

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 19 December 2023

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, R Dempster (House/Social/Launch/Cruise), M Reid, M Lucas (Marina), A Wells, P Woods (Deputy-Chair Marina)

M MacDiarmid (attending)

2 Change to Committee Membership

Resolution: *It was resolved to accept the appointment of P Woods as Marina Committee Deputy-Chair replacing M Carere.
Proposed T Bingham/Seconded B Carter: Carried*

3 Apologies

P Kee (Centreboard), D Smith (Treasurer), D Brock (Secretary)

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

4 Minutes of the Previous Meeting

Resolution: *It was resolved to accept the minutes of the previous meetings 21 November 2023 & 28 November 2023.
Proposed S Cain/Seconded R Dempster: Carried*

5 Health & Safety

1 Health & Safety meetings held since the last General Committee meeting & a summary report circulated with the meeting agenda.

Job description for a Health & Safety Co-ordinator to be drafted. This draft will be presented to the General Committee.

5.1 Haul Out Trailer Weight Limit Change

On review of the Haul Out Trailer Report 2012 & in acknowledgement of the passage of time & likely degradation of the facility, the maximum weight limit for vessels on the haul out trailer has been reduced from 14,000kg to 8,000kg. Reducing the weight limit

will limit the vessels able to be hauled at this facility but safety considerations take priority.

6 Finances

Resolution: *To approve the Profit & Loss Report to 30 November 2023.
Proposed A Wells/Seconded T Bingham: 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	Notes
Invoices	\$38,689.6	List circulated
Credit Card Transactions	\$1,015.31	List Circulated
Debtors	\$50,701.38	Subscriptions invoiced
Wage reconciliation	\$3,097.83	Monthly reconciliation from visitor pool to Club

Fuel commission to be renegotiated along with the lease.

Resolution: *To approve the invoices for payment, debtor balance & November 2023 wage reconciliation & credit card transactions.
Proposed A Wells/Seconded B Carter: Carried*

7 New Members & Resignations

7.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Paul Carter	Use Club facilities while on swing mooring	Long Distance	Auckland	Multi Hull (KEPA)	Ivan Lipanovic	Don Blainey
Grant & Lee Goodwin	Great Marina / Local Support	Family	Kerikeri	Launch	Ray Haslar	Terry Dawson
Joy Wilson	Restaurant	Social	Kerikeri	-	-	-
Stephen Boyle	Meet fellow boaties	Senior	Kerikeri	Launch (SABATINI)	Ian Derrick	Charles Schaasberg
Rachel Heron	New resident, social, wanting to crew in races	Senior	Kerikeri	Keeler (MORGANA)	Adrienne Grey	John Bertenshaw

7.2 Resignations

Cliff Lyon
Bernard & Annemarie Koeglberger
Dennis Lee
Ron Bennett
Veronica Woods
Roger Franklin-Smith
Frank Spitters
Jack & Annette Kemp
Vanessa Glover-van Paridon
Jack Armstrong
Rob & June Chambers
Andree Given

7.3 Change to Membership Type

Simon Fletcher & Anna Wylie	Family	Senior
Finn Topzand-O'Rourke	Family	Senior
David Stancliffe	Senior	Social
William Poore & Dinah Lawrence	Family	Senior
Lyn Read	Senior	Social
Andy Wood	Family	Senior
David Walker	Family	Senior

Resolution: *To approve the new memberships, resignations & changes of membership types as listed above.
Proposed R Dempster / Seconded S Cain: Carried*

8 Decisions

8.1 Department of Conservation Concession To Hold Events in te Pewhairangi Marine Mammal Sanctuary

Concession received (copy circulated), recommend application of the Club seal to the document & return copy to DoC.

The guidelines & rules will be circulated to the relevant committees & wider membership.

Resolution: *To apply the Club seal to the Department of Conservation Concession to hold events in te Pewhairangi Marine Mammal Sanctuary.*

Proposed B Carter / Seconded T Bingham: Carried

8.2 Member Acknowledgement Request

See correspondence attached

Resolution: *To add W Bigwood to the Club's "Voyages of Distinction" honours board.*

Proposed P Woods / Seconded M Reid: Carried

8.3 Marina E Pier Refurbishment Project

An updated copy of the project summary with the agenda.

The KCC Marina Trust has approved funding for this project. The Trustees also recommended the Club consider taking action to return the refurbishment fund balance to the \$400,000 minimum within a short time (3-4 months) of it reducing below that figure. This advice was acknowledged & will be considered when managing the funds going forward. The minute of the decision to maintain a \$400,000 balance will be located for information.

Law North has completed a review of the contract (circulated prior to the meeting). The review recommendations have been implemented.

A condensed project summary will be circulated to all Club members for their information prior to the special general meeting.

It was recommended that the Club resolve to apply the Club seal when signing acceptance of the contract. A resolution is required to apply the Club seal.

Resolution: *To apply the Club seal to Total Marine Services contract for refurbishment of E Pier breakwater through-rods, walers & flitch plates subject to approval of Club members at a special general meeting called for the purpose of considering the project expenditure for approval.*

Proposed P Woods / Seconded R Dempster: Carried

8.4 Piling Replacement & T-head Refurbishment Project

The KCC Marina Trust has approved funding for this project. It is recommended that the Club resolve to apply the Club seal when signing acceptance of the contract.

Resolution: *To accept the tender from Haigh Workman to provide engineering services for a pile replacement & T-head refurbishment project (as tendered) & to apply the Club seal to the contract agreement with Haigh Workman for this work.*

Proposed P Woods / Seconded R Dempster: Carried

8.5 Berth Licence Transfers - Marina Committee

Resolution: *To approve the following berth licence transfers & apply the Club seal to the transfer documents (Deed of Assignment) B34 (12m) From John Coote to Sean & Jane McCaughan*

*C32 (14m) From Don & Nola Blainey to Terry Davis
A28 (10m) From Borris & Svetlana Penchev to Zak Holly & Jill
Douglass
Proposed R Dempster / Seconded P Woods: Carried*

8.6 Marina Matters Newsletter

For publishing 20 December 2023

Resolution: *To approve the December edition of the “Marina Matters” newsletter as circulated.
Proposed M Lucas / Seconded P Woods: Carried*

8.7 Marina Budget & Fees

It is recommended that the Marina’s 2023/2024 budget be adjusted when the annual insurance expense is finalised (once the valuation figures are incorporated) & that the 2nd annual marina fees instalment invoice (mailed Feb 2024) be adjusted accordingly. It is also recommended that an additional \$500 + GST be invoiced for marina refurbishment on each fee. The budget & fees will be revised & then invoiced late February 2024 after the Marina & General Committee meetings. Communication with berth licence holders on these changes is also planned.

8.8 Clubhouse Future

Recommend the Club Manager & Commodore be authorised to recruit kitchen staff for a fixed term (up to six months) to provide food services for the clubhouse. Advertising has will now commenced for a cook/chef to cover the short-term provision of basic services (limited restaurant days & Club prize-giving) for Club members. Applications have been received.

It is unlikely that staff will be recruited in time to have a seamless transition on C Schaasberg’s retirement. The clubhouse may have to be closed for a period while staff are recruited.

Resolution: *To authorise the Club Manager & Commodore to employ kitchen staff for a fixed term (up to six months) to provide food services for the clubhouse.
Proposed A Wells / Seconded P Woods: Carried*

8.9 January Meeting & Invoice Payment

Resolution: *To authorise the payment of invoices in January subject to their circulation via email with an opportunity for General Committee members to object or query the payment.
Proposed A Wells / Seconded R Dempster: Carried*

9 Information Reports

9.1 Parking Staffing

No designated parking/driveway staff have been recruited or rostered this summer season. There is no provision in the marina budget so any provision would have to be funded by the Club exclusively.

Notices & ID to be provided for General Committee

Haul out trailer - to be inspected by an IQP. This inspection to be scheduled as appropriate. Are there any strengthening options to lift the weight limit to 14,000kg.

Winch also to be given regular (schedule TBC by IQP) inspections by an IQP.

10 Committee Reports

10.1 *Centreboard - minutes on file*

10.2 *Keelboat Committee -*

10.3 *House, Social, Launch & Cruise*

10.4 *Marina Committee - minutes on file*

10.5 *Clean Club - minutes 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. 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. Aug 2023 - valuation submitted to LINZ but not accepted</p>	Land valuation commissioned & underway
	General Committee	Decision pending on expense split between club & marina on cost of reclamation title application.	

		First legal invoice of \$4,100 paid by Club Preliminary land assessment \$450	
Launching Dock	Sub-committee M Turner, T Bingham	Preliminary estimate received Cost of 'consent application ready' plans being sought	
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	M MacDiarmid	Revised & submitted, concession received Keelboat, Cruise Centreboard Committees to incorporate into event planning	Concession Received, Complete
	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 Reid - to provide basic plan to potential project engineer	
Allied Petroleum Lease Extension		Lease extension approved by General Committee Sep 2023	
Audit Completion Report	Treasurer	Report to General Committee with recommendations for changes	
Health & Safety Initiatives		Create a position of Health & Safety Officer Scope an independent workplace safety assessment	

12 Next Meeting

Next meeting February 2024

Meeting closed 8.19 pm