



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

**Held on Thursday 24 October 2013 at 11:30am in the Seaview Marina Office**

**Present:** Brian Walshe (Chairman) (BW)  
 Arthur Stewart (Director) (AS)  
 Ross Jamieson (Director) (RJ)

**In Attendance:** Alan McLellan (Marina Manager) (AM)  
 Suzanne Willis (Marina Administrator) (SW)

Discussion	Action Points
<p><b>1. Apologies</b> - Chris Milne (Director)</p>	
<p><b>2. REGISTRATIONS OF INTEREST</b>  <b>Ross Jamieson</b> – is no longer a Hutt City Councillor.  <b>Arthur Stewart</b> – delete Arthur Stewart Limited – Director, and replace with– Stewart Property Solutions – Principal.</p>	
<p><b>3. CONFIRMATION OF MINUTES</b>  <b>Resolved</b>  <i>That the minutes of the Board meeting held on Thursday 25 September 2013 were accepted as true and correct.</i>  <b>Moved: Ross Jamieson/Seconded: Arthur Stewart</b></p>	
<p><b>4. ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>Pier Structures</b>          AM tabled architectural drawings of the proposed pier gate structures. These will be integrated with proposed walkways and landscaping.</p> <p><b>Business Case for Commercial Pier</b>          AM noted that this item will be discussed under ‘Management Report’.</p> <p><b>Asset Management Plan</b>          The plan prepared to date was tabled. AM noted it will take approximately one month to complete the plan then once this is done costings for maintenance can be sought.</p> <p><b>Urban Plus Limited Property Report</b>          AM to request that Urban Plus Limited provide a report six monthly and in between only report on exceptions.</p> <p>Sea Centre Leases have been placed in secure storage by UPL.</p>	<p>AM to request UPL reports be changed to six monthly and additional reports on exceptions be provided as necessary.</p>

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<p><b>Return on Investment figures for the Sea Centre</b> Because of the departure of David Woltman the ROI figures were not available for the meeting.</p> <p><b>Debtors</b> The Debtor report was included with the Board papers. AM noted Clare Stanley, the marina lawyer's recommendation re debtor R MacDonald.</p> <p><b>SML Website</b> The weather station is still to be linked to the SML website. The SML Emergency Response Plan has been loaded onto the website and also on The Cloud.</p> <p><b>Arrival and Departure Surveys</b> Response from recent surveys has been emailed to Board members and marina staff by Chris Milne.</p> <p><b>2014 Board Meeting Dates</b> The following dates have been confirmed for 2014 Board meetings. The April meeting date change because of ANZAC Day from 24 April 2014 to 1 May 2014 was noted.</p> <table border="0" data-bbox="263 936 638 1321"> <tr><td>January</td><td>No meeting</td></tr> <tr><td>February</td><td>Thursday 20th</td></tr> <tr><td>March</td><td>Thursday 27th</td></tr> <tr><td>April</td><td>Thursday 1<sup>st</sup> May</td></tr> <tr><td>May</td><td>Thursday 22nd</td></tr> <tr><td>June</td><td>Thursday 26th</td></tr> <tr><td>July</td><td>Thursday 24th</td></tr> <tr><td>August</td><td>Thursday 21st</td></tr> <tr><td>September</td><td>Thursday 25th</td></tr> <tr><td>October</td><td>Thursday 23rd</td></tr> <tr><td>November</td><td>Thursday 20th</td></tr> <tr><td>December</td><td>Thursday 18th</td></tr> </table> <p>UPL meetings will be held at 8:30am and SML meetings will follow at 11:30am.</p> <p><b>Client Service Report</b> SW noted that despite the inconvenience of a recent two week power outage on C Pier, customers generally responded well to the proactive approach taken with daily emails from SML keeping them up to date with what was happening.</p> <p><b>Health and Safety Report</b> Jono Udy was hit on the head by a block which fell off a cradle on the boat yard. He was not seriously injured.</p> <p><b>Boat Yard High Wind Preparation</b> Boat yard staff has implemented new strategies to secure vessels in cradles when high winds are forecast.</p>	January	No meeting	February	Thursday 20th	March	Thursday 27th	April	Thursday 1 <sup>st</sup> May	May	Thursday 22nd	June	Thursday 26th	July	Thursday 24th	August	Thursday 21st	September	Thursday 25th	October	Thursday 23rd	November	Thursday 20th	December	Thursday 18th	<p><b>AM to request ROI figures for the Sea Centre from Hutt City Finance.</b></p> <p>SW to distribute list of 2014 meeting dates to Board members.</p>
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<p><b>5. Urban Plus Property Management Report – 17 October 2013</b> The report was included with the Board papers and taken as read.</p> <p><b>Sea Centre Toilets</b> In response to feedback from UPL visits to Sea Centre tenants the cleaners will be engaged to undertake an additional weekly clean of the toilets. An engineer is being hired to check a crack in the building.</p>																									

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<p>Unit 4 is being marketed with the aim of obtaining a long-term tenant.</p> <p><b>Resolved</b>  <b>That the report prepared by Urban Plus was accepted.</b>  <b>Moved: Brian Walshe/Seconded Arthur Stewart.</b></p>	
<p><b>6. FINANCIAL REPORT</b>  The Financial Report for the month ended 30 September 2013 was included with the Board papers.</p> <p>AM noted that the big issue currently is the insurance claim relating to the 21 June 2013 storm. He added that SML will be close to budget once the claim has been processed and accounted for.</p> <p><b>Overdraft Facility</b>  Brian Walshe tabled a letter from the bank re the overdraft facility.</p> <p><b>Resolved</b>  <b>That the Board adopts and approves an extension of the overdraft facility with Westpac Bank.</b>  <b>Moved: Arthur Stewart/ Seconded; Brian Walshe.</b></p> <p><b>Resolved</b>  <b>That the Board adopts and approves the Financial Report for the month ended 30 September 2013.</b>  <b>Moved: Brian Walshe/Seconded: Ross Jamieson</b></p>	<p>AM to complete insurance claim documentation for submission to the marina insurers by month end.</p> <p>AM to discuss with Verity Ralph-Smith the whether she might attend future Board meetings to present the financial report.</p>
<p><b>7. MARINA MANAGEMENT REPORT</b></p> <p>The Management Report was included with the Board Papers and taken as read. The key points were summarised as:</p> <p><b>Executive Summary</b></p> <ul style="list-style-type: none"> <li>• YTD profit is only 71% of budget mainly due to the boatyard under-performing.</li> <li>• The boat storage business is slightly ahead of budget by 2%</li> <li>• Costs YTD are running at 2% above budget but will be reduced to below budget by the end of the second quarter.</li> <li>• Jacaranda has been lifted and is awaiting a back-load to Northland.</li> <li>• One health and safety issue was reported this month.</li> <li>• The commercial pier and wharf cost estimates are much higher than anticipated.</li> <li>• A Standard Operating Procedure document has been drafted for the boat yard.</li> </ul> <p><b>Other Issues raised</b></p> <ul style="list-style-type: none"> <li>• The insurance claim relating to the 21 June storm will be significantly higher than previously stated due to the addition of costs relating to loss of business.</li> <li>• The boat yard activity is under budget. The main cause of this could be adverse weather and time of year. It is anticipated that future months should show an improvement.</li> <li>• Expenses are over budget but AM expressed confidence that they will pull back by year-end.</li> </ul> <p><b>Debtors</b>  The Debtor report was tabled.</p>	<p>AM to send AS a copy of the budget as approved.</p>

Discussion	Action Points
<p><b>A Guide to Securing Vessels in Boatyard Cradles</b> This document has been completed and was included with the Board papers. Additional jack stands for securing vessels in cradles are to be purchased.</p> <p><b>Diesel</b> A vessel berthed at Seaview Marina who holds one of our diesel cards was seen fuelling at Chaffers Marina.</p> <p><b>Sea Centre – H20</b> H20 have advised they will not be renewing their lease of Unit 3 in March 2014.</p> <p><b>Marina Piles</b> A piler has been obtained to replace damaged piles on E Pier.</p> <p><b>Commercial Pier</b> AM noted that pricing for the commercial pier is coming in and is high. Bellingham Marine is re-pricing.</p> <p>AM is in discussion with commercial customers re their berthing and other requirements.</p> <p><b>Benchmarking of Wellington and Picton Marinas October 2013</b> AM presented a report comparing berthing charges at Seaview Marina and other Wellington and Picton marinas. The report concluded that SML provides the best quality marina in Wellington at a price lower than other similar designs facilities. The quality of SML services is superior to anything else in Wellington.</p> <p><b>Resolved</b> <i>That the Board adopts and approves the Management Report for the month ended 30 September 2013.</i> <i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p>	<p>AM to contact the vessel owner to discuss if there are any issues with the diesel pricing or facility at SML.</p>
<p><b>10. NEW INITIATIVES</b></p> <p><b>Floating Offices</b> AM has requested pricing from Bellingham Marine for 6m x 6m floating offices. He will report back to the meeting.</p> <p><b>Parking</b> A customer has requested that SML consider reserving car parks adjacent to pier gates for use of berth holders only. It was decided that no action be taken on this matter at this stage but that it be reviewed in future if necessary.</p> <p><b>Pier Gate Structures</b> AM is awaiting pricing on new pier gate houses for every pier and will report back to the meeting.</p>	
<p><b>11. GENERAL BUSINESS</b></p> <p><b>Marina Users Association</b> No further feedback has been received from the Marina Users Association.</p> <p><b>Annual General Meeting</b> The Annual General Meeting has been rescheduled to Wednesday 20 November.</p>	

Discussion	Action Points
<p data-bbox="284 257 831 286"><b>There were no further items of General Business.</b></p> <p data-bbox="284 322 919 351"><b>With No Further Business the meeting closed at 12:40pm</b></p> <p data-bbox="284 387 967 450"><b>Next Meeting Date.</b> <b>Thursday 21 November 2013 at 11:30am in the marina office</b></p> <p data-bbox="284 551 363 580"><b>Signed:</b></p> <p data-bbox="284 712 427 775"><b>Brian Walshe</b> <b>Chairman</b></p> <p data-bbox="284 810 357 840"><b>Dated:</b></p>	