



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Friday 17 April 2015 at 8:30am in the Seaview Marina Office**

<b>Present:</b>	Brian Walshe (Chair)	(BW)
	Arthur Stewart (Director)	(AS)
	Chris Milne (Director)	(CM)
<b>In Attendance:</b>	Alan McLellan (Marina Manager)	(AM)
	Suzanne Willis (Marina Administrator)	(SW)
	Sharon Page (Senior Management Accountant HCC)	(SP)

Discussion/Actions	Action Points
<p><b>1. MEETING WITH SMUG REPRESENTATIVES</b> No meeting was held this month as SMUG had no issues to bring to the Board.</p>	
<p><b>2. BOARD ONLY SESSION</b></p>	
<p><b>3. APOLOGIES</b> There were no apologies.</p>	
<p><b>4. REGISTRATIONS OF INTEREST</b> No changes to report.</p>	
<p><b>5. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b></p> <p><i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 19 March be accepted as a true and accurate record.</i> <i>Moved: Arthur Stewart/ Seconded: Brian Walshe</i></p>	
<p><b>6. ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>Statement of Intent</b> The Board signed off the revised Statement of Intent.</p> <p><i>Resolved</i> <i>That the Board approves the Statement of Intent subject to modifications and inclusion of business plan re commercial development and breakwater purchase.</i> <i>Moved: Brian Walshe/ Seconded: Chris Milne</i></p> <p><b>Seabed Licence</b> The Gibson Sheat document outlining issues relating to the ownership of the SML seabed was discussed. The importance of SML making a submission before the new District Plan is presented was noted.</p> <p><b>Boatyard</b> AM noted that a number of commercial vessels from the Chatham Islands are currently using the services of the boatyard. The potential to explore this market was discussed.</p>	<p>AM to send copy of Gibson Sheat document to Board members.</p> <p>AM to contact Peter Coop to prepare a submission related to the District Plan.</p> <p>AM research figures on the number of commercial fishing vessels operating out of the Chatham Islands who might use the services of the boatyard.</p>

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<p><b>7. FINANCIAL REPORT FOR THE MONTH ENDED 31 March 2015</b>  The Financial Report for the month ended 31 March 2015 was included with the Board papers. Sharon Page spoke to the report and outlined key points.</p> <p>BW asked SP to condense the monthly financial report and outlined suggested amendments as follows:</p> <ul style="list-style-type: none"> <li>• Include the result for the month</li> <li>• Provide a paragraph on YTD</li> <li>• Use bullet points rather than detail</li> <li>• Include recommendations where required to assist SML to meet budget targets.</li> </ul> <p><b>Wellington Sea Centre</b>  SP noted the main concern was with vacant Wellington Sea Centre tenancies. AM responded that Burnsco CEO Bruce McLeod had emailed him that morning to advise they will take over the lease of Unit 7.</p> <p><b>Diesel</b>  Diesel income has been improving and SP has increased the budget forecast by \$9,000.00. AM noted that commercial users have asked him to check SML diesel prices as they are allegedly able to obtain cheaper fuel elsewhere.</p> <p><b>F and G Pier Development</b>  AM noted that part of J Udy's wages will be capitalised because of work undertaken by him on the new F and G Pier gatehouses.</p> <p><b>Marina Breakwater</b>  The valuation of the marina breakwater to be moved to Work In Progress.</p> <p><b>Financial Report</b>  Page 12 – Unbudgeted Costs refer to Personnel - J Udy  Key piece – include Advisory piece  Get Finance costs allocated correctly</p> <p><b>Statement of Intent</b>  CM noted that ideally the SOI should be tabled at the 25 June 2015 HCC Finance and Audit Committee meeting.</p> <p><b>SP left the meeting at 9:32am</b></p> <p>The Board noted that the current monthly financial report has more detail than required and they ideally want a simpler model presented. They will create a template for future reports to present to HCC.</p> <p><b>Resolved</b>  <i>That the Board notes and receives the Financial Report for the month ending 31 March 2015.</i>  <b>Moved: Brian Walshe/ Seconded: Chris Milne</b></p>	<p>AM will check diesel margins to ensure SML is competitive with other local suppliers and also to confirm if the proposed 9k increase in diesel revenue forecast can be achieved.</p> <p>AM to forward J Udy's time sheets to SP so she can complete the capitalisation of his time against the F and G Pier development.</p> <p>SP to check with Paul Blacker if the SOI can be tabled at the 25 June Finance and Audit Committee meeting.</p> <p>AM and SP to complete work on SOI.</p> <p>The Board to recommend a simpler financial report model for HCC Finance staff to use at future Board meetings.</p>

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<p><b>8. CLIENT SERVICE REPORT</b> SW noted there had been positive feedback from customers moving to the new F and G Pier berths and the transfers were going well. Only a small number of vessels are still to move to their allocated berths.</p>	
<p><b>9. HEALTH AND SAFETY</b> AM noted that no problems or accidents had been reported during the period. Two hazards – bolts on E Pier and an insecure plate on an inspection port on E Pier have been remedied. Mark Cousins is making good progress on reducing issues as recommended by the internal auditor.</p>	
<p><b>10. CEO REPORT</b> The Management Report was tabled with the key points summarised as follows:</p> <ul style="list-style-type: none"> <li>• Projections for YE indicate a ROE of 5.33%</li> <li>• Revenue from boat storage continues to perform ahead of budget.</li> <li>• The hardstand has shown good income streams over the last three months.</li> <li>• F and G Piers are now being filled.</li> <li>• A number of unexpected maintenance issues required action in March, adding to maintenance costs.</li> <li>• No Health and Safety issues were encountered in March.</li> <li>• The business case for the in-water developments is in draft form.</li> </ul> <p><b>Water Charges</b> AM noted that there has been an increase in water charges since the installation of a new meter.</p> <p><b>Debtors</b> A report on the debtor position for the month ending 31 March 2015 was included with the Board papers.</p> <p>SW noted that three debtors have been referred to credit consultants this week and for all three this is the second or third time they have been referred.</p> <p>The Board recommended that SML implement a policy that customers who are 2 months rental in arrears be required to go onto direct debit as a condition of their remaining at the marina and that the marina licence be amended accordingly.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p><b>Boatyard</b> AM reported that activity on the boatyard, particularly involving commercial vessels, was positive.</p>	<p>AM to enlist the support of SMUG in encouraging members to comply with their rental payment terms.</p> <p>SW to give 2 months' notice to customers of a change to the terms of their licence to advise that customers who are 2 months in arrears with their rental payments will be required sign up for payment of their rental by direct debit.</p> <p>AM to take photos of the commercial vessels on the boatyard with a view</p>

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<p>AM also noted that the Wellington Sea Centre tenants were attracting vessels from outside SML to the boatyard and that some of this activity was as a result of customers obtaining tenant's details via the SML website. CM suggested that Wellington Sea Centre tenants be asked if they wish to upgrade their SML webpage listings.</p> <p><b>Wellington Sea Centre</b> AM was asked to review WSC casual rental rates relative to long-term rental charges and report back to the Board. Changes to the reporting of income figures for the WSC tenancies were also suggested as follows:</p> <ul style="list-style-type: none"> <li>• Include a final column which multiplies the monthly variance by 12 to show the full year impact of the current monthly run rate.</li> <li>• Split the table with vacant units in Table 1, fully let in Table 2 and then a grand total.</li> </ul> <p>AM reported booking issues with casual tenants not vacating their unit by the end date of their rental because of job overruns. This has created problems for customers who have subsequent bookings. SML is looking at ways of refining the booking system to manage this.</p> <p><b>Marina Brochures</b> The marina layout brochure is currently being updated to include the modifications to F and G Piers and the pole moorings. This will be posted on the webpage when design work has been completed.</p> <p><b>Boat Ramp</b> AM reported that activity on the boat ramp is tracking well. With 40% of customers using credit cards or Eftpos this vindicates the decision to upgrade the coin machine.</p> <p><b>Wellington Sea Centre</b> <b>Unit 7</b> AM will be contacting Bruce McLeod to confirm details and UPL to draw up a Heads of Agreement which will be circulated to the Board.</p> <p><b>Unit 4</b> AM added that Duffy Rigging and Kim McMorran boatbuilding had found premises in Wellington.</p> <p>AM and SW have met with the agent from Colliers who has been working on the WSC tenancies. The sole agency with Colliers has been cancelled and an alternative agent will be sought. Suggested agents: Kevin Dee and Baileys. AM and SW have also been discussing other marketing options and potential for reconfiguring the vacant units.</p> <p><b>Pier Refurbishment</b> All budgeted pier refurbishment projects have been completed. SML staff are replacing through-bolts on the boat ramp.</p> <p><b>Damage to Marina Structures</b> <b>Pole at Marina Entrance</b> The vessel Daniel, operated by Pete Lamb Fishing has hit and damaged a pole at the</p>	<p>to using the images to promotion.</p> <p>AM to investigate promotional opportunities in the Chatham Islands for advertising the SML boatyard.</p> <p>SW contact WSC tenants to ask if they wish to upgrade their website listing and/or photographs.</p> <p>AM and SW to look at refining the booking system for the WSC units to accommodate and deal with booking.</p> <p>AM to contact Bruce McLeod and Gary Nichols to progress the lease of WSC Unit 7.</p> <p>AM to include in the WSC leasing report a financial report for WSC each month.</p>

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<p>entrance to the marina. This damage is covered by insurance and the SML insurers will be making a claim against Pete Lamb Fishing.</p> <p><b>Ramp Barrier Arm</b> This arm was damaged when it was hit by a vehicle. The driver's insurance company will be covering the cost of repair to the barrier arm.</p> <p><b>Café</b> AM will meet with Scott Reeve on 22 April 2015. Scott operates a café out of a converted container in Cuba Street, Wellington.</p> <p><b>Resolved</b> <i>That we note and receive the CEO's report.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	
<p><b>11. COMMERCIAL PIER BUSINESS CASE</b></p> <p><b>Resolved</b> <i>That the Board moves in principle to adopt the Business Plan as tabled for presentation to the Finance and Audit Committee on 29 April 2015.</i> <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p>	<p>AM to update the business case and send to the Board for feedback prior to preparing his final report.</p>
<p><b>12. BREAKWATER VALUATION</b> AM sent a copy of the new valuation report to the Board on 16 April 2015. He will check the document before Monday.</p>	<p>AM to request a letter from HCC to confirm their acceptance of liability for paying ½ the cost of the breakwater valuation.</p>
<p><b>13. GENERAL BUSINESS</b></p> <p><b>Approval of Payments while the CEO is on Leave</b> SW and BW to liaise to sign off payments while AM is on leave.</p> <p><b>Internal Audit Report</b> The internal auditor has forwarded her report to AM and he will add comments and then forward to the Board.</p> <p><b>Directors' Fees</b> AS noted there has been no change in Directors' Fees for many years. He requested that the Mayor and Deputy Mayor be contacted to request a review of Directors' Fees.</p> <p><b>LBYC Signage</b> CM noted that the signage on the LBYC building does not comply with the design of new signs around the marina. He suggested that SML offers to provide replacement signage and include information about the availability of the LBYC clubrooms for hire.</p>	<p>AM to forward the internal auditors report to the Board.</p> <p>AM to contact the Mayor and Deputy Mayor to request a review of Directors' Fees.</p> <p>AM to contact LBYC re replacement and upgrading of current signage.</p>

**With no further business the meeting closed at 11.08am**

**Next Meeting Date: THURSDAY 21 May 2015 at 08:30am in the marina office**

**Signed:**

**Brian Walshe**

**Chair**

**Dated:**