

# Kerikeri Cruising Club Inc (KCC)

## Minutes

Meeting of the General Committee Tuesday 13 December 2022

The meeting commenced at 7.00pm in the club office, 346 Opito Bay Road, RD1, Kerikeri.

### 1 Attending

A Wells (Commodore), S Cain (Keelboat), M Turner (Vice-Commodore), D Keen, R Dempster, P Woods, N Fraser (Social/Launch), B Carter, T Bingham, D Smith

### 2 Apologies

P Kee, D Keen

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

### 3 Minutes of the Previous Meeting

**Resolution:** *It was resolved to accept the minutes of the General Committee 15 November 2022  
Proposed A Wells/Seconded M Turner: Carried*

### 4 Health & Safety

The Club's Health & Safety report circulated prior to this meeting. 4 Health & Safety meetings held since the last General Committee meeting.

One accident occurred on Saturday 10<sup>th</sup> December during the Moth Regatta hosted by the Club. A volunteer on a Club RIB was injured when the Moth being transported by the RIB was caught by a gust of wind & flipped. The volunteer sustained a minor cut, the Club RIB was significantly damaged. The on-water regatta co-ordinator is researching how to better transport these vessels to avoid future incidents. Training may be needed for volunteers on how to transport these vessels.

Land slips: identify Geotech engineer to assess risk of further slips

### 5 Decisions

#### 5.1 Berth Licence Transfers - Marina Committee

**Resolution:** *To approve to the berth licence transfers below  
C25 (12m) B, A & J Kensington & S Hollis J & M Kensington  
- assignment of licence to one of existing licensees  
C29 (12m) L Rennes & E Schoffelmeer V Kennard*

***D23 (14m) S Meecham & P Brocklehurst S Meecham - assignment of licence to one of existing licensees***  
***D34 (12m) B & S Penchev G & H Molesworth***  
***A28 (10m) C Van Eaton & B Bill B & S Penchev***  
***A34 (10m) WRM Farland Trust C Van Eaton & B Bill***  
***Proposed P Woods/Seconded R Dempster: Carried***

## **5.2 Commissioning a Marina Condition Report - Marina Committee**

### Background

The rationale for proceeding with the work without seeking competitive quotes is that Shorewise is perceived by the Marina Committee (after research & discussion) as the preeminent benchmark provider of such assessments.

Shorewise has provided condition reports for other Northland & NZ marinas & is considered by other marina's management & a key marine contractor as the benchmark provider of such reports.

Shorewise was the condition report provider recommended by the insurance agent based on having provided multiple reports for other NZ marinas which have been accepted by the primary marina insurance underwriter. A marina condition report is a requirement of the primary NZ marinas insurance underwriter.

Funding for this work (\$17,345) will be found from the marina's 2022/2023 operating budget.

***Resolution: To commission Shorewise Engineering Consultants to produce a Marina Condition Assessment as per the quote received 24/11/2022 (with the removal of the Fuel Jetty & Pile Mooring Inspection & Reporting) without meeting the Club's requirement (under the Club's "Procurement & Financial Delegation Policy") to seek 3 quotes for this work.***  
***Proposed P Woods/Seconded R Dempster: Not carried***  
***Abstain: D Smith***

## **5.3 E Pier Refurbishment Oversight - Marina Committee**

Recent research & discussions with other marinas & key marine contractors indicate that Shorewise's services are key in securing interest from a range of contractors & the marina condition report (which is recommended to be undertaken by Shorewise) may unearth additional issues with the E pier refurbishment project.

Funding for this work (\$13,520) will be sought from the KCC Marina Trust as it is key component of marina refurbishment. The Chair of the KCC Marina Trust is aware this is approval will be sought soon.

Additional background information for the E Pier Refurbishment & Marina Condition Report were circulated to the General Committee prior to this meeting. Previous quotes for this work were secured earlier in the year & the work was initially started by Tutukaka Consultants. However, Tutukaka Consultants has generously agreed to forego

the work to allow the Club to the benefit of potentially having one engineer perform both the Condition Report & E Pier Refurbishment Engineering Oversight. With this contractual obligation discharged & the previous receipt of sufficient quotes there is no hinderance to engaging Shorewise in this capacity.

**Resolution:** *To commission Shorewise Engineering Consultants to provide E Pier Refurbishment Works drawings & specification as per the quote 24/11/2022 subject to approval from the KCC Marina Trust.*  
*Proposed P Woods/Seconded R Dempster: Carried*  
*Abstain: B Carter*

## **6 Finances**

Financial Literacy - D Smith will address in March 2023

Audit Review: initial meeting of Commodore, Vice-Commodore, Treasurer, Manager to begin review held. Next step is liaison with BDO to assess options.

Restaurant report on profitability to 31 January for February meeting.

**Resolution:** *To approve the Profit & Loss Report to 30 November 2022.*  
*Proposed D Smith/Seconded B Carter: Carried*

**Resolution:** *To approve the invoices for payment & credit card transactions.*  
*Proposed D Smith/Seconded S Cain: Carried*

M Smith - NRC has advised next step is legal redress against M Smith & no benefit in NRC being involved.

## **7 Decisions Continued**

### **7.1 Financial Support of Youth Sailors - Centreboard Committee**

An additional Club member has been accepted to attend the Mastercard Week hosted by RNZYS. Seeking additional \$375 funding for this club member.

**Resolution:** *To approve funding of an additional \$375 for a 5<sup>th</sup> Club member to attend the Mastercard Week 2022.*  
*Proposed M Turner/Seconded R Dempster: Carried*

### **7.2 Weigh Station - B Carter**

Background paper & additional correspondence attached to this agenda.

The issue was raised 2 years ago & was considered by a general meeting of the Club. It was declined. But a weigh station could increase the enjoyment of the facility by some members.

What costs will there be on the Club?

What are the facts of the impacts of a weigh station, pros & cons, for the Club?

Is it ok for the General Committee to make this decision or should it go to a general meeting of the Club members?

**Resolution:** *That the proposal to install a weigh station on the KCC fuel jetty be considered by a general meeting of Club members.*  
**Proposed B Carter/Seconded T Bingham: Not carried**

### 7.3 Decision Making until the February meeting of the General Committee

Issues, other than invoices for payment, will be discussed by the officers in the first instance & a General Committee meeting called if necessary.

**Resolution:** *To approve that ordinary invoices for payment in January be circulated to the General Committee in advance of payment for comment, paid (unless emailed objections are received) & then retrospectively approved at the February General Committee meeting.*  
**Proposed A Wells/Seconded M Turner: Carried**

## 8 New Members & Resignations

Name	Reason for Joining	M/ship Type	Provenance	Boat type	Proposer	Seconded
Zachary Holly & Jill Douglass	Purchased MURITAI, social	Family	Kerikeri	Keeler (MURITAI)	Vonnie France	Daniel Wise
Jan de Vries	Social	Social	Kerikeri	-	-	-
Owen Krietich	Social	Social	Kaeo	-	-	-
Philip Bunce	Social	Social	Australia	-	-	-
Susan Marsden	Crewing on boats	Crew	Kerikeri	-	Garry Colebrook	Blue Newport
Grant & Gemma Buckland	Access / Social	Family	Kerikeri	Trailer Boat	Waren Fraser	Geoff Dixon
David Walker & Andrea Manson	Boat launch facility	Family	Kerikeri	Trailer Boat	G Wallace	P Ebbit-Manson

## 8.1 Resignations

Bill Hunter	No longer using facilities	Social
Tracey Hunt	No longer using facilities	Senior
Phillip & Chrissie Jones	No longer using facilities	Family
Scott Haldane	No longer using facilities	Social
Kim Harris	No longer using facilities	Family
Laurence Voigt	No longer using facilities	Social

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

*Proposed D Smith/Seconded N Fraser: Carried*

### Change to Membership Type

The members listed below have requested a change of membership category & have provided evidence &/or arguments in support of these requests. Details were circulated to the General Committee on the meeting agenda.

Troy Moon	Long Distance	Family
Mandy Griffin	Family	Senior
Kurt Boyle	Long Distance	Senior
James & Berth Bundy	Long Distance	Family
Bill Barry	Long Distance	Senior
Bruce Wheeler	Long Distance	Family

**Resolution:** *To approve the requests for changes of memberships as listed above.*

*Proposed A Wells/Seconded M Turner: Carried*

## 9 Information Reports

### 9.1 Asset Register - Refurbishment & Maintenance Schedule & Budgets

An Asset Register has been developed. The sub-committee has met twice the November General Committee meeting to refine the schedule of maintenance & refurbishment & to develop the corresponding budget. It is anticipated that recommendations to the

General Committee about the funding of the maintenance &/or refurbishment of these assets will be made in the New Year.

### **9.2 Procedure & Structure for Undertaking Significant Club Projects**

Document circulated to General Committee. A review of the process would- be a valuable undertaking to simplify the process. T Bingham & D Brock (if willing) to undertake the review

### **9.3 Pile Replacement**

Contractor on schedule for pile replacements prior to Christmas.

## **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***

## 11 Action Sheet

Item	Delegated Person(s)	Decisions/Future Action	Completed
Reclamation Title	T Bingham, M MacDiarmid	<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. T Bingham/Thomson Wilson Law first meeting held re confirming process &amp; 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.</p>	Land valuation commissioned
	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>	

		Preliminary land assessment \$450	
Public Access Conditions of Resource Consent	A Wells, D Keen, D Smith, M Turner, T Bingham	NRC & FNDC for a council liaison meeting postponed due to local body elections	
Launching Dock	Sub-committee M Turner, D Keen, T Bingham, D Brock	Preliminary estimate received  Cost of 'consent application ready' plans being sought	
Club Asset Register	A Wells, M Turner, D Smith, M MacDiarmid, P Woods	Register presented to General Committee Nov 2022  Funding options to be drafted by sub-committee & presented to the General Committee	
Reclamation Expenses Split	Sub-Committee: M Turner, R Dempster, T Bingham, A Wells	Make recommendations back to General Committee	
NRC	A Wells	Council Liaison Meeting	
Dinghy Racks	M Turner	Assessment of potential new sites	
Moturoa Island	A Wells, M Turner	Meet to discuss dissatisfaction with domestic island rubbish in the Club's facility, long term parking of vehicles & trailers in the marina & clubhouse parks	
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 &	Completed

		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.	
Health & Safety Review	Sub-committees	Sub-committees to consider & review	Underway
Clubhouse Future		Membership Drive	
		Interior Improvements - Design, Pricing House & Social Committee to be involved in scoping the project	Underway
Variation of Consent to allow power tools at haul out	M MacDiarmid	Apply	
NRC Water & Sediment Test Results	M MacDiarmid	Review of management plan - underway Settlement tank & cesspit emptied & emptying frequency increased Professional advice being sought Water testing to be undertaken to assess effectiveness of remedial actions	Underway
Toilet Facilities at Lake Manuwai	Centreboard	Awaiting FNDC installation (scheduled for June 2022).	Watching brief
Defibrillator	M MacDiarmid	Marina is purchasing Awaiting supply from St Johns	
Marina Berth Licence Review	Marina Committee	Law North advise licence &/or Constitution rules could be more explicit when licence transfer is declined on basis of Club membership eligibility.	Underway

Te Pewhairangi Marine Mammal Sanctuary Event Permit	M MacDiarmid	Permit application submitted & officially received by DoC	Awaiting DoC processing
DoC Marina Access Review	General Committee	October	
MOSS Exemption Requirements	Centreboard	Annual assessment & remedial actions	
Haul Out Ladders	R Dempster	R Dempster will forward information about tethering ladders to hauled out boats & have a safe footing for them.	
Little Blue Shed @ Lake Manuwai	B Edwards	Keep or dispose? To be resolved.	
Changes to the Incorporated Societies Act	T Bingham	Submit constitution as is and outline compliance when submissions open.	
Tiger Shark	P Kee, N Cates	Contact R Given & asses vessel	
Policy Collation	T Bingham	Research a dropbox for Club policies	
House, Social, & Keelboat Working Bee			
In water hull cleaning protocol		Adopted & implemented Further review of WorkSafe obligations to be undertaken	
Mediterranean Fanworm Incident		3 month dive check in early January	
Financial Literacy Briefing	D Smith	For incoming General Committee	

Review Haul out operation	Marina Committee	Rules for boat owners	Reviewed by staff & to be considered by marina committee for approval 15 Dec Underway
		Operators protocol	Underway - staff review underway
		WorkSafe Obligations	
		Working at heights, ladders & scaffolding	
Weigh station	R Dempster/BOI Swordfish Club (BOISW)	Organise certification of weigh station or installation of additional pile to accommodate scale Draft operating manual for approval of KCC, inc authorised operators Scope cost of amending the existing mast gantry to accommodate scales Identify future certification costs to be shared between KCC & BOISW	
Centreboard & House/Social Committee Strategies		Brainstorming sessions for interested parties in early 2023	

## 12 Next Meeting

*Next meeting February 2022*

*Meeting closed 8.24pm*