




**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 15 December 2016 at 11:30am at Seaview Marina**

Present:	Brian Walshe (Chair)	(BW)
	Arthur Stewart (Director)	(AS)
	Chris Milne (Director)	(CM)
In Attendance:	Alan McLellan (CEO, Seaview Marina)	(AM)
	Sharon Page (Senior Management Accountant HCC)	(SP)
	Suzanne Willis (Marina Administrator Seaview Marina)	(SW)
	Greg Marsden (Seaview Marina Community Group)	
	Bill Dashfield (Seaview Marina Community Group)	
	Robert Baldock (Wellington Boat Show)	
	Brent Kibblewhite CFO (Hutt City Council)	

Discussion/Actions		Action Points
1.	MEETING WITH Seaview Marina Community Group representatives – Greg Marsden and Bill Dashfield	
2.	BOARD ONLY SESSION	
3.	BOAT SHOW SESSION – Robert Baldock	
4.	APOLOGIES None.	
5.	REGISTRATIONS OF INTEREST Arthur Stewart and Brian Walshe are on the Board of Fairfield Waters Limited.	
6.	CONFIRMATION OF THE MINUTES OF THE LAST MEETING <i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 17 November 2016 be accepted as a true and accurate record.</i> <i>Moved: Arthur Stewart /Seconded: Brian Walshe</i>	
7.	MATTERS ARISING None	
8.	ACTION LIST Seaview Vision Document AM tabled the revised Seaview Vision document. AM advised he is looking into a filtration system for the trailer boat wash-down facility. Health and Safety Check of marina breakwaters AM noted that he has asked HCC to check the marina breakwaters post the 14 November earthquake. He is awaiting a response from them.	

Discussion/Actions	Action Points
<p>5 Knot markers AM reported that additional 5knot markers will be installed around the marina to remind customers to reduce speed.</p> <p>Boatyard Marketing Plan AM is in discussion with the East by West Ferry Company re potential for them to use SML facilities if modifications to the dockway are undertaken.</p> <p>Marketing of Casual Berths over Summer period AM tabled a flyer outlining a summer casual berth rental offer for trailer vessels. This offers a casual berth for \$10 per day for the period 1 January to 31 March 2017.</p> <p>Staff will distribute to ramp users over summer and leaflet cars on Saturdays.</p> <p>Unit 12 Storage Unit proposal AM tabled a business case for conversion of Unit 12 to accommodate a storage facility. This will replace the facility in unit 5B. Unit 5B will then be marketed for lease as a workshop space.</p> <p>Resolved: <i>That the Board approved in principal the proposal to convert Unit 12 to a storage facility subject to pricing, health and safety issues being resolved and testing of the market.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>AM to report back to February Board meeting response to testing the market re proposals for units 12 and 5B.</p>
<p>9. FINANCIAL REPORT The Financial Report for the month ended 30 November 2016 was included with the Board papers. SP summarised the Report and outlined key points.</p> <p>AM noted that an estimate of \$20,000 in remedial work as a result of the 14 November 2016 earthquake will need to be undertaken. This is mainly to repair cracked asphalt and concrete surfaces.</p> <p>SP noted that a full re-forecast will be done at 31 December 2016.</p> <p>The Board advised that a decision will be made at year end about the café costs.</p> <p>Resolved <i>That the meeting notes and receives the Financial Report for the month ended 30 November 2016.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p> <p><i>Sharon Page left the meeting at 12:50pm.</i></p>	<p>AM and SP to check maintenance expenditure which has been capitalised.</p> <p>SP to come up with recommendations re capitalisation of expenditure.</p>
<p>10. CLIENT SERVICE REPORT The Client Service Report for the month ended November 2016 was included with the Board papers and taken as read.</p>	
<p>11. HEALTH AND SAFETY REPORT A Health and Safety Report prepared by Tony Kelly for the month of November 2015 was included with the Board Papers.</p> <p>The Board commended Tony Kelly on the detailed report and his work undertaken on health and safety systems and reporting.</p>	

