

Discussion	Action Points
<p>HCC is carrying the breakwater as an uninsured risk.</p> <p>Petroleum Logistics AM tabled and spoke to a report from Petroleum Logistics received this morning. No capex will be incurred by SML if diesel supply facility is installed and run by Petroleum Logistics.</p> <p>Sea Centre AM to pull all information relating to the Sea Centre on the Action List under one heading to provide a complete picture of tenancies and the current rental situation for each Board meeting.</p> <p>Marina Valuation AS to meet with QV re latest marina valuation – pending.</p> <p>Collation of Comments from Customer Survey 2014 CM to provide list of comments provided by respondents to CEO to assess feedback and assist with marketing and other marina planning.</p>	<p>from the SML insurer on the cost of insuring the breakwater.</p> <p>AM to check regulations and health and safety implications of operating unmanned diesel fuel pumps.</p> <p>AM to also investigate potential for Petroleum Logistics to supply petrol and investigate the time frame for implementation of both diesel and/or petrol supply. AM to report back to the July Board meeting.</p>
<p>6. CLIENT SERVICE REPORT SW prepared a report which was included with the Board papers. Notable were the number of positive comments received in response to moving the swipe entry point to trailer park A.</p>	
<p>7. HEALTH AND SAFETY The June H and S report prepared by Mark Cousins was included with the Board papers. BW asked whether an independent review of SML's Health and Safety processes should be audited. AM noted that HCC have hired a person who will be auditing all SML's processes at no cost to SML.</p>	
<p>8. MANAGEMENT REPORT Executive Summary</p> <ul style="list-style-type: none"> • YTD profit is \$203k compared with a budget of \$341k. • Income YTD was \$1697k compared with \$1,670k. • Expenses YTD were \$1,494k compared with \$1,329k. • Projected profit is \$221k, which will provide a ROE of 4.8%. • The hardstand only improved slightly this month. • Seaview Sails and Rigging have given notice to vacate Unit 12 in September 2014. • Contractors start on F and G Pier development mid-August. • Very positive audit of the 2014 Customer Survey by MM Research. <p>Boatyard AM is investigating potential for modifying some existing SML cradles to better accommodate deep draft vessels. He tabled a photograph of such a cradle used</p>	<p>AM to obtain a quote from Best Engineering to modify existing cradles to</p>

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<p>at Shed 21.</p> <p>Debtors SW noted the table of debts to be written off in the current financial year and outlined efforts made to date to collect these debts.</p> <p>Resolved <i>That the Board approves the writing off of the following debts in the 2013-14 financial year:</i></p> <div data-bbox="284 607 665 770" style="background-color: black; width: 239px; height: 73px; margin: 10px 0;"></div> <p>Moved: Arthur Stewart/Seconded: Brian Walshe</p> <p>Boatyard Marketing AM and SW are working on a marketing plan for the SML boatyard. They are awaiting the report on comments from the Customer Survey regarding the boatyard to assist in their planning.</p> <p>Occupancy SW has approached 10 berth holders who are occupying 12m berths at the 10m rate to offer a space on F or G Pier once the new 10m berths are completed. Two customers have chosen to stay on their current 12m berth and increase their payments to the 12m rate. The remainder will be moving to a new 10m berth. 10m berth holders occupying 12m berths at the 12m rate will be now be contacted to offer a 10m berth.</p> <p>New Signage AM and SW have met with Jayne Montgomery, the designer of the SML brochures to discuss designs for new signage for the boat ramp, trailer parks, bike rake, marina office and rubbish/recycling stations. We are awaiting design proposals from Jayne. Once these are signed off the signage will be commissioned.</p> <p>Sea Centre UNITS 7 AND 9 AM is awaiting a response to a letter from Atomix Boats re their tenancy status.</p> <p>UNIT 12 Seaview Sails Ltd is leaving Unit 12 on September 2014.</p> <p>UNIT 1</p> <div data-bbox="284 1776 1174 1843" style="background-color: black; width: 558px; height: 30px; margin: 10px 0;"></div> <p>UNIT 6 Kevin Ryan would like to extend his tenancy of Unit 6 for another 5 years on a month by month basis.</p>	<p>accommodate deep draft vessels.</p> <p>AM to approach the NZ Dive Squad to discuss the availability of space in the Sea Centre.</p> <div data-bbox="1208 1749 1390 1883" style="background-color: black; width: 114px; height: 60px; margin: 10px 0;"></div>

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<p>Pier Refurbishment Pier refurbishment work will recommence in July 2014.</p> <p>Seaview Marina Users Group SMUG have tendered apologies for the last two scheduled meetings with marina CEO and Board Chair.</p> <p>Walkway – Stage 2 This work is almost complete, with only minor work remaining to be completed.</p> <p>F and G Piers AM tabled costings from Total Marine Services for additional work to be undertaken on E Pier in conjunction with development of F and G Piers. Piles on E14/16 and E18/20 are to be replaced at a cost of \$33,000-\$34,000.</p> <p>Resolved <i>That the Board approves the following additional piling work to be undertaken by Total Marine Services:</i></p> <ul style="list-style-type: none"> • <i>Supply and installation of 450 SED X 14mx piles, drive 7 piles, supply and install seven 600mm diameter floating mooring rings (mooring rings to be 25mm stainless steel). Supply and fit pile caps. Total cost \$30,240.</i> • <i>Replace two smaller diameter piles on berth E14/16 and E18/20 with 450mm diameter piles from SML stock. Cost \$3,150.00.</i> <p>Moved: Arthur Stewart/Seconded: Brian Walshe</p> <p>Trailer Park Facilities The swipe access point for Trailer Park A has been moved. Positive feedback from customers has been received to this improvement.</p> <p>Rubbish Collection Stations The new containers and bins for rubbish and recycling have been installed and are working well.</p> <p>Office Jetty Improvements Work on the jetty has started.</p> <p>Bike Rack Shelter Work will commence on the shelter once the walkway alongside it has been completed.</p> <p>LBYC Café Proposal A decision on whether club members support the café proposal is pending.</p> <p>Shower seats The new seats have been installed in the ablution block showers. It was noted that the coin box covers have rusted and are in need of refurbishment.</p> <p>Resolved: <i>That the Board notes and receives the CEO's report.</i> Moved; Brian Walshe/Seconded Chris Milne.</p>	<p>AM will send out an invitation before next week to SMUG to invite them to a monthly meeting with marina management and also invite them to meet with the Board before their August meeting.</p> <p>AM to refurbish or replace existing shower coin box covers.</p>

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<p>9. 2014 CUSTOMER SURVEY</p> <p>The survey has been independently audited by MM Research and a copy of their report was included with the Board Papers.</p> <p>A more detailed analysis of the survey will be published in the August newsletter.</p>	<p>AM to send a copy of the MM Research audit of the 2014 Customer Survey to the Mayor, Deputy Mayor, Tony Stallinger and Max Shierlaw with an explanation about why MMS engaged. He will also note that prior to distribution of the survey the questions were approved by SMUG.</p>
<p>10. MARINA BREAKWATER</p> <p>An email from Tony Stallinger requesting SML to report back to HCC by year-end re the breakwater was tabled.</p> <p>The Board noted that SML should signal to HCC that they are starting to scope the process and try to establish a memorandum of understanding about how the value of the breakwater is to be established.</p> <p>A number of action points were noted.</p>	<p>AM to draw up a time-line for purchase of the breakwater and critique all steps required as part of the purchase process.</p> <p>AS to look onto who would be willing to value and estimate the cost of the breakwater and also provide a valuation of the marina with and without the breakwater.</p> <p>AM to look for a copy of the valuation of the marina done by Beca in the past.</p> <p>AM to investigate the Local Government Act re the regulations to be used as a basis for undertaking such transactions.</p>
<p>11. GATE HOUSE STRUCTURES</p> <p>A photograph of a proposed amended F Pier gatehouse structure for G pier was included with the Board papers. The design of the F Pier gatehouse would be modified and a new structure made for G Pier.</p> <p>The Board approved the new gatehouse design.</p>	
<p>12. INSURANCE</p> <p>A report on the marina insurance renewal was included with the Board papers.</p> <p>AM noted that the annual premium now budgeted at \$105k for the 2014/2015 FY.</p>	<p>AM to increase officers cover to \$1 million.</p> <p>AM to ask insurer how many claims can be made each year.</p>
<p>13. BUDGET 2014-15</p> <p><i>Resolved</i></p> <p><i>That the Board notes, approves and formalises the 2014-15 Budget.</i></p> <p><i>Moved: Arthur Stewart/Seconded Brian Walshe</i></p>	<p>AM to ensure that cash-flow is sufficient to meet F and G Pier expenditure</p>
<p>14. GENERAL BUSINESS</p> <p>July Board Meeting</p>	

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<p>BW noted his apology for the July 2014 Board meeting and appointed Arthur Stewart as Chair.</p> <p>There were no items of General Business.</p>	

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

Next Meeting Date:
THURSDAY 24 JULY 2014 at 11:30am in the marina office

Signed:

Brian Walshe
Chairman
Dated: