

# Kerikeri Cruising Club Inc (KCC)

## Minutes

*Meeting of the General Committee Tuesday 16 April 2024*

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

### 1 Attending

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

M MacDiarmid (attending)

### 2 Apologies

P Kee (Centreboard), M Reid, M Lucas (Marina)

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

### 3 Minutes of the Previous Meeting

**Resolution:** *It was resolved to accept the minutes of the previous meeting  
19 March 2024.  
Proposed S Cain/Seconded A Wells: Carried*

### 4 Health & Safety

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

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

### 5 Finances

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	\$1,990.75	List circulated

Credit Card Transactions for Approval	\$576.84	List Circulated
Debtors	\$6,149.85	
Wage reconciliation	\$1,913.72	Monthly reconciliation from visitor pool to Club

**Resolution:** *To approve the invoices for payment, debtor balance, credit card transactions & March 2024 wage reconciliations as circulated.*

*Proposed T Milicich/Seconded T Bingham: Carried*

What is estimated result for the clubhouse to 30 June 2024? A small loss is now estimated.

**Resolution:** *To approve the Profit & Loss Report to 31 March 2024.*

*Proposed D Smith/Seconded D Brock: Carried*

## 6 New Members & Resignations

### 6.1 Social Memberships

With the current closure of the clubhouse, a request has been received to consider crediting a portion of the subscription for this year back to social members if requested.

The Club currently has 53 social members who pay a subscription of \$78 including GST/year. Total income from social memberships \$3,551 exc GST. General Committee to decide if a credit reimbursement is warranted (an alternative could be a credit applied to next year's membership).

**Resolution:** *To approve a clubhouse bar voucher to the value of 3 x \$10 to be spent in the clubhouse for each social member.*

*Proposed A Wells/Seconded D Smith: Carried*

### 6.2 Applications for New Memberships

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Michael Adkins	Use of a safe boa tramp	Senior	Kerikeri	Trailer Boat (HOOKED UP)	David Hoffman	Shayne Hewitt
Tom Venator	Always at Club fishing from dinghy	Senior	Kerikeri	-	Murray Reid	Paul Wright
Kyle Munford	Youth sailing	Youth	Kerikeri	-	Peter Kee	Meillia Kee
Stefan & Alexandra Harms	Social / Meeting local boaties	Family	Kerikeri	Launch (ROCINANTE)	Robi Quilter	Annie Prestt

Phil & Chrissie Jones	Racing Events	Family	Kerikeri	Yacht (OUTSIDER)	Murray Lucas	Michael Lawton
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**Resolution:** *To approve the new membership applications above.  
Proposed B Carter/Seconded D Brock: Carried*

### 6.3 Resignations

<b>Resignations</b> (made unfinancial)	<b>Reason for resigning</b>	<b>Membership</b>
Jason Moffat	Unpaid	Senior

**Resolution:** *To approve the resignation above.  
Proposed T Bingham/Seconded R Dempster: Carried*

### 6.4 Change to Membership Type

None this month

### 6.5 Membership Eligibility

A Club member & berth licence wait listee has been approached re his eligibility for full membership as despite having a local address he spends a large proportion of time outside of the Far North Territorial Boundary. The electoral roll has been checked & he is not on the Northland roll. A letter has been received from this member asserting his primary residence. General Committee to decide whether to allow continued full membership & status on the licence purchase waiting list. Previously another member with a similar residency situation was permitted to keep his “full” membership & retain a place at the top of the waiting list but will not be offered a licence until satisfactorily demonstrating that his local address is his primary one.

**Resolution:** *To permit the member to remain at the top of the berth purchase waiting list & keep his “full” membership but the member will not be offered a berth licence until he is able to demonstrate that his primary residence is local.  
Proposed B Carter/Seconded D Brock: Carried*

## 7 Decisions

### 7.1 Fuel Jetty

Copies of concept plans for a replacement fuel jetty were circulated to the Committee. This fuel jetty would use second hand fuel jetty pontoons, moulded pontoons for a floating walkway, & a gangway joining the floating walkway to the shore. The replacement fuelling facility would be floating. This replacement would be within the existing exclusive use of the marina so it is anticipated that it would require a variation of the existing consent.

Investigate cost of consent process: variation to existing consent or new consent for a new facility? If the jetty is within the existing footprint what will the consenting process look like & how much will it cost (approximately)?

M Turner & T Bingham will schedule a meeting for members as appropriate. And, will meet with the local MP to discuss funding options.

What is the lifespan of the diesel tank? Safety regulations for petrol?

## **7.2 Licence Transfers**

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

*C13 (12m) from M Masefield to Glenn & Raewyn Simpson*

*A5 (12m) from Lenco Trust to Tony Jenkins & Jan Lowe*

*Proposed B Carter/Seconded R Dempster: Carried*

## **7.3 Complaint re Behaviour**

A complaint (copy circulated) about the behaviour of a member was received. The General Committee to decide whether this warrants instigating the *Complaints Procedure* detailed in 2.4 of the Constitution & if yes delegate people implement the procedure. The member against whom the complaint was invited to provide their account (in writing) of the incident & has done so.

*Resolution: That the member against whom the complaint was made be advised his behaviour was inappropriate & the complainant be advised of the follow up action. No further action will be taken at this time.*

*Proposed T Milicich/Seconded B Carter:*

# **8 Information Reports**

## **8.1 Haul Out Closed for Safety Improvement**

The haul out facility is closed while safety improvements are made. Key improvements are replacing tyres & rims, bolts, welding repairs & an upgrade to the current winch to include tensioning & wire guide. A Condition Assessment & Weight Rating Report from Nortran Certification & Design Ltd, a company specialising in chassis design & modification, towing connection design & re-certification, load anchorage, brakes and low volume vehicles. Work is underway to make the necessary improvements to get the trolley operational asap.

## **8.2 Clubhouse Food Services**

M Turner & M MacDiarmid reported they had met twice with Chuck & Anna of Northland Fine Food Catering yesterday. Chuck & Anna are keen to start providing food in the clubhouse on Sunday evenings from 19<sup>th</sup> May for a trial period.

They provided a proposed menu (circulated with minutes) which is more than sufficient to meet the Club's liquor licensing requirements. The bar menu items would be permanently available. In addition, three of the "Dinner Ideas" would be available on any given night. These would be blackboard items.

Chuck & Anna agree that the preferred structure would be for them to run the food services as independent contractors. This format would work well for the Club as NFFC has hospitality expertise, they can minimise waste through there other outlets. This means the Club would not have to manage, hold/store or dispose of any food or manage staff.

#### Northland Fine Food Catering Background:

- 7-8 years in business locally so they know the local market
- Burgers & pies at the local market
- Bagel business
- Event Catering - weddings etc & corporate

An MOU covering the trial period would be agreed. It is proposed there be no charge to Northland Fine Food Catering for this trial period. This arrangement recognises the Club's priority to "reopen" the doors & illustrates the Club's commitment to establishing a long-term relationship that works for both parties.

#### Key Points for the Memorandum of Understanding

Northland Fine Food Catering undertakes to provide food services at the Kerikeri Cruising Club from 19<sup>th</sup> May 2024 to 30<sup>th</sup> September 2024. This is a trial by both the parties. Any agreement for the provision of services, charges etc beyond these dates will be negotiated separately. Key points of understanding are outlined below.

Access	Keys & alarm code will be provided
Clubhouse bookings	Private event bookings until 30 September 2024 to be run as per the Club's existing system
Payments/Invoicing/Accounts	Club will provide Lightspeed weekly reports that show product sales & income Northland Fine Food Catering to invoice Club weekly Club to make weekly payments for food service
Charge	None to 30 September 2024 - trial
Use of Premise	Primarily for the production & serving of food at the Club events (days & hours) noted below
Cleaning	Northland Fine Food Catering to clean kitchen after use & all cooking & serving equipment including cutlery & crockery. Club will be responsible for cleaning the remainder of the clubhouse (restaurant, bar, toilets)
Opening Hours & Days	5pm (was it 4pm) to 7.30pm Sundays from 19 <sup>th</sup> May to 29 September inclusive & Time TBC Saturday 28 <sup>th</sup> September - Keelboat prize giving TBC Time TBC Saturday 29 <sup>th</sup> June - Centreboard prize giving TBC Other events agreed on case by case basis
Insurance	Club insures the clubhouse property

	Northland Fine Food Catering - business insurance
Food Services	Northland Fine Food Catering in sole charge of the menu & pricing excepting that the Club needs the menu(s) to adequately meet liquor licensing requirements. Food stock will be provided by Northland Fine Food Catering
Promotion	Weekly notices -Weekly menu(s), specials etc can be promoted directly to Club members via weekly notices Northland Fine Food Catering may promote restaurant via their own social media Club may promote via other social media
Food Control	Northland Fine Food Catering will operate under their own Control Plan Club will continue to keep its own Control Plan active & up to date
Point of Sale	Food & Beverages will both be run through Club's POS (Lightspeed) Orders
Service	TBC by Northland Fine Food Catering - Buzzers? Table Service? Other
Rubbish	For the period of the trail, rubbish produced by provision of food to the clubhouse may be disposed of in the Club's rubbish skip. Northland Fine Food Catering to take food rubbish to the skip.
Emergency Venue	The clubhouse is assigned as an emergency venue in the Opito Bay/Rangitane Community Emergency Response Plan. In the event of this Plan being activated, the clubhouse may not be available to open as a restaurant for members or private events. This arrangement will not interfere with normal operations & will only come into play in emergency situations.

## 9 Committee Reports

**9.1 Centreboard - minutes on file**

**9.2 Keelboat Committee**

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

**9.4 Marina Committee - minutes on file**

**9.5 Clean Club - notes on file**

**9.6 Review Committee**

## 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.</p> <p>T Bingham/Thomson Wilson Law first meeting held re confirming process &amp; costs for obtaining title - notes filed</p> <p>LINZ contact has retired, new contact person established.</p> <p>Summary of Process provided by T Bingham to Feb 2022 meeting of General Committee.</p> <p>LINZ appointed valuer has made a site visit.</p> <p>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.  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 Access Restriction signs - M MacDiarmid - installed Monthly internal audit - to be drafted Plywood being installed - T Bingham Planned closure from 1 April 2024 for refurbishment 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 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	
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 21 May 2024*

*Meeting closed 8.13pm*