

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 17 October 2023

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

1 Attending

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

M MacDiarmid (attending)

2 Welcome

To new committee & new members

3 Apologies

P Woods

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

4 Minutes of the Previous Meeting

Resolution: *It was resolved to accept the minutes of the previous meetings
19 September 2023.
Proposed B Carter/Seconded S Cain: Carried*

5 Health & Safety

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

Haul out operating procedure being reviewed currently with aim to finish by November meeting

Keelboat & Centreboard committees to review safety plans & measures - committee members & volunteers to be aware of safety plans & procedures. Centreboard to encourage additional instructor recruitment & training.

Phone App - Good Sam - will alert any trained medical people in the area in case of an emergency -to be promoted in the Club newsletter.

Signage for slips - signage installed.

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

6 Finances

Resolution: *To approve the Profit & Loss Report to 30 September 2023.
Proposed D Smith/Seconded T Bingham: Carried*

To assist with the annual audit process, the following items will be circulated as a list with details to the Committee & noted in the agenda & minutes with a total approved/accepted.

	Total Value	Notes
Invoices	\$23,659.50	List circulated
Credit Card Transactions	\$617	List Circulated
Debtors	\$3,109.10	
Wage reconciliation	\$2,376.15	Monthly reconciliation from visitor pool to Club

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

Resolution: *To accept the Audit Management Report for the year to 30 June 2023.
Proposed D Smith/Seconded A Wells: Carried*

7 New Members & Resignations

7.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Grant James	To be able to use Club Facilities	Long Distance	Hamilton	Trailer Boat	Stuart Crothers	Linda Crothers
Julian & Kate Schofield	Sailing Community	Family	Kerikeri	Keeler (SEQUOIA)	Tony Kriz	Philippa Kriz
Wayne Thorburn	Use the facilities	Senior	Kerikeri	Trailer Boat	John Power	Okona Teu
Julian & Sarah Trinder	Enjoy the bay with kids, get them into sailing	Family	Kerikeri	Launch (BANK NOTE)	Andrew Wakker	Suzy McCall
Martin & Megan Yakas	Safe boat launching with kids	Family	Kerikeri	Trailer Boat	Evan Davis-Goff	Keir Toto

Geoff Harnett	Perfect Marina for a boat lover	Senior	Kerikeri	Launch & Trailer Boat	Shelley de Young	Geoff de Young
Richie Hodgkinson & Rebecca Newton	Intend to upgrade to yacht and race	Family	Kerikeri	Trailer Boat (C'est La Vie)	Richard Power	Jon Nieson

7.2 Resignations

Robin Palmer	Sold License	Long Service
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7.3 Change to Membership Type

Garry Colebrook	Family	Long Service	Has been a member since 1998, and is over 60, so qualifies for Long Service Membership
Richard & Janette Tingey	Family	Long Service	Have been members since 1997, & is over 60, so qualifies for Long Service Membership

Resolution: *To approve the new memberships, resignations & changes to membership as listed above.*

Proposed A Wells/Seconded R Dempster: Carried

8 Decisions

8.1 Marina Berth Rental Rates

Proposed daily & monthly berth rental rates had been circulated prior to the meeting.

Berth Size	Daily Members Rate		Monthly Members Rate		Monthly Non-Members Rate	
	Recommendation	Current	Recommendation	Current	Recommendation	Current
10	\$36	\$ 26.00	\$ 629	\$ 456.00	\$ 750.00	\$ 650.00
12	\$41	\$ 30.00	\$ 696	\$ 504.00	\$ 850.00	\$ 750.00
14	\$50	\$ 36.00	\$ 911	\$ 660.00	\$ 950.00	\$ 850.00
16	\$61	\$ 44.00	\$ 994	\$ 720.00	\$ 1,050.00	\$ 950.00
18	\$68	\$ 49.00	\$ 1,159	\$ 840.00	\$ 1,250.00	\$ 1,050.00
20	\$77	\$ 56.00	\$ 1,408	\$ 1,020.00	\$ 1,450.00	\$ 1,250.00
25	\$98	\$ 71.00	\$ 1,987	\$ 1,440.00	\$ 2,150.00	\$ 1,700.00

Resolution: *To approve the berth rental rates above be adopted & implemented as of 1 November 2023.*

Proposed R Dempster/Seconded D Brock: Carried

8.2 Marina Finger Through-Rods, Walers, & Corner Frames

Project details were circulated with the agenda & are held on file. The Marina Committee had recommended the project & budget be approved as detailed below with the addition of point 8 of the resolution which was included by the General Committee.

Resolution: *To approve C, D & E pier finger through rods, walers & corner frames (inc attendant washers, nuts, mooring cleats etc) be:*

- 1. replaced as per the 2023 Shorewise Marina Condition Assessment Report as soon as materials can be sourced & labour scheduled, &*
- 2. replaced with galvanized rods, from Quote 2 (\$8,532), &*
- 3. replaced with Nylonuts from Quote 4 (\$3,512) with provision to allow corner frame nuts to be swapped to galvanised nuts & washer with caps if Nylonuts are unable to be fitted, &*
- 4. replaced with walers sourced from Quote 1 (\$3,579) &*
- 5. replaced with galvanised corner frames sourced from Quote 2 (\$18,485), &*
- 6. replaced "in-house" labour, an electrical contractor & sundries for the project with a budget of \$26,990, plus a 20% contingency budget for these items, &*
- 7. recommended to the KCC Marina Trust to be replaced with a per finger budget of \$4,699 (total \$61,098 for 13 remaining fingers) as per quotes above exc GST but including purchase of material, parts & tools & allowances for tradespeople, sundries, 'in-house' labour & a contingency.*
- 8. The completion of each finger will be signed off by the operator with photographic evidence of the replacement of all components.*

Proposed R Dempster/Seconded D Brock: Carried

A robust auditable payment process needs to be negotiated with the KCC Marina Trust to avoid burdening the Trustees with unnecessary meetings for invoice approval.

