



**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 23 June 2016 at 11:30am at Seaview Marina**

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

In Attendance: Suzanne Willis (Marina Administrator Seaview Marina) (SW)
 Sharon Page (Senior Management Accountant HCC) (SP)
 Gareth Edwards (Commodore LBYC)
 Robert Baldock (Boat Show 2017)
 Margie Petherick (Boat Show 2017)

Discussion/Actions	Action Points
1. BOARD ONLY SESSION	
2. APOLOGIES There were no apologies.	
3. MEETING WITH SMUG REPRESENTATIVES The SMUG representative was invited to the Board meeting but declined to attend.	
4. LBYC SESSION The Board met with LBYC Commodore Gareth Edwards. Gareth reported that the LBYC Manager has resigned and a replacement is being sought. GE noted that the shower area in the clubhouse has potential for use as a 'hole in the wall'-type café. He asked if SML could update him on what SML has done in the past to progress the establishment of a café on site. GE noted that LBYC is very supportive of the proposed boat show. Gareth Edwards left the meeting at 12pm.	AM to meet with LBYC Commodore to update him on past details relating to establishment of a café on the marina site. AM and LBYC Commodore also to discuss ways in which SML can continue support of LBYC in new financial year.
5. CONFIRMATION OF THE MINUTES OF THE LAST MEETING <i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 26 May 2016 be accepted as a true and accurate record.</i> <i>Moved: Chris Milne /Seconded: Brian Walshe</i>	
6. REGISTRATIONS OF INTEREST No Changes reported.	
7. FINANCIAL REPORT The Financial Report for the month ended 31May 2016 was included with the Board Papers and was taken as read. SP outlined key points from the report. <i>Resolved</i> <i>That the Financial Report for the month ending 31 May 2016 be approved.</i>	AM to capitalise T Kelly salary component relating to cladding of the pier gatehouses and advise SP.

Discussion/Actions	Action Points
<p><i>Moved: Brian Walshe /Seconded: Chris Milne</i></p> <p>Sharon Page left the meeting at 12:12pm.</p>	
<p>8. MATTERS ARISING</p> <p>LBYC CEO to meet with LBYC Commodore on a regular and informal basis to discuss issues of mutual interest. The Board also suggested the CEO extends an invitation to the Commodore to attend every 3rd Board meeting or as required.</p> <p>Boat Show The Board noted that they wish to clarify the effect of the boat show on marina operations and will be raising this concern in their session with Robert Baldock and Margie Petherick later in the meeting. This may require a formal contract with the organisers regarding matters such as parking and access to piers.</p>	
<p>9. ACTION LIST</p> <p>SML Vision Advisory Team AM is to set up a meeting with Drew Cumming to outline issues raised at the Vision Advisory group meeting.</p> <p>Health and Safety AM reported he has met with Jo Beck and Dave Tyson of Hutt City who advise Council has engaged a consultant to undertake a Health and Safety audit. This consultant will also be available to do an audit of SML at no charge to the marina.</p> <p>Boatyard Access The pedestrian gate on the western boundary of the boatyard has been locked. AM is still working on clarifying whether the gates on the eastern side should also be locked.</p> <p>Debtors AM will be setting up a system of formal regular meetings with staff to discuss debtors.</p> <p>Containers on the Boatyard BW noted a complaint has been received from John Worth about the container on the boatyard and its impact on visibility and access to his workshop. The Board decided that the container should remain in its current location.</p> <p>Unit 9 - Cafe AM noted that if SML wishes to renew the consent for a café to be run from Unit 9 it needs to reapply for Resource Consent which expires in July 2017.</p> <p>Unit 3 – Spray Booth AM is to meet with local spray painters to advertise availability of the unit and also discuss marketing of the unit with a leasing agent.</p> <p>Unit 12 – sail loft SML may consider applying for a change of use or variation on the terms of the Resource Consent conditions which currently require SML to lease WMC units for marine-related activities only. Options for use of this unit were discussed including self-storage as in Unit 5B.</p>	<p>AM to set up a meeting with Drew Cumming to outline issues raised at the Vision Advisory Group meeting.</p> <p>AM to contact John Worth to advise that the Board has discussed his complaint re the container and will not be moving it now but this may be reviewed in future.</p> <p>AM to Contact Ian Gordon from Kensington Swan to discuss potential change in terms of Resource Consent</p>

Discussion/Actions	Action Points
<p>Unit 1 – Strait Marine AM reported on his meeting with Phil and Julie-Ann Trowbridge re the lease renewal of Unit 1.</p> <p>[REDACTED]</p> <p>If the lease is renewed SML can suggest that a mutually agreed valuer be appointed.</p> <p>Unit 11 – Pete Lamb Fishing</p> <p>[REDACTED]</p> <p>Unit 5A – City Sea Canvas The Board requested that a valuation of Unit 6 be obtained.</p> <p>Seabed Licence/Marina Breakwater The Board asked that status of both the Seabed Licence and Marina Breakwater be clarified and loose ends tied up.</p> <p>Integration of MMS/NG and seedigital security systems AM noted that he will be following up with Bede Camock-Elliot on cost and processes involved in integrating the NG and seedigital systems.</p>	<p>and/or application for a change of use for Unit 12.</p> <p>AM to investigate possibility of setting up self-storage units in Unit 12.</p> <p>AM to meet with Craig Walton, UPL for advice on handling the for lease renewals.</p>
<p>10. CUSTOMER FEEDBACK REPORT A Client Feedback Report for the period 1-31 May 2016 was included with the Board papers.</p> <p>SW outlined details of the report.</p>	<p>SW to add a 'report a problem' function to the contact options on the website.</p>
<p>11. BOAT SHOW Report on the Wellington Boat Show 2017 prepared by Robert Baldock was included with the Board papers.</p> <p>Robert Baldock and Margie Petherick attended the meeting to outline details of the Boat Show organisation and answer any questions from the Board. He noted that the Bot Show will be officially launched on 7 July 2016.</p> <p>RB also asked the Board and CEO to provide the following information:</p> <ul style="list-style-type: none"> • The number of empty berths which will be available for use during the Boat Show and what the charge. • Will the Boat Show have access to H Pier and if so, what is the charge? • Nominate which areas can be fenced off. • How do we deal with access and parking for boat owners, liveaboards and emergency services? • Can SML assist with informing marina customers about the Boat Show? • Advise if there are any business alliances which SML has that may restrict 	<p>AM to organise line marking of car parks prior to the Boat Show.</p> <p>SML to advise R Baldock of any alliances which may restrict exhibitors at the Boat Show.</p> <p>AM to price cost of leasing H Pier and empty berths to boat show participants.</p> <p>AM to explore options for dredging of the marina.</p>

Discussion/Actions	Action Points
<p>who can exhibit at the Boat Show.</p> <ul style="list-style-type: none"> Is it possible for the travelift to be operating to provide a demonstration during the Boat Show? <p>Robert Baldock Advised he will take responsibility for the following:</p> <ul style="list-style-type: none"> Creating a wish list, timeline, plan and FAQ list for SML to respond to. Creating a Health and Safety plan send draft document to SML for comment. Put together a traffic plan. Put together an information package about the boat show for SML to send out to boat owners. Investigate publicity and promotional opportunities for SML in conjunction with the boat show – i.e. magazine editorial and report back to SML. Liaising with the Lions to define who will prepare a Heads of Agreement with SML. <p>AS tendered his apology for 7 April 2017 as he will not be in Wellington.</p>	
<p>12. HEALTH AND SAFETY REPORT</p> <p>A Health and Safety report for the month prepared by Tony Kelly was included with the Board papers.</p> <p>T Kelly noted in his report and he is working towards stepping up SML’s hazard recognition reporting processes.</p> <p>AM circulated documentation outlining the definition of ‘officers’ for the information of the Board.</p>	<p>TK to prepare report on the hazard register for the next meeting.</p>
<p>13. CEO REPORT</p> <p>The CEO’s report was included with the Board papers. The Report was taken as read.</p> <p>Debtors <i>Resolved</i> <i>That the following debts be written off:</i></p> <div data-bbox="279 1339 778 1503" style="background-color: black; width: 100%; height: 100%;"></div> <p>Notice of Lien</p> <p>A copy of the notice of lien form used at Ports of Marlborough was included with the Board papers. SW suggested that elements of this document should be incorporated into the SML lien process and documentation.</p> <p>In future SML will also lodge a PPSR with the Companies Office over property which SML has placed a lien on.</p> <p>Pole Moorings</p> <p>The CEO will be organising removal of all pole moorings and will contact affected customers in writing to advise.</p>	<p>SW to amend SML lien documentation to incorporate details from Ports of Marlborough document.</p> <p>AM to write to pole mooring customers to advise removal date and berthing options.</p>

Discussion/Actions	Action Points
<p>Boatyard The CEO noted that May had been a very positive month.</p> <p>Occupancy The number of vacant 12m berths is still of concern.</p> <p>Liveboards [REDACTED]</p> <p>Security AM noted that the Seaview Working Group has placed CCTV cameras around the Seaview area to improve security. The group consulted with the CEO about locating cameras on Port Road.</p> <p>Resolved <i>That the CEO's Report for the month ending 31 May 2016 be approved.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i></p>	<p>[REDACTED]</p>
<p>14. WELLINGTON MARINE CENTRE REPORT The WMC report and table for the month of May 2016 were included with the Board papers. The CEO noted that Gulf Group Ltd have formalised their lease.</p>	<p>AM to adjust table as per discussion and resend to Board members.</p>
<p>15. GENERAL BUSINESS</p> <p>NZ Marina Operators Association AM advised that he will not be standing for re-election to the MOA Executive.</p>	

With no further business the meeting closed at 2:40pm

Next Meeting Date: THURSDAY 21 JULY 2016 at 11:30am in the Marina Office.

Signed:

Brian Walshe, Chair

Dated: