

STILLWATER BOATING CLUB INC
Minutes of the Committee Meeting

Held Tuesday 13 November 2018

Meeting declared open: 7.07pm

PRESENT:

Michelle Charles, James Pemberton, Karen Boyle, Craig Lowdon, Gareth Duncan, Roger Tweddell, Mark Penniall, Malcolm King

APOLOGIES:

Gaynor Ruka, Kelly Halliburton, Stu Hunton, Corinne Graydon

MEMBERS PRESENT:

Jess Lowdon

VISITORS PRESENT:

Nil

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting read and accepted as a true and accurate record.

Moved: James

Seconded: Gareth

Carried

MATTERS ARISING FROM PREVIOUS MINUTES:

* Nil

INWARDS CORRESPONDENCE:

- * Toll Energy sub-contractor advised estimated \$50k to run pipes down the wharf. James will pursue other fuel suppliers.
- * Mike Dance has investigated re the old paper road to see if we could get additional parking along Duck Creek Road. James discussed further with Mike and committee - agreed to continue to pursue this.
- * Emails being received from bogus email "presidento86" – NOT James – please block and mark as spam.
- * Michelle has had comments from website, emails etc offering positive support to our recent events, club etc.

Suggestion Box:

- * Jess L – Can we please address the long-term/long weekend parkers who park in the carpark, but live locally. Maybe put signs or paint the carparks beside the club to advise "NO OVERNIGHT PARKING". Also a large sign at the drive entrance advising "members parking only". Ideal would be to leave the car at home, or park out on the road, to ensure there is parking available for the rest of the weekend for other members.

- * Heather Mowberry – can we please give Christine (photo) her own corner – maybe above the KBC flag that we donated
All agreed and happy to put Christine’s photo back up.
Also discussed photos of other past members re putting them back up.
- * Can we please make sure there is toilet paper in the ladies toilet (anon)

OUTWARDS CORRESPONDENCE:

- * NIL

TREASURER’S REPORT:

Cheque account		\$22,740.03
Accelerator account		\$40,284.86
Profit and Loss:	Total trading income	\$36,957.27
	Cost of Sales	\$25,035.36
	Profit - gross	\$11,921.91
	Profit – net/loss	\$(1,143.39)

- * Bar Sales are coming up
- * Still some more costs to be included in these numbers, based on timing of invoices.
- * Haul out costs will start to pick now, which will include haul out, water blast, re-launch etc costs.

FINANCIAL COMMITTEE REPORT:

- * Implemented the bar price increase. Seemed to go without issue.
- * Baycorp is now set up and running. Any bills that hit 30 days need to go through to them. After 30 days goes to Baycorp, they then give 28 days grace period to pay.....if not paid then they are in default, and incur costs and Baycorp history. Additional 20% is added once the 3 month initial period is finished.

CLUB CAPTAIN’S REPORT:

- * Guy Fawkes – Jess thanked Michelle and Roger for their help on that night. Had FB warning that there was likely A LOT of people attending. There ended up about 4-600 people attending. Just over \$2,000 bar sales and \$1,000 in the kitchen.
- * Melbourne Cup – bar did just over \$1,000, so was worth opening up for.
- * Kawau fishing went well, but everyone seemed to disperse straight after the presentations. Which was a bit disappointing. Food was good, and a lot easier on the committee. Food costs were a bit higher than expected.
- * No issues come up about the bar price increases.
- * Concerned about the absence of the regular campground crowd – numbers are down as quite a few of the campers have left now.
- * Members only parking sign worked well at Guy Fawkes.
- * Sink – looking for a bigger one for the back kitchen area. Decided to go with a Laundry tub/sink for the size.
- * Roger checked on how Jess was coping. Jess advised she is doing well. Advised Jess must make sure she discusses any issues with Roger/Committee.

- * Roger omitted to order the chiller trailer, and suggested he may sponsor or look at getting a couple of additional chillers fridges to have in storage and utilise for big functions. Suggested purchasing new fridges for the back kitchen area, and use those ones for chiller fridges when needed. Currently there is one freezer and one fridge/freezer. Look at getting replacements that are bigger and utilise the space fully.

This means the containers will need to be split appropriately so there is space for club equipment.

- * All containers need to be tidied.

Moved: James

Seconded: Craig

Carried

FISHING REPORT:

- * No committee here

EVENTS COMMITTEE REPORT:

- * Ticking along well – Gareth and Malcolm are helping to set up the stages when needed. Adrienne, Leonie and rest of the committee all working well. Mark offered assistance as well as a builder.
- * Sunday Sounds on again this weekend – good covers band, have played a lot of gigs. Usually have a few followers.
- * Kids Xmas party next weekend after that
- * Waterwise also on that day
- * Waterwise need another support boat. Only two more to go before the end of the year. James and Roger happy to supply a boat and Kelly will help when he's back.
- * Confirmed Jolly Fraudsters for New Years Eve.
- * Adults Xmas party 15th December – confirmed a good band
- * Will be another Sunday Sounds in December as well

YARD REPORT:

- * Stu away
- * Concrete has been laid all went well – already three boats in that area.
- * Been no further issues about the fence put up
- * Need some sort of lighting in the new area – possibly put something up on or at the end of the container to light up that area. Getting quotes for that now.
- * Concerns that a lot of the signs we have purchased aren't up yet. Roger / Mark to liaise with Stu to get that sorted and help him to get those signs up. Michelle to update those who are prepared to help, and advise where these should be put up etc.
- * Further discussions held regarding a gate to access the jetty – options around a keypad or swipe to access.

HEALTH AND SAFETY:

- * Mark has done hazard ID for the club and induction for Jess. A folder will be set up and left under the sink. Induction for other staff members to be done. All subcontractors need to go through the induction. Anyone who is getting a trade person or subbie in to work MUST arrange to have that person inducted. Mark needs to be informed each time – he can follow up with the form. A preferred contractors list to be created. Each person letting the subbie in needs to go through the form and get them to sign. Could get regular subbies inducted/trained once and then just sign in on each occasion.
- * Job safety analysis was prepared for the fireworks – to put on the file. Darrick was sent the form to carry out the requirements.
- * Looked at the haul out agreement – slight adjustments to be made. Mark to send out a draft and then Michelle to update. Also add to “Product Data sheets” to ensure they are following manufacturers guidelines. Also add something to the website. Also no staying on the boats overnight.
- * Waterwise – Izelle is on the committee for international Waterwise, who have big manuals to cover. Mark to contact Izelle to discuss further.

BUILDING & INFRASTRUCTURE COMMITTEE

- * Clubrooms have been painted. Next step is to put everything back up on the walls. Decided to do this progressively to create a theme.
- * Commodore’s board to be updated
- * Front area at entrance has been tidied up for the bins. Want to put a small hoarding up to hide the bin, buckets, mops etc and a cupboard to be built for all the empty kegs etc. Additional area to be concreted for the bin.
- * Nothing to be stored in the disabled toilet at all.
- * Electrician has been in and done LED lights, new fans, and added power points underneath each end of the deck. Now need to purchase some of those small ‘judder bars’ to run leads under when functions are being run.

GENERAL BUSINESS:

- * Look at getting a second till behind the bar – needed on busy nights. Get pricing and options that are available. Also two eftpos terminals as well.
- * Gareth advised when renewing memberships with Coastguard we should advise we would like to join the HBC Coastguard.
- * Disciplinary committee meet with member and recommendation to committee was to uphold the 1 month ban. Reminder that no dogs are allowed on the property.
- * Decided to leave the visitors policy as it is that Jess may be too busy to introduce the visitor to a member to get them to sign them in. If she is able to she could offer to introduce them and mention they could join.
- * Michelle asked for assistance for content for a newsletter. Intention is to make it a regular thing, either 2 or 3 monthly. Michelle to email who she needs input from.

Next meeting: Tuesday 11th December 2018

Meeting closed: 9.10pm