



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

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

**In Attendance:** Suzanne Willis (Marina Administrator) (SW)  
Alan McLellan (CEO, Seaview Marina)

Discussion/Actions	Action Points
<p><b>1. BOARD ONLY SESSION</b> The Board inspected improvements to the café facility.</p>	
<p><b>2. APOLOGIES</b> Brent Kibblewhite (CFO Hutt City Council) (BK)</p>	
<p><b>3. REGISTRATIONS OF INTEREST</b> Chris Milne: Add: Hammock IP Ltd – Director</p> <p>AM noted that once changes to SML's Constitution have been approved the following to be recorded in future Interest Registers:</p> <ul style="list-style-type: none"> <li>That "SML Directors have provided indemnification to previous (retired), current and future Directors and employees of SML subsidiary companies".</li> </ul>	<p>SW to add indemnity and subsidiary companies notes to SML Register of Interest once Constitution has been approved.</p>
<p><b>4. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b></p> <p>PS noted the following amendment to the 22 June 2017 Board Minutes: <b>Section 6 Matters Arising/Actions</b> <b>Electric Shock to N Budge of Cable and Sparks</b> <b>Change AM action to:</b> <b>'AM to communicate this incident to other marinas as risk advising and report feedback to the Board.</b></p> <p><b>Resolved</b> <b>That the Minutes of the Board meeting held on Thursday 22 June 2017 are accepted as a true and accurate record subject to the above amendment.</b> <b>Moved: Chris Milne /Seconded: Peter Steel</b></p> <p>The Board requested that in future minutes are forwarded to the Board Chair for approval prior to distribution to Board and interested parties.</p>	<p>SW to forward minutes to the Board Chair for approval prior to distribution to Board and interested parties.</p>
<p><b>5. FINANCIAL REPORT</b> The Financial Report outlining 30 June YE results, the forecast YE results for May and the full year budget were included with the Board papers.</p> <p>AM outlined key points in the report.</p>	

Discussion/Actions	Action Points
<p>SW outlined the debtor report and tabled debtor figures as at 20 July 2017.</p> <p>With no further discussion BW noted and received the Financial Report.</p>	
<p><b>6. MATTERS ARISING/ACTIONS</b></p> <p><b>WMC Unit 9 – MM Services/Vining Marine Brokers Lease</b> AM is to continue lease negotiations with Greg Marsden and report back to the Board.</p> <p><b>Available land in Seaview area</b> AM to contact CentrePort to discuss available land in the Seaview area which may be suitable for future marina expansion/trailer boat storage.</p> <p><b>Launching Ramp Cleaning</b> The Board requested that this maintenance action be on the maintenance bring-up list.</p> <p><b>Mariner Shed</b> AM advised he will be meeting with HCC CEO Tony Stallinger to discuss the mariner shed proposal, design and possible locations. He will report back to the Board.</p> <p>There were no other Matters Arising.</p>	<p>AM to continue lease negotiations with Vining/MM Services.</p> <p>AM to investigate available land options in the Seaview area.</p> <p>TK to add launching ramp cleaning to maintenance bring-up list.</p>
<p><b>7. CLIENT SERVICE REPORT</b> The Client Service Report for the month of June 2017 was included with the Board papers. The report was taken as read.</p>	<p>CM to download results of arrival and departures questionnaires and report back to Board.</p>
<p><b>8. HEALTH AND SAFETY REPORT</b> The Health and Safety Report for the month of June prepared by T Kelly was included with the Board papers.</p> <p>Tony Kelly demonstrated the new online Contractor Induction process.</p> <p>The Board asked TK to seek legal advice to clarify whether SML will be responsible for ensuring contractors working on the marina are holding current liability insurance or whether this responsibility falls on the contractor.</p>	<p>TK to seek advice from the SML lawyers to clarify if SML has the responsibility to ensure individual contractor's insurance cover is current or if this is the responsibility of the contractor.</p>
<p><b>9. CEO REPORT</b> The Management Report for the month of June 2017 was included with the Board papers. The report was taken as read.</p> <p><b>Marina Charges</b> AM tabled a graph based on SMCG recommendations re the proposed increase in marina charges.</p> <p><b>Resolved</b> <i>That the Board has reviewed the comments made by SMCG however, they are not comfortable with lower charges on larger berths which place SML charges substantially below the market. The Board confirms the rates as tabled effective from 1 August 2017.</i> <b>Moved: Peter Steel/Seconded Chris Milne</b></p>	

Discussion/Actions	Action Points
<p><b>Boatyard</b> AM noted occupancy figures have been adjusted as requested. The Board requested that the occupancy table be redrawn to correct historical rates based on the current criteria.</p> <p><b>Power Usage</b> AM noted he is looking into ways of monitoring power consumption by liveboard customers. The will report back to the Board.</p> <p><b>Launching Ramp</b> AM noted that maintenance to the ramp pontoons is required. He will obtain costings for this work and report back to the Board.</p> <p><b>Compass Cafe</b> The Compass Café lease was discussed. The Board requested that AM include a future expansion clause in the café lease and consider what future provision might be required for possible expansion.</p> <p><i>Resolved That the Board notes and receives the CEO's Report. Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>AM to redo occupancy table and correct historical rates based on current criteria.</p> <p>AM to obtain costings for repair work to the launching ramp and report back to the Board.</p> <p>AM to meet with Mike Meade to discuss and finalise the Compass café lease agreement.</p> <p>AM to include a future expansion clause in the café lease and make provision for possible expansion.</p>
<p><b>10. INSURANCE</b> The Board requested full details of insurances for the 2017-2018 Financial Year.</p>	<p>AM to provide full details of insurances for the 2017-2018 Financial Year.</p>
<p><b>11. WELLINGTON BOAT SHOW</b> A report on the Wellington Boat Show prepared by the Lions Club of Petone was included with the Board papers.</p> <p>AM tabled a plan of the proposed 2018 Boat Show and outlined details.</p>	<p>AM to include a report on the Wellington Boat Show in the Board agenda as a standing item.</p>
<p><b>12. DOCKWAY PROJECT</b> A report prepared by AM on the dockway project and widening was included with the Board papers.</p> <p>The Board requested that AM to do more work on the effect of widening and therefore downgrading of the travelift. And to look into bigger picture options around overall servicing of large vessels and projects to facilitate this.</p> <p>PS recommended that SML ensure sacrificial annodes are placed on the dockway sheet piling.</p>	<p>AM to do work on the effect of widening and therefore downgrading of the travelift.</p> <p>AM to undertake more work on the bigger picture options around overall servicing of large vessels and projects to facilitate that.</p> <p>AM to ensure sacrificial annodes are placed on sheet piling in the dockway.</p>

Discussion/Actions	Action Points
<p><b>13. SALARY REVIEW (In Committee)</b> The Board approved the recommendations for staff salaries tabled in a report prepared by the Chief Executive.</p>	
<p><b>14. GENERAL BUSINESS</b> <b>Deed of Indemnity</b> AM reported that the Deed of Indemnity was signed off at the June meeting. BW proposed the following resolution:</p> <p><b>Resolved:</b> <b>That the Board:</b></p> <ol style="list-style-type: none"> <li><b>1. Approves the proposed amendment to the Seaview Marina Limited (SML) Constitution subject to the approval of Hutt City Council.</b></li> <li><b>2. Approves, the Greenwood Roche documentation and the entering into the Deed of Indemnity.</b></li> <li><b>3. Approves, the execution of the Deed of Indemnity covering, past, current and future Directors of SML and any subsidiary company.</b></li> <li><b>4. The disclosure of Directors of the details of the Indemnity and the insurance are entered into the Interests Register of SML,</b></li> <li><b>5. The Directors executing a certificate stating that, in their opinion, the cost of effecting Directors and Officers insurance cover is fair to SML.</b></li> </ol> <p><b>Moved: Brian Walshe/Seconded: Peter Steel</b></p> <p><b>Budget Approval</b> AM noted that formal approval of the Budget by the Board is required. He will circulate the Budget for approval by email.</p> <p><b>Mayor Ray Wallace – Floating Hotel Proposal</b> This item was deferred for discussion at the Strategy session which follows the Board meeting.</p> <p><b>Marina Loan</b> AM advised the SML loan will be up for renewal in August 2017.</p> <p><b>There were no further items of General Business.</b> With no further business the meeting closed at 2:20pm</p>	<p>AM to circulate the Budget to the Board to be approved by email.</p> <p>AM to follow up on the marina loan and forward details of action required in relation to the renewal in August 2017.</p>

**Next Meeting Date: Thursday 17 August at 11:30am in the Marina Office.**

**Signed:**  
**Brian Walshe, Chair**  
**Dated:**