



**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 27 March 2014 at 11:30am in the Seaview Marina Office**

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

In Attendance: Alan McLellan (Marina Manager) (AM)
 Suzanne Willis (Marina Administrator) (SW)

Discussion	Action Points
<p>1. Apologies Sharon Page (HCC)</p>	
<p>2. REGISTRATIONS OF INTEREST No Change.</p>	
<p>3. CONFIRMATION OF MINUTES <i>Resolved</i> <i>That the minutes of the Board meeting held on Thursday 20 February 2014 were accepted as true and correct.</i> <i>Moved: Arthur Stewart/Seconded: Brian Walshe</i></p>	
<p>4. ACTIONS FROM PREVIOUS MEETINGS NOT COVERED IN MANAGEMENT REPORT</p> <p>Budget AM noted the Draft 2014-15 Budget needs to be approved at the 1 May Board Meeting and signed off prior to presentation to the Shareholder.</p> <p>Landscaping AM advised the contractor is ready to start next week on the walkway section opposite F and G Pier.</p> <p>Salaries AM has checked salaries.</p> <p>Sea Centre AM is awaiting a response from G Nichols of UPL re market rates for Seaview area properties.</p> <p>Commercial Pier AM to continue work on the business case for the commercial pier.</p>	<p>AM to check dates for presenting of the budget to the shareholder.</p> <p>AM to check KPI and take out the Sea Centre and redo the graph and check the figures with Brian Walshe.</p> <p>AM to confirm target opening date for the commercial pier and put together a timeline, plans and marketing information and also talk to Tony Muollo.</p>

Discussion	Action Points
<p>Asset Management Plan Work on this is ongoing and will be included with the UPL plan for SML buildings.</p> <p>Fire Hoses AM tabled a photograph of a lockable panel supplied by Wormald Ltd. The panel prevents customers tampering with fire hoses and/or using them in non-emergency situations. SML is awaiting pricing.</p> <p>Seedigital AM has asked seedigital to investigate feasibility and price for moving entrance and exit card swipe points for both trailer parks to make access more convenient for customers in vehicles.</p> <p>Trailer Park Wash down area upgrade Tenders have been sought to reseal and improve drainage at the wash down area.</p> <p>Customer Survey 2014 AM and CM are working on the 2014 survey which will be send to customers soon. Theo Muller of MM Research has agreed to audit the survey and a student may be hired to survey casual customers.</p> <p>Website J Udy has been working on the website contractor’s page and the webcam. The contractors’ page is almost complete. A maintenance page will also be added.</p> <p>Diesel AM has spoken with CRT and Petroleum Logistics to discuss supply of petrol to SML and is awaiting their response.</p> <p>Boat Show No action.</p> <p>Liveaboard Get-together Pending.</p>	<p>SW to include advice re change of access points to trailer parks in next newsletter.</p>
<p>5. HEALTH AND SAFETY REPORT No major issues to report.</p>	
<p>6. CLIENT SERVICE REPORT The client service report for March was included with the Board papers. There was no discussion.</p>	
<p>7. FINANCIAL REPORT The Financial Report for the month ending February 2014 was included with the Board papers.</p> <p>Resolved <i>That the Financial Report for the month ended 28 February 2014 be approved.</i> Moved: Brian Walshe/Seconded: Chris Milne</p>	<p>AM to look at extending pier refurbishment work out to the 2014-15 financial year.</p> <p>AM to follow up on Sharon Page’s comments re User Charges in Item 8.</p> <p>AM to pull out the net cost to SML of the June 2013 storm to report to the Shareholder.</p>

Discussion	Action Points
<p>8. MANAGEMENT REPORT</p> <p>Executive Summary</p> <ul style="list-style-type: none"> • YTD profit is \$154k against \$262k budget (59% of YTD budget) • Income is 93.6% of YTD budget • Expenses are 104.4% of YTD budget however these should be pulled back over the next few months. • The hardstand and diesel income are well below budget • Berth and trailer park occupancies remain excellent • F and G Pier tenders are almost complete • Work on stage 2 of the walkway will begin in April 2014 <p>Financial Results</p> <ul style="list-style-type: none"> • Income YTD is \$1.27m compared with a budget of \$1.23m • The poor performance of the boat yard and low diesel sales has had a big impact on income. • Projections for YE are for a profit of \$250k, which is 71% of the YE budget. However this should still provide a ROI of 5.4%. <p>The Management Report was taken as read.</p> <p>Boatyard</p> <p>AS suggested that SML considers investigating the feasibility of going to the market to lease out the boatyard operation.</p> <p>Boat Ramp</p> <p>AM noted an improved signage programme for the boat ramp entrance, ramp proper, wash-down area and trailer parks is to be put in place once wording for each sign has been finalised.</p> <p>A student, Shayna Robinson has been employed to hand out publicity material for the trailer parks and ramp to casual users of the boat ramp on Sundays.</p> <p>Sea Centre</p> <p>AM noted that Units 2 and 3 have been leased. H2O Director Alistair McKenzie is considering an offer from SML for the plant in Unit 3. Unit 4 has been leased to Strait Marine and George Saunders for refurbishment of a number of lifeboats from the Arahura.</p> <p>Pier Refurbishment</p> <p>Report on the pier refurbishment programme prepared by Mark Cousins was included with the Board Papers.</p> <p>Quotes from Bellingham Marine and Total Marine Services have been received but further details required and start date needs to be confirmed.</p> <p>To facilitate the F and G Pier refurbishment vessels on the south side of F pier and on G pier and the pole moorings will need to be moved.</p> <p>New gatehouses will be included with the F and G Pier development.</p> <p>LBYC</p> <p>AM has meet with LBYC Commodore Warren Snowden to discuss the café proposal. A report on the meeting was included with the Board papers.</p>	<p>AM to prepare a report on the annual cost to SML of Health and Safety compliance for presentation to Mayor Wallace</p> <p>AM to prepare a report on staffing, health and safety compliance and pier refurbishment for presentation to Mayor Wallace.</p> <p>AM to investigate the feasibility of going to the market to lease out the boatyard operation.</p> <p>AM to look into leasing incentives for the vacant Sea Centre Units.</p> <p>AM to ask Sharon Page to prepare a report on KPI of wages to turnover.</p> <p>AM to progress F and G pier project for final approval at the May Board meeting.</p> <p>AM to obtain cost and consent details required to move the</p>

Discussion	Action Points
<p><i>Resolved:</i> <i>That the Board approves the CEOs Report.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>LBYC building forward on the site and to refurbish the building for use by the yacht club and as a cafe.</p>
<p>9. NEW INITIATIVES Bike Rack A new bike rack has been purchased and J Udy will install below the office and also design and construct a roof to cover.</p>	
<p>10. STATEMENT OF INTENT The final draft of the Statement of Intent was circulated with the Board papers and the draft was approved for submission to the Finance and Audit Sub-Committee meeting on 16 April 2014.</p>	
<p>11. GENERAL BUSINESS There were no items of General Business.</p> <p>There were no items of General Business.</p>	

Chris Milne tendered an apology for the April 2014 meeting.

With No Further Business the meeting closed at 2:05pm

Next Meeting Date.

Thursday 1 May 2014 at 11:30am in the marina office

Signed:

**Brian Walshe
Chairman**

Dated: