

| Discussion/Actions | Action Points |
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| <p>8. ACTION LIST LBYC Café Concept</p> <p>Unit 3 AM made a recommendation to the Board that Income from Unit 3 be transferred from the WMC to the boatyard. The Board approved this change.</p> <p>Dockway Extension/widening AM noted that a contractor is exploring options for steel piling to extend and widen the dockway and SML is awaiting their report.</p> <p>Strategic Plan/ Seaview Vision A special meeting will be held to further discuss the document: Thursday 3 November 2016 11:30am in the Marina Office</p> <p>Marina Users Group The SMUG Chair and Secretary tabled a list of issues for discussion at their earlier session with the Board and AM will follow up on matters raised. The Board asked that maintenance concerns be addressed and suggested that options for customers to provide feedback and report maintenance issues via the SML website be investigated.</p> <p>Commercial Pier AM noted that this is still a work in progress and recommended that the development be placed on hold until berth occupancy increases. He will continue to explore the market for potential users, particularly those not currently storing their vessels at SML.</p> <p>H Pier Development The Board requested a time-line for completion of this pier.</p> <p>Seabed Licence Included with the Board papers was legal advice received from DLA Piper re SML's right to occupy the seabed. BW noted that SML needs further clarification of direction and asked AM to convene a meeting with the letter writer to discuss.</p> <p>Wellington Boat Show The Board asked for an update on the Boat Show.</p> <p>Speed within the marina There have been complaints about some boat owners travelling at speeds over 5 knots within the marina. The Board asked that marina users be advised via the newsletter and that SML install more 5 knot markers near the boat ramp.</p> | <p>AM to include LBYC Café proposal on action list</p> <p>AM/SW to change setup for Unit 3 so that rental is credited to the boatyard rather than the WMC and backdate to 1 July 2016.</p> <p>AM to add this item to the Action List.</p> <p>AM to address the issues raised by the Marina Users Group at their earlier session with the Board.</p> <p>AM/SW set up a dedicated email address and website page for customers to report and monitor progress on maintenance issues.</p> <p>AM continue to explore the market for commercial pier development.</p> <p>AM to prepare a time-line for completion of H Pier.</p> <p>AM to seek advice from Brad Cato and DLA Piper re Seabed Licence.</p> <p>AM to obtain progress report on Boat Show from Robert Baldock and Margie Petherick.</p> <p>AM/SW to arrange for installation of additional 5 knot markers within the marina and publicise</p> |

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| | | need to reduce speed in the next newsletter. |
| 9. | <p>HEALTH AND SAFETY REPORT The Health and Safety Report for September 2016 prepared by Tony Kelly was tabled at the meeting.</p> <p>The Board asked that Tony attend the November meeting to discuss the SML Hazard and Risk Register.</p> <p>Policy for Fuel Transfer The Board asked if a policy for fuel transfer is documented. AM noted that a Tier 1 Plan is in place and signed off which covers fuel transfer.</p> | TK to attend November Board meeting to present a report on the risk register. |
| 10. | <p>CEO REPORT The CEO's report for the month of September 2016 was included with the Board papers. The Report was taken as read.</p> <p>Boatyard Gate Intercom AM reported the newly installed boatyard gate intercom is working well.</p> <p>Marketing CM asked for feedback on the Google adwords campaign and asked if SML was getting adequate return on investment. He suggested that an alternative was to improve the search engine optimisation. Recommended that AM contact Uprise.</p> <p>Debtors [REDACTED]</p> <p>Client Service Report The Client Service Report for the month ending 30 September 2016 was included with the Board papers. The report was taken as read.</p> <p>Resolved <i>That the Board notes and receives the CEO's Report for the month ending 30 September 2016.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i></p> | AM to investigate improvements to search engine optimisation. |
| 11. | <p>GENERAL BUSINESS Signage AM obtained a quote for installation of a large sign advertising SML, which would be installed at the corner of Port Road and Eastern Bays Marine Drive. Owing to the high cost [REDACTED] this will not go ahead.</p> | |

With no further business the meeting closed at 2.07pm

Next Meeting Date: THURSDAY 17 OCTOBER 2016 at 11:30am in the Marina Office.

Signed:
Brian Walshe, Chair

Dated: