



**Minutes of a Meeting of the
Board of Seaview Marina Ltd**

Held on Thursday 16 May 2013 at 10am in the Seaview Marina Office


Present: Brian Walshe (Chairperson) (BW)
 Arthur Stewart (Director) (AS)
 Chris Milne (Director) (CM)
 Ross Jamieson (Director) (RJ)

In Attendance: Alan McLellan (Marina Manager) (AM)
 Suzanne Willis (Marina Administrator) (SW)
 David Woltman (Chief Financial Officer HCC) (DW)

Discussion	Action Points
<p>1. Apologies - none</p>	
<p>2. Registrations of Interest No amendments</p>	
<p>3. Confirmation of Minutes <i>Resolved</i> <i>That the minutes of the Board meeting held on Thursday 18 April 2013 were accepted as true and correct.</i> <i>Moved: Arthur Stewart/Seconded: Chris Milne</i></p>	
<p>4. Actions from Previous Meetings</p> <div style="background-color: black; width: 100%; height: 40px; margin-bottom: 10px;"></div> <p>Communication with Past Customers SW noted that it is possible for past customers to be added to the mailing list so they continue to receive newsletters.</p> <p>Strategic Plan AM met with the Mayor and Deputy Mayor to discuss the Strategic Plan and received a positive response from them.</p> <p>Maintenance Adam Minitt of ARM Developments has visited Seaview Marina to review floating assets. We are awaiting his report. He identified a serious issue with pole rings on berth D44 and the rings required immediate replacement.</p>	<p>AM to table the ARM Developments report at the next board meeting.</p>

Discussion	Action Points
<p>Commercial Wharf There has been a positive response from commercial operators to the commercial wharf proposal.</p> <p>Sea Centre Tenancies Further clarity is required on lease terms, restrictive covenants and renewals.</p> <p>The Board asked that the monthly Property Management Report from UPL on Sea Centre tenancies be changed to an exception report and the Board will review this format after six months.</p> <p>Liveboards The Board has approved an increase in the numbers of liveboards allowed.</p> <p>Health and Safety Mark Cousins has warning signs for pedestrians entering the boat yard in hand. A public walkway for pedestrians, marked as a safe zone, will be marked through the boat yard. Other marinas have a variety of policies regarding public access to their boat yards and no standard applies.</p> <p>Boat Yard Marketing Activity has increased slightly but staff are not aware if the May June promotional campaign is the reason for this.</p> <p>Client Service Report SW reported on the following positive feedback:</p> <ul style="list-style-type: none"> • Kean O'Neill to the walkway/bbq developments • Wayne Butson to the integration of the ramp passes/grey disks <p>Negative feedback:</p> <ul style="list-style-type: none"> • Richard Corin complained about not receiving a statement to follow up his rental invoice. He also was unhappy about the lack of caps on pole mooring poles and felt this contributed to 	<p>AM to prepare a budget and plan for on-going maintenance programme for floating assets.</p> <p>AM to obtain photos of replacement pole structures and new fittings for June meeting</p> <p>AM to meet with Gary Nichols to discuss details of restrictive covenants on Sea Centre leases and how to build them into lease renewals.</p> <p>SW to contact people on liveboard waiting list and advise of the change in liveboard policy.</p> <p>SW to provide a monthly report on liveboard numbers.</p>

Discussion	Action Points
<p>the problem of birds roosting on boats and fouling them. The cost of supplying and installing pole caps had been investigated previously by staff and found to be too expensive. Richard Corin had been informed of this.</p>	
<p>5. FINANCIAL REPORT</p> <p>The Financial report for the month of April 2013 was included with the Board papers.</p> <p>David Woltman noted the following:</p> <ul style="list-style-type: none"> • A system problem with MMS is causing revenue to be coded incorrectly between asset classes. This problem will not affect overall income. Phil Wardale, the MMS consultant is looking into a solution to this issue. • YTD surplus of \$314K compared with a budgeted surplus of \$245k has increased YE profit to \$360k. • Debtors will track down further as we approach 30 June 2013. • Higher than expected diesel sales assists the financial performance but margins were reduced for the month • Costs are below budget \$37k year to date. • Depreciation is comparable to budget although deferral of the café will see a minor saving by year end. • Overall return is forecast to be above 8% at year end. <p>Resolved That the Financial Report for April 2013 be adopted. Moved: Brian Walshe/Seconded: Chris Milne</p>	
<p>6. MANAGEMENT REPORT</p> <p>The Management Report was included with the board papers.</p> <p>Executive Summary:</p> <ul style="list-style-type: none"> • April profit was \$31,711 against a budget of \$25,858 • YTD profit is \$314,438 against a budget of \$216,749 • Diesel volumes continue to outperform last year • • The mezzanine floor in Unit 1 has been completed • The changeover to the new payment system for the trailer boat launching ramp is ready to go live on 23 May 2013. <p>Expenses An increase in internet charges has largely resulted from higher email volumes (emailing of newsletters and invoices).</p> <p>Debtors Resolved</p>	<p>AM to exclude diesel figures from his monthly report on operational costs.</p>

Discussion	Action Points
<p><i>That the debt of \$960.75 owed by Don and Robin Cliburn be written off.</i> <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p> <p>Insurance AM has met with the marina insurance assessor who has noted that premiums are not expected to increase for 2013-14 budget. An estimate from our broker has been requested.</p> <p>Sea Centre Leases </p> <p>AM has not built rental in increases into the 2013-14 Budget.</p> <p>Police Complaint AM included with the board papers a response from NZ Police in reply to his letter of 20 April 2013 asking for further details of complaint 111218/5332.</p> <p>Resolved <i>That the Management Reoprt be adopted.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>AM to include Unit2 Occupancy in future Sea Centre reporting.</p>
<p>6. HEALTH & SAFETY REPORT No further items for discussion. Note previous discussion on pedestrian access to the boatyard under <i>'Actions for Discussion'</i>.</p>	
<p>7. NEW INITIATIVES No items for discussion.</p>	
<p>8. DRAFT BUDGET 2013-2014 Budget, Draft 2 was included with the Board papers. Discussion and questions were invited and the following points noted:</p> <ul style="list-style-type: none"> • Rates have been accommodated for in the Statement of Intent at the standard inflationary rate of 2.6% across income and expenditure. • The assumption about liveboard numbers to be updated to reflect new policy on numbers. • On page 3 change '% occupancy' to '% vacancy'. • Training will continue to be targeted at individual staff needs rather than budgeted for based on a percentage of staff salaries. • The Manager to give consideration as to where to target future sponsorship and donations. • The Capital Expenditure programme and income figures need to be reworked. • More work on income figures is required. <p>Electricity Meter AM is awaiting a figure from the meter reading.</p>	<p>AM to send out the amended budget to the board. Include previous year's figures, percentage change and remove 'thousands' off figures.</p> <p>DW to follow up on the meter figure through the HCC power account manager.</p>

Discussion	Action Points
<p>9. MARINA BREAKWATER No follow-up action is required as HCC no longer wishes to sell the breakwater.</p>	<p>AM to suggest to HCC that they revisit the value of the marina breakwater on their asset book.</p>
<p>10. FINANCIAL PROJECTIONS FOR STATEMENT OF INTENT GENERAL BUSINESS DW tabled a memorandum dated 15 May 2013 entitled Draft Budget 2013/14–2018/19. The following was noted:</p> <ul style="list-style-type: none"> • The Statement of Intent and Capital Expenditure Programme contradict each other re café completion dates. • Repayment programme in accordance with the original business case for the Sea Centre. 	<p>DW to put together a narrative around capital expenditure programme and debt movement.</p> <p>AM and DW to meet to refine the budget and capital expenditure data and include a schedule of capital expenditure as part of the draft papers.</p>
<p>GENERAL BUSINESS</p> <p>Donations The Board agreed that Manager should use his discretion when deciding what organisations to support with donations.</p> <p>With No Further Business the meeting closed at 2:40pm</p> <p>Next Meeting</p> <p>Thursday 20 June 2013 at 11:30am in the Marina Office.</p>	
<p>Signed:</p> <p>Brian Walshe Chairman</p> <p>Dated:</p>	