



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 21 August 2014 at 11:30am in the Seaview Marina Office**

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

**In Attendance:** Alan McLellan (Marina Manager) (AM)  
 Suzanne Willis (Marina Administrator) (SW)  
 Sharon Page (Senior Management Accountant HCC) (SP)

Discussion/Actions	Action Points
<p><b>1. APOLOGIES</b> None</p>	
<p><b>2. FINANCIAL REPORT</b> S Page reported on YE 30 June 2014.</p> <p><i>Resolved</i> <i>That the Board notes and receives S Page's report on the year ended 30 June 2014.</i> <i>Moved: Brian Walshe/Seconded Arthur Stewart.</i></p>	<p>SP to check posting of facility fee for loan and make sure revenue is phased correctly through the year.</p>
<p><b>3. REGISTRATIONS OF INTEREST</b> No changes reported.</p>	
<p><b>4. CONFIRMATION OF MINUTES</b> <i>Resolved</i> <i>That the minutes of the Board meeting held on Thursday 24 July 2014 are accepted as true and correct.</i> <i>Moved: Chris Milne/Seconded: Arthur Stewart</i></p>	
<p><b>5. CLIENT SERVICE REPORT</b> There were no new items to report.</p>	
<p><b>6. MATTERS ARISING</b> <b>Marina Breakwater</b></p> <p><b>Coffee Cart at Seaview Marina</b> AM has received good feedback from the operator regarding the weekend coffee cart service. They have noted that volumes are increasing. The service is to be promoted in the next newsletter due out in August.</p>	<p>AS to draft a memorandum of understanding re the valuation of the breakwater.</p> <p>AS to email AM the report on valuation of the breakwater received from HCC.</p>

Discussion/Actions	Action Points
<p><b>Strait Marine Rental</b></p> <p><b>Potential Tenancy</b> AM noted he had met with representatives from a potential new tenant to discuss options in the Sea Centre.</p> <p><b>Sea Centre Name</b> C Milne suggested that the Sea Centre be renamed the Wellington Sea Centre.</p> <p><b>Asset Management Plan</b> AM noted that this should be completed by October 2014.</p>	<p>AM to negotiate rental of mezzanine area with Strait Marine.</p> <p>AM to put a proposal together outlining tenancy options available in the Sea Centre for the potential tenant.</p> <p>AM to draw up a simple heads of agreement to present to the potential tenant.</p> <p>AM and AS to work together to set rental rates for units which the potential might occupy.</p> <p>SW to look at the implications of a name change of the Sea Centre to the Wellington Sea Centre.</p>
<p><b>7. HEALTH AND SAFETY REPORT</b> AM noted that Hutt City Council will be undertaking an audit of Seaview Marina Health and Safety systems and processes.</p>	
<p><b>8. MANAGEMENT REPORT</b> <b>Boatyard</b></p> <p><b>Liveaboards</b> There are currently 33 vessels registered as liveaboard. One liveaboard enquiry has been received since the last meeting.</p> <p><b>Sea Centre</b> Unit 3 AM is in discussion with a spray painter who is interested in leasing Unit 3 for clear coat finishing and aluminium window installation.</p> <p><b>Pier Refurbishment</b> AM tabled a programme of pier refurbishment work completed to date. He noted</p>	<p>AM to research the implementation of a low season hardstand rate to generate more consistent income for the boatyard and look at what impact a discount will have on income.</p> <p>SW to investigate potential for SML to provide short-term insurance cover for uninsured vessels wanting to haul out.</p> <p>AM to provide a report for the September Board meeting on the tenancy income for the 2013/2014 financial year.</p>

Discussion/Actions	Action Points
<p>that the contractors are half-way through the refurbishment programme.</p> <p><b>F and G Pier Redevelopment</b> AM noted that this project had been delayed and the contractors will now be commencing work in October.</p> <p><b>Breakwater Pier</b> AM tabled a plan for a breakwater pier to protect F and G Piers. The plan has been produced by Total Marine and we are waiting costings from them.</p> <p><b>Ice Machine</b> AM noted the ice machine has yet to be delivered on site. It will be located outside the Sea Centre on the north side by Unit 3.</p> <p><b>Resolved</b> <i>That the Board notes and receives the CEO's report</i> <i>Moved: Brian Walshe/Seconded Chris Milne</i></p>	
<p><b>9. NEW INITIATIVES</b> There were no items for discussion.</p>	
<p><b>10. GENERAL BUSINESS</b>  There were no items of General Business.</p>	

With No Further Business the meeting closed at 2.25pm

**Next Meeting Date:**  
**THURSDAY 25th SEPTEMBER 2014 at 11:30am in the marina office**

Signed:

Brian Walshe  
Chair  
Dated: