



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

Held on Thursday 21 November 2013 at 11:30am in the Seaview Marina Office

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

In Attendance: Alan McLellan (Marina Manager) (AM)
 Suzanne Willis (Marina Administrator) (SW)
 Sharon Page (Finance Hutt City) (SP)

Discussion	Action Points
1. Apologies None.	
2. REGISTRATIONS OF INTEREST No Change.	
3. CONFIRMATION OF MINUTES <i>Resolved</i> <i>That the minutes of the Board meeting held on Thursday 24 October 2013 were accepted as true and correct.</i> <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i>	
4. ACTIONS FROM PREVIOUS MEETINGS No discussion.	
6. FINANCIAL REPORT The Financial Report for the month ended 31 October 2013 was included with the Board papers. Sharon Page spoke to the report and noted the following key points: Forecasts <ul style="list-style-type: none"> Income and expenditure relating to the June storm have been shown separately. Forecasts have been reviewed and updated, including provision for the expected income from the storm, as well as the expenditure. No allowance has been made in the forecast for lost income from the hardstand. Forecast net diesel sales have been reduced compared with budget. This line item is being monitored. This is really the main change to the forecast other than factoring in the storm claim. Actuals <ul style="list-style-type: none"> Overall there was a YTD deficit of \$51k (compared with a budgeted surplus 	AM to contact current diesel supplier to discuss pricing variance with diesel sod at Chaffers Marina.

Discussion	Action Points
<p>of \$107k).</p> <ul style="list-style-type: none"> Excluding the storm damage expenditure a YTD surplus of \$74k would have been achieved. Overall, income is tracking budget YTD. Excluding the storm damage expenditure, YTD expenditure is tracking ahead of budget by only \$15k due mainly to unbudgeted valuation work relating to properties in Port Road. <p>Financial Position</p> <ul style="list-style-type: none"> Borrowings (both current and LT) are stable compared with YE. The budgeted borrowings number allows for further borrowing with respect to the café, presently on hold. In relation to the non-current assets – work on the E Pier toilet block has finished, accounting for most of the money spend to date with respect to Assets under construction. \$15k of expenditure in the work in progress account will be capitalised in December. <p>Cashflow</p> <ul style="list-style-type: none"> Net cash from operations has not changed dramatically from last month. Net cash from investing activities reflects entirely the spend relating to the capital programme. Net cash from financing activities is due to the increase in related party advances (or the inter-company account). No debt repayments have been made to date. <p>Resolved That the Board notes and receives the financial report for the month ended 31 October 2013. Moved: Brian Walshe/Seconded: Arthur Stewart</p>	
<p>7. CLIENT SERVICE REPORT Positive feedback has been received regarding the latest newsletter.</p> <p>Customer Survey 2014 The 2014 Customer Survey will be sent out in February /March 2014 to all customers, including Sea Centre tenants. Chris Milne will assist with preparation of the survey in his capacity as Director. Theo Muller of MM Research has offered help in the past with putting together a customer survey.</p>	<p>AM to contact Theo Muller to follow up on the offer made in the past to assist with planning and design of the 2014 customer survey.</p>
<p>8. HEALTH AND SAFETY</p> <p>There were no Health and Safety issues or accidents during the period.</p>	
<p>9. URBAN PLUS LIMITED REPORT ON SEA CENTREE TENANCIES The following key points were noted:</p> <ul style="list-style-type: none"> CPI FOR Burnsco is in place. Atomix Boats has renewed their lease for Units 7 and 9. Russell Smith has renewed his lease of Unit 4B. Long-term maintenance plan is pending. The Sea Centre building is still in great condition. <p>AS tabled details of a warehouse property in Seaview which is for sale.</p>	<p>AM to ask Gary Nicols to obtain details re the sale price of the warehouse building under discussion.</p>

Discussion	Action Points
<p>10. MANAGEMENT REPORT Executive Summary</p> <ul style="list-style-type: none"> Excluding storm costs YTD profit is 70% of budget. The boat yard is well behind budgeted income YTD. The boat storage business continues to be ahead of budget by 2%. Costs YTD are running at 6% above budget. Including the insurance payment this month's figures show YTD profit 6% above budget. The insurance issues related to the storm have been resolved. No health and safety issue reported this month. A personal grievance claim was received from Alwyn O'Connor. <p>AM noted that Sharon Page in her financial report to the Board had undersold the insurance claim for the June 2013 storm by \$10,000.00.</p> <p>Trailer Park Storage SW noted that a vehicle and vessel storage facility in Petone is closing. The administrator of the facility has contacted SML asking for pricing and details of our trailer boat storage, to assist customers who may wish to move their vessels to SML. There are potentially 8 customers who may be looking for new storage for their vessels. Of concern was the fact that these customers appeared to be unaware of the storage offered at SML.</p> <p>Strategies for marketing trailer boat storage have been discussed by staff and the following suggested:</p> <ul style="list-style-type: none"> Place signage at the ramp access barrier and on all trailer park gates and along the fences. Have staff stationed at the ramp access barrier from time to time handing out information on trailer boat storage and/or annual ramp passes. Leaflet cars parked by the ramp with brochures about marina facilities and charges, including trailer boat storage. Place weather-proof brochure holders by the ramp access barrier with information about our storage and facilities. Consider offering a trailer WoF service for trailer park customers. <p>Boat Yard Promotion AM noted that staff have been discussing ideas for marketing the boat yard to address the current concerns about a drop in income. Reasons for the boat yard being less busy than usual at this time of year could include the new policy of not allowing customers to live aboard vessels whilst they are on the boat yard. The following marketing ideas have been suggested:</p> <ul style="list-style-type: none"> A 'Grab a Cradle' or 'Grab a slip' promotion, similar to airline 'Grab a Seat' schemes to fill spare capacity on the boatyard. Offering a free water blast Emailing customers a reminder (like a WoF reminder) noting the date they last lifted out. <p>Debtors Debt levels have increased slightly. A number of debtors are under arrangement with SML and Credit Consultants Ltd.</p> <p>Occupancy Is looking positive, especially trailer parks and live aboard numbers.</p>	<p>AM investigate strategies for marketing the trailer parks including improved signage.</p> <p>AM to provide statistics on ramp usage for the December Board meeting.</p> <p>AM to include ramp statistics in future financial reports.</p> <p>SW to prepare a programme and format for marketing the boat yard for presentation at the December meeting.</p>

Discussion	Action Points
<p>Commercial Development AM is awaiting design from Bellingham. Consideration may be given to obtaining a pre-commitment from commercial users of the proposed pier development.</p> <p>Personal Grievance AM reported a settlement has been reached in this case</p> <p>June 2013 Insurance Claim No payment has been received from the insurance company as the claim has not yet been filed. AM to meet with the insurance company to finalize claim details. The remedial piling work will be done by Christmas.</p> <p><i>Resolved</i> <i>That the Board adopts and approves the Management Report for the month ended 31 October 2013.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>AM to convene a meeting with potential users of the commercial pier. The meeting to be facilitated by T Muollo.</p>
<p>10. NEW INITIATIVES LBYC Proposal [REDACTED]</p> <p>Darroch report on market rental and value of improvements to LBYC was circulated. This report will be looked at and considered by the Board.</p>	<p>AM to send the Board copies of architectural plans drawn up in the past for modifications to LBYC to accommodate a restaurant/café.</p>
<p>11. GENERAL BUSINESS</p> <p>Marina Users Association (MUA) A letter from the Marina Users Association to SML was tabled for discussion. AM is in dialogue with MUA and has sent a written response to their letter.</p> <p>Marina Charges 2014 AM will be making a recommendation to the December Board meeting re marina charges for 2014.</p> <p>There were no further items of General Business.</p> <p>With No Further Business the meeting closed at 1:40pm</p> <p>Next Meeting Date. Thursday 19 December 2013 at 11:30am in the marina office</p> <p>Signed:</p> <p>Brian Walshe Chairman</p> <p>Dated:</p>	<p>AM and BW to arrange a meeting with John Rushton and Bob Davies of MUA.</p> <p>AM to send a copy of his reply to the MUA to Mayor Wallace and Cr David Bassett.</p>