



**Minutes of a Meeting of the Board of Seaview Marina Ltd**  
**Held on Thursday 22 June 2017 at 11:30am in the Seaview Marina Office**

<b>Present:</b>	Chris Milne (Director)	(CM)
	Peter Steel (Director) (Chair)	(PS)
<b>In Attendance:</b>	Brent Kibblewhite (CFO Hutt City Council)	(BK)
	Suzanne Willis (Marina Administrator)	(SW)
	Alan McLellan (CEO, Seaview Marina)	

Discussion/Actions		Action Points
1.	<b>BOARD ONLY SESSION</b> The Board inspected the new café container facility and potential locations for the proposed Mariner Shed.	
2.	<b>APOLOGIES</b> Brian Walshe	
3.	<b>REGISTRATIONS OF INTEREST</b> Peter Steel: Member of the Accreditation Council as at June 2017.	
4.	<b>CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b>  <i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 18 May 2017 are accepted as a true and accurate record.</i> <i>Moved: Chris Milne /Seconded: Peter Steel</i>	
5.	<b>FINANCIAL REPORT</b> The Financial Report for the month ended 31 May 2017 was included with the Board papers. Brent Kibblewhite outlined key points in the report.  With the departure of S Willis in October, a budget revision in relation to staffing will be required. The budget will be presented for formal adoption at the July meeting.  The Board requested that a final demand for payment of their May rental charges be sent to Gulf Group Ltd. If they refuse to pay this invoice, SML to refer them to Credit Consultants Ltd and load a default.  BK suggested that SML make provision for bad debts over 90 days.	<p>AM to undertake a budget revision in relation to staffing and present the Budget for formal adoption at the 17 July meeting.</p> <p>SW and BK to discuss debt provision for bad debts.</p>
6.	<b>MATTERS ARISING/ACTIONS</b>  <b>Removal of pole moorings</b> AM noted contractor engaged to remove the pole moorings has tried two methods to remove them, without success. A third method is to be tried.  <b>Liveaboard Charges</b> AM met with Greg Marsden of SMCG to discuss the proposed fee increases. Greg Marsden approved the new charges.	

Discussion/Actions	Action Points
<p><b>Dockway Widening</b> AM noted SML is awaiting seabed sampling report.</p> <p><b>Electric Shock to N Budge of Cable and Sparks</b> AM reported that in response to this event the marina has requested an inspection of all electrical joins. In addition SML will be placing signs on all pier inspection ports warning of danger and requesting that power be cut off prior to opening the ports.</p> <p>PS requested that AM contact other marinas for feedback on any experience they might have with such events and for action they take in regard to safety of electrical contractors on their marinas.</p> <p><b>Breakwater</b> AM noted the issue of ownership of the marina breakwater must be resolved by 2018. The Board asked that discussion of this issue be moved out to the October 2017 Board meeting.</p> <p><b>Action List Item #20</b> Alternative assessment forms for Board Review to be sent to Brent Kibblewhite. This action item due date to be changed to November 2017.</p> <p><b>Seaview area properties suitable for SML expansion</b> The Board asked AM to investigate alternative building/land options in the Seaview Area. This item to be upgraded to RED on the Action List.</p> <p>There were no other Matters Arising.</p>	<p>AM to contact Shearwater Consulting and request urgent action on the design of the widened dockway.</p> <p>AM to contact other marinas re their policies and experience re electrical safety processes and action.</p> <p>AM to forward report on valuation of the marina breakwater to BK.</p> <p>BK to prepare a timetable on behalf of HCC for resolution of the breakwater issue.</p> <p>CM to action.</p> <p>AM to investigate potential land/building options in Seaview and also meet with John Gloag of CentrePort re the availability of Port land in the area.</p> <p>AM to upgrade this item to RED status on the action list.</p>
<p><b>7. HEALTH AND SAFETY REPORT</b> The Health and Safety Report for the month May 2017 was included with the Board papers</p> <p><b>Boat Ramp</b> AM noted a complaint had been received about slime build-up on the boat ramp.</p> <p><b>Electrical Audit of Mana Marina</b> AM noted that SML has tightened up on access to shore power and advised all marina berth holders of the current regulations when connecting to SML power.</p> <p>PS suggested that SML consider introduction of a penalty system for any vessels accessing shore power without and EWOFF, while the vessel is unattended.</p>	<p>SML to retain 'slime build-up' as an item on the hazard register.</p> <p>AM/TK to follow up on Board recommendations regarding safety of electrical contractors working on the marina.</p>

Discussion/Actions	Action Points
<p><b>Working at Height</b> AM noted concerns expressed by TK about working at height, particularly in relation to vessels on the boatyard. He noted that other marinas supply scaffolding and ladders on their boatyards for use of customers. AM requested approval to purchase 3 scaffolding units.</p> <p>PS suggested that AM approach the SMCG for further suggestions about suitable equipment for working at height.</p> <p><b>Online Contractor Induction</b> AM noted that the online induction will be ready for the July meeting.</p>	<p>AM to contact SMCG to discuss provision of equipment to assist customers working at height.</p>
<p><b>8. CEO REPORT</b> The Management Report for the month of May 2017 was included with the Board papers. The report was taken as read.</p> <p><b>IT Support from HCC</b> AM noted he has complained to HCC re the service received from HCC IT Support, In particular slow response times to IT issues.</p> <p><b>Marina Occupancy</b> AM noted occupancy is strong in the larger berth sizes but there are still a large number of 12m berths available. AM to consider other options for berth occupancy such as berthing more than one trailer vessels in a berth.</p> <p><b>Wellington Boat Show</b> AM noted he has received a report reviewing the Wellington Boat Show.</p> <p>The Board requested that the Boat Show item be retained on the action list and that AM to provide ongoing reporting on the Boat Show strengths and weakness.</p> <p><b>Mariner Shed Proposal Resolved</b> <b>That the CEO's recommendation for the location of the Mariners Shed be changed to 'in or adjacent to Seaview Marina or the Seaview Beach'.</b> <b>Moved: Peter Steel/ Seconded: Chris Milne</b></p> <p>In addition SML will request that the construction of the Mariners Shed building be of a suitable quality in keeping with existing Marina buildings</p> <p><b>Directors' Indemnity</b> The Report – Deed Poll of Indemnity in relation to the Companies Act' was tabled for signing.</p> <p><b>SML Strategy</b> The draft document 2013-20 was circulated for comment.</p>	<p>BK to search the SIA and check terms and conditions relating to IT support from HCC.</p> <p>AM to send report on Wellington Boat Show to the Board.</p> <p>AM to forward the signed Deed Poll of Indemnity Report to Joycelyn Raffills, General Manager Governance and Regulatory, HCC.</p> <p>AM to circulate the draft strategy document to LBYC and SMCG for comment prior to the Board Strategy session.</p>

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<p>9.        <b>GENERAL BUSINESS</b></p> <p>Strategy Session This will be held on 25 July.</p> <p>The following week the Mayoral meeting will be held.</p> <p>BK tabled his apology for the July meeting and strategy session. Sharon Page will present the Financial Report on his behalf at the July Board meeting.</p> <p>There were no further items of General Business.</p>	<p>.</p>

**Next Meeting Date: Thursday 20 July at 11:30am in the Marina Office.  
The Board meeting will be followed by the Strategy Session.**

**Signed:**  
**Peter Steel , Chair**  
**Dated:**