

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Friday 19 May 2023

The meeting commenced at 4.30pm in the clubhouse, 346 Opito Bay Road, RD1, Kerikeri.

1 Attending

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

2 Apologies

D Keen

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 General Committee 18 April 2023
Proposed D Smith/Seconded S Cain: Carried*

4 Health & Safety

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

R Dempster & T Bingham to provide details of incidents prior to the April 2023 meeting of the General Committee.

5 Decisions

5.1 Proposal for engaging a structural engineer to inspect the fuel jetty - T Bingham

3 quotes for the inspection of the fuel jetty;

All prices are excluding gst and the quotes are old but indicate a close spread of costs. I would like to retain Kakariki Engineering not just for his being the lowest quote but for his practical knowledge and approachability. He also inspects and consults on similar structures around the country and has given some advice for management of privately owned public access structures.

Shorewise 24/11/2022, \$2920.00 visual inspection, \$870.00 repair report, \$1760 report writing, total \$5550.00

Haigh Workman 19/04/2023, \$750.00 onsite, \$3900.00 report writing, total \$4043.48

Kakariki Engineering 20/02/2023, inspection and report total \$3600.00

P Woods proposes that the issue be considered in more detail, specifically:

- Questions around adequately qualified to meet the insurance underwriters requirements
- Also, belief that one contractor is preferable to several when dealing with marine assets of the Club

Resolution: *It was resolved to put this in abeyance until further consideration is given.*
Proposed P Woods/Seconded R Dempster: Carried

5.2 Club Asset Refurbishment Expense Split

A summary of Club Asset (exc marina) Refurbishment Planning was presented to the General Committee in February 2023 (copy attached again to this agenda). The General Committee accepted the proposed plan. The plan identified four key items for action:

1. Confirmation of shared cost responsibilities Club: Marina
2. Separate treatment of “Large Refurbishment” projects i.e. removing them from the standard annual income funding
3. Investigation of availability & appropriateness of funding alternatives. Grants, local body funding & debt funding could be options but need careful consideration.
4. Communication - The Marina Committee is running a parallel process of assessing the marina’s long term refurbishment costs. Communication of the two processes should be co-ordinated.

To progress this towards resolution at the AGM, the General Committee needs to make a recommendation about the shared cost splits (item 1 above) between the Club & marina. The document *Club Assets (exc marina) Refurbishment Proposed Cost Splits May 2023.docx* contains recommendations for the proposed cost splits. Marina Committee to consider the splits & feedback agreement or negotiate splits.

Resolution: *It was resolved to receive this report & refer to marina committee for consideration.*
Proposed D Smith/Seconded M Turner: Carried

5.3 E Pier Refurbishment

The drawings & specifications for the E pier refurbishment (through bolt, fitch plate & waler replacement) have been received from Shorewise Engineering Consultants.

Resolution: *It was resolved to engage Shorewise Engineering Consultants to produce suitable NZS 3910 contract documents, tender the works, produce a tender evaluation for the Club, manage the contract for the E Pier Refurbishment as specified & undertake the construction monitoring as specified in the quote.*

Proposed P Woods/Seconded R Dempster: Carried

Resolution: *It was resolved to approve the Shorewise Engineering Consultants invoice for drawings & specifications for E pier Refurbishment Works (as specified in the quote) be approved by the KCC General Committee for payment from the KCC Marina Trust managed funds.*

Proposed M Turner/Seconded T Bingham: Carried

5.4 Club Changes to meet the Incorporated Societies Act 2022 - T Bingham

T Bingham provided information to the April meeting of the General Committee & requested that any questions or changes be forwarded to him prior to the May meeting. If no changes are required by the General Committee, T Bingham's recommendations to be adopted for inclusion in the AGM agenda 2023.

Resolution: *It was resolved that the KCC General Committee accept the Secretary's recommended changes to the Constitution to meet the changes to the Incorporated Societies Act 2022.*

Proposed M Turner/Seconded T Bingham: Carried

5.5 Tsunami Siren Location

M Turner & M MacDiarmid 'surveyed' potential locations for an updated tsunami siren (inc. 2.5 m2 concrete pad, solar panels & siren) & recommend offering space in the garden between the clubhouse trailer park & the driveway for this installation (plan attached). This site would not unduly impinge on the Club's current (or anticipated future) land use, is high in the landscape for good sound broadcasting, & adjacent trees can be kept trimmed for good solar exposure. It may require some groundwork to achieve a flat building site. It is anticipated that costs will be borne by Council who are responsible for emergency management.

Resolution: *It was resolved to approved the installation of a tsunami siren by Northland Regional Council adjacent to the clubhouse trailer park in the location noted on the plan circulated.*

Proposed M Turner/Seconded R Dempster: Carried

A Wells recorded a conflict of interest.

5.6 RS Feva Sails - P Kee

The Club's current RS Feva sails are at least 5 years old now, fine for developing sailors but becoming limited for those capable of being at the front of the fleet. Recommend the renewal of two sail sets (mail, jib, genoa). These could be taken to the World Champs in Italy 24-28 July 2023 (KCC now has two teams competing) & then used only for competitions i.e. not training.

Resolution: *It was resolved to apply to the Oxford Sports Trust for \$4,590 to purchase two RS Feva sail sets (main, jib, genoa).
Proposed D Smith/Seconded R Dempster: Carried*

Were the boats provided with training & racing sails when initially purchased? Yes, however 5 years of racing has taken a toll on the condition of the racing sails. Should the Club be providing racing quality sails for a select number of sailors. If funds are coming from Centreboard budget then Centreboard Committee needs to approve the expenditure.

6 Information Reports

6.1 Marina Year One Schedule of Refurbishment Works

A year one schedule of marina refurbishment works has been extrapolated from the Marina Condition Assessment provided by Shorewise Engineering Consultants. The schedule quantifies & specifies the works to be undertaken. Also included is an indication of whether it is intended to undertake the work using in-house labour or external contractors & whether the marina's refurbishment funds or operating budget are intended to meet the expenses. Cost information & details will be provided as the schedule is developed. These updates will be circulated to the Marina & General Committees & the KCC Marina Trust trustees.

6.2 Marina Matters #3

A draft of the Marina Matters newsletter edition 3 was circulated to the General Committee for advance reading & comment. It is intended that this edition will be sent to berth licence holders on 22 May 2023.

6.3 Access Security/Tree Trimming

Trees (particularly manuka, kanuka & hakea) on the Club's driveway cuttings pose a falling risk when they mature. Our experience is large trees of these species get top heavy & risk falling in bad weather. Several parked cars have been hit by falling trees & there is a risk that access to the Club & marina could be compromised if a tree(s) fell across it. To mitigate this risk, the trees are scheduled to be trimmed. Club staff will trim small trees on the driveway clay cuttings & cutting edges where it is safe to do so. Larger trees & those where access is an issue will be left for a contractor to attend. Also, trees on the margins of the car parks will also be assessed for risk of falling in high wind & rain events & removed in the same way.

6.4 Safety Liability - P Woods

NZ Herald article circulated for Committee information

6.5 KCC Special General Meeting to consider & adopt Audited Accounts

5.30pm Friday 19th May 2023

A quorum of 40 members is required.

7 Committee Reports

7.1 Centreboard -

7.2 Keelboat Committee -

7.3 House, Social, Launch & Cruise

7.4 Marina Committee - minutes on file

7.5 Clean Club -

8 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.	16/5/2023 recommendation to General Committee
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	
Mediterranean Fanworm Incident		3 month dive check in early January	Completed - no worm found
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	
	M MacDiarmid	Signage - re max loading of 250kg	Installed 2/5/23

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	
Clubhouse Fuse Board Replacement	M MacDiarmid	Replaced	Completed 11/5/23
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		
Tsunami Siren	M Turner, M MacDiarmid	Assess appropriate site for installation	18/4/2023
Team Kee	D Keen	Funding Application assistance for new suite of sails	18/4/2023

9 Next Meeting

Next meeting 20 June 2023

Meeting closed 5:15 pm