




**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 17 December 2015 at 11:30am at Seaview Marina**

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

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

Discussion/Actions	Action Points
<p>1. MEETING WITH SMUG REPRESENTATIVES No meeting was held this month as SMUG had no issues to bring to the Board.</p>	
<p>2. BOARD ONLY SESSION</p>	
<p>3. APOLOGIES None.</p>	
<p>4. REGISTRATIONS OF INTEREST No amendments.</p>	
<p>5. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</p> <p><i>Resolved</i> That the Minutes of the Board meeting held on Thursday 19 November 2015 be accepted as a true and accurate record. <i>Moved: Arthur Stewart /Seconded: Brian Walshe</i></p>	
<p>6. FINANCIAL REPORT The Financial Report for the month ended 30 November 2015 was included with the Board papers. SP summarised the Report and outlined key points.</p> <p><i>Resolved</i> That the meeting notes and receives the Financial Report for the month ended 30 November 2015. <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p> <p><i>Sharon Page left the meeting.</i></p>	<p>SP and AM to meet to discuss the draft Budget.</p>
<p>7. MATTERS ARISING</p> <p>District Plan Review AM reported that Andrew Cummings has met with the Seaview Working Group and a local Iwi to discuss the Seaview Vision and proposed District Plan change. He expects the consultation process to be completed by mid-2016. To date feedback from those consulted has been positive.</p> <p>Floating Apartment Proposal The company promoting the floating apartment concept is proposing to bring an</p>	<p>AM to investigate regulations regarding approval for floating</p>

Discussion/Actions	Action Points
<p>apartment to the boat show.</p> <p>Trailer Boat Wash down Facility AM is continuing to research local options for a boat wash-down facility for trailer boats. NIWA in Wellington have a boat wash and AM will investigate whether it is suitable for SML.</p> <p>Trailer Boat Customer Questionnaire A questionnaire for trailer boat owners has been designed and will be sent out to all trailer park customers in December 2015. A reminder will be emailed to any customers who have not completed the survey in 2016.</p> <p>Sailability – Tenancy in the Wellington Marine Centre Sailability is sharing Unit 10 with Gulf Group Marine Brokers but may be interested in leasing Unit 9. The Board requested that SML continue current sponsorship of Sailability including free use of marina berths for launching and free storage of the Sailability container on the marina site.</p> <p>Seabed Licence AM noted that a letter dated 13/4/2004 re Seaview Marina’s occupation rights of the seabed has been found on file. He will contact HCC to ascertain whether this document replaces the need for a Seabed Licence.</p> <p>Tax Team AM has discussed Tax Team advice and charges with HCC Finance staff and requested that Tax Team not be engaged in future without prior agreement from SML. AM has also asked that HCC do not make journal transfers between SML accounts without his approval.</p> <p>Recommendations for 2016 Increase in Marina Charges AM is still working on recommendations for the 2016 charges and will report back to the Board in 2016.</p> <p>Commercial Pier AM will be researching customer requirements and putting together a marketing plan for the commercial pier development in 2016.</p> <p>Boat Show AM has met with Robert Baldock of event+associates Ltd and Hutt City Council representatives to discuss potential sponsorship of a boat show at Seaview Marina in March 2017. AM noted that if HCC does not provide better financial support of the event it will be transferred to Wellington. CM asked that AM investigate the possibility of HCC and/or SML being involved in supporting the Boat Show based on a profit share arrangement.</p>	<p>apartments at Seaview Marina.</p> <p>AM to contact NIWA re their boat wash facility and also investigate other local boat wash design options.</p> <p>AM to follow up with HCC re letter outlining Occupation Rights dated 13/4/2004.</p> <p>AM to research customer requirements for a commercial pier and put together a marketing plan/ package for the pier.</p> <p>AM to talk with Robert Baldock re HCC profit share proposal and report back to CM. Agreement to go ahead with the Boat show needs to be finalised by March 2017 deadline.</p> 

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<p>2016 Seaview Marina Customer Survey The general customer survey will be sent out to all customers at the end of February 2016. Questions will be run past SMUG prior to the publication of the survey.</p> <p>Marine Vessel Power Usage With the installation of new power pedestals and the TalleyBee monitoring system on some piers, SML now has the ability to measure the average power usage by 46 vessels. AM tabled a report on consumption figures. The Board asked AM to check the figures for accuracy and estimated cost per kilowatt hours used for each vessel.</p> <p>Tar Sealing of Boat Ramp AM has budgeted \$50,000 in 2016 for resealing the area in front of the boat ramp. He will price both concrete and asphalt.</p>	<p>AM to run 2016 Customer questionnaire past SMUG before sending out at end of February 2016.</p> <p>AM to prepare a report on power usage and calculate an average cost of providing power to each boat in the marina.</p> <p>AM to prepare a business case for replacement of all power pedestals with monitored pedestals and look at the return on investment.</p> <p>AM to obtain pricing for resealing area in front of boat ramp with asphalt or concrete.</p>
<p>8. CLIENT SERVICE REPORT The Client Service Report was included with the Board Papers. Additional positive feedback was received after the writing of the report from Les Prescott who was grateful for the service received from boatyard staff when his vessel required an urgent lift on a Sunday.</p>	
<p>9. HEALTH AND SAFETY REPORT A Health and Safety Report prepared by Tony Kelly for the month of November 2015 was included with the Board Papers.</p> <p>Two issues were identified that will be communicated to customers:</p> <ul style="list-style-type: none"> • The need to tie down trailer boats to trailers to avoid damage in high winds. • The risk of electric shock from the wires running about the inside of both trailer park fences. <p>Danger to traffic at Marina Entrance 2 AM noted the risk posed to vehicles entering or leaving the marina, particularly at entrance 2, by large trucks which are parked close to the entrance and obscuring visibility down Port Road. He added that approaches to HCC asking that action be taken to restrict parking close to the entrances had failed to adequately address the issue.</p> <p>First Aid Refresher Course Mike Croft and Tony Kelly have yet to complete first aid refresher training.</p>	<p>SW to place article in newsletter reminding trailer park customers to tie down vessels on trailers and warning of the risk of electric shock from trailer park fences.</p> <p>If possible AM to issue a safety notice to HCC in relation to the danger posed by trucks parking near the marina entrance 2.</p>
<p>10. CEO REPORT The Management Report For the month of November 2015 was included with the Board papers.</p> <p>Cell phone Usage It was noted that the marina was incurring higher than expected data use charges for staff cell phones. CM suggested that the reasons for this be investigated and</p>	<p>AM to check cell phone usage and data costs and look at</p>

Discussion/Actions	Action Points
<p>alternative providers be contacted to compare rates with a view to changing provider.</p> <p>Marina Charges AM noted that SML charges are amongst the lowest in the region. To increase awareness of this fact with SML customers a table showing comparative rates between SML and other local marinas will be included in the next newsletter.</p> <p>Monthly Variances in Berth and Trailer Park Income AM noted that monthly fluctuations in berth and trailer park income relate to the SML billing system. SML invoices customers monthly however invoices are based on the number of days in the month. This means that in a month with 31 days recorded income is higher than in those months with 30 days or less.</p> <p>Liveaboard and Ablution Income AM noted that income from both live aboard and ablution is well above budget. The Board asked that both a dollar and percentage figure for these income streams be reported in the monthly budget.</p> <p>Maintenance AM is pricing replacement doors for the WMC and ablution block.</p> <p>Marina Survey AM reported that the Police National Dive Squad have seabed survey equipment and have offered to survey the marina seabed as a training exercise.</p> <p>Pier H AM reported that the gatehouse structure is in place but the gate needs to be changed as it is opening from the wrong side. This gatehouse will be reused on E Pier and a new gate structure constructed for H Pier.</p> <p>Rubbish Collection An additional bin for recycling glass and a large front end loading skip have been installed to cope with extra demand over summer. This will be reviewed at the end of summer.</p> <p>Resolved: <i>That the Board notes and receives the CEO's report.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>alternative providers.</p> <p>SW to include a table of berth charges in next newsletter.</p>
<p>11. DEBTORS A Debtor Report for the month ended November 2015 was included with the Board papers. SW spoke to the report.</p> <p>Seaview Marina Debtor Policy AM tabled a draft Seaview Marina Debtor Policy for the information of the Board. The Board requested that debtors who are more than 2 months in arrears, with vessels in water, have their vessels immobilised to prevent them leaving the marina.</p>	
<p>12. BOAT YARD REPORT AM noted the boat yard is very busy and this trend is expected to continue. The Chaffers Marina travelift is still out of action while it is being serviced.</p>	
<p>13. BOAT RAMP REPORT AM noted use is steady and should improve with the arrival of better summer weather.</p>	

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<p>14. WELLINGTON MARINE CENTRE REPORT A Report on the WMC for the month was included with the Board papers.</p> <p>Unit 6 – Rent Review AM is in negotiation with Kevin Ryan re renewal of Unit 6.</p> <p>Unit 9 AM noted that Sailability is applying for a grant to lease Unit 9 for an office space.</p> <p>Cafe SML to place advertisements in the New Year seeking expressions of interest in running a café at SML.</p>	
<p>15. 2016-17 BUDGET The Budget was tabled. A token increase in Director’s fees has been approved by HCC.</p>	
<p>16. COMMERCIAL PIER DEVELOPMENT AM proposed that the commercial pier development be put on hold until the marina is at 90% occupancy. A revised capital development plan will be presented to the Board at the February 2016 Board meeting.</p>	
<p>17. GENERAL BUSINESS There were no items of General Business.</p> <p>The Chairman wished the Board and marina staff a Merry Christmas.</p> <p>There were no further items of general business.</p>	

With no further business the meeting closed at 2:30pm

Next Meeting Date: THURSDAY 18 FEBRUARY 2016 at 11:30am in the Marina Office.

Signed:
Brian Walshe
Chair
Dated: