

STILLWATER BOATING CLUB INC
Minutes of the Committee Meeting

Held Tuesday 15 January 2019

*** a correction was made to these minutes

Meeting declared open: 7.08pm

PRESENT:

Michelle Charles, James Pemberton, Stuart Hunton, Craig Lowdon, Gareth Duncan, Malcolm King, Corinne Graydon, Kelly Halliburton, Roger Tweddell, Gaynor Ruka, Karen Boyle, Mark Penniall

APOLOGIES:

Nil

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: Corinne
Seconded: Gareth
Carried

MATTERS ARISING FROM PREVIOUS MINUTES:

- * Watercare will be installing a timer. 15min on 15min off – bigger reservoir for when washing down boats.
- * Paper Road – the area where trailers park. This was disused but never went back to Council. Hope to end up with the confirmed use of that area.

INWARDS CORRESPONDENCE:

- * James – has had comms with Council and the company involved re wharf extension. Council have advised they have heard from neighbours re consent for a fence. We now have consent for the fence. Few H&S follow-ups for Mark to manage.
Notification to be sent to neighbours advising consent now obtained.

Suggestion Box:

- * Rob Nell – requested shirts for members to purchase. Corinne has previously had pricing/quotes and will follow up. Some for sale to members, some for staff.

OUTWARDS CORRESPONDENCE:

- * NIL

TREASURER'S REPORT:

Cheque account	\$23,342.50	
Accelerator account	\$40,291.59	
Profit and Loss:	Total trading income	\$28,870.98
	Cost of Sales	\$20,707.08
	Profit - gross	\$ 8,163.90
	Profit/Loss – net	\$ 802.56-

- * Bar sales down a bit, but doesn't include NYE as this rolls over to the following month.
- * \$25.5k down on bar sales compared to same time last year. This could be reflected by the fact last year's figures included Bounty of the Sea event, also a lot of the camp members are no longer visiting as often. There was also many functions last year.
- * Fishing is down but the income is down – also possibly relating to Bounty of the Sea. Now lost Compass as a sponsor.
- * Kitchen sales down a little as well
- * Spent more in terms of Repairs and Maintenance
- * Hardstand was up \$1,800
- * Raffles takings are down compared to last year
- * Memberships about the same – now at 286, was 309 for last year.
- * Wages were up a little
- * Have some good social functions and fishing comps coming up so that will improve the figures
- * Sunday sounds are proving popular and the Christmas party night was a success.

FINANCIAL COMMITTEE REPORT:

- * No meeting held

CLUB CAPTAIN'S REPORT:

- * Obtained a Supertub to be installed in the kitchen area
- * Staffing numbers now resolved. Ange has advised if we were really in need of assistance for big events she would try to help us out.
- * Food prices have now been increased

- * Deck extensions – Architect now ready to go ahead and prepare everything for consent. Suggested actual work to be carried out June/July. Mark happy to manage the building/quotes process when we get some working drawings. Look at ensuring area underneath is adequate for waterproof storage – rescue equipment.
Roger to get this process moving – consent, quotes, etc. Roger to also spearhead the investigation process regarding funding requests.

Moved: Roger
Second: Craig
Carried

FISHING REPORT:

- * James to MC for the Lady's Fishing Competition. Gareth to assist with the weigh-in with Stu.
- * Roger advised he is available to take his boat if required, and will ask for other volunteers at Friday Club night.

EVENTS COMMITTEE REPORT:

- * Cancelled the Karaoke that was due for 19th January as Sunday Sounds more popular. Also cancelled the Jam that was scheduled for February for another Sunday Sounds.
- * There will still be two Jam sessions.

YARD REPORT:

- * Further work required on the area behind the new concrete pad. Will wait until the fence goes up.
- * Problem getting last person in the yard to close the gates, often after Stu has left.
- * Work currently being done on one of the trolleys
- * Now advised we need to do the lawns ourselves, as access is often difficult re obstacles in the way.
Get a quote for these to be done on a regular basis.

Moved: Craig
Second: Gareth
Carried

HEALTH AND SAFETY:

- * Waterwise does not come with its own policy. Mark will attend next event and come up with something for them.
- * H&S Folder fully up to date. Another folder to be put together with just the forms in.
- * Defibrillator glass to be replaced – Mark will do that.

- * Haul out agreements have now been amended and a copy of all those signed is held in a file, so Mark can access if needed.
- * Safe work procedure for haul out and refloats to be scheduled with Stu
- * Mark to carry out induction with all staff.
- * Hazard Register to be put in kitchen, and another one for the yard – Mark will get those made up.
- * More signs that need to go up on the notice board.
- * Advised we need to re-iterate the information and where to find it, at a Club night.
- * Mark to investigate certification requirements (if any) for haul out trolleys.
- * Mark to look into responsibilities around members using their own cradles in our yard.

BUILDING & INFRASTRUCTURE COMMITTEE

- * No meeting held
- * Maintenance still ongoing - painting of bargeboards being done outside.
- * Options for the segregation of the smoking and non-smoking areas were discussed. Possibly use a roll down blind and utilise the two doors to enter either area.
- * There was a complaint about the glare from the lights on the wharf. Turned out to be the light part way down the wharf – this has now been adjusted.

GENERAL BUSINESS:

- * Raft Race:
Prizes from the Club:
Membership – 1 Family Membership
Pie n Pint – 1 bottle of wine for each event (ladies and mens)
Bar tab approved for Raft Race Committee
Raft Race Committee are welcome to decorate the bar area if they wish.
Support Boats – Kelly, Mark and Roger have offered to assist AA Bob with this
- * Waterwise – Michelle to discuss with Izelle regarding qualified instructors available to continue for the rest of the season.
Mark and Kelly happy to help in support boats, but not qualified. Izelle will also try to discuss with parents.
- * Discussions held re sponsorship signage at the club and the costs thereof. Suggested our sign supplier is used to keep these uniform.
- * NYE – Mark advised people had advised there was a long wait at the bar and suggested maybe some of the committee could be trained to assist. Committee advised there are people who are trained who can step in. Suggested bar staff ask members to bring their glass/jug with them for a refill.
- * Long outstanding debt by one member still unpaid. All to now be sent to Baycorp. Also another debt outstanding c\$1k. Options discussed to recover these.
- * Jess' last day 25th Feb, will continue to do ordering etc. until then. New staff appointed and starting this week.
- * Corinne renewed the discussion of putting out a regular Newsletter. A lot of the information discussed regularly could go out in that newsletter.

- * Michelle is currently doing a lot of additional work relating to the Accounts since new Accountant. Financial Sub committee to meet to discuss further re the workload of Treasurer. She is doing up to 30hrs/week, including other work for club.
- * Need to put a sign up advising all visitors that the boat ramp is for public use, however the parking area is private, for members only.

Next meeting: Tuesday 19th February 2019 at 7.00 pm
Meeting closed: 9.20pm