




**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 21 April 2016 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)
Suzanne Willis (Marina Administrator Seaview Marina) (SW)
Sharon Page (Senior Management Accountant HCC) (SP)

Discussion/Actions	Action Points
<p>1. MEETING WITH SMUG REPRESENTATIVES No session was held this month as SMUG had no issues to bring to the Board.</p>	
<p>2. BOARD ONLY SESSION</p>	
<p>3. LBYC SESSION The Board met with LBYC Commodore Gareth Edwards.</p>	
<p>4. APOLOGIES None</p>	
<p>5. REGISTRATIONS OF INTEREST No Changes reported.</p>	
<p>6. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</p> <p><i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 24 March 2016 be accepted as a true and accurate record.</i> <i>Moved: Brian Walshe /Seconded: Arthur Stewart</i></p>	
<p>7. FINANCIAL REPORT The Financial Report for the month ended 31 March 2016 was included with the Board Papers and was taken as read. SP outlined key points from the report. AM noted that he had put a hold on discretionary spending until year end.</p> <p><i>Resolved</i> <i>That the Financial Report for the month ending 31 March 2016 be approved.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i></p> <p>Sharon Page left the meeting.</p>	<p>AM/SP to check apportionment of marina insurance costs in financial reporting.</p> <p>SP to remove graphs from future financial reports.</p>
<p>8. MATTERS ARISING Ramp Maintenance AM reported that the ramp was last cleaned on 12 April. A written record of boat ramp servicing is maintained by boatyard staff. AM added that asphaltting of the area in front of the boat ramp has been allowed for in the 2016-2017 budget.</p>	

Discussion/Actions	Action Points
<p>Boatyard AM reported that Point Howard residents have requested that the pedestrian gate on the western boundary of the boatyard remain open for public access during the day. This is required under the Resource Consent conditions imposed on the marina. However AM said he is concerned about both the security and health and safety implications of doing so. The Board asked AM to get advice on the implications of continued public access to the boatyard.</p> <p>Commercial Pier Development The Commercial Pier development is on hold, however the Board asked AM to continue to work on market research into the proposal.</p> <p>WMC – Lease Renewals AM reported that some tenants have responded to letters advising of their pending lease renewal but no response has been received from Gulf Group Marine Brokers and City and Sea Canvas. AM will continue to follow up.</p> <p>WMC - Unit 3 AS asked that the daily casual rental rate struck for Unit 3 ensures that the unit breaks even.</p> <p>SML Website The SML weather station has been ‘dropping out’ periodically. AM is investigating alternative options for a more reliable service which will also be backed up by HCC IT Support. CM asked that customers be reminded of the existence of the weather station and webcam in the next newsletter.</p> <p>Trailer Park Questionnaire CM asked that the results of the trailer park questionnaire should be published in the next newsletter and also sent to all respondents. He asked also that all respondents be thanked for participating.</p>	<p>AM to obtain advice on Health and Safety implications of allowing public access to the boatyard.</p> <p>AM to write to Tony Stallerger to request a response to SML concerns over the conflict between allowing public access to the boatyard and SML responsibilities under the new H and S legislation.</p> <p>AM to install child safe locking mechanism on pedestrian gates to the boatyard.</p> <p>AM to install warning signage on the western pedestrian gate to the boatyard.</p> <p>AM to continue with market research into the commercial pier proposal.</p> <p>AM to ensure Unit 3 breaks even when charging new daily rental rate set.</p> <p>AM to put table together of rental income from Unit 3.</p> <p>SW to publicise SML webcam service once it is fully operational again.</p> <p>SW/AM to prepare a summary of questionnaire results to put in May newsletter. Also to include information about the webcam.</p> <p>AW to email all respondents thanking them for their</p>

Discussion/Actions	Action Points
	response and adding a summary of results.
<p>9. HEALTH AND SAFETY</p> <p>The March report on Health and Safety and the List of Hazards was included with the Board papers.</p> <p>AM noted that weekly staff meetings include a session on identifying and reporting hazards and also a workshop dedicated to outlining procedures for dealing with incidents. He added that all staff are charged with identifying and logging hazards.</p> <p>SW reported on an accident during the period: The vessel Vamoos hit a pole on entering its C Pier berth. The impact caused the owner to fall down the companionway. He sustained bruising. The ambulance was called as the owner was known to have a heart condition. SW noted that the ambulance took 45 minutes to arrive and needed to be rung twice to verify the marina location. This will need to be considered when giving the marina address to emergency call centres in future.</p>	<p>SW/AM to prepare an outline of new H and S responsibilities for publication in May newsletter.</p>
<p>10. CEO REPORT</p> <p>The CEO's report was included with the Board papers. Key points were outlined.</p> <p>Trailer Park Storage</p> <p>AM reported that trailer parks are currently full. Additional boat storage is available in the WMC carparks. However, as this area is not as secure as the trailer parks AS suggested that consideration be given to moving the shipping containers from the trailer park to the boatyard to free up capacity in the trailer parks.</p> <p>The Board also asked that AM investigate other local storage options</p> <p></p> <p>Trailer Park Security</p> <p>AM noted that all Trailer Park fences have now been alarmed and monitored. If a fence is cut an audible alarm will sound and a signal sent to the marina security company.</p> <p>Debtors</p> <p>The debtor report for the month of March 2016 was included with the Board papers.</p> <p>SW summarised the report and noted debts which she will recommend be written off at year end. She will table these at the June 2016 meeting.</p> <p>Boatyard</p> <p>AM noted that the boatyard is still performing well.</p> <p>Change to Monthly Billing of Rental charges</p> <p>AM reported that SML will change the monthly billing system for marina berth, trailer park and pole mooring customers to 12 equal monthly invoices from 1 July 2016. This replaces the current system of monthly invoices which vary based on the number of days in the month.</p>	<p>AM to investigate moving shipping containers stored in TPA to WMC carparks to free up trailer park storage.</p> <p>AM to contact Seaview Self Storage to advise SML would like first option if business is to be sold.</p> <p>AM to make contact with new owner/s of Wellington Provedoring to promote opportunities of mutual interest.</p>

Discussion/Actions	Action Points
<p>SMUG AM met with Bob Davies last week to outline the price increases proposed for 1 July 2016.</p> <p>District Plan An advisory team is to be put in place by AM comprising two representatives from LBYC and one other. AM to follow up with Gareth Edwards.</p> <p>Lighting AM noted that the floodlights opposite C/D and E Piers are programmed for replacement.</p> <p>Resolved <i>That the CEO's Report for the month ending 31 March 2016 be approved.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i></p>	<p>AM to put in place an advisory team for District Plan review.</p>
<p>11. WELLINGTON MARINE CENTRE REPORT The WMC report for the month of March 2016 was included with the board papers.</p> <p>Units 3 and 12 The Board requested that Units 3 and 12 be placed on the market for long-term lease subject to the use restrictions placed on the WMC.</p> <p>Lease Renewals</p> <p>Liveboards</p>	<p>AM to contact a leasing agent to market Units 3 and 12 subject to use restriction.</p> <p>AM to add lease renewal dates to WMC monthly report.</p> <p>SW to prepare a pet code of conduct for liveboards.</p>
<p>12. CUSTOMER FEEDBACK REPORT SW tabled a Client Feedback Report for the period 1-31 March 2016.</p>	
<p>13. HEALTH AND SAFETY REPORT Marina Berth and Trailer park Licenses AM to check marina licences and ensure they include appropriate clauses to cover new Health and Safety legislation.</p>	<p>AM to prepare H and S clauses for inclusion in marina berth and trailer park licences.</p>
<p>14. BUDGET 2016-2017 Resolved <i>That the Board notes and receives the amended Budget 2016-2017 with a return on equity of 5.5% and projected profit for the year of \$27,8787.00.</i> <i>Moved: Brian Walshe /Seconded: Arthur Stewart</i></p>	
<p>15. GENERAL BUSINESS AM noted he is on leave from 12 May – 20 June 2016. AS tendered his apology for the September 2016 meeting.</p>	

With no further business the meeting closed at 2:20pm

Next Meeting Date: THURSDAY 26 MAY 2016 at 11:30am in the Marina Office.

Signed:

Brian Walshe, Chair

Dated: