



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 23 July 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 (CEO, Seaview Marina) (AM)  
 Suzanne Willis (Seaview Marina Administrator) (SW)

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. BOARD ONLY SESSION</b></p>	
<p><b>3. APOLOGIES</b>            None.</p>	
<p><b>4. REGISTRATIONS OF INTEREST</b>            No amendments.</p>	
<p><b>5. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b></p> <p><i>Resolved</i>  <i>That the Minutes of the Board meeting held on Thursday 25 June 2015 be accepted as a true and accurate record.</i>  <i>Moved: Arthur Stewart/Seconded: Chris Milne</i></p>	
<p><b>6. ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>Website Upgrade for Wellington Marine Centre Tenants</b>            AM and SW met with Richard Christie from Zeald to discuss the SML website and design upgrade of tenant's listings.            Richard agreed to submit a proposal giving details of how to include testimonials on the website, and to provide design options for upgrading WMC tenant listings.            AM and SW have also met with a photographer to discuss options for creating new aerial videos and still photography for the website.</p> <p><b>Vehicles on the Boatyard</b>            AM reported that this issue has been resolved. [REDACTED]</p> <p><b>Liveaboard Charges</b>            AM noted that those customers on lower monthly surcharge will be asked to increase their charge to \$82 per month.</p> <p><b>HCC District Plan</b>            HCC District Plan team are reviewing the Recreation and Open Space provisions of the District Plan with a view to updating these and publicly notifying them. AM met with A Cummings of HCC to discuss District Plan provisions that apply to SML. SML and HCC have agreed to share the cost of preparing a vision for SML.</p>	

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<p><b>Wellington Marina Centre</b>  <b>Unit 12</b>  Unit 12 is currently vacant and letting options are limited by lack of ventilation and windows.</p> <p><b>Wellington Marine Centre – Casual lease agreement</b>  A draft lease agreement for casual WMC tenants has been prepared by SML and checked and approved by Gary Nicols.</p> <p><b>Unit 7 – Hauraki Marine</b>  AM advised that Hauraki Marine will be signing the lease for Unit 7 tomorrow and contractors will commence the fit-out on Monday 27 July.</p> <p><b>LBYC Signage</b>  AM tabled a design prepared by SML designer Jayne Montgomery for upgrading the signage on the northern wall of the LBYC clubhouse. The Board approved the sign and it will now be submitted to LBYC for their approval.</p> <p><b>Oil Spill Protection/Mitigation</b>  AM reported that a large oil spill from a vessel at Port Tauranga has caused major problems with oil contamination of vessels and marina structures at Tauranga Bridge Marina. AM noted that GWRC has oil spill response capability but are based in Wellington and their response time to SML may be too slow. Because of the proximity of SML to the Point Howard fuel facility and wharf the Board asked AM to cost the provision of booms large enough to close off the marina entrance in the event of a major spill outside the marina.</p> <p><b>Promotion and Publicity</b>  AM has placed advertising promoting the SML boatyard in the Chatham Islander and Seafood NZ publications. The promotion will run for 12 months  C Milne suggested that AM also contact the Deputy Mayor of the Chathams, Jeff Clarke.</p> <p>In addition SML will be advertising the boatyard on the outside back cover of the 2015-16 RPNYC Almanac.</p>	<p>AM to look at options for possible modifications to Unit 12 to widen and improve leasing opportunities.</p> <p>AM to cost oil spill booms and equipment necessary to close off the marina entrance in the event of an oil spill outside the marina.</p>
<p><b>7. CLIENT SERVICE REPORT</b>  A report on customer feedback received during June 2015 was included with the Board papers.</p> <p>A meeting between the Board Chair and Mayor Wallace is pending and details of customer feedback will be presented at that meeting.</p> <p>The Board were invited to attend sessions at the MOA AGM which will be held in Wellington from 26-28 August 2015.</p>	<p>SW to ask customers for testimonials that can be included on the website.</p>
<p><b>8. HEALTH AND SAFETY REPORT</b>  <i>Report to Manager: Health and Safety Systems – July 2015, prepared by M Cousins was included with the Board papers.</i>  No new hazards have been added to the Register and there have been no new near-misses during the past month.</p> <p>AM noted that the problem of storage of rubbish on piers is ongoing and customers doing so have been contacted and asked to clear up items.</p> <p>A small number of raised bolts have been identified on piers which present a</p>	<p>AM to include a report on Health and Safety in the Annual Report.</p>

Discussion/Actions	Action Points
<p>tripping hazard. In addition some boards between pontoons need replacing.</p> <p>The trial fire evacuation scheduled for 3 July was postponed due to bad weather and will be rescheduled.</p> <p>The Board asked that a Health and Safety Report be included with the Annual Report.</p>	
<p><b>9. DIRECTORS' FEES</b>            BW reported he has addressed this issue with the Mayor and Cr. Max Shierlaw. This is a work in progress.</p>	
<p><b>10. SEABED LICENCE</b>            This item is a work in progress.</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>• Financial results are not yet finally confirmed, as YE work is continuing.</li> <li>• Projections show that ROE will be close to 5% for 2014/2015.</li> <li>• Total income for the year is 95% of budget while expenses have ended at 99.8% of budget.</li> <li>• The hardstand had an excellent month in June and for the year has achieved 94.8% of budget.</li> <li>• Hauraki Marine and MG Composites have signed leases for units 7 and 4 in the Wellington Marine Centre.</li> <li>• An urban planner has been hired to assist in defining possible future development at SML to support the case for changes to the zoning.</li> </ul> <p><b>Financial Report</b>            AM noted that the Financial Reports for June 2015 and YE were not available at the time of this meeting.</p> <p>AM has met with staff to discuss control of expenditure and allocation of payments to the correct expenditure codes.</p> <p>Sharon Page is currently working on sequencing of the Budget.</p> <p><b>Pole Moorings</b>            AM noted that the remaining pole moorings are to be removed to accommodate future marina developments and affected customers will be given written notice of this change.</p> <p><b>Debtors</b>            A report on debtors was included with the Board Papers. SW spoke to the report and noted SML has tried to recover the debt of \$2127.67 owed by [REDACTED]. The debt has been referred to Credit Consultants who have been unsuccessful in contacting the client. SML staff will visit [REDACTED] and try to get him to make a payment arrangement. If this is unsuccessful SW will be recommending that the debt be written off. She concluded that she is confident that all other debts listed will be collected.</p> <p><b>Non-Standard Rental Rates</b>            AM included a report on non-standard rental rates at the request of the internal auditor.</p> <p><b>Navigation Pole</b>            AM reported that the pole has been reinstated.</p>	<p>AM to check areas where expenses are over budget.</p> <p>AM to email the final copy of the budget to all Board members.</p> <p>[REDACTED]</p>

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<p>SMUG AM noted that he is working through issues raised by SMUG.</p> <p><b>Stage 1 Development</b> AM reported that it is proposed to replace existing dinghy racks with stand up dinghy racks located on the floating pontoons as part of the new development. This will also save parking space. He noted this will add \$18,500 to the development cost. Consideration will be given to leasing dinghy space. The Board asked AM to do an exercise on the economics of the proposal to change and relocate the dinghy racks.</p> <p><b>Resolved:</b> <i>The Board approves the construction of Pier H, [REDACTED], to act as a wave break for Pier G. The addition of two walkway pontoons to provide dinghy storage [REDACTED] is subject to the Board request for AM to provide a report on the economics of this proposal.</i> <b>Moved: Brian Walshe/Seconded: Arthur Stewart</b></p> <p><b>Resolved:</b> <i>That we note and receive the CEO's report.</i> <b>Moved: Brian Walshe/Seconded: Chris Milne</b></p> <p><b>Café</b> AM noted he has updated the container café proposal and is working on costing the fit-out of the container. He will report back to the next Board Meeting.</p>	<p>AM to look at what other marinas are charging for dinghy rack storage space.</p> <p>AM to do an exercise on the economics of dinghy rack removal proposal.</p>
<p><b>12. WELLINGTON MARINE CENTRE REPORT</b> The Board requested the reports on rental income for WMC tenancies be amended as follows;</p> <ul style="list-style-type: none"> <li>• Include the area of each unit.</li> <li>• Include the rental rate per sq. metre.</li> <li>• Merge tables 1 and 4.</li> <li>• Include income from car parks</li> <li>• Add the words 'spray booth' alongside the description of Unit 3</li> </ul> <p>The Board asked for a focus on increasing rentals and for SML to start building rental growth into the tenancies.</p>	<p>AM to email revised WMC rental table to the Board.</p>
<p><b>13. GENERAL BUSINESS</b></p> <p><b>Rona Trust</b> AM reported he has been approached by the Rona Trust who intend to undertake restoration and maintenance work on the historic vessel Rona either in Auckland or Wellington. AM noted that he is keen for this work to be undertaken in Wellington on the SML boatyard. Three local boat builders have jointly tendered for the job. AM asked for the support of the Board to assist the Trust by giving consideration to reducing the daily hire charge for Unit 2. The Board confirmed their support of the proposal and agreement in principal to cover 50% of the cost of hiring the Unit. They suggested that that AM and/or the Trust contact the HCC media team and the Mayor's office for support also.</p> <p><b>Gulf Group</b> Gulf Group has asked SML if they can put up signage on marina fences. The Board gave approval but asked that any signs be integrated with SML signage.</p> <p>There were no further items of General Business.</p>	

**With no further business the meeting closed at 2pm**

**Next Meeting Date: THURSDAY 20 AUGUST 2015 at 11:30am in the marina office**

**Signed:  
Brian Walshe  
Chair  
Dated:**