

Minutes of a Meeting of the Board of Seaview Marina Ltd

Held on Thursday 21 March 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 Resolved That the minutes of the Board meeting held on 21 February 2013 were accepted as true and correct. Moved: Arthur Stewart/Seconded: Brian Walshe	
	The Board approved the new layout of the minutes.	
	The following amendments were made: 1. Page 2, item 3 – change text to read'against YTD Budgeted profit of \$144,000.00'. 2. Item 8 – 'for new gate'.	
4.	Actions from Previous Meetings	
	Power Meter AM has arranged for an actual reading of the power meter to be done.	
	Business Cases Work in progress.	
	Purchase of Land Adjacent to the Boat Yard Documentation is with Hutt City Council.	
	Café	

Discussion

Since the Strategic Planning session the project to build a café at the marina has been deferred. There is still the option to place a café in the Gulf Group office site should they not renew their lease.

Action Points

AM to contact Urban Plus to ask for advice on appropriate people to assist with drawing up a café lease.

AM to put together a list of

attendees

and email

it to the Board.

Gate Posts

Have been installed and the fences will be attached to these and run parallel to Port Road next week.

Walkway Opening Function

A medium sized function will be held. Invitees to include Hutt City Councillors, relevant Council staff, Bruce Hodgkins, John Morrison and Alan Brown.

Communication with customers

Past customers are to be placed on the mailing list for marina newsletters.

Letter to Hutt News

No response has been received from Hutt News in response to the letter sent to them by AM re Mark Gluyas.

His complaint

John Oliver His complaint is in the hands of the NZ Police forensic department and could take months to action.

Sea Centre Restraints of Trade

AM to meet with

Gary Nichols and Gerard Dewar on 22 March to discuss lease issues.

Gary Nichols to assist AM with renewals of Sea Centre leases.

LBYC lease variation and change to City and Sea Canvas lease have been recorded.

SW to set up facility in MMS to mail newsletter to past customers.

District Plan

AM is looking into the ramifications of the District Plan on future developments at Seaview Marina.

Liveaboards

A recent call to other marinas has revealed there is no consistency with policy regarding liveaboards.

Seaview Marina currently has a waiting list.

It was suggested

that Seaview consider adopting the policy which is in place at Mana Marina of annually reviewing each liveaboard's status.

The Board gave AM discretion to increase the number of liveaboards and to formalise numbers when additional berths had been completed.

Client Service Performance

Several Positive comments have been received about the new walkway.

Marty Waring (a berth holder) noted he had visited several marinas over the summer and Seaview Marina was very efficient by comparison.

Keith Turner (past berth holder) visited and was very impressed with how the marina had developed in his absence.

AM to request dates of future reviews of the HCC District Plan, especially in relation to the

Disc	ussion	Action Points
		Seaview area.
		AM to review liveaboard numbers with a view to increasing the percentage of liveaboards allowed at Seaview Marina.
		provide a report on liveaboard numbers for each Board meeting.
5.	FINANCIAL REPORT	
	 ROI has been recalculated Surplus of \$260,000 Annual forecast has been revised to \$359,000 surplus at year end. Net diesel sales are 66% ahead of budget Debt has reduced to \$3 million and there is opportunity to reduce this further as some capital projects have been deferred. DW advised the Board review how the mid-term picture plays out in future and see the impact on income sectors Resolved That the Financial Report for February 2013 be adopted. Moved: Brian Walshe/Seconded: Arthur Stewart 	AM to provide monthly diesel volume statistics to the Board. DW/AM to map out financial statements to the end of the capital programme . Reconstruc t balance sheets and cash flows for 3-5 years and report back to the next meeting, or if possible, prior to the meeting.
6.	 Executive Summary YTD profit is 103% of full year budgeted profit. The hardstand continues to be SML's strongest performer Expenses are 97% of YTD budget and should remain tight apart from payment of staff bonuses. The new gate posts have been installed Sailability has approached SML for support 	AM to check correct Promotion/ Publicity figures in light of duplication on table

Discussion

Action Points

• The Mark Gluyas issue requires a decision

under **Expenses 2.2.**

Debtors

AM comfortable with debtor position.

Boat Yard

There has been a slowdown in activity during March.

Berths

Occupancy is flat, especially 16m berths.

Sea Centre

The following terms used to describe Sea Centre lease terms (term certain, final expiry and average lease term remaining) are confusing and require clarification.

Unit 1

The mezzanine is under construction

John Worth (City and Sea Canvas) has had an accident while working in Unit 2. An accident report has been prepared by H2O. No action is required by SML as the accident occurred on the H2O site. Sea Centre tenants are responsible for ensuring their Health and Safety documentation is in place.

DomPost Article - Clean Marinas

The article on SML gaining Clean Marina status was published on line not in print.

Marina Brochures and Letterhead designs

AM tabled new

brochure, letterhead and envelope designs prepared by Jayne Montgomery. The Board approved the designs.

Pier Development

The Board asked that robust costings be obtained for future extensions to the marina. They suggested that if a contract is entered into with Bellingham Marine or Total Marine that AM ask Gary Nichols to review it to ensure conditions are tight and that appropriate penalty clauses are included.

AS asked that future pier gatehouses and ramps be of a standardised design.

Resolved

That the Board accepts and adopts the Management Report. Moved: Brian Walshe/seconded Chris Milne. **SW** to look at what debts may need to be written off prior to the end of the financial year and report back to the Board.

AM to check terms used to describe lease end dates (term certain, final expiry and average lease term remaining), tidy up the report and send out to the Board.

SW to ensure Mark Cousins has obtained the appropriate H and S documenta tion and insurance from all Sea Centre Tenants.

Disc	ussion	Action Points
		AM to go back to Bellingham Marine and Total Marine and ask for fixed prices for proposed pier developme nts and clauses to ensure there are no cost overruns.
		AM to come back to the Board with landscapin g proposals for the causeway area and standardise d pier gatehouse and ramp designs.
7.	STRATEGY MEETING – ALTUS REPORT	AM to frame up
	AM noted his disappointment with the report prepared by Altus on the Strategic Planning session. Sue Reeves of Altus has responded noting the report is a first draft and she will augment it.	his report on the Strategic Planning session and distribute it for discussion at the next Board meeting.
8.	REVIEW OF FINANCE AND AUDIT COMMITTEE MEETING BW noted that the committee were very impressed with the presentation made by AM.	
9.	HEALTH & SAFETY REPORT No discussion	
10.	SUZANNE WILLIS STUDY APPLICATION Application from Suzanne Willis to attend the MIA Intermediate Marina Management Course in Australia 4-8 August 2013 was tabled. The Board approved the application.	
11.	OTHER BUSINESS	

ussion	Action Points
Statement of Intent DW asked the meeting to consider if the SoI tells enough of a story about 'what we are and what we do'. He also suggested that it link proposals and achievements Mission Statement The wording of the Mission Statement was reviewed and suggested revision made to the wording as follows: 'To be the centre of recreational marine activities and facilities in the Wellington region'. Finance and Audit Committee Next meeting date is 8 May 2013. The third quarter results are to be provided to the Shareholder at this meeting. Port Road Expansion	alteration made to the SoI to the Board
BW will arrange to meet with Mayor Wallace to discuss Port Road expansion.	DW to obtain a rating valuation for the Po
With no further business the meeting closed at 1.17pm	property.
Next Meeting	
Thursday 18 April at 11:30am in the Marina Office.	
Signed:	
Brian Walshe Chairman	