8.3 Refurbishment Labour Cost Recovery Sought

Resolution: *That the refurbishment wage reconciliation (\$4,019.04) for August & September 2023 be accepted & reimbursement of this sum be sought from the KCC Marina Trust.*

Proposed R Dempster/Seconded T Bingham: Carried

8.4 Berth Licence Transfers - Marina Committee

Resolution: *That the berth licence transfers below be approved (sign & seal):*

D16 (12m) from Robin Palmer to Richard & Barbara Turnbull.

Proposed B Carter/Seconded R Dempster: Carried

8.5 Review Committee

Resolution: *That the Club Flag officers, Treasurer, Secretary, Marina Committee Chair & one other Marina Committee representative form a sub-committee for the purpose reviewing significant proposals to ensure these are appropriately researched & robustly formulated before they are presented to the General Committee, Club members, KCC Marina Trust or wider community. The Review Committee may from time to time as appropriate second other people to assist in the review process. The Review Committee will be chaired by the Commodore (or their delegate) & will meet as required.*
Proposed A Wells/Seconded R Dempster: Carried

8.6 Clubhouse Future

Resolution: *That a Clubhouse Committee including the Commodore, Vice-Commodore, Chair House/Social/Launch/Cruise, Club Manager form for the purpose of researching & developing proposals for the future of the clubhouse. These will be presented to the Review Committee in the first instance.*
Proposed T Bingham / Seconded B Carter: Carried

Due to staff ill health the clubhouse restaurant will be closed until 17 November however alternative plans are being made to enable keelboat prize givings to proceed.

8.7 Clean Club

Resolution: *That B Carter be the Club's Clean Club representative.*
Proposed M Turner/ Seconded S Cain: Carried

How will Club members become engaged in the Clean Club process?

9 Information Reports

9.1 Committee Requirements

General Committee

Meeting Date: 3rd Tuesday of the month

The agenda will be distributed on the Friday prior to the meeting but agenda items must be forwarded to either Club Manager or Commodore by midday Thursday prior. Late agenda items will be included at the discretion of the Chair.

Agenda items need to be specific & sufficiently detailed to allow good decision-making e.g. a heading is not an appropriate agenda item.

Sub-Committee Requirements: minutes of the previous meeting to be provided by midday Thursday prior & will be distributed with the agenda. It is anticipated that, in general, each sub-committee will meet monthly (except for a January meeting). Sub-

committee agenda items for the General Committee meeting need to be brought to the attention of the Commodore or Club Manager for inclusion.

9.2 Provision for Proxy Votes at Club AGMs

The Club received enquiries regarding proxy votes at the AGM. Is this a facility the Club wishes to implement? It would probably require a change to the Constitution.

No appetite for proxies.

9.3 Ownership of Multiple Berth Licences

The Marina Committee has declined an application for a marina berth licence transfer on the basis that it would involve ownership of multiple licences by the same individual(s).

9.4 Club as an Emergency Centre for the Rangitane, Doves Bay & Opito Bay Community

The Rangitane, Doves Bay & Opito Bay Community is developing an emergency response plan (copy of draft on file). Part of the plan is to identify an emergency centre. In an emergency response the building could be used as a communications centre or temporary accommodation or community catering or ablutions. The designation could be changed if the clubhouse usage or management made it unworkable. Committee to consider if the clubhouse would be appropriate, a recommendation for a decision will be on the November agenda.

9.5 5 Year Club Vision & Sub-Committee Plans

Committee members are asked to consider a vision of a 5 year plan for the Club so that annual action plans can be devised, funded & implemented.

9.6 LPG Supply Price Check

A price check of LPG suppliers indicates the Club's current supplier offers the least expensive supply.

9.1 Allied Petroleum Lease Extension

A Wells, M Turner, MacDiarmid will pursue

9.2 Marina Matters Newsletter #8

A copy of the October edition of the marina newsletter was circulated for the General Committee's information. The section on funding ideas to be revised. The Marina Committee developing funding options & these will be communicated as soon as they have been robustly researched.

M Turner & R Dempster will set up meeting of the Review Committee.

9.3 Cater Marine RIB

Resolution: *That the donation of a Hyfield 3.7m RIB from Cater Marine be accepted.*

Proposed R Dempster/ Seconded D Brock: Carried

Thank you letter

Quotes for repair

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 & Start Date	Delegated Person(s)	Decisions/Future Action	Status & Update Dates
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. Aug 2023 - valuation submitted to LINZ but not accepted</p>	<p>Land valuation commissioned & underway</p> <p>M McBain will help review the valuation on behalf of the Club. T Bingham will share the valuers instructions with McBain</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>	

		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	Awaiting DoC
Fuel Jetty		Condition Assessment - received Access Restriction signs - installed Monthly internal audit - to be drafted	

Allied Petroleum Lease Extension		Lease extension approved by General Committee Sep 2023	
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12 Next Meeting

Next meeting 21 November 2023

Meeting closed 8.27 pm