

# Kerikeri Cruising Club Inc (KCC)

## Minutes

Meeting of the General Committee Tuesday 16 July 2024

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

### 1 Attending

T Bingham (Vice-Commodore), A Wells (Rear Commodore), S Cain (Keelboat), B Carter, D Smith (Treasurer), T Milicich (Deputy-Chair Marina), M Lucas (Marina), D Brock (Secretary),

M MacDiarmid (attending)

### 2 Apologies

M Turner (Commodore), M Reid, R Dempster

(Centreboard - currently no chair or representative)

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

### 3 Minutes of the Previous Meeting

**Resolution:** *It was resolved to accept the minutes of the previous meeting 18 June 2024 with the addition of R Dempster abstaining from the haul out discussion.  
Proposed A Wells/Seconded D Brock: Carried*

### 4 Health & Safety

Health & Safety Summary Report circulated to the Committee

Health & Safety meetings since the last Committee meeting 2, 1 incident

A health & safety co-ordinator role has been created & budget allocated for both staff time & external development costs. The marina also has a budget for health & safety improvements. The expenses will be allocated on a proportional basis with staff time recorded & projects independently invoiced.

### 5 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.

|                                       | Total Value | Details  |
|---------------------------------------|-------------|--|
| Invoices for Payment                  | \$5,518.09  | List circulated                                  |
| Credit Card Transactions for Approval | \$1,078.73  | List Circulated                                  |
| Debtors                               | \$2,797.40  |  |
| Wage reconciliation                   | \$2,367.14  | Monthly reconciliation from visitor pool to Club |

Plans suitable for seeking the cost of construction of a fuel jetty are required before a cost can be ascertained.

*Resolution: To approve the invoices for payment (including the LINZ invoice \$18,227.50), debtor balance, credit card transactions & June 2024 wage reconciliations as circulated.  
Proposed D Smith/Seconded A Wells: Carried*

## 5.1 Budget

Assumptions: management fee, visitor pool income, dinghy storage,

Operation of clubhouse: budget is conservative but it is hoped that additional open days will improve the clubhouse budget. However, adding a second day will not necessarily double the profit.

Some decisions need to be made: subscriptions may need to be made to cover the budget or changes to operation of the Club to change the bottom line

Centreboard, Keelboat, House & Social budgets are all roughly breakeven

Clubhouse conservative budget

Overheads for Club - legal fees

July meeting should be able to recommend subs & fees,

Subscriptions will be recalculated in anticipation of a decline numbers much like the post 2008 GFC

## 6 New Members & Resignations

| Name                       | Reason for Joining             | M/ship Type | Provenance | Boat type           | Proposer     | Secunder      |
|----------------------------|--------------------------------|-------------|------------|---------------------|--------------|---------------|
| Denis & Christine Callesen | Social (friend of member)      | Family      | Kerikeri   | Trailer Boat (RATA) | Terry Dawson | Carl Swete    |
| Stuart Hutton              | Rejoining after being overseas | Senior      | Kerikeri   | Trailer Boat        | John Rowe    | Brad Buckland |

|                     |                                    |        |          |                        |              |              |
|---------------------|------------------------------------|--------|----------|------------------------|--------------|--------------|
| Kurt Stougie        | Launch facilities & Clubhouse      | Senior | Kerikeri | Trailer Boat (MISSION) | Carl Stougie | Cath Stougie |
| Leslie Vedder-Price | Support local & utilise facilities | Senior | Kerikeri | Launch (KUIA)          | Roydon Howe  | Tony Jenkins |
| Jill Smith          | Restaurant                         | Social | Kerikeri | -                      | -            | -            |

## 6.1 Resignations

|                     |                                       |        |
|---------------------|---------------------------------------|--------|
| Tony & Liz Headland | Sold boat, no longer using facilities | Family |
| Brian Reeve         | Moved away                            | Social |

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

*Proposed B Carter/Seconded D Brock: Carried*

## 7 Decisions

### 7.1 Refurbishment Fund Levy

D Smith: review of concept shows no conceptual problem with the levy however the operation/detail may throw up issues.

No pecuniary interest clause may require the advice of a tax lawyer to satisfy. D Smith will source a price from a tax lawyer for a review of the proposal.

### 7.2 Licence Transfer Fee Policy

**Resolution:** *The Licence Transfer Fee Policy adopted October 2018 reads, "To clarify existing & past practice this policy was adopted in October 2018.*

*A Marina Berth Licence Transfer Fee of \$1,200 is payable by the assigning Licensee (vendor)."*

*It is resolved that the revised policy reads,*

*"Adopted October 2018, Revised July 2024*

*In terms of clauses 8 to 10 of the Marina Berth Licence an existing Licensee may assign their interest in a berth licence to another party subject to consent of the Club.*

*The Club is entitled to charge a Licence Transfer fee to recover administration costs associated with making this transfer and this cost will be shared equally between the buyer and seller. The fee will be set by the Club and reviewed annually in line with the Consumers Price Index. Such fee will be advised to both parties at the time the Club is made aware a sale negotiation is underway.*

*The above excludes transfer of licences between existing licensees which is covered under clause 6 of the Berth Licence Rules.”*

*Proposed T Milicich/Seconded M Lucas: Carried*

### **7.3 Existing licensees living long distance requesting licence changes**

2 existing marina license holders, currently residing outside the Far North district, have asked if they can go on the waiting list for another berth size. Is this allowed under the current berth license ownership/Club membership rules?

Marina Committee decision June 2024; No, unable to allow these people on the waiting list as they don't meet the residential requirements for full Club membership therefore purchase of a new licence is problematic. This is a Club issue but with bearing on marina licence ownership.

Review the documentation that allows existing licence holders are allowed to retain their full memberships.

### **7.4 Licence Transfers**

T Bingham will organise letter to P Woods thank you for contribution to the Club. M Lucas will draft an acknowledgement for the Club newsletter.

*Resolution: It was resolved that the following berth licence transfers be ratified, signed & sealed by the Club:*

*A12 (10m) from Pete Woods to Ken Geard*

*D20 (12m) from Hans & Florence Smith to Carl, Cath & Kurt Stougie*

*Proposed M Lucas/Seconded T Milicich: Carried*

### **7.5 Marina Matters**

The July edition of Marina Matters was circulated to the General Committee for consideration before it is circulated to berth licence holders.

No issues were raised with the draft of Marina Matters, the newsletter will be distributed by 19 July 2024.

### **7.1 Gangway**

*Resolution: It was resolved to add Manson's to the Club's list of pre-qualified suppliers.*

*Proposed M Lucas/Seconded T Milicich: Carried*

*Resolution: It was resolved to proceed with the gangway order once supply, build & fit tenders were received. Expediting this install would be on the basis that this is a non-complex project & therefore doesn't require an Engineer under NZS3910.*

*Proposed M Lucas/Seconded T Milicich: Carried*

TMS may now provide a tender for the work. M MacDiarmid to pursue.

### **7.2 In-Committee Item**

*Resolution: It was resolved to go into committee.  
Proposed T Bingham/Seconded B Carter: Carried*

*Resolution: It was resolved to come out of committee.  
Proposed T Bingham/Seconded D Brock: Carried*

## **8 Information Reports**

### **8.1 Club Refurbishment Funding**

See B Carter attachment

Prior to the AGM a review of the subscriptions will be completed & it is anticipated that an increase for the purpose of funding Club refurbishment projects may be recommended.

Prices for deck refurbishment

### **8.2 Fuel Jetty**

A price estimate of a “like for like” replacement of the fuel jetty has been sought.

Structural drawings are being drafted by Haigh Workman so that a price for installing the donated pontoons can also be sought.

### **8.3 Management Fee**

T Bingham, D Brock, T Milicich, M Carere have been delegated the task of drafting a management fee that is acceptable to both the Marina & General Committees.

### **8.4 Changes to the administrative arrangements -assessing adequacy of recreational craft departing for overseas**

YNZ has advised it is no longer assessing this.

## 9 Committee Reports

*9.1 Centreboard*

*9.2 Keelboat Committee*

*9.3 House, Social, Launch & Cruise*

*9.4 Marina Committee - minutes on file*

9.5 Clean Club -

9.6 Review Committee - meetings as required & no meeting since last General Committee meeting

## 10 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"> <li>1. Application lodged with LINZ</li> <li>2. Valuation of undeveloped seabed. Valuation \$6,000-\$12,000. Quote for valuation to be obtained</li> <li>3. Land valuation can be negotiated, &amp; impairments (reductions) on the valuations made.</li> <li>4. LINZ will give a list of conditions to be met before title can be issued.</li> <li>5. Land will have to be purchased</li> <li>6. Title allocated</li> </ol> <p>Licence holders advised at AGM of process &amp; potential costs.<br/>           T Bingham/Thomson Wilson Law first meeting held re confirming process &amp; costs for obtaining title - notes filed<br/>           LINZ contact has retired, new contact person established.<br/>           Summary of Process provided by T Bingham to Feb 2022 meeting of General Committee.<br/>           LINZ appointed valuer has made a site visit.<br/>           Aug 2023 - valuation submitted to LINZ but not accepted</p> | Land valuation commissioned & underway |
|                   | General Committee                 | <p>Decision pending on expense split between club &amp; marina on cost of reclamation title application.</p> <p>First legal invoice of \$4,100 paid by Club</p> <p>Preliminary land assessment \$450</p>  |  |
| Launching Dock    | Sub-committee M Turner, T Bingham | <p>Preliminary estimate received</p> <p>Cost of 'consent application ready' plans being sought</p>  |  |

|   |   |   |          |
|---|---|---|----------|
| 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.<br><br>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 | Keelboat, Cruise Centreboard Committees | Incorporate into event planning   |          |
| Fuel Jetty  |   | Condition Assessment - received<br>Access Restriction signs - M MacDiarmid - installed<br>Monthly internal audit - to be drafted<br>Plywood being installed - T Bingham<br>Planned closure from 1 April 2024 for refurbishment<br>Draft preliminary plan - M Turner - liaising with Haigh Workman to procure preliminary drawings           |          |
| 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  |          |
| Health & Safety Initiatives                         |   | Create a position of Health & Safety Officer<br>Scope an independent workplace safety assessment  |          |



|                              |                        |   |                              |
|------------------------------|------------------------|---|------------------------------|
| Race Buoy Consent Conditions | Keelboat Committee     | Repair buoys & equipment by end of April 2024   |                              |
| Clubhouse Food Services      | M MacDiarmid, M Turner | Recruit cook to provide basic food menu for winter 2024 prize giving opening                                    | Completed, caterer installed |
| Safety                       | Keelboat Committee     | Recording Keelboat safety processes - what is in place? Are race boat audits documented? Wind limit checks etc? |                              |

## **11 Next Meeting**

*Next meeting August 2024*

*Meeting closed 8.46pm*