

**MINUTES OF A MEETING OF
THE BOARD OF SEAVIEW MARINA LIMITED
NOVEMBER 2011**

Held on Thursday 24 November 2011 at 11:30am, at Seaview Marina

- | | | |
|----------------------|--|------|
| 1. PRESENT | Bryan Jackson (Chairperson) | (BJ) |
| | Arthur Stewart (Director) | (AS) |
| | Chris Milne (Director) | (CM) |
| | Ross Jamieson (Director) | (RJ) |
| IN ATTENDANCE | Alan McLellan (Marina Manager) | (AM) |
| | David Woltman (Chief Financial Officer
HCC) | (DW) |
| | Suzanne Willis (Marina Administrator) | (SW) |

APOLOGIES None

- 2. BOARD MEMBER REGISTER OF INTEREST**
Bryan Jackson has finished as a member of the Te Omanga Foundation Board and as an Independent Director of Wellington Combined Taxis.

3. MINUTES

Resolved

That the minutes of the Board meeting of 27 October 2011 represented a true and accurate record of the meeting.

Moved: Arthur Stewart /Seconded: Chris Milne

4. ACTIONS FROM PREVIOUS MEETINGS

Posts and Gates from Wellington Waterfront

The board was keen for Seaview Marina Limited to utilize the posts and gates supplied by Wellington Waterfront to best advantage.

AGM

Action

(AM) to prepare a 'one pager' for the AGM about the Sea Centre, outlining the success of the investment and providing details of the loan interest repayments and rates income.

Action

(AM) to review Sea Centre leases as they expire to ensure potential commercial conflicts between other tenants are avoided.

Sea Centre Signage

Action

(AM) If verandah signage is allowed - encourage consistency of signage by installing a frame on the Sea Centre verandah for tenants to fix signage to.

Action

(AM) to check the terms of the Burnsco lease and Resource Consent conditions relating to verandah signage on the Sea Centre.

Action

(AM) to check if the verandah is part of each tenancy and tenants are able to install signage.

Action

(AM) to draw up design guidelines and approval process for verandah signage.

Electricity

Action

(AM) to go back to Mercury Energy to query power charges prior to upgrade of transformer..

Action

(AM and BJ) to meet with Energy Save and Mercury Energy to discuss historic charging.

Action

(AM) to provide a graph of past electricity changes to illustrate changes.

Tax Advice Requested by HCC

Action

(DW) to ensure approval given by AM prior to tax advice being requested for Seaview Marina Limited by HCC in future.

Action

(DW) to look into obtaining a fixed fee for tax advice and assistance.

5. FINANCIAL REPORTS (David Woltman)

D Woltman spoke to the Financial Reports included with the Board papers.

Action

(AM) to put a paper together re the diesel proposal from Petroleum Logistics. The proposal to include a service level agreement i.e. re weekend use.

Action

(AM and CM) to discuss putting together an online marketing survey to look at reasons for customers decisions to store their vessel at Seaview Marina Limited.

Action

(AM/DW) to provide figures for return on equity over all.

HCC officers to meet with BJ and AS to hear the views of Directors of Seaview Marina Limited and UPL re governance of Seaview Marina Limited, Board structure, rationalization of resources.

David Woltman left the meeting.

6. MANAGEMENT REPORT

The Management Report was discussed and accepted.

7. MARKETING

Action

(AM) To look at what aspects of the Synthesis Marketing proposal will be of most benefit to Seaview Marina Limited and include a timescale for implementation, then report back to the Board. AM to also look at detailed processes in parts 1 and 2 of the proposal and assess implications on future budgets.

Action

(AM) to set a date to put the Boat Show back on the agenda for the May 2012 meeting.

Café

Action

(AM) to ask Barry Possenniskie to cost the plans draw up by CGM Foster for the café.

The board decided to continue with a café as a project with rough numbers on costs.

8. OTHER BUSINESS

There being no further business, the meeting closed at 2pm

<p>NEXT MEETING: MONDAY 19 DECEMBER AT 11:30AM</p>

SEAVIEW MARINA OFFICE
