

**STILLWATER BOATING CLUB INC**  
**Minutes of the Committee Meeting**

**Held Tuesday 20 August 2019**

Meeting declared open: 7.15pm

**PRESENT:**

Roger Tweddell, Kelly Haliburton, Michelle Charles, James Pemberton, Mark Penniall, Stuart Hunton, Malcolm King, Gareth Duncan, Corinne Graydon, Mike Dance, Karen Boyle

**APOLOGIES:**

Gaynor Ruka

**MEMBERS PRESENT:**

Nil

**VISITORS PRESENT:**

None

**MINUTES OF THE PREVIOUS MEETING:**

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

Moved: Gareth

Seconded: Kelly

Carried

**MATTERS ARISING FROM PREVIOUS MINUTES:**

\* Nil

**INWARDS CORRESPONDENCE:**

\* Email from Izelle re Waterwise. Mark Penniall happy to be the contact person re Waterwise, and Izelle to arrange a list of interested parents to be sent to Mark. Gareth happy to assist on Waterwise days, and Committee to back up.

\* Correspondence with Lawyers

**Suggestion Box:**

- Need someone to collect the meat packs for raffles – Stu is happy to coordinate that.

**OUTWARDS CORRESPONDENCE:**

\* Correspondence with Lawyers

## **TREASURER'S REPORT:**

Cheque account	\$8,024.03	
Accelerator account	\$9,990.00	
Profit and Loss:	Total trading income	\$39,502.28
	Cost of Sales	\$25,150.20
	Profit – gross	\$14,352.08
	Profit – net (loss)	\$9,038.27

- \* Not a lot of expenditure, but still some invoices to be paid.
- \* Income profit is due mostly to memberships
- \* Complimentary Expenses are made up of various things, but maybe consider separating some of the items out to clarify.
- \* Assess what is involved in Accounting costs and charges with a view to getting further quotes.
- \* Kitchen sales are doing well

## **CLUB CAPTAIN'S REPORT:**

- \* Roger advised re difficulty of taking on the Club Captain role again this year, and will be away from here a lot over the next few months. There will become a time where an assistant will be required to support.
- \* Monthly report has come in from Bar Manager – great report, very comprehensive. Roger has taken over the rostering for now.
- \* Need to work on the social calendar for the year – fishing and events. This will assist to work on the rosters.
- \* Deep fryer needs to be serviced.
- \* We need to look at getting more staff and existing staff further qualified to ensure we have enough staff to call on when/if needed. Perhaps look at a kitchen hand/runner role.
- \* Additional bar staff would also be good to have available to call on.
- \* Also think about who may be suitable to take over Roger's role as his availability gets less.

## **Sub Committees:**

### Fishing/Events:

Malcolm and Corinne, with Mark assisting. Corinne will arrange for a board to go up and ask for volunteers from members over the next few weeks. Then work with a selected committee member to oversee this. Committee to assist on event days when possible.

### Events Committee:

Michelle and Gareth will be the Committee representatives – decided it's difficult to rely on just the committee representatives to oversee this. Agreed to discuss the upcoming month's events at each committee meeting, and get commitment from committee members to run that month's events.

## **FISHING REPORT:**

- \* Nil

## **EVENTS COMMITTEE:**

- \* Nil

**YARD REPORT:**

- \* Downers came and sucked out drains - unfortunately this still is not working correctly. Should be done every 6 months, possibly more in the winter time. Mike to follow up with Stu and see if he can assist with Council discussions.

**HEALTH AND SAFETY:**

- \* Prices to be sought to work on the seals on Tractor.
- \* Signs re spill kit have been erected.
- \* Safe work procedure for hauling out and re-launching boats to be emailed to Secretary
- \* Mark to attend next staff meeting for reviewing policy with staff.

**BUILDINGS & INFRASTRUCTURE:**

- \* Garden on hold for now due to weather
- \* Look at lighting outside once weather improves

**GENERAL BUSINESS:**

- \* Liquor licence – area to be reviewed and possibly extended. To be discussed further with authorities concerned.
- \* Abandoned boat in yard – advertising process to commence ASAP. If no response, we will continue with due process to recover funds. Owner of boat to be served with trespass notice.
- \* Graeme McInnes family membership to be refunded due to getting the honorary life membership.
- \* Employee contract status to be reviewed and wage brackets to be confirmed. Encourage existing staff to complete Manager's Certificates/Licence.
- \* Disciplinary Committee will be Alan Astrop and Dave Wilkins, with support from Hilton Markwick and Colin McDermott if required. Bluey issued in August to be discussed with DC as receiver had not re-joined, so was not a current member at that stage.

**Next meeting: Tuesday September 2019 @ 7pm**  
**Meeting closed: 9.36pm**