



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

**Held on Thursday 29 August 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)
	Andy Burns (Audit Director, Audit NZ)	
	Andrew Clark (Audit Manager, Audit NZ)	
	Gary Nichols CEO Urban Plus	(GN)
	Suzanne Willis (Marina Administrator)	(SW)

Discussion	Action Points
1. <b>Apologies</b> - none	
2. <b>Registrations of Interest</b> No amendments	
3. <b>Confirmation of Minutes</b> <i>Resolved</i> <i>That the minutes of the Board meeting held on Thursday 25 July 2013 were accepted as true and correct.</i> <i>Moved: Bryan Walshe/Seconded: Arthur Stewart</i>	
4. <b>Auditor's Report for the Year Ended 30 June 2013</b> Andy Burns, Audit Director Audit NZ reported that the audit went well, all queries were dealt with on site and they had no concerns. Their draft report will be out next week and copies will be issued to the Board for comment.	
5. <b>Actions from Previous Meetings</b>  <b>Commercial Wharf Proposal</b> AM will confirm plans for the September Board meeting and a business plan for the October meeting. AM noted the positives from the commercial pier development include additional protection for the marina from the larger vessels and separation of commercial customers from recreational ones.	  <b>AM to confirm plans for the commercial wharf and report back to the September Board meeting.</b>  <b>AM to calculate a rate for each berth size on the commercial pier.</b>

Discussion	Action Points
<p><b>Diesel</b> The possibility of widening diesel sales to HCC vehicles or the public was discussed.</p>	<p><b>AM to investigate with Kevin King at HCC, the potential for selling diesel to council vehicles and/or the public.</b></p>
<p><b>6. Gary Nichols (CEO Urban Plus Limited) arrived at the meeting.</b></p> <p><b>URBAN PLUS REPORT</b> Gary Nichols tabled and spoke to his report. Lease renewals were discussed. AS noted his preference for SML to follow the renewal process as specified in the lease documents. The Board agreed that market rentals should be confirmed.</p> <p><b>Document Storage</b> GN and AM are working on this jointly.</p> <p><b>Site Inspection</b> A Sea Centre Tenant has reported a crack in the wall of their Unit. It is unsure whether the crack has appeared post the August earthquakes or was there prior. GN will have this checked.</p> <p><b>Sea Centre Debtors</b> The Sea Centre debtors' position is very positive.</p> <p><b>THE MEETING MOVED INTO COMMITTEE</b></p> <p><b>THE MEETING MOVED OUT OF COMMITTEE</b></p> <p>The Board accepted and thanked Gary Nichols for his report.</p>	<p>GN to obtain advice about rental rates for specific spaces in the Sea Centre and market test, then report back.</p> <p>GN to take the right of renewal for tenants and acknowledge there has been no formal rent review. Include this in documentation.</p>
<p><b>5. Actions from Previous Meetings (continued)</b></p> <p><b>Sea Centre</b> AM has investigated the possibility of employing a night security guard but it is currently not an option as the cost @ approximately \$80,000 per annum is too high.</p> <p><b>Direct Debit</b> SW reported that approximately 75 customers have taken up the direct debit option to date.</p> <p><b>Weather Station on Website</b> Louise Home-Dewar from Zeald is working with Mark Cousins to set up the weather station onto the marina website.</p> <p><b>Health and Safety</b> Mark Cousins it to confirm the date and time of his meeting with Ross Jamieson to discuss the Board's Health and Safety obligations.</p> <p>SW has received a Contractor Induction document from the Royal Melbourne Yacht Squadron which could be used as a blueprint for improving the contractor induction form currently used at SML. The document is being evaluated by Mark Cousins.</p> <p><b>21 June Storm</b> AM noted that the lawyer for SML's insurers has advised that the 'Jacaranda' issue is settled and the vessel will be lifted soon. Once boat builders have</p>	<p>AM to meet with Bede Cammock-Elliott of seedigital to review camera security.</p>

Discussion	Action Points
<p>quoted on repairs the vessel will be transported north.</p> <p>As a result of the storm the following changes will be made on the boatyard:</p> <ul style="list-style-type: none"> <li>• Large 3-arm cradles will be orientated North/South</li> <li>• Anchoring points will be drilled into the concrete for strapping down vessels and cradles</li> <li>• AM has looked at cradles at Evans Bay which have a couple of positive features which can be used at SML</li> </ul> <p>Add to list comments made by Dave Skyrme made about the boatyard contract.</p> <p><b>Live boards Forum</b> Depending on feedback from the meeting of marina users to be held at LBYC on 27 August 2013, a separate meeting with liveboards may be convened.</p> <p><b>Pole Moorings – Best Practice</b> All vessels and lines on the pole moorings have been checked and customers with lines deemed to be inadequate contacted. In future pole moorings will be inspected monthly and berths, six monthly. An article prepared by Mark Cousins, outlining best practice for tying up vessels will be included in the next newsletter.</p> <p>G Pier is currently under repair. There has been a problem getting pilers to Wellington to replace the broken poles. Once a piler is on site all other planned piling work will be done at the same time.</p> <p><b>MMS Data Backup</b> AM has discussed the backup process with Hutt City IT staff. They are confident they can set up SML remotely if needed. HCC staff have confirmed the daily backups are taking place and have put systems in place to advise SML if a backup does not occur. Backed up data is removed each evening by staff for storage off-site.</p>	<p>AM to contact live boards customers re organising a forum prior to receiving feedback from the LBYC meeting</p>
<p><b>7. FINANCIAL REPORT</b> <b>Included with Board Papers:</b></p> <ul style="list-style-type: none"> <li>• <b>Draft Annual Report for the Year Ended 30 June 2013</b></li> </ul> <p>D Woltman spoke to the tabled report.</p> <p>He noted the following:</p> <ul style="list-style-type: none"> <li>• Return is slightly down on that stated previously because of the 21 June storm.</li> <li>• Return is 7.47% against an expected 8%</li> <li>• The Audit went smoothly.</li> <li>• The tabled draft Annual Report is similar to the report DW will present to the Finance and Audit Committee meeting on 5/9/2013.</li> <li>• The Auditor will sign the accounts tomorrow and then issue their opinion.</li> <li>• Quality of the Annual Report has been improved with the submitted draft.</li> </ul> <p>BW asked DW to include a comment on Health and Safety in the Annual Report that no accidents had been reported in the year covered.</p> <p>Assets under construction relate to the café.</p>	

Discussion	Action Points
<p>Income from vested assets refers to the gifting of the gate posts to Seaview Marina.</p> <p><b>Resolved</b>  <b>That the Board moves and adopts the Annual Report for the year ended 30 June 2013 with suggested change.</b>  <b>Moved; Brian Walshe/Seconded: Chris Milne</b></p>	
<p><b>7. REVISION OF CAPITAL DEVELOPMENT PROGRAMME 2013/2016</b>  Report entitled 'Revision of Capital Development Program 29 August 2013 Board Meeting' was included with Board papers. This included an explanation of the revised Capital Development Program.</p> <p>AM noted that the funds allocated for the purchase of the land adjacent to the boatyard will now be put towards development of internal pathways and gate structures during the first year.</p> <p>The café will be pushed out to 2015-16 and the commercial pier to 2013-14.</p> <p>More funds will be put towards piling.</p> <p>The E Pier toilet refurbishment is almost completed. This building may need to be relocated in future to accommodate the development of E Pier.</p> <p><b>Resolved</b>  <b>That the Board moves the adoption of the Revised Capital Development Programme 2013-16.</b>  <b>Moved; Brian Walshe/Seconded: Ross Jamieson</b></p>	
<p><b>8. MARINA MANAGEMENT REPORT</b>  The Management Report for July 2013 was tabled.  Executive Summary:</p> <ul style="list-style-type: none"> <li>• MMS Figures show the hardstand has had a slow start and income is down on the same period last year.</li> <li>• Overall storage income is slightly ahead of budget.</li> <li>• Occupancy rates remain reasonably static.</li> <li>• Ramp income is down.</li> <li>• Debtors are being well managed by Alison Watt. A small number have been referred to Credit Consultants Limited.</li> <li>• The insurance claim for F and G Piers has been accepted and Total Marine Services are expected down on 26 August 2013 to do the final repairs.</li> <li>• The claim for <i>Jacaranda</i> has yet to be finalised but the insurers have approved the boat to be lifted and transported to Auckland.</li> <li>• The boatyard does not appear to have been too negatively impacted by the <i>Jacaranda</i> issue.</li> <li>• No health and safety issues have been noted for the month.</li> <li>• SML is now receiving an additional .02 cent margin on diesel due to the merger between CRT fuel and Farmlands Fuel.</li> </ul> <p>AM provided an explanation for the difference in casual income figures caused because of the change in the way customers are now set up in the MMS system.</p> <p><b>Marketing Opportunities</b>  AM noted that a marketing plan targeting trailer boat owners is being</p>	<p><b>AM</b> to check the figure of 47% for 'hardstand %of max monthly income' for July 2013 and amend if necessary.</p>

Discussion	Action Points
<p>considered for the period leading up to the 2013-14 summer. This could involve stationing marina staff at the ramp entrance during fine weekends. They would hand out information on trailer park storage and ramp passes to customers. This promotion could also involve the support of Burnsco and Atomix or other Sea Centre tenants.</p> <p><b>Marina Administration</b> A direct debit form has been sent to all customers and approximately 75 have responded by sending back a completed form. The first direct debits will be actioned on 1 September.</p> <p>All marina berth and pole mooring customers have been contacted and asked to provide written proof their vessel is insured. Approximately 80% have returned documentation to date. The trailer park customers will be contacted next.</p> <p>The August Newsletter is almost completed and will be sent out next week.</p> <p><b>QR Code</b> CM suggested that SML set up a QR code to be included in future publications and brochures.</p> <p><b>Sea Centre Unit 4</b> AM has received an expression of interest in leasing this unit.</p> <p><b>Health and Safety Systems – M Cousins</b> M Cousins report on Health and Safety Systems dated 20 August 2013 was included with the Board papers.</p> <p>SW is obtaining a copy of the Marsden Cove Marinas Health and Safety policy which passed a Department of Labour audit with ‘flying colours’.</p> <p>Stated previously under Financial Report that it will be noted in the Annual Report that no work-related accidents have occurred in the year ended 30 June 2013.</p> <p>All SML staff to undergo fire safety training on 12 /9/2013. Mike Croft to attend a forklift operating course on 4/9/2013. We are awaiting confirmation from MSA of Small Boat handling accreditation for staff.</p> <p>It was suggested that live boards and other marina users be invited to note hazards around the marina and report back to SML staff.</p> <p><b>Lowry Bay Yacht Club</b> A decision was made not to take up the offer from LBYC.</p> <p>The Board would like SML to continue dialogue with LBYC and look at other ways the marina could assist the yacht club.</p> <p><b>Resolved</b> <b><i>That the Board accepts the July 2013 Management Report</i></b> <b><i>Moved: Brian Walshe/Seconded: Ross Jamieson</i></b></p>	<p><b>SW/AM to set number of newsletters to be sent out annually and target dates for distribution to improve communication with customers.</b></p> <p><b>SW to organise a QR code for SML.</b></p> <p><b>MC to provide an exception report for Health and Safety for the Board each month and a full report every three months.</b></p>

Discussion	Action Points
<p><b>9. NEW INITIATIVES</b> The following initiatives were discussed</p> <ul style="list-style-type: none"> <li>• Antifouling package to promote the boatyard</li> <li>• Seaview Working Group Spotlight on Seaview Open Day – 10/11/2013.</li> <li>• Customer Survey 2014 – consider questions for next survey and give customers notice of date survey will be sent to them.</li> <li>• Marina Users Group could provide an alternative avenue for contact with customers and obtaining feedback.</li> </ul>	<p>AM to liaise with Sea Centre tenants and other parties re Spotlight on Seaview Open Day.</p>
<p><b>10. REPORT ON THE INTERMEDIATE MARINA MANAGEMENT COURSE – Suzanne Willis</b> SW's report was included with the Board papers and discussed.</p>	
<p><b>11. GENERAL BUSINESS</b></p> <p><b>NZ Marina Operators Association</b> AM noted he has been nominated for the position of Deputy Chair of NZ MOA. BW congratulated AM on his nomination.</p> <p><b>September Board Meeting</b> BW noted his apology for the September Meeting. Arthur Stewart will chair the meeting.</p> <p><b>With No Further Business the meeting closed at 2:30pm</b></p> <p><b>Next Meeting Date.</b> <b>Thursday 26 September 2013 at 11:30am in the marina office</b></p> <p><b>Signed:</b></p>  <p><b>Brian Walshe</b> <b>Chairman</b></p> <p><b>Dated:</b></p>	