

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 19 April 2022

The meeting commenced at 7pm via Zoom.

1 Attending

A Wells (Commodore), L Ayr, S Cain (Keelboat), M Simpson, D Smith, A Griffin (Social), D France, B Carter, D Keen (Rear Commodore), A Griffin, M Turner (Vice-Commodore), D France, R Dempster

M MacDiarmid (attending)

2 Apologies

T Bingham

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

3 Minutes of the Previous Meeting

Resolution: *It was resolved to accept the minutes of the General Committee 15 March 2022.
Proposed A Wells/Seconded D Keen: Carried*

4 Health & Safety

Club & Clubhouse open under Orange phase of NZ COVID Protection Framework/traffic light system

To improve the Club's Health & Safety a draft report template was circulated prior to this meeting. Under the new report, the Club's standing subcommittees will each contribute to health & safety reporting. There is also a section for the clubhouse. The purpose of the new reporting is to provide General Committee members with assurance that the Club's Health & Safety obligations are being met. Suggestions: Change "OSH" references to "Work Safe NZ", also review mast gantry operating policy.

5 Finances

Stand out issue is clubhouse & how that is performing for the year.

Resolution: *To approve the Profit & Loss Report to 31 March 2022.
Proposed D Smith/Seconded M Simpson: Carried*

*Resolution: To approve the invoices for payment as circulated.
Proposed D Smith/Seconded D Keen: Carried*

Debtors - M Smith debt is the focus of a disputes tribunal application.

Budgets - committees please draft asap

6 Decisions

6.1 Vaccine Pass Requirement

The Club is currently operating under the following resolution made in December 2021.

That the Kerikeri Cruising Club confirms the requirement for NZ Vaccine Passes at all close quarters activities (e.g. centreboard sailing) & indoor venues (e.g. clubhouse, office & boatshed). Passes will not be required to access the marina, other exterior sites (e.g. carparks) or to enter a keelboat event.

NZ Vaccine Passes are no longer required by the Government at any of these activities or venues although individual businesses can choose to maintain the requirement.

It is recommended (by the working group set up by the General Committee: A Wells, M Turner, T Bingham, D Smith, A Griffin, M MacDiarmid, C Schaasberg) that there be no requirement for vaccine passes to enter the clubhouse. This will keep the clubhouse in line with the government's vaccine policies & with the likely approach of other hospitality venues.

Other suggestions in terms of people keeping safe are welcome.

*Resolution: That the KCC removes requirement for vaccine passes to enter the clubhouse or participate in Club activities (centreboard sailing, indoor venues). This will put the Club in line with the government's vaccine policies.
Proposed A Wells/Seconded M Turner: Carried*

6.1 Submission to NRC Annual Plan - A Wells

Draft submission circulated with General Committee agenda. Submissions are due 29th April

Please send comments to A Wells by end of the week.

6.2 Clubhouse Future

Following General Committee discussion, N Turner was invited to assess & comment on the current operation of the clubhouse & suggest short, medium & long term improvements that could be made as well as commenting on the management structure of the clubhouse (i.e. managed by the Club internally versus lease the building).

Report Summary

Step 1 - Immediate		
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Bar Improvements	No expense implications: review drinks options etc	\$0/minimal
Engage appropriately skilled hospitality project leader from hospitality sector	6 weeks initially	\$3,000 from Entrance Fee income
Step 2 - Short Term		
Point of Sale System (POS)	Explore options & costs with aim of including in 2022/23 budget, aim to improve operating & reporting	\$0 for exploration 2022/2023 budget
Social Membership Drive	Minimal financial implications	
Step 3 - Medium Term		
Clubhouse improvements	Seek advice on clubhouse capital & interior improvements	TBA

Resolution: *That \$3,000 budget be made available for the hire of a skilled hospitality advisor to scope & initiate implementation of improvements in clubhouse operation.*
Proposed D Smith/Seconded R Dempster: Carried
Abstain: M Turner

6.3 Replacement Freezer - Clubhouse

Resolution: *That \$1,700 budget be made available for purchase of a replacement freezer from the R & M plant & equipment budget.*
Proposed D Smith/Seconded L Ayr: Carried

6.4 Vice Shelf

There is a prohibition on power tool use in the winch shed area.

Resolution: *That the Club installs a vice & shelf on the exterior of the winch shed at a cost of \$250 + GST.*
Proposed N Burson/Seconded M Turner: Carried

6.5 Secretary as Club Account Signatory - D Smith

Resolution: *That Tim Bingham be added to the list of signatories for the Club's BNZ bank accounts.*
Proposed D Smith/Seconded M Griffin: Carried

6.6 Accepting 2 Quotes Instead of 3 Under the Procurement & Financial Delegation Policy: Security Camera Replacement, Engineer for breakwater refurbishment & Club Asset Register & Condition Audit Report

The Club's Procurement & Financial Delegation Policy states for purchases between \$5,001 & \$20,000 "Purchases of supplies, equipment and services which cost between \$5,001 and \$20,000 will require written quotes. Kerikeri Cruising Club will solicit written responses from at least three vendors. If responses are not forthcoming, a statement explaining the procurement from a single supplier will be prepared and tabled at the next appropriate Sub Committee meeting."

Three quotes have been sought but not received on three projects. Two quotes have been received.

Resolution: **That for the projects of: installing a replacement licence plate security camera; appointing an Engineer to supervise the refurbishment of the breakwater fitch plates, whalers & through bolts; preparation of an Asset Register & Condition Audit Report prepared to assist with budgeting & planning for medium- & long-term maintenance & refurbishment of Club assets that two quotes be accepted as third quotes (as required under the Club's Procurement & Financial Delegation Policy) have been sought but not been able to be obtained.**
Proposed L Ayr/Seconded M Simpson: Carried

Preparation of an Asset Register & Condition Audit Report, quotes (on file) received from Tutukaka Consultants Ltd & PK Engineering

Resolution: **That the quote from Tutukaka Consultants Ltd for preparation of an Asset Register & Condition Audit Report to assist with budgeting & planning for medium- & long-term maintenance & refurbishment of Club assets be accepted.**
Proposed D Smith/Seconded D Keen: Carried

6.7 Marina Breakwater Refurbishment Project Engineer

Two Quotes received (on file). The budget for the cost of this project (including the Engineer) will be coming from the marina refurbishment account.

Resolution: **That the services of Tutukaka Consultants Ltd be engaged to act as "Engineer" in the refurbishment of the breakwater fitch plates, whalers & through bolts as per the quote (\$9,500) & that Aotea Security for cameras.**
Proposed L Ayr/Seconded R Dempster: Carried

6.8 Accepting Digital Signatures on Berth Licences, Deeds of Assignment & other Marina Berth Licence related documents

To date it has been convention that the Club requires 2 copies of original signed documents when transferring or assigning berth licences. This is increasingly challenging & time-consuming.

Club's legal advice is that the Club's rules & licence are silent on electronic signing & the keeping of electronic copies as originals rather than hardcopy originals. And, that if the Club's committee agrees, a signed electronic copy could be acceptable as a final document.

The lawyer further suggested that clauses be added to the licence covering off execution by counter-part copies (a version signed by each licensee held together, forms one original licence). This is not being pursued. Instead the Club would procure one document that may have a mix of original & digital signatures.

Resolution: *That the Club adopt a policy that both original & digital signatures are acceptable on marina berth licences, deeds of assignment & other marina berth licence related documents.*
Proposed L Ayr/Seconded R Dempster: Carried

6.9 Berth Licence Transfers

Resolution: *That the licence transfers below be ratified by the Club:*
C28 (14m) from Alastair & Pamela Stephenson to Steve & Julie May
D38 (12m) from SB & J May Family Trust to Alan & Daphne Muller
E08 (16m) from Kim & Maureen Harris to Evan & Jennifer Innes-Jones
Proposed L Ayr/Seconded R Dempster: Carried

6.10 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconder
Lidija Plantev	Adult LTS course	Crew	Kerikeri	-	Derry Godbert	Doug France
Greg & Gaylene Smith	Facilities boating	Family	Kerikeri	Launch (Lady Jane)	Toby Gibson	Kath Gibson
Graham Wheeler & Brenda Crosby	Club activities / Meals	Family	Kerikeri	Launch (Pink Panther)	Raewyn King	Jason King
Martin Hunt	Great convenience	Senior	Whangarei	Keeler (Teuila)	Roy Davies	Margrit Davies
Fintan & Catherine McGlinchey	Access to Club facilities	Family	Kerikeri	Launch (ECLIPSE) / Trailer Boat	Daniel Wise	Andrew Willis
Liam Curtis	Centreboard racing	Youth	Kerikeri	-	M Turner	D France

6.11 Resignations

None

Resolution: *To approve the new memberships as listed above.*
Proposed A Wells/Seconded S Cain: Carried

7 Information Reports

7.1 FOBs for Club members

The issue of the number of FOBs to be issued per Club member has been raised again with a small number of members insistent the more than one should be available to them. The Marina Committee has reconsidered the current policy (1 FOB/eligible person) & has determined that the current policy is fit for purpose.

Resolution: *To ratify the KCC Marina Committee's resolution that the current FOB policy is fit for purpose.*
Proposed A Wells/Seconded M Griffin: Carried

7.2 Clean Club - D Keen

Update on Progress

- KCC registered with YNZ
- have a “mentor” Club program in Wakatere Boating Club
- new Group formed and already holding regular meetings will initiate an Audit with
- General Manager to identify Club's current standing future work will
- involve concepts around Administration & Leadership, Waste Management, Resource Conservation, Community Outreach and Education.

7.3 Review of the Incorporated Societies Act

D Smith, T Bingham, M MacDiarmid to review & advise on any changes required.

7.4 Trust as a Licensee

An application to allow a trust as a new berth licence holder was declined by the marina committee as it is contrary to the Club's policy.

8 Committee Reports

8.1 Centreboard -

8.2 Keelboat Committee -

8.3 House, Social, Launch & Cruise - minutes on file

8.4 Marina Committee - minutes on file

9 Action Sheet

Item	Delegated Person(s)	Decisions/Future Action	Completed
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. A summary of the process to date will be submitted to the February 2022.</p>	<p>Land valuation quote being sought</p> <p>Summary of Process provided by T Bingham to Feb 2022 meeting of General Committee.</p>
	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>	

Public Access Conditions of Resource Consent	A Wells, D Keen, D Smith, M Turner, T Bingham	Meeting held with FNDC with a view to gaining some financial contribution towards the Club's operational costs to account for the impact of public use of Club facilities and infrastructure. Letter sent & follow up meeting held with Mayor 8 th March	Meeting with FNDC scheduled for 22 March
Dinghy Dock	Sub-committee M Turner, D Keen, N Burson, T Bingham, D Brock	Sub-committee to meet	
Club Asset Condition Register & Long Term Maintenance Plan		General Committee to forward suggestions of Club members with expertise in this area	See resolution above, Quote accepted
Reclamation Expenses Split	Sub-Committee: A Wells, M Turner, L Ayr, R Dempster, T Bingham	Make recommendations back to General Committee	
NRC	A Wells	meet Biosecurity working group 25 th May	
		KCC to make submission on NRC Annual Plan	Draft circulated, comments before Fri 22 nd April
Dinghy Racks	M Turner	Assessment of potential new sites	
Bench Vice at Centreboard container	N Burson, D France, M Turner	Assess locating vice in/on centreboard container	Underway

Oxford Sports Trust Application	M MacDiarmid, D France	Application made for \$1,121, Grant of \$800 received	Centreboard to advise on difference
Clean Club Programme	D Keen	Guidelines received. Currently forming a group to explore this concept/opportunity further; have started asking individuals but happy to take offers from Committee	Underway
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	Disputes Tribunal application lodged	Underway
Health & Safety Review	Sub-committees	Club draft template to be distributed for sub-committee comment & revision	Underway

10 Next Meeting

Next meeting 17 May 2022

Meeting closed 8.23pm