

Minutes of a Meeting of the Board of Seaview Marina Ltd Held on Thursday 20 October 2016 at 11:30am at Seaview Marina

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

In Attendance: Alan McLellan (CEO Seaview Marina) (AM)

Suzanne Willis (Marina Administrator) (SW)

Greg Marsden (Chair - Marina Users Group) Bill Dashfield (Secretary - Marina Users Group)

Discu	ussion/Actions	Action Points
1.	MEETING WITH MEMBERS OF THE MARINA USERS GROUP	AM/SW to post SML Board minutes on the SML website.
2.	BOARD ONLY SESSION	
3.	APOLOGIES	
4.	BOARD MEMBER REGISTER OF INTEREST Chris Milne advised the following changes: Kaynemaile – Director CFNZ – Deputy Chair	
5.	CONFIRMATION OF THE MINUTES OF THE LAST MEETING	
	Resolved That the Minutes of the Board meeting held on Thursday 22 September 2016 be accepted as a true and accurate record. Moved: Chris Milne /Seconded: Brian Walshe	
6.	MATTERS SRISING None.	
7.	FINANCIAL REPORT The Financial Report for September 2016 was included with the Board papers. Sharon Page was excused from attending and the Financial Report was taken as read.	
	CM noted concern at the shortfall in marina berth rental income, especially 12m berths. The Board discussed ways of increasing berth rental and asked AM to investigate further and report back to the next meeting. Suggestions: Offer boat ramp users special rates for short-term berth rental. Produce a leaflet marketing the above special and distribute to ramp customers at weekends at the ramp or by leafletting cars.	AM/SW to scope options for marketing berth rental and repo back to the Board.
	Price Waterhouse Cooper charges The Board requested clarification of the reason for charges incurred by the Shareholder on behalf of SML for financial advice from PWC. Resolved	Am to ask the Shareholder why SM was charged for financial/tax advice k PWC.
	That the Board notes and received the financial report for September 2016. Moved: Brian Walshe /Seconded: Chris Milne	

Discu	ussion/Actions	Action Points
•	ACTION LIST LBYC Café Concept	AM to include LBYC Café proposal on action list
	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.	AM/SW to change setup for Unit 3 so th rental is credited to the boatyard rather than the WMC and backdate to 1 July 2016.
	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.	AM to add this item the Action List.
	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	
	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.	AM to address the issues raised by the Marina Users Group their earlier session with the Board. AM/SW set up a dedicated email address and website page for customers treport and monitor progress on maintenance issues.
	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.	AM continue to explore the market commercial pier development.
	H Pier Development The Board requested a time-line for completion of this pier.	AM to prepare a tim line for completion of H Pier.
	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.	AM to seek advice from Brad Cato and DLA Piper re Seabed Licence.
	Wellington Boat Show The Board asked for an update on the Boat Show.	AM to obtain progre report on Boat Show from Robert Baldocl and Margie Petheric
	Speed within the marina There have been complaints about some boat owners travelling as 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.	AM/SW to arrange f installation of additional 5 knot markers within the marina and publicise

Discu	ssion/Actions	Action Points
		need to reduce speed in the next newslette
9.	HEALTH AND SAFETY REPORT The Health and Safety Report for September 2016 prepared by Tony Kelly was tabled at the meeting.	TK to attend November Board meeting to present a report on the risk register.
	The Board asked that Tony attend the November meeting to discuss the SML Hazard and Risk Register.	
	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.	
10.	CEO REPORT	
	The CEO's report for the month of September 2016 was included with the Board papers. The Report was taken as read.	
	Boatyard Gate Intercom AM reported the newly installed boatyard gate intercom is working well.	
	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.	AM to investigate improvements to search engine optimisation.
	Debtors	
	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.	
	Resolved That the Board notes and receives the CEO's Report for the month ending 30 September 2016. Moved: Brian Walshe /Seconded: Chris Milne	
11.	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 this will not go ahead.	

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: