



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

**Held on Thursday 21 March 2013 at 10am in the Seaview Marina Office**

<b>Present:</b>	Brian Walshe (Chairperson)	(BW)
	Arthur Stewart (Director)	(AS)
	Chris Milne (Director)	(CM)
	Ross Jamieson (Director)	(RJ)
 <b>In Attendance:</b>	 Alan McLellan (Marina Manager)	 (AM)
	David Woltman (Chief Financial Officer HCC)	(DW)
	Suzanne Willis (Marina Administrator)	(SW)

Discussion	Action Points
<p><b>1. Apologies - None</b></p>	
<p><b>2. Registrations of Interest</b> No amendments</p>	
<p><b>3. Confirmation of Minutes</b> <i>Resolved</i> <i>That the minutes of the Board meeting held on 21 February 2013 were accepted as true and correct.</i> <i>Moved: Arthur Stewart/Seconded: Brian Walshe</i></p> <p>The Board approved the new layout of the minutes.</p> <p>The following amendments were made:</p> <ol style="list-style-type: none"> <li>1. Page 2, item 3 – change text to read ...'against <b>YTD Budgeted</b> profit of \$144,000.00'.</li> <li>2. Item 8 – 'for new gate'.</li> </ol>	
<p><b>4. Actions from Previous Meetings</b></p> <p><b>Power Meter</b> AM has arranged for an actual reading of the power meter to be done.</p> <p><b>Business Cases</b> Work in progress.</p> <p><b>Purchase of Land Adjacent to the Boat Yard</b> Documentation is with Hutt City Council.</p> <p><b>Café</b></p>	

Discussion	Action Points
<p>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.</p> <p><b>Gate Posts</b> Have been installed and the fences will be attached to these and run parallel to Port Road next week.</p> <p><b>Walkway Opening Function</b> A medium sized function will be held. Invitees to include Hutt City Councillors, relevant Council staff, Bruce Hodgkins, John Morrison and Alan Brown.</p> <p><b>Communication with customers</b> Past customers are to be placed on the mailing list for marina newsletters.</p> <p><b>Letter to Hutt News</b> No response has been received from Hutt News in response to the letter sent to them by AM re Mark Gluyas.</p> <p><b>John Oliver</b> His complaint is in the hands of the NZ Police forensic department and could take months to action.</p> <p><b>Sea Centre Restraints of Trade</b> AM to meet with Gary Nichols and Gerard Dewar on 22 March to discuss lease issues.</p> <p>Gary Nichols to assist AM with renewals of Sea Centre leases.</p> <p>LBYC lease variation and change to City and Sea Canvas lease have been recorded.</p>	<p><b>AM</b> to contact Urban Plus to ask for advice on appropriate people to assist with drawing up a café lease.</p> <p><b>AM</b> to put together a list of attendees and email it to the Board.</p> <p><b>SW</b> to set up facility in MMS to mail newsletter to past customers.</p>
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<p><b>District Plan</b> AM is looking into the ramifications of the District Plan on future developments at Seaview Marina.</p> <p><b>Liveaboards</b> 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.</p>	
<p><b>Client Service Performance</b> 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.</p>	<p><b>AM</b> to request dates of future reviews of the HCC District Plan, especially in relation to the</p>

Discussion	Action Points
	<p>Seaview area.</p> <p><b>AM</b> to review liveboard numbers with a view to increasing the percentage of liveboards allowed at Seaview Marina.</p> <p><b>SW</b> provide a report on liveboard numbers for each Board meeting.</p>
<p><b>5. FINANCIAL REPORT</b></p> <p>David Woltman presented the financial report for the month of February 2013.</p> <ul style="list-style-type: none"> <li>• ROI has been recalculated</li> <li>• Surplus of \$260,000</li> <li>• Annual forecast has been revised to \$359,000 surplus at year end.</li> <li>• Net diesel sales are 66% ahead of budget</li> <li>• Debt has reduced to \$3 million and there is opportunity to reduce this further as some capital projects have been deferred.</li> <li>• DW advised the Board review how the mid-term picture plays out in future and see the impact on income sectors</li> </ul> <p><b>Resolved</b>  <b><i>That the Financial Report for February 2013 be adopted. Moved: Brian Walshe/Seconded: Arthur Stewart</i></b></p>	<p><b>AM</b> to provide monthly diesel volume statistics to the Board.</p> <p><b>DW/AM</b> to map out financial statements to the end of the capital programme .</p> <p>Reconstruct balance sheets and cash flows for 3-5 years and report back to the next meeting, or if possible, prior to the meeting.</p>
<p><b>6. MANAGEMENT REPORT</b></p> <p><b>Executive Summary</b></p> <ul style="list-style-type: none"> <li>• YTD profit is 103% of full year budgeted profit.</li> <li>• The hardstand continues to be SML's strongest performer</li> <li>• Expenses are 97% of YTD budget and should remain tight apart from payment of staff bonuses.</li> <li>• The new gate posts have been installed</li> <li>• Sailability has approached SML for support</li> </ul>	<p><b>AM</b> to check correct Promotion/ Publicity figures in light of duplication on table</p>



Discussion	Action Points
	<p><b>AM</b> to go back to Bellingham Marine and Total Marine and ask for fixed prices for proposed pier developments and clauses to ensure there are no cost overruns.</p> <p><b>AM</b> to come back to the Board with landscaping proposals for the causeway area and standardise pier gatehouse and ramp designs.</p>
<p><b>7. STRATEGY MEETING – ALTUS REPORT</b></p> <p>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.</p>	<p><b>AM</b> to frame up his report on the Strategic Planning session and distribute it for discussion at the next Board meeting.</p>
<p><b>8. REVIEW OF FINANCE AND AUDIT COMMITTEE MEETING</b></p> <p>BW noted that the committee were very impressed with the presentation made by AM.</p>	
<p><b>9. HEALTH &amp; SAFETY REPORT</b></p> <p>No discussion</p>	
<p><b>10. SUZANNE WILLIS STUDY APPLICATION</b></p> <p>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.</p>	
<p><b>11. OTHER BUSINESS</b></p>	

