



**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 17 November 2016 at 11:30am at Seaview Marina**

Present: Brian Walshe (Chair) (BW)
Chris Milne (Director) (CM)
Arthur Stewart (Director) (AS)

In Attendance: Alan McLellan (CEO Seaview Marina) (AM)
Suzanne Willis (Marina Administrator) (SW)
Sharon Page (HCC)

Discussion/Actions	Action Points
<p>1. MEETING WITH MEMBERS OF THE MARINA USERS GROUP No meeting requested by the Marina Users Group.</p>	
<p>2. MEETING WITH MEMBERS OF LBYC No meeting requested by the LBYC Commodore.</p>	
<p>3. BOARD ONLY SESSION</p>	
<p>4. APOLOGIES None</p>	
<p>5. FINANCIAL REPORT The Financial Report for October 2016 was included with the Board papers. Sharon Page outlined key issues in the report.</p> <p>SP asked if the Board wishes to expense the \$10k for establishment of a café. The Board requested that this be deferred until after Christmas.</p> <p><i>Resolved</i> <i>That the Board notes and received the financial report for October 2016.</i> <i>Moved: Brian Walshe /Seconded: Arthur Stewart</i></p>	<p>AM to advise SP to defer attendance at future Board meetings until 12:30pm</p>
<p>6. BOARD MEMBER REGISTER OF INTEREST No changes reported</p>	<p>SW to email updated Register of Interest to the Board</p>
<p>7. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</p> <p><i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 20 October 2016 be accepted as a true and accurate record.</i> <i>Moved: Arthur Stewart /Seconded: Brian Walshe</i></p>	
<p>8. MATTERS ARISING There were no matters arising.</p>	
<p>9. ACTION LIST</p> <p>Commercial Pier Development This is a work in progress.</p>	<p>AM to report to Feb 2017 meeting a timeline for preparation of research and marketing and build time for the commercial pier</p>

Discussion/Actions	Action Points
<p>The Board discussed other development options and requested that AM undertake market research on future marina pier developments including:</p> <ul style="list-style-type: none"> • Maintenance Pier by dockway • Dockway widening • Alternative berthage options • Use of marina facilities by East West ferries <p>Trailer Boat Wash down facility AM is investigating alternative options for this facility.</p> <p>Seaview Marina Users Group BW reported that initial meetings with the new Chair and deputy have got off to a positive start.</p> <p>SML Website AM noted that all Board meeting minutes have been redacted and posted on the SML website.</p> <p>The 'fix' maintenance page has also been installed and maintenance items listed.</p> <p>AM reported that the ad words campaign is continuing and options for improving search engine optimisation will be investigated.</p> <p>Marketing Marina Berths AM noted concern at the number of 12m berths available. The Board asked that he follow up on the suggestion to market casual berths to trailer boat owners over the summer period.</p> <p>Seabed Licence AM and AS to meet with Brad Cato to discuss future action in relation to the Seabed Licence renewal in 2027.</p> <p>Integration of NG and Seedigital Security functions AM reported that he is awaiting a response from Seedigital re integrating their security tag system with NG.</p> <p>Road marking and next stage of Marina Walkway AM reported that this work will be completed before the Boat Show.</p> <p>Tax Team Advice AM has contacted HCC officers to request why tax advice was commissioned on behalf of SML without his knowledge or approval. He is awaiting their response.</p>	<p>development.</p> <p>The Board also requested that AM undertake market research for other options for future marina pier developments including:</p> <ul style="list-style-type: none"> • Maintenance Pier • Dockway widening • Alternative berthage options <p>AM to obtain details and specifications of the proposed new East by West ferry and a letter of intent from East West re potential for their use of the marina facilities.</p> <p>AM to follow up on options for improving search engine optimisation.</p> <p>AM/SW to put together a marketing programme and brochure for attracting short-term berth rental from trailer boat owners.</p> <p>AM and AS to meet with Brad Cato to discuss future action in relation to the Seabed Licence.</p>

Discussion/Actions	Action Points
<p>WMC Unit 3 AM reported that this unit has been transferred from the WMC to the boatyard and future accounts will reflect this change.</p>	
<p>10. CLIENT FEEDBACK REPORT The report for October 2016 was circulated and taken as read.</p>	
<p>11. LOWRY BAY YACHT CLUB - EARTHQUAKE DAMAGE LBYC Commodore has reported that the LBYC clubhouse sustained damage in the 14 November earthquake. The damage includes separation of the two halves of the building and the entrance and slumping at the eastern end.</p>	
<p>12. HEALTH AND SAFETY REPORT The Health and Safety Report for October 2016 prepared by Tony Kelly was tabled at the meeting.</p> <p>TK also demonstrated the SML Hazard Register and reporting process to the Board.</p> <p>TK suggested that a Health and Safety audit of the marina by HCC officers, take place in March 2017.</p> <p>AM is continuing to look into online contractor induction packages to replace the current induction process.</p>	
<p>13. CEO REPORT The Ceo's Report for the month of October 2016 was included with the Board papers.</p> <p>Trailer Park Storage AM noted that the trailer parks are at 100% occupancy. CM asked AM to explore options for expansion of trailer park storage.</p> <p>Debtor Report The debtor report for October 2016 was included with the Board Papers. SW outlined key issues.</p> <p>Boatyard AM reported that boatyard activity is still very positive and this is expected to continue.</p> <p>Ablution Facility Two new combination washer/dryers have been installed in the ablution block.</p> <p>Wellington Marine Centre AM reported that the new signage plinth outside the WMC main entrance will be installed next week.</p> <p>General Maintenance Painting work on the WMC has been completed.</p> <p>Entrance Sector Light AM reported the light has been removed for repair.</p> <p>Wellington Boat Show AM updated the Board on progress in organising the Boat Show and</p>	<p>AM to consider options for expansion of trailer park storage.</p> <p>AM to ask Robert and Margie for an update on the WBS to</p>

Discussion/Actions	Action Points
<p>circulated the latest plan. He noted that a link to the WBS website has been loaded on the SML website home page.</p> <p>Resolved That the Board notes and receives the CEO's Report for the month ending 31 October. Moved: Brian Walshe /Seconded: Chris Milne</p>	<p>be circulated to the Board prior to the December Board Meeting.</p>
<p>14. WELLINGTON MARINE CENTRE REPORT The WMC Report for October 2016 was included with the Board papers.</p>	
<p>15. AUDIT REPORT The Management letter was included with the Board papers and taken as read.</p> <p>The Board noted that the Auditors had requested that SML survey departing and arriving customers as a way of providing an ongoing customer service and feedback record.</p>	<p>SW to prepare arrivals and departures information for the period 1 July to 31 October 2016 and forward to Chris Milne.</p>
<p>16. SEAVIEW VISION AM tabled a revised document outlining the Seaview Vision proposal and invited comment from the Board. They asked that he email the document to them prior to the December meeting and place the matter on the December meeting agenda for further discussion.</p>	<p>AM to email latest Seaview Vision document to the Board in Word format prior to the December meeting.</p>
<p>17. SEAVIEW MARINA BREAKWATER AM noted that he will be commissioning a post-earthquake report on the marina breakwaters from the same company that undertook the last survey.</p>	<p>AM to commission a post-earthquake report on the marina breakwaters from the same company that undertook the last survey.</p>
<p>18. GENERAL BUSINESS</p> <p>Board Vacancy AM noted that the Board Vacancy created by the departure of AS will be advertised.</p> <p>14 November Earthquake – report on SML buildings AM reported that all SML buildings have been checked by engineers and reported to be in sound condition. WMC tenants have been advised.</p>	

With no further business the meeting closed at 1.40pm

Next Meeting Date: THURSDAY 15 DECEMBER at 11:30am in the Marina Office.

Signed:
Brian Walshe, Chair

Dated: