



**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Friday 31 May 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)
	Paul Blacker (Chief Financial Officer HCC)	(PB)
	Sharon Page (Senior Management Accountant HCC)	(SP)

Discussion	Action Points
<p>1. APOLOGIES None</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 1 May 2014 are accepted as true and correct.</i> <i>Moved: Brian Walshe /Seconded: Arthur Stewart</i></p>	
<p>4. FINANCIAL REPORT Sharon Page read out the Financial Report for 30 April 2014 which was included with the Board papers.</p> <p>AM advised that in future SP will be working at SML 1-2 days per month.</p> <p><i>Resolved</i> <i>That the Board notes and receives Sharon Page's report for April 2014.</i> <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p>	
<p>5. BREAKWATER PB spoke to his briefing note 'Proposed sale of Breakwater to SML', dated 30 May 2014, which was included with the Board papers.</p> <p>The Board stated their preference for deferring purchase of the breakwater for at least three years so SML can complete current capital projects and take the time to investigate the implications for HCC and SML.</p> <p>The Board agreed with the reports recommendation subject to addition of the following: the Board will need to carry out due diligence and a prepare business case to determine the value and costs vs benefits of the purchase of the breakwater.</p>	<p>The Board will ask for a formal request from HCC re their plans for the SML purchase of the breakwater.</p> <p>SML to obtain a external valuation for the breakwater and determe what it will add or detract from the value of the marina.</p>
<p>6. REGISTER OF INTEREST No changes.</p>	

Discussion	Action Points
<p>7. MATTERS ARISING None.</p>	
<p>8. CLIENT SERVICE REPORT SW noted that a number of positive comments had been received about the latest newsletter.</p>	
<p>9. CUSTOMER SURVEY 2014 CM tabled provisional results of the 2014 Survey and a comparison between the 2014 and 2012 survey results.</p> <p>The following were noted:</p> <ul style="list-style-type: none"> • A feature page on marina maintenance be included each issue of the marina newsletter and consideration to be given to including a maintenance reporting page on the website. • Options for improving the street frontage to be discussed with HCC officers. • A comparison of results from different user groups was outlined. • Individual comments to be collated and grouped according to theme by CM. • Overall the results for 2014 were excellent. 	<p>CM will collate and group by topic individual responses for presentation to the June Board meeting.</p> <p>AM to contact HCC officers to discuss improving the plant scape along the Port Road street frontage.</p> <p>SW to include a feature page on maintenance in each newsletter.</p> <p>AM Once full analysis is done on the 2014 Survey AM to forward the survey to Theo Muller of MM Research for auditing.</p>
<p>10. HEALTH AND SAFETY AM reported - Mark Cousins had a near miss with the outboard propeller when operating the punt. As a result of this incident a punt operation process is to be formulated regarding the motor.</p>	
<p>11. ACTIONS LIST</p> <p>Marina Valuation QV have reduced the valuation of Seaview Marina by \$75,000.00.</p> <p>Ice Making Machine AM outlined a proposal received from John Muollo to install an ice making machine on the boatyard.</p> <p>LBYC It was noted that the figure of \$47,000 to set up a café is the net cost which does not include shifting of the building. An Eastbourne Herald article on the proposed café in the LBYC was tabled. LBYC will be surveying their membership to gauge support for the SML café proposal. A 51% vote to support the proposal is required.</p> <p>Rubbish Facilities AM outlined a plan for change to rubbish collection facilities at the marina.</p>	<p>AS to contact QV to discuss the latest valuation.</p>
<p>12. MANAGEMENT REPORT Financial Summary</p> <ul style="list-style-type: none"> • YTD profit is \$189K. • Profit for the month was 99% of budget. • Profit projection for YE is \$214k. 	

Discussion	Action Points
<p>Atomix Boats AM noted that an email is on file from the previous General Manager of Atomix advising they will take over the lease of Units 7 and 9 is on file. This is being followed up by SML lawyers and UPL.</p> <p>Seaview Sails and Rigging AM noted that Seaview Sails and Rigging will not be renewing their lease of Unit 12 in September.</p> <p>AM has met with leasing agents who are putting a marketing package together for the vacant units.</p> <p>Debtors SW noted that a list of debts to be written off has been prepared for this financial year will be tabled at the June Board meeting.</p> <p>Boatyard AM noted that a boatyard promotion is being run in June offering customers who haul out free use of the water blaster.</p> <p>Marketing AM noted that marketing in 2014-15 will be focusing on the customer database. He is working on a marketing plan to present to the Board. Suggestions for marketing the boatyard included:</p> <ul style="list-style-type: none"> • Using a referral strategy whereby a discount is offered to customers referring others. • Combine boatyard specials with promotions offered by Sea Centre tenants. <p>Live boards CM proposed an increase in the number of liveboards.</p> <p>Resolved <i>That the Board agrees that the live aboard numbers can increase to a total of 50 at the discretion of the marina management.</i> <i>Moved: Chris Milne/Seconded: Brian Walshe</i></p> <p>Pier Refurbishment The refurbishment programme is going well. A report on the pier maintenance and costings prepared by Mark Cousins was tabled. The report will assist greatly with future pier maintenance budgets.</p> <p>Staff Training AM noted that staff have a good handle on compliance and health and safety issues.</p> <p>Seaview Marina Users Group AM noted that SMUG Chair John Rushton has resigned due to ill health. His replacement has not yet been appointed.</p> <p>Walkway – Stage 2 Work on stage two of the walkway is nearing completion. The walkway surface will be a different material from that used on Stage 1.</p> <p>Resolved <i>That the Board notes and receives the CEO's Report.</i></p>	<p>AM to monitor the pathway surface to ensure ongoing maintenance is not an issue.</p>

Discussion	Action Points
<i>Moved: Chris Milne/Seconded: Brian Walshe</i>	
<p>13. F and G Pier Proposal</p> <ul style="list-style-type: none"> Positive feedback has been received from the newsletter article outlining the proposed development of F and G Piers. Contract signed and project plan being prepared. 	
<p>14. NEW INITIATIVES</p> <p>Ice Making Machine AM tabled details of the proposal from John Muollo to install an ice machine on the boatyard.</p> <p>Boat Show AM has been approached by an event management company interested in holding a boat show at Seaview Marina.</p>	<p>AM to follow up with the event company interested in running the boat show.</p>
<p>10. 2014-15 BUDGET AM tabled the 2014-15 Budget. He outlined significant changes to Engineering Services and the salaries budget.</p> <p>Insurance AM noted insurance savings are possible but these are to be confirmed by the broker.</p> <p>Boatyard Options for elevating the profile of the SML boatyard in 2015 were considered:</p> <ul style="list-style-type: none"> Sponsorship of the RPNYC Corporate Race or Waikawa New Year regatta Advertising in yacht club publications <p>Website Increase budget for the SML website.</p> <p>The Board approved the draft 2014-15 Budget subject to: increase in income from additional live boards, increase marketing budget to \$10,000, increase in website budget and IT costs and addition of audit fees.</p> <p>AM will amend the Budget and resend to the Board for approval at the 26 June 2014 meeting and for delivery to HCC by 30 July 2014.</p>	<p>AM to check Regional Council and HCC rates figures with Sharon Page and adjust Budget figures as required.</p> <p>AM to check figure for metered water rates.</p> <p>AM to check cellular pager and IT costs.</p> <p>AM to rename 'canister sales' 'ramp cash'.</p> <p>AM to investigate the potential for promotion of the SML boatyard at RPNYC, Evans Bay and Mana marinas.</p>
<p>10. GENERAL BUSINESS There were no items of General Business.</p>	

With No Further Business the meeting closed at 3:05pm

Next Meeting Date:
THURSDAY 26 JUNE 2014 at 11:30am in the marina office

Signed:

Brian Walshe
Chairman
Dated: