

Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 21 November 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), P Kee (Centreboard), B Carter, R Dempster (Marina Deputy Chair & House/Social/Launch/Cruise), M Reid, D Brock (Secretary)

M MacDiarmid (attending)

2 Welcome

Welcome to M Carere & M Lucas, new members of the General Committee

3 Apologies

M Lucas, A Wells, D Smith

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

4 Minutes of the Previous Meeting

Resolution: *It was resolved to accept the minutes of the previous meetings
17 October 2023.
Proposed T Bingham/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.

No accident, multiple incidents relating to work during ex-tropical cyclone Lola

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

6 Finances

Resolution: *To approve the Profit & Loss Report to 31 October 2023.*

Proposed D Brock/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	\$7,144.75	List circulated
Credit Card Transactions	\$8,40.02	List Circulated
Debtors	\$157,013	Subscriptions invoiced
Wage reconciliation	\$1,868.06	Monthly reconciliation from visitor pool to Club

Resolution: *To approve the invoices for payment, credit card transactions, debtor balance & wage reconciliation for October 2023.*

Proposed D Brock/Seconded T Bingham: Carried

7 New Members & Resignations

7.1 New Members

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Jon & Rosalie Bridge	Boating in BOI	Long Distance	Auckland	Launch (ACALI)	Chris Leuschke	Fiona Leuschke
Simone Scully	Social, restaurant	Social	Kerikeri	-	-R Dempster	M Carere

7.2 Resignations

Resignations	Reason for resigning	Membership
Colleen Cullen	Sold boat	Senior
Jeff & Jay Davis	Sold boat & License C02	Family
Tom Everitt	Moved to South Island	Social
Alysha Pratt	Moved boat back to AKL	Long Distance
Roger Lund	Moved out of the area	Senior
Adrian Evans	Moved out of the area	Senior
Craig & Carol Robertson	Moved out of the area	Social

Robin Elliott & Janet Monahan	Sold boat and moved away	Long Distance
John Franklin & Lynne Fuggle	No longer use facilities	Long Distance
Ross Green	No longer use facilities	Family
Alistair Stephenson	No longer use facilities, sold license	Family
Rob Fenton	No longer use facilities, sold boat	Senior
Richard Thomas	No longer use facilities, sold boat	Senior
Martin & Lisa Bennett	No longer use facilities, moved overseas	Family
John Toms	No longer use facilities	Social
Debbie Owen	No longer use facilities	Senior
Suzanne Campbell	No longer use facilities	Social

7.3

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

Proposed R Dempster / Seconded T Bingham: Carried

7.4 Change to Membership Type

NB: In 2022, the Club adopted a policy to strictly apply the membership category criteria, this included an annual review of members. Membership is also reviewed when a berth licence is offered as there are some members who are “grandfathered” on to the lists although they live outside the Far North District. The membership database has been reviewed prior to the subscription invoicing & four members were contacted regarding the need to change their membership category. One of the members identified as requiring a change from Family to Long Distance Membership has contacted the Club office by phone to protest the change. The invitation to write to the Club via the General Committee to make a case for remaining a Family member (& therefore able to purchase a marina berth licence) was repeated in that conversation. Correspondence has now been received to that affect & was circulated. General Committee to decide whether or not to grant Family membership.

Resolution: *To allow D & L Wyllie to retain their family membership however they will not be eligible to purchase a licence until they permanently reside in the Far North District Territory. Wyllie’s to advise when this is the case.*

Proposed M Reid/Seconded S Cain: Carried

	Old Membership	New Membership
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Mike & Deb Carere	Family	Long Service
Bryan & Annette Kensington	Family	Long Service
Iain Stevenson	Family	Social
B & A Kensington	Family	Long Distance
S & H Drummond	Family	Long Distance
P Jones & B Draper	Family	Long Distance
Erin Shull & Alan Pattie	Senior x 2	Family
Ross & Diane Plowman	Family	Social
Neil Bassett	Family	Senior

Resolution: *To approve the changes to membership as listed above.
Proposed M Reid /Seconded S Cain: Carried
Abstain M Carere*

8 Decisions

8.1 Dinghy Race January 2024

Centreboard Committee is proposing a dinghy race from Waipapa Landing to KCC on 14th January as a fund raiser. General Committee approval for the event is sought. House, Social, Cruise Committee involvement is sought to support the event. A planning document in its early stages was circulated.

Resolution: *That the dinghy race from Waipapa Landing to KCC on 14th January as a fund raiser for & organised by the Centreboard Committee be approved subject to the provision of a suitable safety plan to the General Committee.
Proposed D Brock/Seconded P Kee: Carried*

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

A request that the clubhouse be designated as an emergency centre for the Rangitane, Doves Bay & Opito Bay community as part of their emergency response plan (copy of draft plan circulated) had been received. In an emergency response the clubhouse 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. The Committee was briefed on this issue in October, approval is now being sought.

Resolution: *That designation of the clubhouse as an emergency centre for the Rangitane, Doves Bay & Opito Bay Community as part of their emergency response plan be approved.*
Proposed M Carere/Seconded S Cain: Carried

8.3 House, Social, Launch & Cruise Committee Additional Members

Resolution: *That D Keen, K Dempster, A Dempster, P McNeil be seconded on to the House & Social/Launch & Cruise Committee.*
Proposed R Dempster/Seconded P Kee: Carried

8.4 Health & Safety Initiatives

Resolution: *That the Club create a position of Health & Safety Officer with a scope & role description to be defined & that the Club costs & scopes an independent workplace safety assessment covering all aspects of the Club's activities: marina, clubhouse, centreboard, keelboat, launch & cruise, property & public access. This assessment to be repeated periodically with the period to be confirmed.*
Proposed T Bingham/Seconded R Dempster: Carried

8.5 Mastercard National Youth Training Week

Centreboard Committee is hoping to send a development team of 4 to Kawau training week this year with an eye on the future. The club have generously sponsored club members to attend this event by paying 50% of the entry fee. Note that RNZYS have increased the fee from \$3000 for a team to \$1400 per individual.

Centreboard Committee requests 50% contribution from the Club towards cost of attendance at the Mastercard National Youth Training Week. The Club has previously supported youth members in this way. The cost to the Club would be \$2,800 for 50% contribution to a team of four. Looking at sending the junior sailors to strengthen depth. No budget provision was made for this expense however membership subscription invoicing is running above the budgeted sums.

Resolution: *That the in principle the Club agrees to contribute 50% (\$2,800) towards Club member participation in the Mastercard National Youth Training Week pending ratification by the Treasurer that the Club has sufficient funds.*
Proposed R Dempster/Seconded T Bingham: Carried
Abstain: P Kee

8.6 Centreboard Committee Additional Members

In addition to P Kee, M Kee, B Edwards & D Godbert confirmed at October 2023 AGM, A Roberts has been seconded to the Centreboard Committee.

Resolution: *That A Roberts be approved as seconded on to the Club's Centreboard Committee.
Proposed P Kee/Seconded T Bingham: Carried*

8.7 Centreboard School Events

Oramahoe, Riverview & Taipa Schools are booked to use the Club's facilities at Lake Manuwai.

Resolution: *That the General Committee be provided with evidence that the Club's safety protocols are being met in relation to the Lake Manuwai events with Oramahoe, Riverview & Taipa schools (Due to the timeframe (first event is scheduled for 28th November) this can be via information provided to the Club office which will be shared with the Committee. Failure to provide safety information may result in the event(s) not being able to proceed.).
Proposed D Brock/Seconded P Kee: Carried*

8.8 Marina Committee Change of Chair & Deputy-Chair

P Woods & R Dempster have resigned their positions as Chair & Deputy-Chair of the marina committee, both remain on the committee. M Lucas & M Carere have been elected as Chair & Deputy-Chair (respectively) of the Marina Committee. Marina Committee minutes circulated.

Resolution: *That the General Committee approved the election of M Lucas as Chair & M Carere as Deputy Chair of the Club's Marina Committee.
Proposed D Brock/Seconded B Carter: Carried*

8.9 Berth Licence Transfers - Marina Committee

Resolution: *That the berth licence transfers below be approved (sign & seal):
E30 (18m) from Paul & Sally Doubleday to Mike Lodge
D17 (16m) from Mike Lodge & Ryan Lodge to Ryan Lodge
C2 (14m) from Jeff & Jay Davis to Trevor & Anne Harbrow
C10 (14m) from Lyn Read to Ron & Glenda Bowring.
Proposed M Carere/Seconded T Bingham: Carried
Abstain: R Dempster*

8.10 Marina Matters Newsletter #9

A copy of the is attached for the General Committee's approval.

Resolution: *That the November edition of the marina newsletter be approved for distribution.
Proposed M Carere/Seconded R Dempster: Carried*

8.11 Fuel Jetty Safety

The fuel jetty is currently closed to the public. There is a suggestion that the jetty portion be made inaccessible to all pedestrian access either by removing the walkway or with the installation of a lockable gate. This suggestion poses the following issues:

- Diesel facility maintenance - will the diesel supplier be satisfied the jetty is suitable for provision & maintenance of the diesel service
- Safety/emergency prospective - is an emergency pedestrian exit required?
- Removing the pedestrian access from the fuel jetty may also result in increased pressure on E pier.

A plan for the replacement of the fuel jetty was outlined. The plan requires some funding but incorporates a donated jetty system.

Resolution: *That the fuel jetty will need to be closed at some time so it can be removed & replaced, the proposed closure date is 1 April 2024.*

A draft preliminary plan is being drawn up for a new floating walkway, replacement facilities platform & on receipt of the preliminary plan, engineering prices will be sought, funding options & consent requirements will be explored.

Proposed T Bingham/Seconded M Carere: Carried

8.12 E Pier Refurbishment

The Marina Committee recommends the Shorewise Engineering advice (attached) to work towards engaging Total Marine for the contract to refurbish E pier walers, through-rods & flitch plates be accepted. Project summary tabled.

Resolution: *That the Club:*

- 1. accept the recommendation from Shorewise Engineering (attached) to work towards engaging Total Marine for the contract to refurbish E pier walers, through-rods & flitch plates,*
- 2. engage the Club's lawyer to review the contract,*
- 3. task the Club's Review Committee (Officers of the Club & Chair & Deputy Chair of the Marina Committee) to bring the contract to the General Committee when it is suitable for final signing.*

Proposed M Carere/Seconded R Dempster: Carried

M MacDiarmid to progress the negotiations with the engineer & contractor. Review Committee to meet to consider.

8.13 Boat Broker Policy

Recommendation from the Marina Committee to adopt the draft Boat Broker Policy to provide guidance for Club members & brokers re the expected behaviour on Club property.

Resolution: *That the Boat Broker Policy to provide guidance for Club members & brokers re the expected behaviour on Club property be adopted.*

Proposed B Carter/Seconded T Bingham: Carried

8.14 Marina Piling & T-head Refurbishment Project Engineer

Recommendation that the tender from Haigh Workman Ltd for engineering services on the pile replacement & t-head refurbishment be accepted. A project summary & tender assessment was circulated with the meeting agenda.

Resolution: *That the tender from Haigh Workman Ltd for engineering services on the pile replacement & t-head refurbishment be accepted.*

Proposed R Dempster/Seconded M Carere: Carried

9 Information Reports

9.1 Commodore's Absence

M Turner will be unavailable from 30th November to 15th December, during that time T Bingham (Vice-Commodore) will be his representative & delegate. Mark will be kept advised & will contribute as possible via email.

9.2 Clean Club

D Keen has a meeting with Waste Management.

Documents attached for General Committee information.

9.3 Clubhouse Future

The Club Manager & Commodore have met with some parties who showed interest in the clubhouse operations however none of these appear to be suitable short-term options. Advertising will now commence for a cook/chef to cover the short-term provision of basic services (limited restaurant days & Club prize-giving) for Club members.

9.4 Officers & Directors Liability

A document outlining the responsibilities & potential liabilities of the Club's officers was circulated for the General Committee's information.

9.5 AGM 2023 Draft Minutes

Draft minutes of the 2023 AGM were circulated to the General Committee for information

9.6 Reclamation Valuation

M Turner & T Bingham met with the new LINZ appointed valuers on 13 November 2023. They have advised that a valuation will be supplied to LINZ within 2 weeks of the site visit.

9.7 Marina Refurbishment Funding Options

The Club's officers have received & considered drafts of ideas from the Marina Committee of alternative funding & proposed changes to the maximum transfer price for Club Berth Licences. The officers have asked the Marina Committee to table the issues for consideration by the General Committee once the projected costs report is received from Shorewise & if the financial contributions for future work is deemed excessive & the need for relief is evident. A copy of the correspondence to the Marina Committee from the Club's officers is attached for the information of the General Committee only.

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*

10.6 *Review Committee*

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 Nov 2023 - 2nd LINZ appointed valuer site visit & advises valuation to LINZ within 2 weeks</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	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	
Audit Completion Report	Treasurer, Manager	Report to General Committee with recommendations for changes	

12 Next Meeting

Next meeting 19 December 2023

Meeting closed 9.07 pm