s application is.

Recommend the Club:

- amend its application removing the exemption requests in section “F” & resubmit,
- sub-committees with events inside te Pewhairangi to include the agreed mitigation steps & operational best practice steps when planning the events & ensure these are implemented.

**Resolution:** *That the application to the Department of Conservation to run events inside te Pewhairangi Marine Mammel Sanctuary be resubmitted with the removal of requests for exemptions in section “F” of the application.*

*Proposed S Cain/Seconded B Carter: Carried*

### 9.2 Reclamation Valuation

**Resolution:** *That the proposed valuation for LINZ by Gribble Churton Taylor*

*be accepted.*

*Proposed T Bingham/Seconded M Turner: Carried*

### **9.3 YNZ AGM**

1600-1800 Tuesday 10<sup>th</sup> October 2023

1. Does the Club wish to have a delegate attend or appoint a proxy? P Kee or another Centreboard representative to attend the Zoom meeting.
2. How does the Club wish to vote on the key issues:
  - Receive the Annual Report?
  - Appoint the auditor?
  - Approve the club affiliation fee? (Ask D Abercrombie - What do clubs receive for their membership fees? We will get asked at the Club AGM.)
  - Approve other affiliation fees?
  - Approve the changes to the constitution?

**Resolution:** *That the YNZ AGM 2023 motions be accepted & P Kee or an alternative Centreboard representative be nominated to attend the YNZ AGM 2023 to represent KCC.*

*Proposed P Kee/Seconded B Carter: Carried*

### **9.4 Marina Pile Replacement & T-head Refurbishment - Marina Committee**

On hold for a month.

### **9.5 Refurbishment Account Adequacy Letter - Marina Committee**

Recommendation to approve & send the Refurbishment Account Adequacy Letter to the KCC Marina Trust. Copy distributed with agenda.

Point of clarification, add “using independently qualified advisors” to assist with refurbishment budget

**Resolution:** *That the Refurbishment Account Adequacy Letter with amendment be signed & sent to the KCC Marina Trust with the clarification that independently qualified advisors are assisting with the refurbishment budgeting process.*

*Proposed P Woods/Seconded R Dempster: Carried*

### **9.6 Berth Licence Transfers - Marina Committee**

**Resolution:** *That the berth licence transfers below be approved (signed & sealed):*

*A42 (10m) from Sarah Lowndes to Stuart & Joanne Cheeseman*

*Proposed P Woods/Seconded R Dempster: Carried*

### **Fuel Jetty Condition Report**

This report has been received from Haigh Workman & a copy circulated to the General Committee with the agenda.

The fuel jetty has been noted as being unsafe for public access. Committee discussed appropriate measures to mitigate risk & ensure safety.

Options:

1. remove or restrict all access to the pedestrian walkway but keep the fuel pontoon & bowser platform open, or
2. restrict pedestrian using warning signage “No Public Access”

**Resolution:** *That public access to the fuel jetty access be restricted with signage installed as per the Haigh Workman report & monthly internal condition audits carried out to monitor for any further deterioration.*

*Proposed P Woods/Seconded M Turner: Carried*

*Against: R Dempster*

Fuel Jetty Future options: replace like for like, new different jetty option, or use the infrastructure (plastic pontoons & steel piles) donated to the Club from North Port to install a floating jetty.

Fuel jetty is a key Club facility, public benefit & part of the Club’s marina resource consent. FNDC needs to be notified the facility will be closed to public access due to a condition report on the fuel jetty. At a later date, an application for a council grant will be made to support public access to the fuel & other facility.

### **9.7 Allied Petroleum Extension of Lease**

Allied Petroleum has contacted the Club indicating they wish to extend the term of the lease for a further 10 years. Copy of letter & original lease documents circulated with the agenda. Committee discussed the extension of lease in light of the fuel jetty condition report.

Club intends to maintain a fuel facility for the future therefore extending the lease for the diesel tank etc is reasonable.

**Resolution:** *That the lease extension sought by Allied Petroleum for the diesel facility be approved.*

*Proposed A Wells/Seconded B Carter: Carried*

## **10 Information Reports**

### **10.1 5 Year Club Vision & Sub-Committee Plans**

Committee members & prospective members are asked to consider a vision for a 5 year Club plan so that annual action plans can be devised, funded & implemented soon after the new committee meets.

## **10.2 Donation of Sale of Boat**

A Club member wishes to donate the of proceeds of the sale of a boat to the Club for the purpose of supplementing the marina refurbishment fund. The Club would gratefully receive this & direct the funds to the area indicated by the donor.

## **10.3 Marina Matters Newsletter #7**

A copy of the September edition of the marina newsletter was circulated for the General Committee's information.

The General Committee asked that the statement relating to "insurer requires level 3" condition be removed. The insurer has made no formal statement about the required level.

## **10.4 KCC Marina Trust AGM**

Set for Thursday 21 September 2023

# **11 Committee Reports**

**11.1 Centreboard -**

**11.2 Keelboat Committee -**

**11.3 House, Social, Launch & Cruise**

**11.4 Marina Committee - minutes on file**

**11.5 Clean Club -**

## 12 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"> <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. T Bingham/Thomson Wilson Law first meeting held re confirming process &amp; 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. Aug 2023 - valuation submitted to LINZ but not accepted</p>	Second valuation commissioned & underway (see above)
	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>	

		Preliminary land assessment \$450	
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	Funding "large" asset refurbishment options to be progressed	
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
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.	
Changes to the Incorporated Societies Act	T Bingham	Submit constitution as is and outline compliance when submissions open.	
Haul Out H&S Review		Operators protocol	Underway - staff review underway
		WorkSafe Obligations	
		Working at heights, ladders & scaffolding	
Te Pewhairangi Marine Mammal Sanctuary Event Permit		See above	
Fuel Jetty Condition Report	T Bingham	Received	Completed

### **13 Next Meeting**

*Next meeting 17 October 2023*

*Meeting closed 8.21 pm*