



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

Held on Thursday 20 June 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)
 David Woltman (Chief Financial Officer HCC) (DW)
 Suzanne Willis (Marina Administrator) (SW)

Discussion	Action Points
1. Apologies - 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 16 May 2013 were accepted as true and correct.</i> <i>Moved: Arthur Stewart/Seconded: Chris Milne</i>	
4. Actions from Previous Meetings Seawall This item was deferred for discussion under General Business. Commercial Pier Development Changes to the original design were discussed. These will be forwarded to Bellingham Marine and Total Marine Systems for redesign and pricing. AM has had a very positive response from commercial tenants to the commercial pier proposal. Land Adjacent to the Boat Yard AM reported that the Hutt News had published a short article on the proposed purchase by SML of land adjacent to the boat yard. The Board discussed the potential cost of sealing the area. Maintenance Adam Minitt of ARM Developments has yet to submit his report reviewing SML's floating assets.	AM to contact other NZ marinas to discuss their experiences with setting up and/or running a commercial pier.

Discussion	Action Points
<p>Asset Management Plan An audit of all poles and associated metal componentry within the marina is being undertaken. AM tabled a photograph of a new type of pole fitting.</p> <p>Liveboards Two liveboards have left bringing the total number of liveboard vessels to 24.</p> <p>Electricity Meter SML has received a \$13,000.00 electricity rebate for incorrect billing based on estimated usage rather than actual readings.</p> <p>Boat Yard Marketing Activity has increased slightly but staff cannot tell if the May-June promotional campaign is the reason for this.</p> <p>5. Urban Plus Limited Gary Nichols and Petar Perkovic from UPL arrived at the meeting. Gary noted the value of a recent site visit to the Sea Centre and presented a report on tenancy issues.</p> <ul style="list-style-type: none">• Tree trimming in front of the Sea Centre to improve security and visibility has been done.• The recent break-in to the Burnsco tenancy raised the profile of security issues with tenants. The tenants have noted they would like additional security cameras installed and improved lighting. The security cameras have been ordered and are in hand and the lighting has been done.• A couple of leaks are being addressed.• There has been a complaint of painting fumes between Units 6 and City and Sea Canvas. AM noted the building is one fire cell, however UPL will look into inter-tenancy walls to see if there are any issues.• Rentals are all up to date. The alignment of rental payments for Atomix Boats was done in November. <p>CM suggested staggering leases in future to reduce risk to SML. Rights of renewal are in favour of the tenant at present.</p> <p>Rental rates were discussed. Petar Perkovic noted that it was not a good idea to force rental increases.</p> <p>AS suggested that SML cast a little wider when looking at retail tenancies for rental comparisons as the Sea Centre is a special retail area.</p> <p>Hauraki Marine (Burnsco) CEO Bruce MacLeod is coming back to SML with a price for protecting the glass windows in his tenancy. Who has responsibility for this work was discussed. It was noted that if SML does the work an option could be put in the lease to return the tenancy to what it was originally. Burnsco internal security systems did not work during the break in.</p> <p>Resolved That the UPL Report be received. Moved: Chris Milne/Seconded: Arthur Stewart</p>	<p>SW to review the SML website section on liveboards and update if necessary</p> <p>AM to investigate the possibility of hiring a night security guard.</p>

Discussion	Action Points
<p>6. FINANCIAL REPORT</p> <p>The Financial report for the month of May 2013 was included with the Board papers.</p> <p>David Woltman outlined the key areas covered in the report.</p> <p>Resolved That the Financial Report for May 2013 be adopted. Moved: Brian Walshe/Seconded: Chris Milne</p>	
<p>7. MANAGEMENT REPORT</p> <p>The Management Report was included with the Board papers.</p> <p>Executive Summary:</p> <ul style="list-style-type: none"> • May provided a \$44K profit against a budgeted profit of \$28K. • YTD profit is 46% above budget • Total income YTD is \$61K above budget • Total expenses YTD are \$53K below budget • The new launching ramp payment and proximity system is operating • A break in at the Burnsco unit has created a security issue <div style="background-color: black; width: 100%; height: 1em; margin-top: 5px;"></div> <p>Direct Debit</p> <p>We are awaiting the direct debit authority from Westpac Bank and once this has been received SML can offer this service to customers.</p> <p>Boat Yard</p> <p>Activity on the boat yard remains positive.</p> <p>Trailer Parks</p> <p>There has been a drop in trailer park occupancy which may be partially explained by a seasonal trend for customers to take vessels home in winter.</p> <p>Commercial Pier</p> <p>Some vessels currently in the marina will move to occupy the commercial pier. Power and water use will be metered. Construction of a new pier is estimated to take 3-4 months.</p> <p>Unit 2 Performance</p> <p>The unit has had 70% occupancy YTD. The daily charge has been less than the advertised rate as there has been resistance to paying that rate.</p> <p>Urban Plus Limited Management of Sea Centre Tenancies</p> <p>The Board agreed to review the long-term benefit of UPL management of Sea Centre tenancies at the end of the year. They will also give consideration to adopting in-house systems to manage the tenancies and have UPL on hand for consulting purposes only.</p>	<p>AM will review the daily rate for leasing Unit 2.</p> <p>AM to research commercial rates for property consultancy services and report back to the Board. Companies to contact for this information are: CB Richard Ellis, Darroch, Jones Laing.</p>

Discussion	Action Points
<p>Health and Safety Mark Cousins is continuing work on a Health and Safety Management system. His report was tabled for discussion. The report noted that the Board should have its own Health and Safety policies and be aware of any liability issues. AM said SML had documented policies but was unsure of the Board's liability. RJ will provide AM with a copy of the report into the Pike River investigation and is happy to discuss its contents with AM.</p> <p>Zero Discharge Policy AM noted that a zero discharge policy for black water is in effect within the marina and to achieve this staff will be checking primarily liveaboard vessels. Water quality within the marina will be monitored.</p> <p>The meeting moved into Committee.</p> <p>The meeting moved out of Committee.</p> <p>Boat Ramp Access The new meter at the ramp access gate is a very secure unit and is working well. It will provide a record of all transactions and an audit trail for users of the ramp.</p> <p>Kinloch Marina AM tabled a photograph of a pier development for small vessels at Kinloch Marina on Lake Taupo. AM noted that there is not a market for dry stacking at SML but in-water berthing of small vessels may be popular.</p> <p>Commercial Pier Development The proposal for development of a commercial pier was discussed.</p> <p>Both contractors have received a brief for the project and are working on this. They hope to be ready in 1 month. BW noted he would like a vision of how the commercial pier will be integrated with recreational users. AM noted he has concentrated on using only the deep water area for the project at this stage.</p> <p>Power Metering AM has engaged Seven Electrical to commence a project monitoring power usage within the marina over the next month In-line meters will be used to monitor power on each pier. Once areas of greater power use are established power use will be checked in more detail by individual vessel use. The new commercial pier will have pedestals which monitor power use.</p> <p>Staff Uniforms Staff have been provided with uniforms embroidered with the SML logo.</p> <p>Administration Report The Administration Report was included with the Board papers. All customers have been advised of the change to monthly billing and new terms and conditions, which will bring SML into line with other NZ marinas, will be introduced before the end of 2013.</p>	<p>RJ to send AM a copy of the guidelines for the Pike River investigation.</p> <p>AM to investigate if the Board is covered in the event of health and safety liability.</p> <p>AM to look at what berthing charges are for commercial vessels at ports such as Nelson and Wellington to gauge what commercial users at SML might be charged.</p>

Discussion	Action Points
<p><i>Resolved</i> <i>That the Management Report be adopted.</i> <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p>	
<p>8. GENERAL BUSINESS</p> <p>Seawall The Statement of Intent needs to go to Hutt City before 30 June 2013. The seawall is on the horizon for negotiation in future.</p> <p>2013-14 Budget AM's budget commentary was tabled with the board papers and budget. AM noted that he was unhappy with the budget figures for trailer park and marina berth income. CM queried why the marketing budget had been trimmed back and discussion followed re potential marketing strategies.</p> <p>Signing Authority <i>Resolved</i> <i>That the delegated authority for Alan McLellan be increased to \$20,000.00 for general and capital expenses.</i> <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p> <p>Audited Accounts/Delay August Board Meeting The August Board meeting will be rescheduled from 22 August 2013 to 29 August 2013 to allow time for the audited accounts to be prepared.</p> <p>With No Further Business the meeting closed at 3pm</p> <p>Next Meeting Please note changed time. Thursday 29 August 2013 at 11:30am in the Marina Office.</p>	
<p>Signed:</p> <p>Brian Walshe Chairman</p> <p>Dated:</p>	