

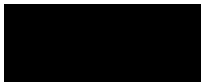


**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 20 April 2017 at 11:30am at Seaview Marina**

<b>Present:</b>	Brian Walshe (Chair)	(BW)
	Chris Milne (Director)	(CM)
	Peter Steele (Director)	(PS)
<b>In Attendance:</b>	Alan McLellan (CEO, Seaview Marina)	(AM)
	Brent Kibblewhite (CFO Hutt City Council)	(BK)
	Suzanne Willis (Marina Administrator)	(SW)
	Greg Marsden (SMCG)	(GM)
	Richard Pedersen – Hutt City Council	
	Steve Hutchison – Hutt City Council	

Discussion/Actions	Action Points
<b>1. BOARD ONLY SESSION</b>	
<b>2. APOLOGIES</b> None.	
<b>3. INTRODUCTION AND WELCOME TO NEW DIRECTOR</b> BW formally introduced and welcomed new Director Peter Steele.	
<b>4. REGISTRATIONS OF INTEREST</b> BW submitted his register of interests for SW to update. PS submitted his register of interests. CM noted that Partstrader NZ Ltd (Director) should be included in his register of interest.	<b>SW to update Register of Interest and include with Board papers each month.</b>
<b>5. BOAT SHOW PROPOSAL</b> A proposal from G Marsden requesting the rights to run future boat shows at Seaview Marina was tabled. The Board discussed the proposal and concluded the following: <ul style="list-style-type: none"> <li>• AM to advise Robert Baldock that there is another party interested in tendering for future boat shows. He is also to be advised of the identity of that party.</li> <li>• AM to prepare a RFP for the next Boat Show and provide it to both parties with all proposals to be submitted to AM by the end of May 2017.</li> <li>• All proposals then to be submitted to the Board and a decision sent back to tenderers by 30 June 2017.</li> </ul> <p>AM noted that he will meet with Robert Baldock next week to debrief and evaluate the Boat Show.</p>	<p><b>AM to prepare RFP for next Wellington Boat Show and provide it to Greg Marsden and Robert Baldock.</b></p> <p><b>RB/MP to prepare a critique of the Wellington Boat Show performance.</b></p> <p><b>AM to write a letter of thanks to Robert Baldock and Margie Petherick on behalf of the Board.</b></p>
<b>6. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b>  <i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 23 March 2017 be accepted as a true and accurate record.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i>	

Discussion/Actions	Action Points
<p><b>7. MATTERS ARISING</b>  <b>Marina Board Review</b>  This action to be deferred until November 2017.</p> <p><b>Financial Reporting</b>  BW thanked BK for improving the structure of the monthly financial reports. BK and AM to further refine reporting to avoid repetition between financial and management reports.</p> <p>In future debtor and management financial commentary is to be included in monthly financial reports.</p>	<p>CM to send assessment forms re the Board review process to Brent Kibblewhite.</p> <p>AM/SP to combine financial report from the Management report into SP's financial report.</p>
<p><b>8. ACTIONS</b>  <b>District Plan Submission</b>  AM noted this is still being prepared and will be presented to the Board for review prior to being submitted.</p> <p><b>Strategic Plan</b>  AM noted that SML had commissioned a strategy document from Boffa Miskell at the time the marina was transferred to a CCTO. BW suggested that this document be reviewed and any comments forwarded to AM for inclusion in the current SML Strategy document.</p> <p><b>Board Strategy Meeting</b>  A Board strategy session will be scheduled for 2017.</p>	<p>BW/CM/PS to provide AM with feedback on strategy document/hire a wordsmith to complete the document.</p> <p>AM to present the document to the Advisory Group with provision for feedback.</p> <p>AM to schedule a Board strategy session in 2017.</p>
<p><b>9. SEAVIEW MARINA COMMUNITY GROUP – Greg Marsden</b>  Greg Marsden arrived at the meeting 12 pm</p> <p>G Marsden raised a number of operational matters which AM agreed to review outside the Board meeting.</p> <p>BW advised GM that the annual review of marina charges is being undertaken and there will be an increase which will be close to CPI. AM will contact GM at the conclusion of the review to outline changes.</p>	<p>SW to publish newsletter article in next issue detailing layout of café pontoon and provide schematic.</p> <p>AM to address signage at the corner of Port Road to enhance entrance and cover the 'Marina Toilet' sign on the ablution building.</p> <p>AM to address solutions for dealing with spills within the marina. Provide spill kits on piers and information via the newsletter.</p>
<p><b>10. WELLINGTON BOAT SHOW proposal – G Marsden</b>  G Marsden briefly outlined his proposal to run future Boat Shows at Seaview Marina. BW advised that AM will respond formally to his proposal before 6 May 2017.</p> <p><b>G Marsden left the meeting at 1pm</b></p>	<p>See action point under item 5.</p>

Discussion/Actions	Action Points
<p><b>11. SEAVIEW OUTFALL</b>  <b>Richard Pedersen and Steve Hutchison arrived at the meeting at 1pm.</b></p> <p>A paper on the Seaview Outfall consultation had been included with the Board papers.  Steve Hutchison summarised the paper and noted submissions were due by 28 April 2017.</p> <p><b>Richard Pedersen and Steve Hutchison left the meeting at 1:30pm.</b></p>	<p>AM to prepare a submission in opposition to options 5 and 6 in the Seaview Outfall proposal by 28 April 2017.</p>
<p><b>12. ACTION LIST</b></p> <p><b>Unit 3</b>  AM reported that Unit 3 income was now tied to the boat yard rather than to the WMC.</p> <p><b>Policy on car parking within the marina</b>  AM noted that formulating a policy on parking is a work in progress.</p> <p><b>Vehicles parking on Port Road</b>  AM noted he has met with representatives from LINFOX who have leased the building previously occupied by Peter Baker. He has outlined concerns about trucks parking close or over the marina entrances and the danger this presents to vehicles exiting the marina.</p> <p><b>Marina Staffing</b>  AM noted that S Willis has tendered her resignation as Marina Administrator effective 27 October 2017.  BW and CW thanked SW for her contribution to SML and wished her well for the future.</p> <p><b>Run-on Insurance</b>  BW asked that AM ensures that run-on cover is requested whenever SML insurance is renewed, that a bring-up in place to ensure this is done and run-on cover is in place for all past and present officers and Board.  BW asked AM to check if run-on cover is included in the SML constitution.</p> <p><b>Boat Wash Facility for Trailer Vessels</b>  AM to complete work on a proposal to provide a boat wash facility for trailer boats and table at the May 2017 meeting.</p> <p><b>Widening of the Dockway</b>  AM noted he has received design details and dimensions for the proposed widening of the boatyard dockway. He will meet with East by West to discuss potential for East by West vessels to be serviced at SML if the dockway is widened.</p> <p><b>Trailer Boat Storage</b>  AM noted that exploration of local options for expanding trailer boat storage is a work in progress.</p> <p><b>Installation of 5 knot markers</b>  AM noted that this is a work in progress and is on the staff maintenance list.</p>	<p>AM to organise changes in the constitution to provide run-on cover for marina officers and Board as completed by UPL.</p> <p>AM to provide a report on boat wash facility for the May meeting.</p> <p>AM to meet with East by West to discuss potential for servicing of E by W vessels if the dockway is widened.</p> <p></p> <p>AM to contact Beca or Stuart Palmer re historical data on the settlement of the</p>

Discussion/Actions	Action Points
<p><b>Marina Breakwaters</b> AM noted that survey points will be installed on the marina breakwaters to monitor movement. PS suggested that AM contact Beca or Stuart Palmer (Principal technical engineer at Tonkin and Taylor) who may hold information on historical settlement of the marina breakwaters.</p> <p>The future ownership of the marina breakwaters was discussed and is a work in progress.</p> <p><b>Marketing of the Marina</b> CM will investigate options for marketing consultancy.</p> <p><b>Integration of security disk and NG systems</b> This is a work in progress.</p> <p><b>Wellington Marine Centre</b> Unit 12 AM noted that 3 parties are leasing Unit 12 at a rate of \$8 per square foot per month for storage of household items.</p> <p><b>Marking of Marina Carparks</b> AM noted that work on remarking of carparks in the central causeway area and hatching in front of the boat ramp has been delayed by bad weather but is almost complete.</p> <p><b>Compass Coffee</b> The Board asked that a formal lease be drawn up between SML and Compass Coffee for the operation of the café on the marina. Add carpark/rental determination.</p>	<p>marina breakwaters.</p> <p><b>BK to investigate ownership options for the marina breakwater</b></p> <p><b>CM to investigate options for marketing consultancy.</b></p> <p><b>AM to change due date on action list to December 2017.</b></p> <p><b>AM to draw up a lease between SML and Compass Coffee</b></p>
<p><b>13. CLIENT SERVICE REPORT</b> A Client Service Report for the month ended March 2017 was included with the Board papers and taken as read.</p>	
<p><b>14. FINANCIAL REPORT</b> The Financial Report for the month ended 31 March 2017 was included with the Board papers. BK outlined the key points in the report.</p> <p><b>Removal of Pole Moorings</b> AM requested approval to proceed with the removal of the 46 pole moorings. CM suggested that with remedial work being required on the city wharves post the 14 November 2016 earthquake that Bruce Hodgson at Hutt City Council be contacted to see if they are interested in purchase of the poles.</p> <p>BK noted the loan is up for renewal in June 2018.</p> <p><b>Resolved</b> <b><i>That the meeting notes and receives the Financial Report for the month ended 31 March 2017.</i></b> <b><i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></b></p>	<p><b>AM to arrange removal of the pole moorings and contact HCC to see if they are interested in purchase.</b></p>

Discussion/Actions	Action Points
<p><b>15. HEALTH AND SAFETY REPORT</b>  A Health and Safety Report for March 2017 was included in the Management Report and taken as read.</p> <p>Tony Kelly demonstrated the computerised Hazard Management Plan and detailed the proposed computer induction programme for contractors.</p> <p>PS suggested that the online induction process also be available to all boat owners. He also asked that consideration be given as what period an induction would be valid for and requested that a bring-up system be integrated to ensure the inductions are kept up to date.</p>	<p>AM/TK to make online contractor induction process available to all boat owners.</p> <p>TK also to establish how long the induction is valid for.</p> <p>AM/TK to integrate a bring-up system to remind customers and contractors of renewal requirements.</p>
<p><b>16. CEO REPORT</b>  The Management Report for the month of March 2017 was included with the Board papers. The report was taken as read. AM outlined key issues in the report.</p> <p><b>Wellington Marina Centre</b>  AM noted that Gulf Group are objecting to the guarantee clause in their lease. He recommended that their lease not be renewed.</p> <p><b>Liveaboards</b>  The maximum allowable is currently 50 vessels.</p> <p>Power usage by liveaboards was discussed.</p> <p>The Board decided after discussion to increase the total number of liveaboards allowed to 55. In conjunction the Board asked that consideration be given in the coming year to a split in charging between the base cost and power with power consumption being measured wherever possible.</p> <p><b>Resolved</b>  <i>For the coming year that liveaboard numbers be increased to 55 and liveaboard and commercial customers be charged a base cost plus supplementary power cost, the percentage of which is yet to be determined.</i>  <b>Moved: Peter Steele/Seconded: Chris Milne</b></p> <p><b>Debtors</b>  A debtor report for the month of March 2017 was included with the Board papers. SW noted debtors of concern.</p> <p><b>Resolved</b>  <i>That the Board notes and receives the CEO report for March 2017.</i>  <b>Moved: Brian Walshe/Seconded: Chris Milne</b></p>	<p>AM to advise UPL that Gulf Group lease will not be renewed unless the guarantee clause is signed.</p> <p>AM to review the changes required to monitor all power use by liveaboards.</p>

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<p><b>17. RATE REVIEW DISCUSSION PAPER</b> The Rate Review Discussion Paper was tabled for discussion.</p> <p>The Board approved the following rate increases (NB these are approximate figures and may vary due to rounding):</p> <table border="1" data-bbox="279 416 868 887"> <tbody> <tr><td>10m</td><td>1.50%</td></tr> <tr><td>12m</td><td>1.50%</td></tr> <tr><td>14m</td><td>3.70%</td></tr> <tr><td>16m</td><td>10%</td></tr> <tr><td>18m</td><td>10%</td></tr> <tr><td>Cat 14m</td><td>15% on top of equivalent size monohull</td></tr> <tr><td>Cat 18m</td><td>15% on top of equivalent size monohull</td></tr> <tr><td>Travelift charges</td><td>5%</td></tr> <tr><td>Storage on hardstand</td><td>\$2 increase per service item</td></tr> <tr><td>Trailer Boats</td><td>increase to \$1500 per annum</td></tr> </tbody> </table> <p><b>Resolved</b> <i>That the Board approves the above increases rounded off subject to discussion with the Seaview Marina Users Group.</i> <i>Moved: Brian Walshe/Secoded: Chris Milne</i></p>	10m	1.50%	12m	1.50%	14m	3.70%	16m	10%	18m	10%	Cat 14m	15% on top of equivalent size monohull	Cat 18m	15% on top of equivalent size monohull	Travelift charges	5%	Storage on hardstand	\$2 increase per service item	Trailer Boats	increase to \$1500 per annum	<p>AM to implement 17/18 marina charges. Brief the Mayor then SMCG.</p>
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<p><b>18. GENERAL BUSINESS</b></p> <p>There were no items of General Business.</p>	<p>.</p>																				

With no further business the meeting closed at 3.44pm

**Next Meeting Date: THURSDAY 8 May at 11:30am in the Marina Office.**

Signed:

Brian Walshe

Chair

Dated: