

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 21 May 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 Smith (Treasurer), T Milicich (Deputy-Chair Marina), R Dempster (House/Social/Launch/Cruise), M Reid, M Lucas (Marina)

M MacDiarmid (attending)

2 Apologies

D Brock (Secretary), A Wells (Rear Commodore), (Centreboard)

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

3 Minutes of the Previous Meeting

Resolution: *It was resolved to accept the minutes of the previous meeting 16 April 2024.*
Proposed B Carter/Seconded S Cain: Carried

4 Health & Safety

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

1 incident that did not require first aid, details on report circulated

Resolution: *It was resolved to accept the Health & Safety Report.*
Proposed T Bingham/Seconded T Milicich: Carried

5 Finances

Resolution: *To approve the Profit & Loss Report to 30 April 2024.*
Proposed D Smith/Seconded T Milicich: Carried

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	\$18,852.13	List circulated
Credit Card Transactions for Approval	\$1,197.13	List Circulated
Debtors	\$4,608.30	
Wage reconciliation	\$2,043.12	Monthly reconciliation from visitor pool to Club

Resolution: To approve the invoices for payment, debtor balance, credit card transactions & April 2024 wage reconciliations as circulated.
Proposed D Smith/Seconded T Milichich: Carried

Resolution: To approve the change in price of access FOBs.
Proposed T Milichich/Seconded T Bingham: Carried

M MacDiarmid to review FOB prices for next budget.

Sub-committee budgets needed prior to the next meeting.

6 New Members & Resignations

No membership applications, resignations or changes this month.

7 Decisions

7.1 Fuel Jetty

Meeting on 22nd May is an information evening for members to advise them of the current situation, plans for refurbishment & funding options. Drawings will assist the Club in seeking funding for the refurbishment project.

Request for \$4,500 + GST for structural drawings for fuel jetty replacement from the major maintenance budget. Drawings will assist the Club in seeking funding for the refurbishment project.

Concern expressed that other options are not being considered. A bare minimum option would be to have a fuelling pontoon with services on piles & a service walkway. But a minimal jetty may not supply the facilities the Club members require.

The Club's major maintenance fund has sufficient to fund the drawings. Funding for the replacement will be partly via Club funds & other alternative funding will also be sought.

Resolution: A budget of \$4,500 + GST for structural drawings for fuel jetty replacement be approved from the major maintenance funds. Commissioning of the drawings will be conditional on general support from the Club member information evening 22 May 2024 & a budget price on a "like for like" replacement.

Proposed B Carter/Seconded S Cain: Carried

Resolution: *On review of the fuel jetty condition report & after discussion with Haigh Workman it is resolved that gates x 2 be installed on the fuel jetty to ensure controlled access. An access key will be available for purchase to allow access to the jetty on condition of accepting & signing a liability waiver & reviewing the jetty hazard register. On purchase of a key, fuelling will still be possible from the floating pontoon & bowser platform. A budget of up to \$2,500 + GST is requested for this installation.*

Proposed T Bingham/Seconded M Reid: Carried

Access keys to be priced at \$50 & will only be made available on review, completion & signing of a liability waiver & jetty hazard register (including mitigating actions) by the purchaser.

7.2 Licence Transfers

Resolution: *It was resolved that the following berth licence transfers be ratified, signed & sealed by the Club:*

C29 (12m) from V Kennard to Richard Power

Proposed B Carter/ Seconded T Bingham: Carried

7.3 Marina Matters

The May edition of Marina Matters was circulated for consideration before it is published to berth licence holders.

Resolution: *It was resolved that the revised edition of Marina Matters May 2024 be published for licence holders.*

Proposed T Milicich/ Seconded R Dempster: Carried

Procurement & Financial Delegation Policy

These changes to the Procurement & Financial Delegation Policy were submitted to the March General Committee meeting, since then the Treasurer & Vice-Commodore have reviewed them again & the changes are being resubmitted for adoption.

Resolution: *That the proposed changes (as circulated) to the Procurement & Financial Delegation Policy be adopted.*

Proposed T Milicich/Seconded T Bingham: Carried

7.4 Clubhouse Interior Painting

Quotes for painting of the interior of the clubhouse are being sought.

The work may include painting the wooden interior panelling, window sill, frames, beams & posts. It is anticipated this will call on funds from the major maintenance account.

Some remedial work is required to remove the staples, nails etc from the walls & woodwork. In anticipation of the painting, it is hoped the House & Social Committee could organise some Club working bees to complete this preparation work.

Seek quotes for interior painting & interior design for the clubhouse.

8 Information Reports

8.1 Fuel Jetty & Reclamation Title Application

M Tuner & T Bingham met with MP G McCallum & discussed funding assistance for fuel jetty replacement & environmental cleanup of the historical grid as well as requesting his help with progressing the reclamation title application with LINZ. An information meeting for Club members is being held in the clubhouse 6pm Wednesday 22nd May.

G McCallum has communicated to the LINZ minister, MP C Pink, to try & push the application on.

8.2 Clean Club Survey

B Carter completing a survey on behalf of the Club

8.3 Haul Out

The member has now withdrawn this motion/request as a result of communication with him. Here for information only.

"Motion put by Derry Godbert, Seconded by Kit Staff.

Request that the General Committee seriously consider the need for a Special General meeting or equivalent communication channel to consult with and inform the KCC members of the reasons for the verbal closure of our very valuable Haul Out Facility"

"Discussion;

1, This Haul Out is a very important asset to the club, financially, conveniently, for safety, and as part of our responsibility.

2, My booking for the weekend of 12th. to 14th. April was suddenly terminated on Tuesday 9th. causing me 100s of \$s worth of cost and major inconvenience. No reason was given for the emergency which caused this. No reflection on the club Admin staff who took the trouble to inform me as soon as possible.

3, The one benefit was that being forced to use the Opuia Haul Out I am able to make a direct comparison with the Far North Holding facility and our own. Suffice to say that the system at Opuia is much more expensive and less convenient in many ways than our own. The staff there were very pleasant but the facilities not nearly so user friendly. The travel lift in particular for those who understand them.

4, I feel that the club members must have a clear explanation of why a very important club asset should be destroyed without any consultation.

NB: information has been included in the Club's notices as to why the haul out facility has been closed. Work is underway to allow the reopening of the facility & more communications with members will follow. D Godbert has been advised that the closure is not intended to be permanent.

9 Decision Report

9.1 Expediting Pile Replacement/Refurbishment

Authorisation is sought for the KCC Marina Committee & Club Officers to review & approve the request for tender documents & resulting tenders for marina & Club piling replacement work.

Background: there are only two realistic contractors available for Club piling work. These are Total Marine Services (TMS) & Hallet Enterprises. Other marine contractors are either not considered suitable for a variety of reasons or are based further afield & unlikely (based on experience) to tender for this relatively small contract.

Both TMS & Hallets have gaps in their schedules before the end of 2024 that the Club could fit in with. If the Club is unable to take advantage of those calendar openings, the piling will most likely not be scheduled until at least March if not later in 2025.

Resolution: *That:*

- *Total Marine Services & Hallet Enterprises be accepted as pre-qualified contractors for piling contracts,*
- *As Hallets have availability in the short term, work to secure their services in June 2024 to undertake the piling plan to the extent that they can secure materials up to the 28 pile 2023 plan.*
- *Based on Hallets performance for this year's plan the Club can then enter a competitive tendering process between TMS and Wilkes/Hallet to make 2025 and 2026 booking slots to ensure we secure services for a 30-40 pile replacement programme.*

Proposed T Milicich/Seconded R Dempster: Carried

10 Committee Reports

- 10.1 Centreboard - minutes on file**
- 10.2 Keelboat Committee - minutes on file**
- 10.3 House, Social, Launch & Cruise**
- 10.4 Marina Committee - minutes on file**
- 10.5 Clean Club - notes on file**
- 10.6 Review Committee**

11 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"> 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.</p> <p>T Bingham/Thomson Wilson Law first meeting held re confirming process & 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 & 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	Completed, caterer installed
Safety	Keelboat Committee	Recording Keelboat safety processes - what is in place? Are race boat audits documented? Wind limit checks etc?	

12 Next Meeting

Next meeting 18 June 2024

Meeting closed 8.32pm