



**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 16 February 2017 at 12 noon at Seaview Marina**

Present:	Brian Walshe (Chair) (BW) Arthur Stewart (Director) (AS) Chris Milne (Director) (CM)
Apologies	Suzanne Willis (SW)
In Attendance:	Alan McLellan (CEO, Seaview Marina) (AM) Sharon Page (Senior Management Accountant HCC) (SP) Greg Marsden (Seaview Marina Community Group) (GM) Michael Meads (Compass Coffee Cart) (MM)

Discussion/Actions	Action Points
<p>1. MEETING WITH Seaview Marina Community Group Chairman – Greg Marsden</p> <p>No significant issues to bring up with the Board as meeting with AM had resolved all operational queries. GM indicated that he believed SML should follow Nelson City Council's lead and hire an external consultant to prepare a 'vision' document for the marina.</p> <p>A brochure outlining the role of SCMG was tabled by GM to be included in the SML welcome pack for new licensees. The Board was asked to review this document.</p> <p><i>The Board was not in favour of hiring a consultant to repeat the work undertaken in Nelson. However, there was a lot of useful information in the report and some aspects of it could usefully be imported into our own documentation.</i></p>	<p>AM to review the Nelson Marina Strategy with the view of improving or modifying SML vision.</p> <p>AM get the document redrafted to include suggestions made by the Board.</p>
<p>2. BOARD ONLY SESSION</p>	
<p>3. COMPASS CAFÉ PRESENTATION – Michael Meads</p> <p>MM presented his plans for the future of the Compass Café on Seaview Marina, including a new container kitchen and with help from SML installing floating mooring access to the café. The Board were very encouraged to have found a café operator of MM calibre and were very supportive of the venture.</p> <p><i>The Board were favourably impressed by Mr Meads' skills, energy and commitment and approved in principle SML providing the floating mooring facility. If possible, this should be installed prior to the Boat Show.</i></p>	<p>AM/MM prepare a business case for a café where SML is guaranteed security of tenure and a ROI on the capital it commits to the project.</p> <p>AM to investigate underground services to different site options.</p>
<p>4. APOLOGIES</p> <p>None.</p>	
<p>5. REGISTRATIONS OF INTEREST</p> <p>Arthur Stewart and Brian Walshe are on the Board of Fairfield Waters Limited.</p>	<p>CM added a directorship of Partstrader New Zealand Ltd to his registration of interests</p>
<p>6. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</p> <p><i>Resolved</i></p>	

Discussion/Actions	Action Points
<p><i>That the Minutes of the Board meeting held on Thursday 15 December 2016 be accepted as a true and accurate record.</i> <i>Moved: Arthur Stewart /Seconded: Brian Walshe</i></p>	
<p>7. MATTERS ARISING None</p>	
<p>8. ACTION LIST – items arising</p> <p>After reviewing the demand for commercial berths it would appear the demand at present is limited. At present expenditure to develop commercial berths on H Pier is unwarranted.</p> <p>The Board agreed that SML should get an engineer’s advice the possible impact of the Kaikoura earthquake on the state of the breakwater</p> <p>Design work on widening the dockway is awaiting geotech inspection of the seabed. Until this is complete definitive width of design cannot be ascertained.</p> <p>Canvassing storage unit occupants regarding repositioning the storage facility into Unit 12 has meet with a poor response. Resistance to the idea is based around vehicle accessibility. We have already lost five tenants of 16 lockers from Unit 5b over the last couple of months.</p>	<p>AM to contact the CPG engineers with the view of a visual inspection.</p> <p>AM actively market the widened dockway once the design parameters are finalised.</p> <p>AM to continue to look for opportunities to market a storage facility in Unit 12.</p>
<p>9. FINANCIAL REPORT</p> <p>The Financial Report for the month ended 31 January 2017 was included with the Board papers. SP summarised the Report and outlined key points.</p> <p>AM noted that there appeared to be issues with the accuracy of the net diesel results.</p> <p>SP noted that a full re-forecast has been completed and these have been included in the six monthly report to go to the Finance and Audit Committee..</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 31 January 2017.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p> <p><i>Sharon Page left the meeting at 1:30pm.</i></p>	<p>AM to report back on the diesel revenue issue.</p>
<p>10. CLIENT SERVICE REPORT</p>	<p>SM to provide a full report for the Dec, Jan</p>

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<p>With Suzanne away on holiday there is no Client Service Report for the month ended December 2016.</p>	<p>and Feb client service responses for 22 March 2017 meeting.</p>
<p>11. HEALTH AND SAFETY REPORT A Health and Safety Report has been included in the Management Report. Two minor incidents were recorded over the month, neither resulting in injury.</p> <p>Tony Kelly provided material showing the screen by screen information which will form the basis of a computer based contractor induction programme.</p>	
<p>12. CEO REPORT The Management Report for the month of January 2017 was included with the Board papers. AM outlined key issues in the report.</p> <p>Additional reporting now available on the occupancy of Unit 3.</p> <p>CM suggested the financial reporting in the CEO report is a mirror of the report presented by SP. In future more detailed comment would be an advantage.</p> <p>The continuation of the walkway on the west side of causeway was discussed and it was resolved that, because of the increase in the cost of the project from the budget allocated, a cost per meter comparison should be made of the current quote versus the work completed last year .</p> <p>The Wellington Boat Show was discussed and the Board agreed that it was important to support the organisers over the remaining two months.</p> <p>The refusal to sign the guarantor section of the Gulf Group lease by the directors was discussed and it was agreed that alternative options need to be considered for this tenant.</p> <p>A policy on pier gate closure was discussed and it was agreed that the policy would be that gates would remain closed permanently with access only by proximity disc.</p> <p>Resolved: That the Board notes and receives the CEO's report. Moved: Brian Walshe/Seconded: Arthur Stewart</p>	<p>AM to include net income/mth for Unit 3.</p> <p>AM provide more analysis of financial results and projections.</p> <p>AM to obtain additional quotes for the work and program the work for the 2017/2018 FY.</p> <p>AM to closely monitor the progress of the show and support where necessary.</p> <p>AM to get advice on the state of the lease and discuss options for limited guarantees.</p> <p>AM advise SMCG of the policy and disseminate policy to licensees.</p>
<p>13. WELLINGTON MARINE CENTRE REPORT</p> <p>AM reported that a tenant meeting had been held on 24 January 2017. This proved a valuable interchange of information and an action list was prepared to resolve the issues discussed.</p> <p>John Worth and Phil Trowbridge requested special rates on all SML products and services for all the tenants of the Wellington Marine Centre. This was fully discussed and the Board agreed that the fact that the tenants are provided with</p>	<p>AM add the actions to the maintenance page on the SML website and complete actions as soon as practicable.</p>

Discussion/Actions	Action Points
<p>licensee rates allowed them a significant margin when dealing with external boat owners. No further special rates would be applied.</p> <p>John Worth and Phil Trowbridge were strongly against the use of Unit 3 to display of small sailing craft for the Wellington Boat Show on the grounds of health and safety. AM has advised all tenants that he has contacted Worksafe NZ and they saw no issues with the use of unit 3 as long as a Health and Safety Plan was put in place.</p>	<p>AM and Robert Baldock prepare a comprehensive H & S plan for the use of unit 3.</p>
<p>14. OBJECTION TO 2016 VALUATION</p> <p>AM advised the Board that an objection to the 2016 valuation had been lodged and a submission was now required.</p>	<p>AS and AM prepare a submission to QV and submit before the end of February 2017</p>
<p>15. SIX MONTHLY REPORT FOR THE HUTT CITY COUNCIL</p> <p>The report was tabled and discussed. It was noted that the financial figures for YTD variance should be showing a negative surplus YTD. Two other minor changes to wording were suggested.</p> <p>Resolved: That the Board approves the Six Monthly Report subject to the suggested changes. Moved: Brian Walshe/Seconded: Chris Milne</p>	<p>AM to make the changes and submit the final approved report to the HCC.</p>
<p>16. 2017/2020 STATEMENT OF INTENT</p> <p>The document was discussed and two changes suggested. CM indicated that the term Council Controlled Trading Organisation (CCTO) should be changed to Council Controlled Organisation (CCO) as this was the correct terminology for the SML business.</p> <p>The second issue related to the two out-year income forecasts. The Board suggested these be reviewed.</p> <p>Resolved: That the Board approves the 2017/2020 Statement of Intent subject to the suggested alterations. Moved: Brian Walshe/Seconded: Arthur Stewart</p>	<p>AM to add staged replacement of the marina office steps to the maintenance register.</p> <p>AM to review the two out-year income budgets and update the SOI with the revised figures.</p>
<p>17. GENERAL BUSINESS There were no items of General Business.</p>	

With no further business the meeting closed at 2.45pm

Next Meeting Date: THURSDAY 23 MARCH 2017 at 11:30am in the Marina Office.

Signed:
Brian Walshe
Chair
Dated: