



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

Held on Thursday 18 April 2013 at 10am in the Seaview Marina Office

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| Present: | Brian Walshe (Chairperson) | (BW) |
| | Arthur Stewart (Director) | (AS) |
| | Chris Milne (Director) | (CM) |
| | Ross Jamieson (Director) | (RJ) |
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| In Attendance: | Alan McLellan (Marina Manager) | (AM) |
| | Suzanne Willis (Marina Administrator) | (SW) |

| Discussion | Action Points |
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| 1. Apologies - David Woltman (Chief Financial Officer HCC) (DW)None | |
| 2. Registrations of Interest No amendments | |
| 3. Confirmation of Minutes <i>Resolved</i> <i>That the minutes of the Board meeting held on Thursday 21 March 2013 were accepted as true and correct.</i> <i>Moved: Brian Walshe/Seconded: Ross Jamieson</i> | |
| 4. Actions from Previous Meetings Walkway Opening The Mayor is available to officially open the new walkway and gates on Tuesday 7 May 2013. The opening will be followed by a light lunch. Arthur Stewart tendered his apology. Drystack A questionnaire is being prepared to be sent to trailer park customers to help evaluate demand for a drystack at Seaview Marina. Results will be reported to the Board. Final Financial Projections for 2013-2016 AM advised these will be ready for the meeting with HCC on 8 May 2013 where the Statement of Intent will be tabled. H2O Accident Mike Croft and Mark Cousins are preparing Health and Safety documentation and guidelines for blocking of cradles. Floating Offices | AM/SW to organise the official opening and light lunch. |

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| <p>The possibility of constructing floating units to be leased as offices is under consideration.</p> <p>Hutt City District Plan On 30 April the application by Seaview Marina re the small block of land to the west of the boat yard will be discussed by the HCC Policy Committee</p> <p>Client Service Report No report.</p> | <p>AM to provide details and costings of floating offices for the May Board meeting.</p> |
| <p>5. FINANCIAL REPORT</p> <p>The Financial report for the month of March 2013 was included with the Board papers.</p> <p>Resolved <i>That the Financial Report for March 2013 be taken as read. Moved: Brian Walshe/Seconded: Arthur Stewart</i></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"> • YTD profit is \$291K • Expenses are AT 97% of YTD budget. • Diesel sales continue to outperform budget. • The coin machine at the launching ramp has been targeted by thieves on two occasions this month. • The 2013/2014 draft budgets have been completed. • The boat yard staff visited Auckland for two days training. <p>Resolved <i>That the Board accepts and adopts the Management Report. Moved: Brian Walshe/seconded Chris Milne.</i></p> <p>Debtors The debtor report was included with the Board Papers. SW spoke to the report. [REDACTED]</p> <p>Boat Yard A special offer to attract customers to the boat yard is being run over the months of May and June. Those booking a quickslip or lift out during that period will go in the draw to win a \$250 diesel credit.</p> <p>Sea Centre The Board noted that whilst the café is a concept they instructed the Manager to look for some other party to take it and keep options open for the future.</p> | <p>SW to prepare a report on the percentage of commercial vs recreational diesel sales for the next Board meeting.</p> <p>AM to report back to the Board the results of the 24/4/2013 meeting between Urban Plus</p> |

