



**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 21 July 2016 at 11:30am at Seaview Marina**


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

In Attendance: Alan McLellan (CEO Seaview Marina) (AM)
 Suzanne Willis (Marina Administrator Seaview Marina) (SW)
 Sharon Page (Senior Management Accountant HCC) (SP)

Discussion/Actions	Action Points
1. BOARD ONLY SESSION	
2. APOLOGIES There were no apologies.	
3. MEETING WITH SMUG REPRESENTATIVES The SMUG representative did not indicate a wish to attend the meeting.	
4. MEETING WITH LBYC COMMODORE AM noted that the LBYC Commodore Gareth Edwards will attend future SML Board meetings only as required by either party.	
5. REGISTRATIONS OF INTEREST No Changes reported.	
6. CONFIRMATION OF THE MINUTES OF THE LAST MEETING <i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 23 June 2016 be accepted as a true and accurate record subject to the addition of Alan McLellan in the list of those present.</i> <i>Moved: Brian Walshe /Seconded: Arthur Stewart</i>	
7. MATTERS ARISING City Sea Canvas AM noted City Sea Canvas had advised they wished to renew the lease of Unit 5a.	
8. FINANCIAL REPORT The Financial Report for the month ended 30 June 2016 was included with the Board Papers and was taken as read. SP outlined key points from the report. The Board requested that in future SP report on two levels - against the operating budget and the bottom line. <i>Resolved</i> <i>That the Financial Report for the month ending 30 June 2016 be approved.</i> <i>Moved: Brian Walshe /Seconded: Arthur Stewart</i> Sharon Page left the meeting at 12:00pm.	SP to check that Amanda has actioned loan repayments and report back to AM. AM to forward a hard copy of the approved Budget to AS.

Discussion/Actions	Action Points
<p>9. ACTION LIST</p> <p>SML Vision AM tabled a plan for SML Vision which isolates areas of the marina for different uses. The Board asked AM to redraw the vision plan in response to feedback received and circulate changes. AM to ensure the redrafted Vision includes:</p> <ul style="list-style-type: none"> • Ability to build higher than currently • Increased signage allocation • Approval for tenancies to include non-marine-related activities <p>Health and Safety A Health and Safety Report for the month of June 2016 prepared by Tony Kelly was included with the Board papers and taken as read.</p> <p>Boatyard Access AM is working on resolving issues around public access to the boatyard. He will report back to the Board.</p> <p>Commercial Development The Board asked that a strategy for marketing the commercial pier proposal be put in place and AM commence marketing to interested parties.</p> <p>Café – Resource Consent The Resource Consent for a café in the WMC expires in July 2017. AM to investigate whether it is best to renew prior to the expiry date or allow the consent to lapse and reapply if required.</p> <p>Unit 3 – Spray facility AM to approach local spray painters to promote the Unit 3 spray facility.</p> <p>Unit 12 AM tabled plans detailing potential for the use of Unit 12 as a self-storage facility. The Board asked that he investigate this option further and report back.</p> <p>WMC Valuations Valuations have been completed on WMC units and SML is awaiting their report.</p> <p>Seabed Licence No progress to date.</p>	<p>AM to have the Seaview Vision perspective redrawn to reflect all feedback received, for inclusion in the District Plan review.</p> <p>AM to get HCC Planner to explain to the Vision Advisory Group how the District Plan works.</p> <p>AM to get marketing underway to gauge interest in the commercial pier development.</p> <p>AM to enquire whether it is better to let the Resource Consent for the café lapse and reapply as required or to renew prior to the expiry date in 2017</p> <p>AM to approach local spray painters to promote the Unit 3 spray facility.</p> <p>AM to follow up with Drew Cumming re options for changing the SML consent conditions for WMC which currently requires SML to lease units for marine related activities only.</p> <p>AM to do a feasibility study on the proposed Unit 12 storage facility proposal and report back to the Board.</p>

Discussion/Actions	Action Points
<p>Security AM reported that linking NG with the SML security system is a work in progress.</p> <p>2017 Boat Show AM advised that prior to the Boat Show carparks are to be remarked and sealing and pothole repairs will be completed by the boat ramp.</p> <p>SML will provide free berthage to vessels on display during the Boat Show.</p> <p>LBYC AM advised SML will assist LBYC with promotional material.</p> <p>In response to a request from LBYC members AM will investigate the cost of installing a pedestrian gate on the western boundary of trailer park A to improve access for members to their trailer yachts.</p> <p>Lien Document SW has updated the SML lien document to include elements of the Ports of Marlborough lien.</p>	<p>AM to obtain costings for a pedestrian gate in the western fence line of trailer park A.</p>
<p>10. CUSTOMER FEEDBACK REPORT A Client Feedback Report was included with the Board papers.</p> <p>SW outlined details of the report.</p>	<p>SW to contact Pacsoft about providing reports on arriving and departing customers so that the appropriate questionnaires can again be sent to customers.</p>
<p>11. HEALTH AND SAFETY REPORT A Health and Safety report for the month prepared by Tony Kelly was included with the Board papers. Tony was ill and unable to present the report in person.</p> <p>AM outlined the key points in T Kelly's report:</p> <ul style="list-style-type: none"> • SML will need to take a more active role in contractor management. • He noted that other marinas are locking out non-compliant contractors. • MOA is looking into a system of registering contractors nationally. • An emergency alarm system is needed at SML including audible alarms and a response plan. • The Burnsco gate being open onto the hardstand is creating a significant hazard for the safe operation of the hardstand. 	<p>AM to arrange for a change in the Burnsco gate set up so that it is closed but will have automatic proximity access.</p>
<p>12. CEO REPORT The CEO's report for the month of June 2016 was included with the Board papers. The Report was taken as read.</p> <p>Financial Report AM noted the financial reports currently do not split data to report on the three business areas and he will ask SP to make this change in future reports.</p> <p>Debtors The Debtor Report for the month ending 30 June 2016 was included with the Board Papers. S W outlined key points in the report.</p> <p>Boatyard The CEO noted that June had been a very positive month.</p>	<p>AM to ask SP to split future financial reports into the 3 business areas.</p>

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<p>Bridon Cookes has completed an inspection of the travelift wires and has approved their ongoing use.</p> <p>Boat Storage AM noted that interest in berth leasing is slow. The number of vacant 12m berths is still of concern.</p> <p>Launching Ramp Good weather of late has resulted in a positive month.</p> <p>AM has looked into the EBY & MBC boat wash facility to see if a similar system could be used at SML. The boat wash would possibly be offered to ramp users free of charge.</p> <p>Maintenance AM reported that the WMC sump pump needs to be redesigned. A contract has been signed for the work and will be started in August 2016.</p> <p>Pier ladders are being installed for the safety of any persons who might fall into the water off a pier. A pier emergency alarm system is also being investigated.</p> <p>Security No thefts from the new ablution block coin boxes have been reported. The Seaview Working Group is installing CCTV security cameras in the area, including on Port Road.</p> <p>Diesel A new hose reel is to be installed to replace the current faulty hose. There have been problems with the pump circuit board due to power spike in the area. AM has requested a new pump facility from Farmlands and this should be in place within 2-3 months.</p> <p>SMUG SMUG have asked for a page on the SML website to promote their group. The Board declined this request.</p> <p>Resolved <i>That the Board notes and receives the CEO's Report for the month ending 30 June 2016.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i></p>	<p>AM and SW to work on providing data on casual vs permanent income from boat storage.</p> <p>AM to put together a design and costings for a boat wash facility.</p> 
<p>13. WELLINGTON MARINE CENTRE REPORT The WMC report and table for the month of June 2016 were included with the Board papers.</p>	
<p>14. WEBSITE OVERVIEW Report tabled. CM asked that SML focus on search engine optimisation.</p>	<p>SW/AM to survey new customers to ask how they heard about SML with a view to gauging the effectiveness of the website</p>
<p>15. GENERAL BUSINESS</p> <p>Removal of Pole Moorings AM has advised all pole mooring customers to vacate their moorings by 31 July 2016.</p>	<p>AM to check with CentrePort if pole removal could be co-ordinated with</p>

