



**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 23 March 2017 at 11:3am at Seaview Marina**

Present: Brian Walshe (Chair) (BW)
 Arthur Stewart (Director) (AS)
 Chris Milne (Director) (CM)

In Attendance: Alan McLellan (CEO, Seaview Marina) (AM)
 Sharon Page (Senior Management Accountant HCC) (SP)
 Brent Kibblewhite (CFO Hutt City Council) (BK)

Discussion/Actions	Action Points
<p>1. MEETING WITH Seaview Marina Community Group Chairman No meeting requested.</p>	
<p>2. BOARD ONLY SESSION</p>	
<p>3. APOLOGIES None.</p>	
<p>4. REGISTRATIONS OF INTEREST Brian Walshe - add 'Gary Baker Trustees Limited – Director'.</p>	SW/AM to include Register of Interest with Board papers each month
<p>5. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</p> <p><i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 16 February 2017 be accepted as a true and accurate record.</i> <i>Moved: Arthur Stewart /Seconded: Brian Walshe</i></p>	
<p>6. MATTERS ARISING Marina Breakwater AM noted that a visual check of the marina breakwater had been undertaken and no issues noted.</p>	AM to commission a survey to establish reference levels at points along both breakwaters.
<p>7. ACTIONS District Plan Submission AM is awaiting feedback from Drew Cumming (HCC) re the District Plan submission.</p> <p>Greg Marsden – Consultancy Services G Marsden has offered his services as a consultant to assist with development of a strategy for future improvements to SML. The Board decided to review and update the extensive strategy documents put together by them in recent years.</p> <p>Seaview Marina Community Group Brochure The SMCG prepared a draft brochure for inclusion with SML documents given to all new customers. SML has reviewed and made changes to the brochure and submitted it back to SMCG for comment. No feedback has been received to date.</p> <p>Trailer Boat wash down facility AM noted that he is still working on a simpler and more affordable solution for provision of a boat wash facility.</p>	<p>AM to circulate the submission to the Board prior to submitting the document to HCC.</p> <p>AM to update past SML strategy documentation for presentation to the Board.</p> <p>AM to push forward trailer boat wash down project.</p>

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<p>Dockway Extension AM noted that he is awaiting a report from geotech consultants. He expects design work to be completed in 2-3 weeks.</p> <p>Removal of Pole Moorings BK advised that removal of pole moorings should be expensed to revenue to make way for future development.</p> <p>Undercover Storage AM is investigating undercover storage options for trailerable vessels in Port Road.</p>	<p>AM to include trailer boat washdown project in Strategic Plan document.</p> <p>AM to include dockway extension in the Strategic Plan documentation.</p>
<p>8. MARINA MAINTENANCE</p> <p>5 Knot Markers near boat ramp AM noted the placing of additional 5 knot markers along the approach to the boat ramp is on the maintenance schedule and is a work in progress.</p> <p>Maintenance staffing AM suggested the marina may need to consider employing a dedicated maintenance/caretaker. He added that he is considering engaging a consultant to look at marina staffing overall.</p> <p>Diesel Pump AM reported that the new diesel facility software has been upgraded and the pump is now working properly. A new electronic dip facility has been installed which removes the need to manually dip the tank by enabling staff to check the diesel tank online in the office. AM is investigating pricing options for diesel to attract commercial customers back to SML who are currently obtaining diesel from Chaffers Marina.</p> <p>East by West use of Dockway AM is in discussion with East by West regarding the dockway extension and the potential for EbW vessels to haulout at Seaview Marina if the dockway is widened. Design work on widening the dockway is awaiting geotech inspection of the seabed.</p> <p>Unit 12 storage options AM noted that two tenants storing household items have moved into the unit and will be charged \$8 per square metre per month.</p> <p>Security Camera upgrades AM reported that a number of security cameras have been upgraded. Additional cameras have also been installed by the Bursnco gate to the boatyard, by the diesel pump and overlooking the front of LBYC.</p> <p>Line Marking Line marking of carparks in the central causeway started today and yellow hatching of the area in front of the ramp will also be undertaken.</p>	<p>AM to investigate appropriate marina staffing levels.</p>

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<p>Wellington Boat Show AM reported that all stands have been leased and Health and Safety issues addressed.</p>	
<p>9. FINANCIAL REPORT The Financial Report for the month ended 28 February 2017 was included with the Board papers. SP summarised the Report and outlined key points.</p> <p>The Board discussed the future of the marina breakwater.</p> <p>Resolved That the meeting notes and receives the Financial Report for the month ended 28 February 2017. Moved: Brian Walshe/Seconded: Arthur Stewart</p> <p><i>Sharon Page left the meeting.</i></p>	<p>BK to look into the status of the breakwater ownership And the best option for breakwater ownership.</p>
<p>10. CLIENT SERVICE REPORT The Client Service report for the months December 2016- February 2017 was tabled.</p>	
<p>11. HEALTH AND SAFETY REPORT A Health and Safety Report has been included in the Management Report.</p> <p>The Board asked that a copy of the Hazard Register be sent to them on a three monthly basis.</p> <p>AM reported that the online contractor induction programme is progressing.</p> <p>AM noted that there is currently no clause in marina licenses detailing licensee requirements with regard to engaging contractors to work on their vessels. He will look into drawing up the appropriate clauses to cover Health and Safety and liability issues.</p>	<p>Tony Kelly to include a copy of the hazard register to the Board on a 3 monthly basis.</p> <p>AM to look into adding rules to marina licences regarding licencees obligations when engaging contractors to work on their vessels.</p>
<p>12. CEO REPORT The Management Report for the month of February 2017 was included with the Board papers. AM outlined key issues in the report.</p> <p>Wellington Marina Centre AM noted that roof washing and maintenance has been undertaken.</p> <p>Liveboards There are currently 46 vessels in the marina classed as liveboards. The maximum allowable is 50. It was decided after discussion not to increase this number at this stage.</p> <p>WMC Unit 3 occupancy SW reported that the unit is 100% booked for March 2017.</p> <p>Berth Occupancy SW noted occupancy in larger size berths is positive but 12m occupancy is still slow.</p> <p>Marina Charges AM tabled recommendations for 2017-2018 marina charges. He noted that catamaran berths on G Pier were held at a lower rate as there was no protective</p>	<p>SP to reorganise Unit 3 reporting to show hardstand leasing of unit at full rack rate.</p> <p>AM to firm up proposed increases in marina charges</p>

Discussion/Actions	Action Points
<p>breakwater pier. With the completion of H Pier they will incur a higher increase than other berths to bring rates into line.</p> <p>AS noted that SML rentals are much lower than at other marinas in the Wellington region. He suggested that SML could consider the possibility of moving towards a rate per metre in future to bring SML rentals more into line. He suggested that Havelock Marina rates be added to the table of rental comparisons.</p> <p>The Board suggested that AM apply more than a CPI rate of increase to trailer parks and the boatyard.</p> <p>Car Parking AS suggested that long-term SML should consider a strategy for managing car parking.</p> <p>Debtors A debtor report for the month of February 2017 was included with the Board papers.</p> <p>The following debts were recommended for write-off: Drainmaster - \$865.02 Dave Houlahan - \$821.03 Alan Loan – \$885.47</p> <p>Resolved: <i>That the Board approves the writing off of the following bad debts: Drainmaster (\$865.02), D Houlahan (\$821.03) and A Loan (\$885.47). Moved: Brian Walshe/Seconded: Arthur Stewart</i></p> <p>Resolved: <i>That the Board notes and receives the CEO's report. Moved: Brian Walshe/Seconded: Arthur Stewart</i></p>	<p>including trailer parks and hardstand.</p> <p>AM to review the strategy for car parking in the Strategic Plan.</p>
<p>13. DIRECTOR REVIEW PAPER This is to be implemented at SML in two months' time or later in the year once the new Director is in place. BK offered to collate the results of the Director Review.</p>	
<p>14. WELLINGTON MARINE CENTRE REPORT</p> <p>UNIT 6 AM reported that Unit 6, tenant K Ryan in is due for a rent review.</p> <p>UNIT 4B R Smith will not be renewing his lease of Unit 4B in 2018. AM noted that MG Composites may be interested in taking over this unit.</p> <p>AS asked AM to look into options for leasing more car parks on the boatyard. There is potential for leasing as 'secure' car parks.</p>	<p>AM to discuss leasing potential of carparks with Craig Walton, UPL.</p> <p>AM to email WMC spreadsheet to BK so he can review figures.</p>

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<p>15. GENERAL BUSINESS</p> <p>Marina Insurance BW asked AM to contact the marina insurers to ensure SML has run-on insurance cover for the Board and staff.</p> <p>Resolved <i>That SML ensures there is run-on insurance cover for any directors and officers within its policies should its insurer be changed in the future.</i> Moved: Brian Walshe/Seconded: Arthur Stewart</p> <p>Directors Evaluations BW requested that these be included in the agenda for the April Board meeting.</p> <p>Apologies – future Board Meetings The following apologies were tendered for future Board meetings; Brian Walshe for the June meeting Alan McLellan for the May meeting</p> <p>Thank you to Arthur Stewart – retiring Board member BW offered his sincere thanks to Arthur Stewart for his considerable contribution to the marina and Board during his time as a Director. AS replied noting he had thoroughly enjoyed his time on the Board and working with the CEO. AM thanked AS on behalf of the marina team. He added that Arthur’s expertise had been valued highly and it had been a privilege to work with him.</p> <p>There were no items of General Business.</p>	<p>AM to contact marina insurers to confirm if current insurance includes run-on cover for any departing marina Director.</p> <p>AM to include Directors Evaluations in April Board meeting agenda.</p>

With no further business the meeting closed at 2.36pm

Next Meeting Date: THURSDAY 20 APRIL at 11:30am in the Marina Office.

Signed:

Brian Walshe, Chair

Dated: