Kerikeri Cruising Club Inc (KCC)

Minutes

Meeting of the General Committee Tuesday 18 March 2025

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, P McNeil, D France (Launch & Cruise), V France (House & Social), D Brock (Secretary), M Lawton (Chair Marina), B Wallace (Centreboard), R Dempster, I Lipanovic, D Smith

Attending: M MacDiarmid

2 Apologies

A Wells (Rear Commodore), T Milicich (Deputy-Chair Marina),

Resolution: *It was resolved to accept the apologies above.*
Proposed D Brock/Seconded P McNeil: Carried

3 Minutes of the Previous Meeting

B Carter seconded the motion to approve the Marina Matters but hadn't read or received a copy of the newsletter

Resolution: *It was resolved to accept the minutes of the previous meeting 18 February 2025 with the removal of B Carter as seconder for the approval of the February edition of Marina Matters.*
Proposed D France/Seconded T Bingham: Carried

4 Matters Arising

P McNeil objected that:

- the C Pier Gate review had not been added to the General Committee Action List. This will be added.
- there was no Club staff resource available for typing up the new Newsletter. It was confirmed that the Club is unable to provide typing services to volunteers. Other solutions were suggested including ChatGP & other voice to text software.

5 Health & Safety

Following the presentation, Feb 2025, by Andy Corson to the General Committee & subsequent circulation of the presentation & relevant legislation, the Committee members should now be aware of & understand their due diligence duties outlined in the legislation.

The Committee has also been provided with a copy of the Club's Safety Management Plan (draft).

Knowledge of & familiarity with these two items is encompasses the first two steps of the Officer Health & Safety Induction Form. Committee members present at the meeting were requested to complete those two sections of the induction forms or ask questions/take steps to ensure they were comfortable to do so.

A Safe365 Health & Safety Summary Report circulated to the Committee prior to the meeting. General Committee members are welcome seek more details on these reports.

It may be that the Club needs to reconsider its governance structure, currently all members of the General Committee bear equal responsibility for health and safety. For example, each year potentially 14 members of the General Committee would need to be inducted & it may not be realistic to have this process for the Club.

M Lawton undertook to circulate a pdf on Health & Safety obligations to the General Committee.

Resolution: *It was resolved to accept the health & safety report.*
Proposed T Bingham/Seconded M Lawton: Carried

6 Finances

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. Treasurer, D Smith, noted that:

- Clubhouse performance similar to budgeted
- Most of subscriptions & fees has been collected
- Pile replacements are not reconciling with the annual budget of major maintenance. Thought will be given on how to best report large expenditures that are planned but don't match the annual budget.
- Consider last 5 years of resignations/unfinancials to see if there is a trend – M MacDiarmid to produce
- Loyall to be separate budget centre

	Total Value	Details
Invoices for Payment	$8,419.39	List circulated

Credit Card Transactions for Approval	$784.76	List Circulated
Debtors	$6,952.50	
Wage reconciliation	$2,130.98	Monthly reconciliation from visitor pool to Club
Marina Refurbishment	$50,488.19 $23,810	Progress payment #3 of piling & t-head refurbishment, Final 50% of B pier gangway replacement Both project budget approved & payments within budget. Piling & t-head progress payment certified by project engineer.

Resolution: *To approve the invoices for payment (as circulated & with addition of V France reimbursement $665.02, Churchills $249.00), debtor balance, credit card transactions & February 2025 wage reconciliation & profit & loss report to 28 February 2025 as circulated.*

Proposed D Smith/Seconded P McNeil: Carried

Resolution: *To approve the refurbishment progress payment #3 $50,488.19 inc GST & final payment for the B pier gangway replacement $23,810 inc GST as circulated.*

Proposed D Smith/Seconded T Bingham: Carried

7 New Members & Resignations

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconder
Soular Taylor	CB Sailing	Youth	KAEO	-	Belinda Wallace	Paul Allison

7.1 Changes to Membership Types

Changed Memberships	Old Membership	New Membership	Notes
Greg Mildon	Senior	Family	Purchasing C33, adding spouse to license & therefore membership

Resolution: *To approve the new & changed membership applications as above.*

Proposed B Carter/Seconded B Wallace: Carried

7.2 Resignations

None

8 Decisions

8.1 Refurbishment Fund Levy – T Bingham

Refurbishment Fund Levy as proposed is not "Major Financial Transaction" & therefore doesn't required approval by the Club membership at an AGM or SGM.

Law North drafting an addition to the Club's Marina Rules describing the purpose of the levy. This would need to be accepted 75% of licence holders.

It is intended the Refurbishment Fund Levy will also be enshrined in the Club's Constitution & policy document if adopted. The income from the Refurbishment Fund Levy will be deposited into the marina refurbishment fund. The establishment & legal costs of the levy to be met by the marina budget.

Resolution: *That the General Committee approves this course of action above.*

Proposed T Bingham/Seconded P McNeil: Carried

8.2 Clubhouse Catering

Northland Fine Food will stop providing services from end of April 2025. The food service provision is not financially viable. The prospect of a public licence to increase the available market they also don't believe to make enough difference to entice them to stay. Options being considered include:

- Move Club activities to the upstairs bar space & use the
- Commercial real estate agent advises the location is not suitable commercial lease.
- Frozen food options will be provided in order to meet the liquor licence requirements.

M MacDiarmid to draft notice for all Club members.

8.3 Centreboard Parts Purchasing – Centreboard Committee

Centreboard Committee would like to have up to $1,000 pre-approved for purchase of a second-hand Splash boat for parts.

Resolution: *That the General Committee approves up to $1,000 pre-approved for purchase of a second-hand Splash boat for parts.*

Proposed B Carter/Seconded B Wallace: Carried

8.4 Club Credit Card for D France

Recommended a Club credit card to enable the purchase of RIB fuel & other consumables (limit $500) be applied for in D France's name as he is supervising the Club's RIBs. Treasurer, D Smith, suggested that there may be other financial tools that provide the same functionality but are easier to administer than traditional credit cards.

Resolution: *That the General Committee approves a Club credit or debit facility for D France of up to $500 for the purpose of refuelling & maintaining Club RIBs.*

Proposed P McNeill/Seconded B Wallace: Carried

8.5 Support Boat Policy Changes

D France & M MacDiarmid recommended changes to the Support Boat Operating Policy & Doves Bay Support Boat Booking & Charging Policy (copies of the policies with proposed changes marked circulated with agenda). The purpose of the proposed changes is to: simplify the process of booking a RIB (via the Club office) & changing the RIB maintenance fee (it would be set by the General Committee) & clarify the conditions & requirements of operating a Club support boat.

Resolution: *That the General Committee adopts the revised Support Boat Operating Policy & Doves Bay Support Boat Booking & Charging Policy as circulated.*

Proposed B Wallace/Seconded P McNeil: Carried

8.6 Etchell

It is recommended that the Etchell boat be sold with proceeds of the sale goes towards the centreboard group.

Resolution: *That the General Committee approves the sale of the Etchell with proceeds to be put towards centreboard activities (nothwistanding that some funds may need to be reimbursed to the keelboat committee to honour a contribution made towards anti-foul treatment.*

Proposed M Turner/Seconded P McNeil: Carried

8.7 Club BNZ Transaction Limits – D Smith

The current BNZ transaction limits are set as follows:

Authorisations and Limits bnz

Transaction limits

Transaction type	Maximum transaction limit	Maximum daily limit
Bill payment	$10,000	$100,000
Tax payments	$20,000	$20,000
Direct credit one-off	$10,000	$25,000
Direct credit from a template	$10,000	$25,000
Direct credit file upload	$10,000	$25,000
Payroll one-off	$10,000	$25,000
Payroll from a template	$10,000	$25,000

These are proving cumbersome & inefficient for example a recent payment of $74,000 had to be spread over 8 separate payment, over 4 days. This unnecessarily involves additional time commitment from both the volunteer authoriser (e.g. Treasurer) & Club Manager. With inflation & increasing refurbishment costs the Club's individual expense invoices are increasingly well in excess of $10,000 per invoice &/or $25,000 per day so this problem will increase. For security, Club invoices are only paid with the approval of the General Committee & every payment requires two authorisers. Recommend the limits be changed to:

Transaction Type	Maximum Transaction Limit	Maximum daily limit
Bill Payment	$50,000	$200,000
Tax Payments	$50,000	$50,000
Direct credit one-off	$50,000	$200,000
Direct credit from a template	$50,000	$200,000
Direct credit file upload	$50,000	$200,000

Resolution: *That the General Committee approves changing the BNZ transaction limits as listed above*
Proposed D Smith/Seconded R Dempster: Carried

8.8 Project Manager -

Resolution: *That the General Committee moves "into-committee"*
Proposed B Carter/Seconded P McNeil: Carried

Resolution: *That the General Committee moves "out of committee"*
Proposed D France/Seconded B Carter: Carried

8.9 E Pier Finger Dock Refurbishment

A refurbishment project budget of $61,500 has been recommended by the Marina Committee. Details attached to agenda. The refurbishment funds have sufficient balance to cover this expenditure (see summary attached to agenda) & the project is part of the planned marina refurbishment. KCC Marina Trust approval will also be sought for the budget.

Resolution: *That the budget of $61,500 for the refurbishment of E pier fingers (as outlined in the background document) be approved & forwarded to the KCC Marina Trust for final approval with funds to be sourced from those held for marina refurbishment.*
Proposed R Dempster/Seconded M Lawson: Carried

8.10 Club Members Owning Multiple Licences

The Marina Committee is recommending that Club members be permitted to hold up to two licences if:

1 There is no waiting list when they purchase the second licence, or

2 They reach the top of the relevant waiting list & have a second vessel to moor in the second berth

A policy to be drafted for presentation to the April meeting & review conditions for berths in the visitor pool for licensees with a second berth.

8.11 Licence Transfers – Marina Committee

Resolution: *That the **following berth licence transfers be ratified, signed & sealed by the Club:***
A6 (10m) from Nute Family Trustto Kris Sunde
A12 (10m) from Kenneth Geard to David & Linda Wyllie
A27 (12m) from Estate of Neil Hilford to Michael Gilson & Joanne McPhee
C33 (12m) from Phil Derecourt & Ruth Walford to Greg & Kim Mildon
D23 (14m) from Scott Meacham to David Campbell & Sally Betts
E4 (16m) from Forsyth Family Trust to Chris, Fiona & Luke Leuschke
Proposed P McNeil/Seconded I Lipanovic: Carried

8.12 Marina Matters

Committee to consider this month's edition of Marina Matters before it is circulated to berth licence holders.

General Committee approve the draft.

1. Information Reports

8.13 Safety Ladders

Safety ladders & accompanying signage will be installed in the marina & one on the fuel jetty.

8.14 Waste Oil Recycling Facility

The waste oil recycling facility has been identified for refurbishment (it is not bunded, & is in a vulnerable location). The refurbished facility will be located adjacent to the rubbish & recycling facility will be self bunded & have a protective roof.

8.15 Marina Committee Goals

Marina Committee Goals for the 2025/2026 year circulated with this agenda.

8.16 Pile Mooring Replacement of 10 piles complete

10 piles in the mooring field have been replaced.

9 Committee Reports

9.1 Centreboard – minutes on file – Minutes on file

9.2 Keelboat Committee

9.3 House, Social

9.4 Launch & Cruise -

***9.5 Marina Committee** – minutes on file*

9.6 Clean Club – *notes on file*

10 Action Sheet

Item & Start Date	Delegated Person(s)	Decisions/Future Action	Status & Update Dates
Reclamation Title	T Bingham	Title Application Process Application lodged with LINZ Valuation of undeveloped seabed. Valuation $6,000-$12,000. Quote for valuation to be obtained Land valuation can be negotiated, & impairments (reductions) on the valuations made. LINZ will give a list of conditions to be met before title can be issued. Land will have to be purchased Title allocated 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	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	

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
Fuel Jetty	Project Manager	Planned closure from 1 April 2024 for refurbishment Draft preliminary plan – M Turner – liaising with Haigh Workman to procure preliminary drawings Costing for a like with like replacement underway Non-slip paint will be applied (as weather & staff availability allow) to the plywood to improve the surface.	
Marina Clean Up Proposal	B Carter	Date to be Agreed Health & Safety Plan to be drafted	
YNZ Fees Reduction	M Turner	General Committee to explore options	

Extending Marina Berth Fingers	R Dempster, M MacDiarmid on behalf of Marina Committee	Engineering received	
Club Kaumatua	T Bingham, A Wells	Under development	
Catamaran Berth Reconfiguration	M MacDiarmid	Law North drafting agreement 12/3/2-25	

11 Next Meeting

Next meeting 18 March 2025

Meeting closed 8.51pm