



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

Held on Thursday 25 July 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 20 June 2013 were accepted as true and correct.</i> <i>Moved: Arthur Stewart/Seconded: Chris Milne</i>	
4. Actions from Previous Meetings AM noted that the 21 June 2013 storm has delayed action on a number of items on the action list. Storm repairs Total Marine will be at SML to service and finalise repairs to E and G Piers on 26 August 2013. Staff have assessed storm damage and replaced floating rings which failed in the storm. Business Cases: Floating Offices AM is awaiting a response from Bellingham Marine. Land Purchase This has been turned down by Hutt City Council. Some lessons can be learnt when submitting future such proposals to Council for approval.	

Discussion	Action Points
<p>Commercial Pier AM will accelerate the process of this proposal. The storm has changed the design criteria especially when considering wave height parameters for piers. The commercial pier design will ensure integration with future development plans for recreational berths.</p> <p>Sea Centre AM is looking into the potential for hiring a night security guard. Additional cameras have been installed in front of the Sea Centre and Recon Security has been asked to check the Sea Centre more thoroughly.</p> <p>Unit 2 This unit is fully leased until 29 November 2013 at a daily rate of \$100 plus power usage.</p> <p>Urban Plus Limited Charges Refer to action point.</p> <p>Website Weather Station - the weather station is not yet installed on the website. Live boards – the website currently puts no restriction on applications for live boards other than approval being required from marina management.</p> <p>Health and Safety Alan McLellan, Ross Jamieson and Mark Cousins met to discuss the Board’s responsibilities relating to Health and Safety. M. Cousin’s report on Board’s responsibilities with regard to Health and Safety responsibilities was tabled for discussion. Weekly staff meetings address Health and Safety hazards as they arise. The monthly management report to the Board also includes a section on Health and Safety and incident reporting. RJ suggested that a member of the Board meets quarterly with SML staff to update and review the hazard register. The hazard register should cover SML responsibility with regard to public health and safety if they access SML. CM noted the reports need to define the governance/management responsibilities re health and safety. Some items in the Board responsibility are clearly operational. Amendments: say ‘expect to be’ Second to last paragraph add: ‘ hold CEO accountable’</p>	<p>AM to provide a comparison of charge-out rates compared to those levied by UPL to SML.</p> <p>SW to follow up with Zeald re progress with loading the weather station onto the SML website</p> <p>SW to organise a sign to be placed by the boat ramp warning customers of the danger of slipping on the intertidal slime.</p> <p>AM to diary a quarterly meeting with a member of the Board to update and review the hazard register.</p> <p>AM to implement a monthly reporting structure with a dedicated section on Health and Safety. In the management report to the Board add ‘to achieve this will require a monthly management report’. Every quarter do a full report on hazards.</p> <p>AM to fine tune Mark Cousin’s report and send out to the Board.</p>

Discussion	Action Points
	AM and RJ to meet to review Mark Cousins report
<p>5. CLIENT SERVICE REPORT</p> <p>Letter from A O'Connor congratulating the staff for actions during and post 21 June 2013 storm and thanking Alan for the \$100 credit given to E Pier customers was tabled. There were no further items to report.</p>	
<p>6. FINANCIAL REPORT Tabled:</p> <ul style="list-style-type: none"> • Chairman's and Executive Report, • Financial Report for June 2013, • Cost Centre Summary Report, • Statement of Financial Position as at 30 June 2013, • Cash Flow Report for period ended 30 June 2013, • Statement of Comprehensive Income for the Period Ended. • Projected Cash Flow Forecast <p>D Woltman spoke to the tabled reports.</p> <p>He noted the following:</p> <ul style="list-style-type: none"> • He suggested that the Board review the CapEx with regard to the land purchase. • The Board may consider re-prioritising existing CapEx projects. • He noted that performance measures for occupancy, client surveys, asset management, monitoring and management performance are reported back against the SOI in the Annual Report. • Diesel – gross profit is in line with budgeted reports. <p>Resolved The Board noted the financial and cash flow reports for Jun 2014. Moved; Brian Walshe/Seconded: Arthur Stewart.</p> <p>The Chairman thanked D Woltman for his reports.</p> <p>D Woltman left the meeting.</p>	<p>BW invited the Board to peer review the Chairman's Report and report back to the meeting.</p> <p>AM and DW to review CaPex and report to August Board Meeting.</p>
<p>7. MANAGEMENT REPORT The Management Report for June 2013 was tabled. Executive Summary:</p> <ul style="list-style-type: none"> • June resulted in a loss of \$11K with a full year profit of \$339k • YE profit was 38% above budget • Total income at YE was exactly on budget • Total expense YTD 7% below budget • ROI is 7.8% • The storm damage to F and G pier – partially repaired • Jacaranda claim is in the hands of Vero, the marina insurers. <p>Direct Debit The direct debit authority has been received from Westpac Bank and forms will be sent out to all customers by the end of August. There has been interest from customers in this facility.</p>	<p>SW/AW (Alison Watt) to review uptake of direct debit in 12 months' time.</p>

Discussion	Action Points
<p>Ramp Income Income has been down largely due to bad weather, the changeover in coin machines and because of the usual seasonal drop in usage.</p> <p>Boat Yard Storm Damage Marina staff will be looking into the boat yard layout to see if it is possible to minimise storm damage by positioning or locating vessels differently in future.</p> <p>Occupancy Marina berth and trailer park occupancy is stable.</p> <p>SW noted that the current marina berth and trailer park licences do not require vessels stored or lifted in the marina to hold insurance and recommended that a change be made to the terms of the license (which requires 2 months' notice) to make third party insurance with a minimum Public Liability cover of \$1,000,000.00 a requirement.</p> <p>Brian and Carol Boswell Brian and Carol Boswell spoke to their report included with the Board papers which outlined their concerns regarding the adjacent vessel 'Studio 88' and SML staff actions to secure the vessel during the June storm. 'Studio 88' broke lines during the storm and was pushed onto their vessel.</p> <p>The follow actions were suggested by them to improve communication between SML staff and safety in the event of an emergency:</p> <ul style="list-style-type: none"> • Make phone numbers of live aboards available to each other so they can contact each other for assistance in an emergency. • Provide training for live aboards in the use of the mobile fire cart. • They suggested the marina engage a diver to regularly check all vessel anodes are adequate. • SML to co-ordinate live aboard emergency response team • They would like SML to provide a forum for marina customers to provide feedback to the Board annually. <p>Urban Plus Report Burnsco/Hauraki Marine Bruce McLeod, CEO of Burnsco has proposed an option for securing his shop front windows against burglary – powder coated steel frames which will cover the windows.</p> <p>XX XX XX XX</p> <p>Urban Plus Report Look at different types of rental areas Analysis of rental Need to exercise right of renewal. Mark UPL reports CONFIDENTIAL</p>	<p>AM to find out the rating for marina cradles and whether it is possible to increase the rating of existing cradles</p> <p>AM to organise a forum for live aboards to meet with marina management and staff.</p> <p>AM to go back to Bruce McLeod with a proposal that SML will share half the cost of installing the window frames on the undertaking that Hauraki Marine sign up for a further 6 year lease. xxxxx</p> <p>AM to advise UPL to send a reminder to tenants re renewal dates.</p> <p>AM to follow up on xxxxxxxxxxxxxxxxxxxxxx</p>
<p>8. STORM ISSUES</p>	

Discussion	Action Points
<p>AM provided background to the storm and related actions and spoke to his tabled report. SML is operating as normal apart from E Pier and Jacaranda. He tabled a breakdown of costs related to the storm to date. Policy change: SML will not allow non-local owners to berth vessels on pole moorings.</p> <p>The Meeting moved into committee</p> <p>The Meeting moved out of committee</p> <p>9. BUSINESS CONTINUANCE PLAN AM is currently working on this now and will involve Mark Cousins in the project and report back to the meeting.</p> <p>Data Backup Contact Hutt City to ensure that the daily back up system is working successfully and to ensure that there is a warning system in place if the backup fails.</p>	<p>AM to check best practise on pole moorings and advise customers.</p> <p>AM to check on status of daily backup of MMS data.</p>
<p>9. GENERAL BUSINESS</p> <p>There were no items of General Business.</p> <p>With No Further Business the meeting closed at 2:25pm</p> <p>Please note changed time for August Meeting. Thursday 29 August 2013 at 11:30am in the marina office</p>	
<p>Signed:</p> <p>Brian Walshe Chairman</p> <p>Dated:</p>	