

# Weiti Boating Club General Committee – Minutes

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| <b>Date and time:</b>   | 7 pm Tuesday 31 August 2021  |
| <b>Held at:</b>   | Zoom meeting   |
| <b>Attendees:</b>   | Kerry Davies, Warwick Lord, Peter Melvin, Bruce Cowan, Mike Long, Wayne Mills, Peter Wright, Alex Marshall, Don Wright, Ray Howarth, Malcom Mitchell, Brett McFarland, Mark Burt, Craig Mountjoy, Matt Otway, Hepke van der Sluis, Mark Seabrook & Katie Clark   |
| <b>Apologies:</b>   | David Craig  |
| <b>Commodores welcome to new committee:</b>                                       | Kerry Davies welcomed everyone to the first meeting of the new committee and an interesting start with lockdown and meeting via Zoom. Kerry asked everyone to introduce themselves, which everyone did.  |
| <b>Response to lockdown:</b><br>Kerry Davies to report                            | WBC have received the Resurgence Support payment but does not qualify for the Wage Support at this time. Level 4 yard/clubhouse closed and staff working from home. Level 3 yard/clubhouse closed, Katie working from home and Glenn at work.  |
| <b>Outline on how certain roles on the committee work:</b> Kerry Davies to report | <p>Kerry advised that everyone at this meeting is part of the General Committee and then there are sub-committees that is allocated to each Committee member. The sub-committees are Works, Sailing, Social and Finance. Kerry also advised:</p> <ol style="list-style-type: none"> <li>1) Target time of 2 hours for meetings, we like to keep the meetings as short as possible, so we all need to stay on point and keep to the subject at hand</li> <li>2) Any item you would like to be on the agenda must be sent to the Club Manager 8 days prior to the General meeting.</li> <li>3) Make sure all documents and correspondence is read prior to the meeting</li> <li>4) Sub-committees reports to be sent prior to the General meeting. The report to cover the results from their meetings, and to present findings etc to the Committee</li> </ol> <p>Wayne Mills advises that the Committee needs to elect Bruce Cowan as Secretary/Treasurer as per rule 17. A discussion took place, and it was advised that Bruce Cowan is still the Secretary/Treasurer as he was appointed last year and he has not resigned and the committee have not terminated his position as per rule 17(A) so he does not need to be re-elected to this position.</p> <p>Rule 17. All Officers of the club shall be elected for the ensuing year at the AGM of the Club. They shall be eligible for re-election except that the Commodore may not hold office at one time for more than two consecutive years. Casual vacancies in their number may be filled by the Committee. Nomination forms bearing the names of proposer and seconder, and signed by the proponent for any Flag Officer position should be in the hands of the Secretary at least 14 days prior to the AGM. (a) That the Committee shall appoint a Secretary and a Treasurer (who may be the same or two persons) on such terms as the Committee shall determine. The Secretary and Treasurer so appointed shall hold those positions until they resign or their appointment is terminated by the Committee.</p> |
| <b>Motions to be passed:</b>  | <p>Kerry Davies advised that privacy of staff and club members is very important and when our rules were set out privacy was not a big thing and would like to clarify with the committee how we deal with the following situations:</p> <p>Motion #1 – Kerry Davies proposers that all staff and employment matters are dealt by the Flag Officers and Treasurer/Secretary, seconded Bruce Cowan, all in favor. Motion passed</p> <p>Motion #2 – Kerry Davies proposers that all compassionate matters are dealt by Flag Officers, Secretary/Treasurer and Club Manager, then the committee is informed, seconded by Bruce Cowan. 15 for, 2 against, motion passed</p> <p>Motion #3 - Kerry Davies advised that all late-payers are dealt with by the Club Manager, Flag Officers and Treasurer/Secretary. Then the General Committee are informed of details after 60 days. It was decided that this motion needs more discussion at the next General Meeting.</p>   |
| <b>Minutes of last general committee:</b>   | <b>Proposed/Seconded:</b><br><b>Wayne Mills/Malcolm Mitchell</b>   |

| Matters arising from the last Minutes that are not covered by an agenda item: |   | Responsibility  |
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| Payment gateway on the sailing entry forms on the website.                    | Will be discussed at next General Meeting.  | Finance   |
| Updating the bar pricing and other ideas                                      | Need to work on this.   | David/Katie   |
| Jeff Ikken's debt   | Katie is working through this and will give an update at the next Meeting.  | Bruce/Katie   |
| Hull survey carried out on boats in the Weiti River                           | Wayne Mills asked why this document has not been circulated to members. Katie advised it was due to privacy matters. It was decided that the email to be circulated to the committee and boat names removed.  | Katie to circulate email  |
| Live-aboard applications from David Craig and Wayne Swarbrick.                | Kerry Davies advised that herself and Grahame Brown carried out an inspection on the boats, David Craig passed, and Wayne had one issue to sort out. It was raised that electrosan toilets are not suitable and don't adhere to the regulations. Bruce Cowan will investigate this and will get back to the committee. It was agreed to put both applications on hold until the next meeting. Matt Otway asked if there was a checklist that could be given to potential applications, it was advised no and that a checklist should be done. | Bruce to find out details on electrosan. Check list needed to give to live-abroad applicants. |

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| <b>Matters arising from the 2021 AGM</b> | <ol style="list-style-type: none"> <li>1) Sign for skip bin</li> <li>2) Live-aboard fees, a few members thought it was way too cheap</li> <li>3) Membership fees, if they should increase by CPI every year</li> <li>4) If mooring fees need to be set at the AGM like membership fees</li> <li>5) Brendan Sands asked what is the reason with entrance fees and feels the cost stops people from joining the club</li> </ol> <p>It was decided to leave these matters to the next General Meeting</p> |
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| <p><b>Inwards Correspondence:</b></p> <p>Email from Jim Maddock - Would like to show delegates from Northland Regional Council the filtration system on Wednesday 26 Aug.</p> <p>Phone call from Alex Marshall - Would like to know why the bar was not open after the AGM as it was advised that it would be open.</p> <p>Live-aboard applications</p> <p>Email from Kerry Pearson – regarding the lease renewal</p> <p>Email from Davis Coastal – regarding hardstand plans</p> | <p>Due to lockdown this was cancelled.</p> <p>Kerry Davies apologises that the bar was not open, she thought it was. Will make sure it is open next year.</p> <p>Applications from David Craig and Wayne Swarbrick.</p> <p>Kerry had a zoom meeting with Tania Seale, AKL Council. Tania confirmed that we certainly have security of tenure going forward. After lockdown Tania would like to visit the club and get an understanding of our long-term plans.</p> <p>Wayne Mills has received the hardstand plans which he will forward to the General Committee.</p> |
| <p><b>Outwards Correspondence:</b></p> <p>Email to NZ Companies Office</p> <p>Letter to Nu-D Shackles</p>   | <p>Annual accounts have been submitted.</p> <p>Thanking them for their donation of shackles for cradles.</p>   |

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| Application for Alcohol Club Licence     | Application submitted to AKL Council.                                |
| Email to Josh Junior                     | Wishing him luck at the Olympics.                                    |
| Letter to Evelyn and John Tate           | Thanking them for their donation of bark for the playground.         |
| Email to Auckland Council and Police     | Updating our Bar Mangers details who are David Craig and Bill Boyle. |
| Letter from Commodore to Wayne Swarbrick | Regarding his application for live-aboard status.                    |
| <b>Inwards/Outwards Correspondence:</b>  | <b>Proposed/Seconded:</b><br><b>Bruce Cowan/Matt Otway</b>           |

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| <b>Resignations:</b>         |   |
| Joe Okros (S)                | Moving to Kawau Island and has a mooring their now.   |
| Simon Carrington (S)         | Moving to the BOI and taking his trailer sailor Simon up there.   |
| <b>New Members:</b>          |   |
| Tony Beuth                   | Senior member who owns a run about called Ned, would like to keep it in the trailer park. Proposed by Richard Benson-Coper, seconded by Mike Blanchfield. |
| Keith Williams               | Senior member who is looking at purchasing a trailer sailor to take his family out sailing. Proposed by Colin Thrush, seconded by Warwick Lord.           |
| <b>New members approved:</b> | <b>Proposed/Seconded:</b><br><b>Peter Wright/ Ray Howarth</b>   |

### Sub-committee reports

| <u>Finance</u>  | <u>Key Points</u>  |
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| <b>Bruce Cowan to report:</b><br><br>Chq \$63,922.28<br>Online Savings \$55,834.96<br>Pile Savings \$96,916.40<br>Term Deposit \$100,484.23 | Finance report was circulated by email. Bruce Cowan would like to confirm the motion that was discussed via email. Bruce Cowan proposed during 'lockdowns' or other exceptional circumstances the committee may carry out their business, pass motions and allow payments of accounts using email or similar digital communication. <ul style="list-style-type: none"> <li>• The rules regarding forum and majority stand</li> <li>• Committee members texted beforehand to alert them</li> <li>• All queries and questions to be by 'reply all' and submitted within 24 hrs of initial email being sent</li> <li>• Answers circulated to all</li> <li>• Request vote – members to reply with their vote</li> </ul> Seconded by Malcolm Mitchell, all in favor.<br><br><b>POLICY FOR PURCHASING:</b> Bruce Cowan outlined the new policy for purchasing: <ul style="list-style-type: none"> <li>• Having a proactive approach rather than reactive to ordering supplies</li> <li>• The Club Manager will do a monthly review of all consumables and the bar so as to be able to present orders to the Committee in advance</li> <li>• Sub-committees submit to Finance Committee for them to recommend to General Committee for approval (ideally sub-committees meet before FC)</li> <li>• Wherever possible obtain quote or estimate for upcoming work</li> <li>• If Committee has approved work to be done (with estimate/quote) then payment can be made without waiting for next Committee meeting</li> <li>• Use Suppliers that we have accounts with</li> <li>• Reaffirm (passed by Committee in Oct 2019) that the Club Manager has discretion to authorise up to \$300. This is then clearly reported for the next Committee meeting</li> </ul> Bruce proposed that the club accepts the above policy for purchasing, seconded by Matt Otway, all in favor. Kerry Davies did ask that all quotes include GST. |

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|  | <p><b>SET UP PROJECT FUNDS:</b></p> <p>Bruce Cowan proposed that the committee open the following bonus saver accounts Concrete, Haulage, Inundation, Structures, Consents/Legal and the pile save fund to be changed to a bonus saver, seconded by Ray Howarth, all in favor.</p> <p>Bruce Cowans proposed that the Committee approve the following signatories for the Club. Kerry Davies Commodore (existing), Louise Henshaw Accounts, (existing), Bruce Cowan Treasurer (existing) and Warwick Lord Vice Commodore (new). Seconded by Malcolm Mitchell, all in favor.</p> |
| <b>Finance Report tabled &amp; approved:</b> | <b>Proposed/Seconded:</b><br>Bruce Cowan / Mike Long   |
| <b>Payable list approved to be paid:</b>     | <b>Proposed/Seconded:</b><br>Malcom Mitchell/Craig Mountjoy  |
|  | Question was asked, where the piles would go?  |

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| <b>Social - ?? to report</b> | Nothing to report |
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| <b>Sailing – Don Wright to report</b> | Last 2 winter series races have been cancelled due to lockdown so there was 7 out of 9 races done. The sailing committee is Don (chair), Peter Wright, Peter Melvin and Kerry Davies. |
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| <b>Works – Warwick Lord to report</b> | Works report was circulated via email. Warwick advised he has been in contact with <b>Urgent Engineering regarding a new design for the wheeler. Pile replacement Nov/Dec. Geotech report</b> has been received and needs to be studied. <b>Bore water plumbing</b> under the clubhouse needs upgrading as we have a leak in the water line that feeds the upriver dinghy pontoon. Looking at an <b>agitator for the bunk tank in the filtration plant. Cradle upgrades</b> , at the last committee meeting \$800 was approved to spend on cradle upgrades and now require a further \$700. Warwick Lords proposed that we spend another \$700 on cradle upgrades, seconded by Bruce Cowan, all in favor. |
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| <b>Health &amp; Safety – Warwick Lord to report</b> | Nothing to report |
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| <b>General business:</b> | Key Points |
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MEETING CLOSED at 9.12 PM

NEXT MEETING TUESDAY - 21 September 7.30pm