Discussion/Actions	Action Points
<p>Tsunami Risk AM advised that the alarms sounded by HCC in response to the tsunami risk after the 14 November 2016 earthquake appeared to be adequate for alerting SML customers to the tsunami risk. He added that SML staff may not be on site when a strong earthquake hits, therefore an alarm may not be activated on site. He will investigate alternative options for advising liveaboard customers in particular about the risk of a tsunami.</p> <p>AM also reported on the meeting he attended in Wellington to discuss emergency scenarios such as earthquakes and tsunamis.</p>	<p>AM to investigate a system i.e.texting, for alerting liveaboards to the risk of a tsunami.</p>
<p>12. CEO REPORT The Management Report For the month of November 2016 was included with the Board papers. AM outlined key issues in the report.</p> <p>Dockway Piling AM tabled a report on the condition of the steel piling at the dockway. He will obtain engineering advice into the impact on proposed widening of the dockway and on the existing operation of the boatyard.</p> <p>Pole Moorings AM noted that only one vessel remains on the pole moorings. It will be towed to a berth by marina staff.</p> <p>AED Relocated AM advised that the AED has been relocated from inside the office to a cabinet outside the marina office door to make it more accessible.</p> <p>Resolved: <i>That the Board notes and receives the CEO's report.</i> <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p>	<p>AM to obtain engineers report into the impact of the condition of the sheet piling on proposed widening of the dockway and/or continuing day to day operation of the boatyard.</p> <p>AM to send copy of the report on the sheet piling to the Board</p>
<p>13. DEBTORS A Debtor Report for the month ended November 2016 was included with the Board papers. SW spoke to the report.</p> <p>She noted that two long-term debtors had cleared their accounts.</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>14. BOAT YARD REPORT AM reported that the boat yard continues to be very busy.</p>	
<p>15. BOAT STORAGE AM noted boat storage is positive with the exception of 12m berths.</p> <p>Two more liveaboards have been approved.</p>	

Discussion/Actions	Action Points
<p>16. MAINTENANCE Office stairs AM has obtained quotes for replacement of the office stairs which are a safety hazard. The Board approved the repair of the worst of the damaged steps and asked him to add to the maintenance register a timeframe for replacement of the remaining steps.</p> <p>14 November 2016 Earthquake AM is awaiting final prices for repair of asphalt from contractors.</p>	<p>AM to add staged replacement of the marina office steps to the maintenance register.</p>
<p>17. NEW DIESEL FACILITY AM reported that the new diesel facility has been installed and is now operating. A 360 camera to monitor the facility will be installed. AM added that if the commercial pier development goes ahead the diesel pump could be moved to this pier and a petrol pump installed.</p> <p>Chris Milne left the meeting at 1:25pm</p>	<p>AM to see a camera is installed at the new diesel facility as soon as possible.</p>
<p>18. WELLINGTON BOAT SHOW Discussed previously.</p>	
<p>19. HCC TAX ADVICE Brent Kibblewhite advised that approval will be sought from SML before PWC is engaged by HCC to provide tax advice.</p>	
<p>20. WELLINGTON MARINE CENTRE REPORT A Report on the WMC for the month was included with the Board papers.</p> <p>Unit 11 – Pete Lamb Fishing AM noted the lease renewal for this unit is pending.</p> <p></p> <p>Unit 1 Carparks have been removed from the Strait Marine lease and mezzanine added.</p>	<p>AM to confirm term-remaining dates for all tenancies with Hilaire Cornelius.</p> <p>SP to oversee WMC figures on a regular basis.</p>

Discussion/Actions	Action Points
21. SEAVIEW VISION The following addition was made to Clause 2.5: 'Secure the long-term tenure of the marina breakwater'.	
22. SEABED LICENCE AM tabled notes from a meeting with Pipers re the Seabed.	
23. ANNUAL REPORT Capital Expenditure AM noted that the next section of the marina walkway was planned to be completed prior to the Boat Show. <i>Resolved</i> <i>That the Board ratifies the signing of the Annual Report for the Year Ended 30 June 2016.</i> <i>Moved: Brian Walshe /Seconded: Arthur Stewart.</i>	
24. GENERAL BUSINESS There were no items of General Business.	

With no further business the meeting closed at 1.22pm

Next Meeting Date: THURSDAY 16 FEBRUARY 2017 at 11:30am in the Marina Office.

Signed:

Brian Walshe

Chair

Dated: