



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 18 May 2017 at 11:30am in the Seaview Marina Office**

**Present:** Brian Walshe (Chair) (BW)  
Chris Milne (Director) (CM)  
Peter Steel (Director) (PS)

**In Attendance:** Brent Kibblewhite (CFO Hutt City Council) (BK)  
Suzanne Willis (Marina Administrator) (SW)  
Sharon Page (Senior Management Accountant HCC) (SP)

**Apologies:**

Discussion/Actions	Action Points
<b>1. BOARD ONLY SESSION</b>	
<b>2. APOLOGIES</b> Alan McLellan (CEO, Seaview Marina)	
<b>3. REGISTRATIONS OF INTEREST</b> No amendments.	
<b>4. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b>  Peter Steel noted that his name was incorrectly spelt as 'Steele' in the April Board meeting minutes.  <i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 20 April 2017 be accepted as a true and accurate record subject to correcting the spelling of Peter Steel's surname.</i> <i>Moved: Chris Milne /Seconded: Peter Steel</i>	
<b>5. MATTERS ARISING</b>  <b>Run-On Cover for Board and Marina Officers – constitution changes</b> CM requested that this item be retained on the action list. The Board asked that the timelines for issuing of indemnity to Directors be progressed before the end of June.  BK noted that HCC has given approval for a change to the SML Constitution with regard to run-on cover for marina Board and officers past and present, which is along similar lines to that added to the UPL Constitution. Approving a similar change to the SML constitution will be subject to approval of the GM Regional Services, Hutt City Council followed by approval of the SML Board.  <b>Liveaboard Fee Increase</b> BW noted that a change to liveaboard fees was not included in the rate review discussion paper (item 17 of the April Meeting Minutes). SW said she and AM discussed an increase in liveaboard charges and she will add to the action list for AM to include with other recommended rate increases.  There were no other Matters Arising.	<b>AM to complete the timelines for issuing of the indemnity to Directors past and present before the end of June 2017.</b>  <b>AM to ensure recommended increase in liveaboard surcharge is included in table of increases submitted for approval by the SML Board.</b>

Discussion/Actions	Action Points
<p><b>6. ACTIONS</b></p> <p><b>Priority Listing of Action Items</b>  BK requested that a colour coding system be created to highlight the priority rating of actions, for example:  Urgent – must be actioned before next meeting (red)  High (amber)  Medium (yellow)  Low (white)</p> <p><b>Staffing</b>  No action. This item to be progressed on AM’s return.</p> <p><b>District Plan</b>  SM noted no progress on this item.</p> <p><b>May Newsletter</b>  SW noted AM requested that publication of the May newsletter be held over until his return. Accordingly, action items from the April meeting which were to be notified to SML customers via the newsletter have also been deferred until then.  Fee changes will be advised to customers by email giving 2 months’ notice.</p> <p><b>WMC monthly report - carparks</b>  CM noted that achieving a realistic rack rate for WMC carparks may not be possible.  BW noted that there is future opportunity for recovery of carpark rental.</p> <p><b>Seaview Outfall Proposal</b>  SML has submitted an objection – no response has been received to date.</p> <p><b>Dockway Extension</b>  SW reported SML is still awaiting design and testing results.</p> <p><b>Removal of Pole Moorings</b>  SW noted the poles have yet to be removed, although the barge engaged to undertake the work was on site yesterday.  AM has contacted HCC to discuss whether they are interested in purchasing the piles.</p> <p><b>Gulf Group Lease</b>  SW provided background to issue with recent leasing of Unit 9 to Greg Marsden and the subsequent impact on the lease of Unit 10 by Gulf Group.  Gulf Group has given notice that they will not be renewing their lease and will vacate Unit 10 on 31 May.  Gulf Group has erected a partition wall and a number of temporary office screens in Unit 10. Clare Stanley is looking into whether there is a ‘make good’ clause in their lease which will require them to remove these prior to their departure.</p> <p>SW advised Sailability has been subletting Unit 10 from Gulf Group. The Board agreed to give Sailability a month by month tenancy of Unit 10 at the same rental terms as they have currently, on the understanding that should a long-term tenant come forward then they should vacate.</p> <p>CM noted Sailability recently approached HCC asking for support for a Mariner’s Shed to be located at Seaview Marina. This would be similar in principle to a ‘Menz Shed’ but would be used for repair and maintenance of Sailability vessels, basic boat maintenance tuition and support for boaties generally.</p>	<p>AM/SW to set up colour coding system to highlight priority rating of action items by June meeting.</p> <p>SW to follow up with Clare Stanley re ‘make good’ clause.</p> <p>AM to formalise a month by month lease arrangement for Unit 10 with Sailability and ask UPL to draw up an appropriate lease.</p> <p>AM to explore options and issues with Sailability with regard to the ‘Mariner Shed’ proposal.</p>

Discussion/Actions	Action Points
<p><b>Wellington Boat Show</b> The ownership of the Wellington Boat Show was discussed.</p> <p><b>Board Strategy Vision Document Review Meeting</b> A date for the 2017 Strategy Vision Document Review Meeting was set. It will follow the July Board meeting on Thursday 20 July 2017, at 2pm in the CEO's office, Seaview Marina. The time allocated will be two hours. Because of the tight timeframe there will be no time allocation available for SMCG at this meeting.</p> <p>PS and BW suggested the following potential discussion items for the meeting:</p> <ol style="list-style-type: none"> <li>1. General discussion focussed on the Strategy document.</li> <li>2. Opportunities for creation of more water and/or land space.</li> <li>3. Long-term residential opportunities.</li> <li>4. Further promotion of on-water and off-water activities: i.e. learn to sail, windsurfing, and retail.</li> </ol> <p><b>Marina Breakwater Status</b> BK requested time frame be changed to three months rather than action required by 18/5/2017.</p> <p><b>Board Assessment</b> Leave this item on action list and reschedule action required by November 2017</p>	<p>AM to clarify ownership of the rights to the Wellington Boat Show and report back to the Board.</p> <p>AM/SW to advise SMCG that there will be no time allocation for them to attend the July meeting.</p> <p>AM to reschedule action on Board Assessment to November 2017.</p>
<p><b>7. CLIENT SERVICE REPORT</b> A Client Service Report for the month ended April 2017 was included with the Board papers. SW outlined key issues.</p>	
<p><b>8. HEALTH AND SAFETY REPORT</b></p> <p><b>Electric Shock to Nigel Budge – Cable and Sparks Ltd</b> SW tabled letter from Worksafe in response to the accident report submitted by T Kelly. Worksafe has advised they will take no immediate action. SW noted the following processes have been put in place to ensure further such accidents do not occur:</p> <ul style="list-style-type: none"> <li>• Power will be turned off before any electrical work is undertaken.</li> <li>• Seven Electrical has repaired the damaged cable.</li> </ul> <p>The Board asked that the following additional actions be taken:</p> <ul style="list-style-type: none"> <li>• Ensure there is earth leakage protection on the system.</li> <li>• Arrange inspection of all other joints to ensure they are safe.</li> <li>• Formally advise contractors working at the marina of the processes they must follow when accessing pier junction boxes.</li> <li>• Contact contractors who are working on SML security and electrical systems and ask for recommendations to assist SML in drawing up policies for prevention of such accidents.</li> </ul> <p><b>Pier Alarms</b> SW noted this is currently a work in progress and will be completed soon. The Board asked for an outline of how the system will operate.</p>	<p>AM/TK to follow up on Board recommendations regarding safety of electrical contractors working on the marina.</p> <p>AM to provide report to Board describing how the pier alarm system will work.</p>

Discussion/Actions	Action Points
<p><b>9. FINANCIAL REPORT</b> SP arrived at the meeting at 12:30pm</p> <p>The Financial Report for the month ended 30 April 2017 was included with the Board papers. SP outlined the key points in the report.</p> <p><b>Resolved</b> <b>That the meeting notes and receives the Financial Report for the month ended 30 April 2017.</b> <b>Moved: Brian Walshe/Seconded: Chris Milne</b></p> <p>SP left the meeting at 12:45pm</p>	<p>AM/SP to check if forecast expenditure on café is correct for April and May.</p> <p>AM to check if the cost of removal of the pole moorings is included in the forecast.</p>
<p><b>10. DEBTORS</b> The debtor report for the month of April 2017 was included with the Board papers. SW outlined progress on debtors since the last meeting. She noted in response to a question from PS that the table details debtors of concern rather than lists all aged debtors.</p> <p>SW recommended the following debts be written off:</p> <p>[REDACTED]</p> <p><b>Resolved</b> <b>The Board approves that the following bad debts be written off:</b></p> <p>[REDACTED]</p> <p><b>Moved: Brian Walshe/Seconded: Chris Milne</b></p> <p>BK offered to look at the debtor report and make recommendations for improvements to format and content.</p>	<p>BK to provide suggestions to SW about alternative format for debtor report.</p>
<p><b>11. CEO REPORT</b> The Management Report for the month of April 2017 was included with the Board papers. The report was taken as read. SW outlined key issues in the report.</p> <ul style="list-style-type: none"> <li>• Launching ramp activity is tapering off which is expected at this time of year.</li> <li>• Recent High tides have damaged pier bridge carpeting and alternative non-slip materials are being investigated. Ingress of water onto car parking areas opposite the piers has also occurred. No other problems associated with these weather events were noted. PS suggested strategic risks should include climate change.</li> <li>• The hardstand occupancy is still looking positive and Unit 3 is fully booked until 2 June.</li> </ul> <p>BW noted positive trend towards leasing of larger vessels but continuing slow progress with leasing 12m.</p> <p>AM to continue work on a business case for a modified commercial pier on his return from leave.</p> <p>Business case on the widening of the dockway is pending.</p>	<p>AM to review and update list of strategic risks and include 'climate change' in this report.</p>

Discussion/Actions	Action Points
<p>The floating pontoons for the Coffee cart are yet to be installed. Fit-out of the additional container should be completed by end of May and will be progressed on AM's return.</p> <p><b>Wellington Boat Show</b> Item 5 detailing feedback from AM on the Wellington Boat Show was discussed.</p> <p><i>Resolved</i> <i>That the Board notes and receives the CEO report for April 2017.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>AM to provide breakdown of cost to SML of Wellington Boat Show for next Board meeting.</p>
<p><b>12. WELLINGTON MARINE CENTRE</b> BW noted that SW held back the WMC monthly report because of issues regarding variations noted in the table. SW outlined where rental variations might be expected.</p> <p>CM noted the LBYC lease renewal appears to be out of date.</p> <p>SW noted K Ryan rental increase had not yet been implemented.</p>	<p>BK will look into WMC monthly report to check variances, refine and report back to the Board.</p> <p>AM to check figures in column G of WMC table are correct.</p> <p>AM to check renewal date of LBYC lease.</p>
<p><b>13. GENERAL BUSINESS</b></p> <p><b>There were no items of General Business.</b></p> <p>B Walshe tendered his apology for the 22 June 2017 Meeting. Peter Steel will act as Chair of June meeting.</p>	<p>.</p>

With no further business the meeting closed at 1.30pm

**Next Meeting Date: Thursday 22 June at 11:30am in the Marina Office.**

Signed:  
Brian Walshe  
Chair  
Dated: