



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 21 May 2015 at 11:30am in the Seaview Marina Office**

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


**In Attendance:** Suzanne Willis (Seaview Marina Administrator) (SW)  
 Sharon Page (Senior Management Accountant HCC) (SP)

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>            Alan McLellan (Seaview Marina CEO)</p>	
<p><b>4. FINANCIAL REPORT FOR THE MONTH ENDED 30 APRIL 2015</b>            The Financial Report for the month ended 30 April 2015 was included with the Board papers. Sharon Page spoke to the report and outlined the following key points.</p> <ul style="list-style-type: none"> <li>• Forecast income is expected to be lower than budget by \$70k.</li> <li>• Expenditure is forecast to be higher by almost \$45k.</li> <li>• The return on equity after depreciation is forecast to be 5.3% which is just over the target of 5%.</li> <li>• The leave taken by the CEO has had a positive effect on leave provision.</li> <li>• There is ongoing concern with the negative effect of vacant and casually leased tenancies in the Sea Centre.</li> <li>• The delay in commissioning F and G Piers has affected anticipated occupancy.</li> <li>• The labour cost of work done by J Udy on F and G Piers has yet to be capitalised.</li> <li>• \$10k for the valuation of the breakwater has been placed into a capital account and has not been expensed.</li> <li>• [REDACTED]</li> <li>• Net diesel sales continue to perform ahead of budget.</li> </ul> <p><b>Questions:</b>            CM asked SP to check how much more would be paid off the loan by YE.</p> <p><b>Resolved</b>  <i>That we note and receive the Financial report for the month ended 30 April 2015.</i>  <b>Moved: Brian Walshe/Seconded: Arthur Stewart</b></p> <p><b>Sharon Page left the meeting.</b></p>	<p>SP to investigate the reason for the variance in Employee Costs and explain.</p> <p>SP to change weightings of interest apportionments in 2015-16 budget.</p> <p>SP to investigate whether more can be paid off the loan in the current period or before 31 December 2015.</p> <p>SW to confirm if J Udy's timesheets relating to work done on F and G Piers have been given to AM.</p>
<p><b>5. REGISTRATIONS OF INTEREST</b>            One addition was noted: Brian Walshe is on the New Zealand Board of the Laura Ferguson Trust.</p>	

Discussion/Actions	Action Points
<p><b>6. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b></p> <p><i>Resolved</i>  <b>That the Minutes of the Board meeting held on Friday 17 April be accepted as a true and accurate record.</b>  <i>Moved: Brian Walshe/ Seconded: Chris Milne</i></p>	
<p><b>7. ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>Wellington Sea Centre – Unit 8</b>  The Board noted that Burnsco has signed the document for the renewal of their lease of Unit 8.</p> <p><b>Naming of the Wellington Sea Centre</b>  The Board approved CMs suggestion that the Wellington Sea Centre be renamed the ‘Wellington Marine Centre’ as the word ‘marine’ is more widely used in the industry.</p> <p><i>Resolved</i>  <b>That the Board approves the renaming of the Wellington <u>Sea</u> Centre to the Wellington <u>Marine</u> Centre.</b>  <i>Moved: Chris Milne/ Seconded: Brian Walshe</i></p> <p><b>Seabed Licence</b>  AM asked that this item be retained on the action list. Refer to further discussion later in these Minutes.</p> <p><b>SML Website – Listings for tenants</b>  SW tabled the letter sent to WMC tenants offering to upgrade their listing on the SML website and noted only one response had been received. CM suggested that SML provide tenants with statistics on website traffic. In addition he asked the Board to consider engaging Zeald to assist with an upgrade of tenants’ website listings to help grow their businesses and SML’s. Time allocation would be up to 3 hours consulting per tenant. It was suggested SML could consider offering to subsidise part of the cost of the upgrade to assist tenants in their marketing.</p> <p>Resolved  That SML engages Zeald for up to 3 hours to assist each WMC tenant with an upgrade of their listing on the SML website. SML to provide a subsidy of 1/3<sup>rd</sup> of the cost of engaging Zeald per tenant.  Moved: Brian Walshe/Seconded: Arthur Stewart</p> <p>The Board also discussed potential tenants for the WMS. AS suggested that Capital City Sea Doo (currently located on the Hutt Road), be approached.</p> <p><b>WMC Signage</b>  SW noted that a marketing report from Colliers had been received. They no longer have sole agency but have agreed to leave their advertising signage. The Board said they would prefer that the signage be refreshed.</p> <p><b>Casual Booking Management for Units 2 and 3</b>  To manage time overruns by customers renting the units the Board suggested that each day a tenant overruns their booked time they be charged a penalty rate of twice the quoted daily charge.</p> <p>A suggestion for increasing rental of the spray facility in Unit 3 was to approach local spray painters to advise we have a large facility. Test this idea to insure it complies with the WMC lease terms in relation to marine based tenants.</p>	<p>SW to change the name of the Wellington Sea Centre to Wellington Marine Centre on the SML website and publicity material.</p> <p>CM to pull out statistics detailing visits to tenants’ listings on the SML website.</p> <p>SW to obtain a quote from Zeald for 2 hours consulting time per tenant for upgrading their SML website listing.</p> <p>AM to commission new signage to be placed outside the WMC to advertise vacant tenancies.</p> <p>SW to draft Hire Agreement for renting Units 2 and 3 including a time penalty of 100% from the day after the booking end date. Only apply this condition if there are no subsequent bookings for the Units.</p> <p>AM/SW to approach local spray painting companies to advertise the Unit 3 facility.</p>

Discussion/Actions	Action Points
<p>A Report detailing income for each WMC tenancy for the YTD was tabled. This report will be included monthly with the Board papers. CM asked that a third table be added to detail monthly and annualised run rate for vacant or casually leased tenancies.</p> <p><b>LBYC Signage</b> SW tabled a copy of suggested wording for new signage for LBYC. The Board asked that the finished design tie in with other SML signage on site through using the same blue as for other signage (fine to use the LBYC red as well). SW to contact SML designer Jayne Montgomery.</p> <p><b>Customer Feedback</b> CM noted that customer feedback used on the SML website would have more impact if the customer's name was included.</p> <p><b>Statement of Intent</b> SOI needs to be updated and represented. Investment in the new piers has been approved and the Board noted they will move ahead based on demand. CM noted that SML has until 30 June to present the SOI and as there is no F and A Committee meeting prior to full Council meeting on 25 June, SML may need a dispensation for the revised SOI to go to full Council.</p> <p><b>Directors' Fees</b> Brian Walshe will take up this issue with Max Shierlaw.</p> <p><b>Seabed Licence</b> AS requested that this item be kept on the action list and legal advice be sought on the correct process and timing for renewal of the Seabed Licence. CM noted that lawyers for other Wellington parties affected by the Seabed Licence issue may already have expertise in this area and could be approached. Suggested contacts: Andrew Morrison (Morrison Mallett) Con Anastasiou ( Con Anastasiou Barristers and Solicitors) or Richard Martin.</p>	<p>SW to discuss LBYC signage with SML designer Jayne Montgomery.</p> <p>SW to contact customers giving positive feedback about the marina to ask permission for inclusion of their name alongside comments posted on the SML website or Facebook pages.</p> <p>SW to check with Paul Blacker timing and appropriate meeting for presentation of SOI.</p> <p>AM to seek legal advice on process for renewal of SML Seabed Licence.</p>
<p><b>8. HEALTH AND SAFETY</b> <i>Report to Manager: Health and Safety Systems – May 2015, prepared by M Cousins was included with the Board papers.</i> The report noted that three items on the Health and Safety Management System peer audit have been progressed.</p> <p>A near miss occurred on 22 April 2015 when a car parked on the boatyard was hit by the Travelift. MC noted that action to prevent this happening in future was taken by applying</p>	<p>MC (Mark Cousins) to contact other NZ marinas to discuss their rules re vehicle access to their boatyards.</p>

Discussion/Actions	Action Points
<p>yellow 'no parking lines' to the areas adjacent to the Travelift bay. The Board queried whether further measures should be put in place to prevent this happening again such as banning vehicles from the boatyard. They suggested that SML investigate what rules for vehicle access, if any, are in force in other New Zealand boatyards and review the policy if necessary.</p>	
<p><b>9. CLIENT SERVICE REPORT</b> SW tabled a report on customer feedback during April 2015. She noted that there had been no negative feedback reported.</p>	
<p><b>10. SMUG AGM</b> BW and AM have been invited to the SMUG AGM on 16 June 2015. They will present a report to that meeting on feedback relating to the 1 July increase in marina charges.</p>	<p>SW to update the SML website with new marina charges.</p>
<p><b>11. LIVEBOARDS</b> Liveboard charges have not been increased along with other charges on 1 July 2015. The Board asked that AM and SW review this and consider an increase in line with the next review cycle.</p>	<p>AM and SW review liveboard surcharge rates.</p>
<p><b>12. DEBTORS</b> A report on the current debtor levels was included with the Board papers. Also included was a table showing the number of customers paying their rental by direct debit over the period 1 January – 30 April 2015.</p>	
<p><b>13. CEO REPORT</b> The Management Report was tabled with the key points summarised as follows:</p> <ul style="list-style-type: none"> <li>• Projections for YE indicate a ROE of 5.3%</li> <li>• Revenue from boat storage continues to perform ahead of budget.</li> <li>• The boatyard continues to show good income streams.</li> <li>• YTD actual maintenance is still tracing ahead of YTD budgeted maintenance. [REDACTED]</li> <li>• Health and safety issues in April are detailed in Mark Cousin's monthly report which is included with the Board papers.</li> <li>• The business case for the in-water developments has been signed off.</li> <li>• Diesel sales are down.</li> <li>• The Internal Audit Report has been distributed to the Board.</li> </ul> <p><b>Insurance Claims</b></p> <p><b>Navigation Pile</b> SW noted that the navigation pile that fell over after being hit by the Pete Lamb vessel 'Daniel' was reinstated and has again fallen over, either because it has been hit or the repair has failed. The Board advised her to contact the SML insurers for advice on how to proceed.</p> <p><b>Car vs B Pier Light Pole</b> SW reported a car hit and damaged the B Pier light pole. SML is picking up the cost of repairing the pole as we were unable to identify the driver. SW did not have a figure on the cost of this reopair.</p> <p><b>Truck vs Barrier Arm</b> SW noted this claim is with the insurers. The marina is not accepting liability for</p>	<p>SW to ring AON to update them on the failed repair and seek advice on how to proceed.</p> <p>SW to email a warning to all customers re the absence of the navigation pile.</p> <p>SW to obtain costings for the repair of the B Pier pole and report to the Board.</p>

Discussion/Actions	Action Points
<p>this incident on the basis that the barrier arm was operating perfectly and no similar issues have occurred with other users. The Board asked SW to confirm with AM if he has discussed the barrier arm time settings with Gateman, and whether there was any issue.</p> <p><b>MOA AGM and Conference</b> SW noted that the MOA AGM and Conference will be held in Wellington this year. The itinerary has not yet been finalised.</p> <p><b>Container Café</b> Prior to taking leave AM met with Scottie Reeve re setting up a container café. Scottie noted that a fitted out container may be for sale in Nelson.</p> <p><b>Resolved</b> <i>That we note and receive the CEO's report.</i> <b>Moved: Brian Walshe/Seconded: Arthur Stewart</b></p>	<p><b>AM to follow up on whether Nelson container is still for sale.</b></p>
<p><b>14. WELLINGTON SEA CENTRE TENANCIES</b>  </p> <p>Marketing of vacant tenancies to continue when AM returns.</p>	
<p><b>15. LETTER FROM PETER COOP TO HCC RE DISTRICT PLAN REVIEW</b> This letter was emailed to the Board prior to the meeting. The Board noted the letter was very clear and detailed issues well.</p> <p>CM suggested that should SML gain agreement for a special marina zone, that Peter Coop be engaged to draft up the full proposed special zone plan and for this to be provided to HCC planners as our preferred solution.</p> <p>The following changes were suggested prior to sending the report to HCC: Page 3, section 5: Change <u>Seaview</u> Road to <u>Port</u> Road. At the conclusion of the report add the following paragraph: 'Please acknowledge receipt of our letter and advise us immediately as to whether or not the review of provisions is underway and if not, when the review will be coming.'</p>	<p><b>SW to amend Peter Coop's letter as instructed then send to T Stallinger. Put in a bring-up to contact Tony Stallinger if no reply received.</b></p>
<p><b>16. GENERAL BUSINESS</b></p> <p>There were no items of General Business.</p>	

**With no further business the meeting closed at 1.35pm**

**Next Meeting Date: THURSDAY 25 JUNE 2015 at 11:30am in the marina office**

**Signed:**  
**Brian Walshe**  
**Chair**  
**Dated:**