

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 21 February 2023

The meeting commenced at 7.00pm in the clubhouse, 346 Opito Bay Road, RD1, Kerikeri.

1 Attending

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

2 Apologies

P Kee,

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 15 December 2022 & 23 January 2023
Proposed A Wells/Seconded T Bingham: Carried*

4 Health & Safety

The Club's Health & Safety report circulated prior to this meeting. 4 Health & Safety meetings held since the last General Committee meeting.

Resolution: *It was resolved to accept the Health & Safety Report
Proposed A Wells/Seconded R Dempster: Carried*

5 Finances

Financial Literacy - D Smith will address in March 2023

Clubhouse tracking better than budget

Resolution: *To approve the Profit & Loss Report to 31 January 2023.
Proposed D Smith/Seconded D Kenn: Carried*

Resolution: *To approve the invoices for payment & credit card transactions for February & January 2023.*

Proposed D Smith/Seconded D Keen: Carried

*Resolution: To approve Audit Completion Report to 30 June 2022
Proposed D Smith/Seconded B Carter: Carried*

GST changes as recommended in the Completion Report will be discussed with auditor 22/2/23

6 Decisions

6.1 Berth Licence Transfers - Marina Committee

*Resolution: To approve to the berth licence transfers below
E20 (16m) from C Schaasberg to R Shaw & D Blaber
Proposed P Woods/Seconded R Dempster: Carried*

6.2 Host Responsibility Policy - M MacDiarmid

Changes recommend primarily to reflect the current/correct Act.

*Resolution: To amend the Host Responsibility Policy (as circulated).
Proposed A Wells/Seconded R Dempster: Carried*

6.3 Weigh Station

The proposal to install a weigh station on the fuel jetty has not progressed.

1. Letters received (copies attached) indicate significant club member interest in this issue & raise the question of whether it should have wider Club consultation.
2. The fuel jetty is currently not suitable for congregation.
3. Conditions set by the November 2022 KCC General Committee meeting yet to be met by BOI Swordfish Club

Correspondence on the issue: Committee decision will be communicated to the correspondents.

*Resolution: To halt the weigh station proposal until Club members can be consulted & the fuel jetty assessed for suitability & safety.
jetty.
Proposed A Wells/Seconded M Turner: Carried
Abstain: B Carter believes the proposal should be withdrawn by the BOI Swordfish Club*

6.4 Centreboard Fundraising Dinner/History Presentation - Centreboard Committee

In November 2022, a successful (100+ attendees & sold out in 3 days) history presentation by archeologist & Club member, Bill Edwards & dinner event was made to

Club members. A 2nd similar evening is proposed for Sunday 12 March. It is proposed that \$5 be charged on top of each ticket. The income generated from help fund the purchase of new Splash sails. The topic for the presentation is “Northland during WWII”. Centreboard Committee seeks approval to fundraise in this way.

Resolution: *To approve \$5 on top of the dinner costs as a fundraiser for Centreboard Splash Sails.
Proposed B Carter/Seconded S Cain: Carried*

6.5 Mast Gantry - T Bingham

T Bingham met with R Greenfield who has inspected the mast gantry facility. The Club received Greenfield's report & it was circulated to the General Committee in advance of the meeting.

Resolution: *To reopen the mast gantry, purchase & install a braked winch on the mast gantry with a maximum budget of \$750 & carry out the repairs as recommended in the report.
Proposed T Bingham/Seconded : Carried*

Fuel jetty signage : “No more than 250kg between piles” to be added to signage

6.6 Asset Register - Refurbishment & Maintenance Schedule & Budgets

Budget & summary circulated to the Committee & on file.

Resolution: *That the Club approves the process (as outline in the summary provided) for developing the refurbishment plans:*

- 1. Confirmation of shared cost responsibilities Club: Marina (with the access road & storm water system share still to be negotiated)*
- 2. Funding of “Maintenance & Minor Refurbishment” to be funded via annual income.*
- 3. Separate treatment of “Large Refurbishment” projects funding i.e. removing them from the standard annual income funding. Exploration of funding alternatives, grants, local body funding & debt funding could be options but need careful consideration.*
- 4. Co-ordination between the marina & Club refurbishment processes.*

Proposed A Wells/Seconded M Turner: Carried

7 New Members & Resignations

7.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconder
Kathryn Thomson	Sailing experience	Crew	Kerikeri	Keelboat crew	B Newport	P webb
Barry Greaney	Convenience for launching	Senior	Kerikeri	Trailered Power Boat	J Mark	J Mark
Andrew & Barbara Roberts	Getting back into boating, upsizing from youth to family	Family	Kerikeri	Centreboard	P Kee	D Godbert
Rafe Tollemache	Coastguard nominated member	Senior	Kerikeri	Bay Rescue	I Stevenson	J Stevenson
Brad Lewis	Meeting people who enjoy boating (new to area)	Long Distance	Whangarei	Keeler	C Bartlett	G Turner
Chris & Bridget Richwhite	Racing	Family	Kao	Keeler	M Turner	D Smith
Matt & Georgie White	Ramp, Jetty, Parking & Social	Family	Kerikeri	Trailered Power Boat	M Woodward	M Klinac

7.2 Resignations

Bob Culbert	Moved Away	Long Distance
Lynda Hurley	No longer uses facilities	Social
Debi Davenport	No longer uses facilities	Social
Mike Powell	No longer uses facilities	Senior
Stuart Riddell	No longer uses facilities	Family

7.3 Change to Membership Type

Dennis McCondach	Family	Senior
David Hoffman & Suz Fitch	Senior	Family

Resolution: *To approve the new memberships, changed memberships & resignations as listed above.*

Proposed B Carter/Seconded T Bingham: Carried

8 M Smith - Apply for a distress warrant to the Court

Derelict boat - M Smith / R Dempster

9 Information Reports

9.1 Cyclone Gabrielle

The Club's Storm Plan was implemented prior to the arrival of Cyclone Gabrielle: warnings sent to boat owners, drains & gutters cleared, safe storage of vulnerable items (outdoor furniture, gear trolleys, haul out screens, clearing drains, printing hard copy contact lists, charging phones & power banks etc).

No obvious damage sustained to the clubhouse although power outages necessitated the removal of frozen food to an alternative storage location & the disposal of refrigerated food that had spoiled. The clubhouse was closed on Sunday 12th February to avoid staff & customers travelling during the night in adverse weather conditions.

The marina & berthed vessels felt the effects of the cyclone's weather. Marina committee members, marina staff & some vessel owners attended the marina on Sunday, Monday & Tuesday. The weather conditions were challenging wet, windy & swell affected particularly the breakwater. Staff & committee worked in teams & did not attend at night for safety reasons. The combined actions of this group undoubtedly reduced the damage that could have been incurred to both the marina & the vessels berthed in it.

Despite this some damage was sustained: mooring line chaffing & breaking (being followed up with boat owners), through bolt loosening (expected after weather conditions of this type & being checked & tightened), broken marina walers (replacement timber has been sourced & will be installed when conditions allow), pile wear strip damage (being repaired, &/or replaced & also extended to better meet storm conditions), broken & damaged pile guide (2 x urgent replacements ordered & anticipated installation week commencing 20th Feb), debris (removed from in the marina & on the breakwater), damage to vessels (boat owners responsible for attending to this), broken pile (was on the list for replacement), suspect pile (has been put on the list for urgent replacement).

The Club's Storm Plan will be reviewed: suggestions include signage indicating only authorised personnel to access the marina, more stringent mooring line rules, education around mooring line installation, & formalised removal of vessels from the most vulnerable berths.

A review of Storm Plan & report back to the General Committee

9.2 Change Club Power Supplier

Contact Energy has advised upcoming increases to power charges. A comparison of supplier prices has been completed & the Club switched to Meridian Energy to avoid increased power costs.

9.3 Audit Process

A meeting with BDO is scheduled for Wednesday 22nd February to resolve the audit issues. The Club has also recently been advised that audit standards have again changed & the cost will be increasing as a result.

9.4 Procedure & Structure for Undertaking Significant Club Projects

T Bingham & D Brock have refined this procedure & it is currently being considered by the Marina Committee. It will be presented to the General Committee in March. The procedure is a working guide not a document that needs general meeting approval or legal document.

9.4.1 Preferred Supplier/Contractor Arrangement Marina Contractors

Would conform with the Club's Procurement Policy i.e. 3 quotes etc.

Preferred contractor would have first option on urgent work, normal work would go to the preferred contractor but price comparisons can still be sought. Competent & reliable contractor, continuity of service & possibility cost savings. Small pool of potential contractors up to 3.

The proposal must adequately enable comparison of potential contractors to meet the requirements of the Procurement Policy.

The Marina Committee will proceed with the proposal to recruit a preferred contractor. The meeting was advised that the Marina Committee will develop a detailed proposal, brief the Club officers & then put it to the General Committee for approval. The proposal will then be put out to potential contractors.

9.5 Pile Replacement

Awaiting contractor

10 Committee Reports

10.1 Centreboard -

10.2 Keelboat Committee -

10.3 House, Social, Launch & Cruise

10.4 Marina Committee - minutes on file

10.5 Clean Club

11 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. 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	A Wells, M Turner, D Smith, M MacDiarmid, P Woods	Register presented to General Committee Nov 2022 Funding options to be drafted by sub-committee & presented to the General Committee	
Reclamation Expenses Split	Sub-Committee: M Turner, R Dempster, T Bingham, A Wells	Make recommendations back 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 &	Completed

		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.	
Health & Safety Review	Sub-committees	Sub-committees to consider & review	Underway
Clubhouse Future		Membership Drive	
		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
Toilet Facilities at Lake Manuwai	Centreboard	Awaiting FNDC installation (scheduled for June 2022).	Completed
Defibrillator	M MacDiarmid	Marina is purchasing Awaiting supply from St Johns	Completed & installed
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

Te Pewhairangi Marine Mammal Sanctuary Event Permit	M MacDiarmid	Permit application submitted & officially received by DoC	Awaiting DoC processing
DoC Marina Access Review	General Committee	October	
MOSS Exemption Requirements	Centreboard	Annual assessment & remedial actions	
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.	
Tiger Shark	P Kee, N Cates	Contact R Given & asses vessel	
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	
Financial Literacy Briefing	D Smith	For incoming General Committee	
Review Haul out operation	Marina Committee	Rules for boat owners	Reviewed by staff & to be considered by marina committee for approval 15 Dec Underway

		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	

12 Next Meeting

Next meeting March 21st 2023

Meeting closed 8.48pm