| Discussion | Action Points |
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| <p>Tenancy Report Prepared by Urban Plus A report on the Sea Centre tenancies prepared by Urban Plus was included with the Board Papers. The Board requested that the following changes be made in future reports:</p> <ul style="list-style-type: none"> • Weighted Average Term report needs to be redone, especially with respect to Hauraki Marine. • Work in dollars rather than areas. • Include SML tenancies in the report so the Board can evaluate them in the same way as non-SML tenants and monitor if getting the best value with them. • List Unit numbers on reports • Correct Hauraki Marine listings as 'net lease' to 'gross lease'. <p>Gates The entrances gates are all in place except those to be installed at the proposed new entrance to the ramp area.</p> <p>Ramp Access The new ramp and coin machine are to be installed and will be alarmed and constructed so they are harder to break into.</p> <p>John Oliver AM has requested details of the complaint made by J Oliver.</p> <p>Weather Station This will be set up in the marina office very soon.</p> <p>New Access to Port Road This will be constructed over the next month.</p> | <p>and Atomix to discuss their lease and outstanding account.</p> <p>AM to report back on the response to the boat yard special.</p> <p>AM to request that Urban Plus redo the tenancy report as per the Board's suggestions and ask for an updated schedule of leases for each Board meeting.</p> <p>AS to talk with Gary Nichols re UPL reports.</p> <p>AM to advise the Board on charges for services provided by UPL to SML.</p> |
| <p>7. BOAT YARD STAFF TRIP TO AUCKLAND AM tabled the report prepared by Mark Cousins and Mike Croft outlining details of their recent trip to Auckland marinas. They met with staff from ARM Developments staff who are currently refurbishing piers at Westhaven Marina. ARM staff will be undertaking a survey of Seaview Marina piers in the next few weeks and then will provide costings for refurbishment work.</p> | <p>AM to report back to the next meeting on the ARM visit and findings.</p> |

| Discussion | Action Points |
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| <p>A cradle mover at Half Moon Bay marina was looked at. AM noted that in the long-term this could be a good option for the hardstand as it enables staff to store more vessels on the marina and should increase capacity by 20%. It would also enable more than one vessel at a time to go into Unit 2.</p> | |
| <p>8. HEALTH & SAFETY REPORT Refer to earlier discussion about H2O Accident.</p> <p>Public Access to the Boat Yard This is a Health and Safety issue and if public access to the yard is to continue then a public access-way may need to be marked through the boat yard. Mark Cousins and Mike Croft are looking into how to minimise the danger to the public on the boat yard and also to minimise SML liability and will take the lead from other marinas.</p> | <p>AM to install warning signs at boat yard gates to advise members of the public of health and safety issues. AM to obtain advice on best practise for managing a site such as the boat yard where the public have access and also check if putting up signs reduces SML's legal liability in the event of an accident.</p> |
| <p>9. MMS SYSTEM A number of other marinas are looking at replacing the Pacsoft MMS software with Storman, a system developed for storage premises. Some marinas will be running the two systems in tandem as a trial.</p> | <p>AM will watch the results of the trial of Storman software at other marinas and report back to the Board.</p> |
| <p>10. LIVEBOARDS A report on liveboard statistics was tabled and AM spoke to the report. It was suggested that SML consider adopting the policy used at Mana Marina of having an annual review of the liveboard licence for each customer. It was decided to limit liveboard numbers to 40 vessels in total</p> <p>Resolved <i>That the Board receives the Manager's report on Liveboards and endorses the decision to limit liveboard vessel numbers at 40.</i> Moved; Brian Walshe/seconded: Chris Milne</p> | <p>AM to include a liveboard status report with Board papers for each meeting.</p> <p>AM to build recommendations on liveboard numbers into the</p> |

| Discussion | Action Points |
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| | Strategic Plan and report these to the first full meeting in 2014. |
| <p>11. STRATEGIC PLAN The draft Strategic Plan was tabled and the following amendments suggested:</p> <ul style="list-style-type: none"> • Rename 'Swot Analysis' • Include succession planning | BW and AM are to meet with the Mayor to discuss the Strategic Plan |
| <p>12. GENERAL BUSINESS BW asked that five minutes at the beginning of each Board meeting be allocated to discussion without staff members present.</p> | |
| <p>With no further business the meeting closed at 1.38pm</p> <p>Next Meeting</p> <p>Thursday 16 May at 11:30am in the Marina Office.</p> | |
| <p>Signed:</p> <p>Brian Walshe Chairman</p> <p>Dated:</p> | |