



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 26 February 2015 at 11:30am in the Seaview Marina Office**

**Present:** Brian Walshe (Chair) (BW)  
 Arthur Stewart (Director) (AS)  
 Chris Milne (Director) (CM)

**In Attendance:** Alan McLellan (Marina Manager) (AM)  
 Suzanne Willis (Marina Administrator) (SW)  
 Paul Blacker (Chief Financial Officer HCC) (PB)

Discussion/Actions	Action Points
<p><b>1. MEETING WITH SMUG REPRESENTATIVES</b>            No meeting was held this month as SMUG had no issues to bring to the Board.</p>	
<p><b>2. APOLOGIES</b>            Sharon Page (Senior Management Accountant HCC)</p>	
<p><b>3. REGISTRATIONS OF INTEREST</b>            No changes to report.</p>	
<p><b>4. FINANCIAL REPORT FOR THE MONTH ENDED 31 January 2015</b>            The Financial Report for the month ended 31 January 2015 was included with the Board papers.            Paul Blacker spoke to the report and outlined key points.</p> <p><i>Resolved</i>  <b>The Board noted and received the Financial Report for the month ended 31 January 2015 and thanked Paul Blacker for the report</b>  <b>Moved: Bryan Walshe /Seconded: Arthur Stewart</b></p> <p><b>Statement of Intent</b>            AM tabled the latest version of the Statement of Intent.            A number of amendments were discussed and AM is to update the SOI for resending to the Board.</p>	<p>AM will speak to Sharon Page re figure for Engineering Services in the forecast as this was meant to be capitalisd.</p> <p>AM, SP and PB to meet monthly to provide an overview of accounts prior to each Board meeting</p> <p>AM to amend the SOI with corrections noted and send to HCC by this afternoon.</p> <p>PB to check why deferred tax is not recognised as an asset in the SOI.</p> <p>AM and PB to check reason for significant change in the bottom line on the 2015-16 budget with SP and report back to the Board.</p> <p>PB and/or AM to give feedback on the reason for the net increase in Related Party Advances.</p>

Discussion/Actions	Action Points
<p><b>5. MARINA BREAKWATER</b></p> <p>PB noted that \$2.8m has been allocated in the draft budget for the purchase of the marina breakwater. The purchase of the breakwater will have an impact on future planning for SML. He put forward the following three options for the Board to consider:</p> <ul style="list-style-type: none"> <li>• Transfer the ownership of the breakwater prior to the completion of marina development.</li> <li>• Transfer of the ownership of the breakwater after the completion of the marina development.</li> <li>• Continue with the status quo i.e. HCC owns the breakwater.</li> </ul> <p>AM with the assistance of Paul Blacker will put a business case together for the March Board meeting detailing the final development. This report will then be presented to the HCC Finance and Audit Sub-Committee meeting on 30 April 2015.</p> <p>The valuation of the breakwater is due next week.</p> <p><b>PB left the meeting at 12.22pm.</b></p> <p><b>The meeting adjourned until 1:05pm while the Board inspected the F and G pier development and new gatehouses.</b></p>	<p><b>AM to prepare a paper outlining the cost of completing SML capital developments and include the renewal of the Seabed Licence.</b></p>
<p><b>6. CONFIRMATION OF MINUTES OF THE LAST MEETING</b></p> <p>There was no Board meeting held in January 2015.</p> <p><i><b>Resolved</b></i>  <i><b>That the minutes of the 18 December 2014 Board meeting be accepted as a true and accurate record.</b></i>  <i><b>Moved: Chris Milne/ Seconded: Arthur Stewart</b></i></p>	
<p><b>7. ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>Ice Making Machine</b>  AM reported that the large ice making machine proposed for the marina is considered to be not suitable and a smaller unit may possibly be accommodated on the diesel wharf.  He will report back when more details are confirmed.</p> <p><b>Commercial Wharf</b>  AM noted that a business case for the commercial wharf is currently being put together for submission to the Board.</p> <p><b>Petroleum Logistics</b>  AM reported that Petroleum Logistics have presented a two-month plan to take over the current facility and they will supply both diesel and petrol.</p> <p><b>Wellington Sea Centre</b></p> <p><b>Unit 4</b>  Colliers have agreed that SML is the originator of the interest in tenancy 4 from Duffy Yacht and Rigging and no commission is owing to them.  Duffy Yacht and Rigging will be moving into the unit in March 2015 and UPL are currently putting a lease agreement together.</p> <p><b>Unit 7</b>  AM presented details of two parties who are interested in leasing Unit 7.</p>	<p><b>AM to ensure that all relevant trade exclusive clauses are included in the Duffy Yacht and Rigging lease.</b></p>

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<p><b>Unit 9</b> AM is in discussion with a party interested in putting a café into Unit 9.</p> <p><b>Marketing and Promotion</b> AM is yet to investigate marketing options at RPNYC and provision of berths for vessels from Waikawa who are participating in RPNYC regattas.</p> <p><b>5-Knot Buoys</b> Three 5-knot marker buoys have been donated to SML by Greater Wellington Regional Council Harbours and will be used to delineate the channel between the boat launching ramp and the approach for vessels to piers F and G.</p> <p><b>2015 Strategy Meeting</b> Michael Ahie from Altus Q will be convening the 2015 Strategy Meeting to be held in Petone Sportshouse, at 8:30am on Thursday 5 March. The Mayor and Deputy Mayor have been invited.</p> <p><b>Marina Licence Fees</b> AM tabled a report comparing 12m berth charges at SML, Chaffers, Waikawa and Mana marinas. AM recommended that a reasonable increase in charges of 1.5% be applied from 1 July 2015. He added that inflation over the last 12 months has run at 1.2%.</p> <p><b>Resolved</b> <i>That we increase marina fees by 1.5% from 1 July 2015 and provide a briefing to the Mayor and Deputy Mayor.</i> <i>Moved: Brian Walshe/Seconded Arthur Stewart</i></p> <p><b>Signing Authority</b> AM to finalise formalities with HCC to increase in the CEO's signing authority to \$30,000.</p>	<p>AM to advise SMUG, the Mayor, Deputy Mayor and Max Shierlaw of the 2015 increase in marina charges and provide rationale. His report to include a comparative analysis of charges at SML vs other marinas.</p>
<p><b>8. HEALTH AND SAFETY</b> Mark Cousins is to complete actions relating to health and safety as outlined in the action list for the March 2015 Board meeting.</p> <p>One incident has occurred – a boatyard customer got antifouling in her eye and required treatment at A and E. As a result of this incident SML will look into providing an eye wash facility for the boatyard.</p> <p>A trip hazard caused by a larger than usual gap between the F Pier walkway and the first finger on the northern side of the pier has been resolved.</p>	
<p><b>9. CLIENT SERVICE REPORT</b> S Willis tabled the following feedback received from departing customers:</p> <ul style="list-style-type: none"> <li>• Marc Schrafft: 'I have appreciated the service but a new house means I now have space to store the boat myself.'</li> <li>• Gregory Squire: 'I just wanted to say how much I appreciated the very helpful advice you have given me while my boat was at the marina'.</li> <li>• Bessie and Ed Simonds: 'Thank you for having Polar Dream at Seaview, we've enjoyed having it there, it's a great marina!'</li> <li>• Kathryn and Antony Hunt: 'We felt the marina was really welcoming and well run and our only real gripe was the weather, which none of us can sadly control. We both appreciated your help and kindness during the year.'</li> <li>• Clem Geraghty: 'Thanks for being such a great bunch of people and I do hope to keep in contact'.</li> </ul>	<p>AM to provide an update on customer service for presentation to Mayor Wallace.</p> <p>SW to contact customers who provided positive feedback and ask if their comments can be included in the SML website.</p>

Discussion/Actions	Action Points
<p>C Milne suggested that the customers' approval be sought to include these testimonials on the SML website.</p>	
<p><b>10. CAFE PROPOSAL</b>  AM has been approached by a party interested in discussing a café/gallery proposal for SML.  The option of housing a café in a purpose-built container was raised. AM noted that he has investigated this option in the past and he will present a report detailing options and costings to the March meeting.</p>	
<p><b>11. CEO REPORT</b>  The Management Report was tabled with the key points summarised as follows:</p> <ul style="list-style-type: none"> <li>• YTD profit at 91% of budget.</li> <li>• Wellington Sea Centre and hardstand are underperforming but boat storage is above budget.</li> <li>• Positive trends for the hardstand recovering to 85% of budgeted income in February.</li> <li>• Wellington Sea Centre has 5 empty units but SML is in discussion with three prospective tenants.</li> <li>• High maintenance costs in December 2014 and January 2015.</li> <li>• The breakwater appears to be off the agenda while shareholder support for finishing the in-water developments has been received.</li> <li>• One health and safety incident was reported.</li> </ul> <p>Areas of concern relating to expenditure were noted in reports tabled to the Board and the CEO provided an explanation for expenditure increases.</p> <p><b>Newsletter</b>  SW to include an article about the cost of marina security and other services provided.</p> <p><b>Debtors</b>  SW outlined details of the tabled report and debt recovery work being undertaken currently with debtors of concern.</p> <p><b>Boatyard</b>  AM commented that December and January were positive months on the boatyard and the number of lifts improved significantly.</p> <p><b>Boat Storage/Occupancy</b>  AM noted that F Pier has been completed and G Pier is awaiting wiring up of the gate security system. The marina now has 319 berths and 18 pole moorings. AM added that vacant pole moorings will not be leased in anticipation of their eventual removal.</p> <p><b>Boat Ramp</b>  AM noted that with the good weather the ramp has been very busy and income positive.</p> <p><b>Pier Refurbishment</b>  The pier refurbishment work is almost complete. Inspections of floating structures</p>	<p>SW to look at options for increasing take-up of Direct Debit by new customers.</p> <p>AM to rename section of boatyard report 'Maximum Occupancy Income'.</p> <p>AM to contact Tauranga Bridge to discuss boatyard business management operation.</p>

Discussion/Actions	Action Points
<p>will continue over the next few years and maintenance will be undertaken as required.</p> <p><b>G Pier Wave Break (H Pier)</b> AM tabled details of a proposal to install floating pontoons on H Pier to create a wave break for G Pier. He asked the Board to consider whether to proceed now or at a later date and discussed the possibility of deferring payment until the 2016 financial year.</p> <p><b>Resolved</b> <i>That the Board approves in principle the purchase of the wave break pontoons for Pier H in the 2015-2016 financial year and that AM investigates the possible scheduling with Total Marine Systems for July August 2015.</i> <i>Moved: Chris Milne/Seconded Arthur Stewart</i></p> <p><b>Maintenance</b> AM outlined maintenance issues resolved:</p> <ul style="list-style-type: none"> <li>• Wellington Sea Centre - clear sheeting in roof replaced.</li> <li>• Sump Pump repaired.</li> <li>• Boatyard gate repaired.</li> </ul> <p><b>Resolved</b> <i>That we note and receive the CEO's report.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>AM to clarify issues around deferring payment of the next stage of H Pier until 2016 financial year with PB.</p>
<p><b>12. Six Monthly Report to the Shareholder</b> AM tabled the draft Six Monthly Report to the Shareholder for discussion.</p> <p>BW asked the Board to email any further comments re the SOI to AM and copy to each other.</p> <p><b>Resolved</b> <i>That we note and receive the Six Monthly Report to the Shareholder.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>AM get back to Bruce MacLeod (Burnsco) re option B.</p> <p>AM to explore what needs to be done to start the process of extending the Seabed Licence for Seaview Marina which expires in 2027.</p>
<p><b>13. GENERAL BUSINESS</b> There were no items of General Business.</p>	

With no further business the meeting closed at 2.55pm

**Next Meeting Date: THURSDAY 23 March 2015 at 11:30am in the marina office**

Signed:

Brian Walshe  
Chair

Dated: