



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 22 October 2015 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)  
Sharon Page (Senior Management Accountant HCC) (SP)  
Suzanne Willis (Marina Administrator Seaview Marina) (SW)  
Andrew Cumming (Divisional Manager Environmental Policy HCC)  
Nathan Geard (Environmental Policy Analyst HCC)

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 24 September 2015 be accepted as a true and accurate record.</i> <i>Moved: Arthur Stewart/Seconded: Brian Walshe</i></p>	
<p><b>6. FINANCIAL REPORT</b> SP tabled and summarised the Financial Report for September 2015.</p> <p><i>Resolved</i> <i>That the meeting notes and receives the Financial Report.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>SP and AM to correct allocation for Health and Safety costs for Marine Centre.</p>
<p><b>7. MATTERS ARISING</b></p> <p><b>Strait Marine Mezzanine</b> This item to be on a bring-up to ensure that rental for the mezzanine will be charged from agreed date.</p> <p><b>Wellington Marine Centre</b> AM to amend the WMC report to include projections.</p> <p><b>Fire Drill</b> Fire Drill yet to be run for liveboards.</p>	<p>AM to programme a fire drill for liveboards.</p>

Discussion/Actions	Action Points
<p><b>Boatyard Promotion - Chatham Island Vessels</b> AM reported on a positive response to SML promotion of the boatyard in the Chatham Islander newspaper. There is currently one vessel from the Chatham Is. on the boatyard.</p>	<p>AM to investigate potential number of vessels from the Chatham Islands who might use the services of the SML boatyard.</p>
<p><b>8. SML VISION/PROPOSED CHANGES TO THE PROVISIONS OF THE DISTRICT PLAN</b> Andrew Cumming (Divisional Manager Environmental Policy HCC) and Nathan Geard (Environmental Policy Analyst HCC) arrived at the meeting.</p> <p>They tabled and outlined details of their updated action plan for the SML Vision and proposed change to the District Plan. Andrew noted that HCC staff would approach key stakeholders on behalf of SML for feedback on the SML vision. It is expected that this consultation will be completed prior to Christmas.</p> <p>Andrew Cumming and Nathan Geard left the meeting at 12:50pm.</p>	<p>AM to include the SML Vision and District Plan review as a standing item at future Board meetings.</p>
<p><b>9. ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>Container Café</b> This item is on hold.</p> <p><b>Provision of Wi-Fi</b> Liveaboard customers will be contacted for feedback on whether they would support provision of Wi-Fi at SML.</p> <p><b>Oil Spill Boom</b> AM is in communication with the Harbourmaster re provision of a boom to seal the marina entrance in the event of an oil spill outside the marina.</p> <p><b>Boatyard Charges</b> AM reported that boatyard charges were increased on 1 September 2015.</p> <p>Staff are working on a further change to boatyard invoicing which will better highlight the discount applied to licensees.</p> <p><b>LBYC Harbour Moorings</b> LBYC is working with RPNYC on provision of moorings at a number of locations around the harbour. AM has offered LBYC complimentary use of the services of the SML boatyard for ongoing maintenance as required. The Board asked that this support be recognised.</p> <p><b>Boat Show</b> AM reported that Robert Baldock is interested in holding a boat show at SML and will present a proposal to the next Board meeting.</p> <p><b>Large Vessel Berthage</b> AM noted that he has been approached by a customer wanting to complete building of a 25m vessel in a marina berth at SML.</p>	<p>SW to contact liveaboards to canvas support for Wi-Fi.</p> <p>AM to ask that SML support for the harbour moorings project be acknowledged by placement of the SML logo on the moorings.</p> <p>AM to report back to the meeting on berthage charges for 25m vessels.</p>
<p><b>10. HEALTH AND SAFETY REPORT</b> A Health and Safety report for September 2015 prepared by Tony Kelly was included with the Board papers. The following issue was noted: A WMC tenant slipped on a wet floor which had just been mopped by the SML</p>	

Discussion/Actions	Action Points
<p>cleaners. To prevent this happening in future AM has asked the cleaners to leave out warning signage for 12 hours after a floor is wet mopped.</p>	
<p><b>11. E PIER</b> AM reported that an additional marina pole has been damaged by the vessel Daniel, owned by Pete Lamb Fishing. The pole has snapped off. Pete Lamb Fishing has accepted liability for replacement of the pile.</p>	
<p><b>12. CEO REPORT</b> The Management Report was tabled and discussed.</p> <p><b>Trailer Parks</b> AM reported that trailer parks are almost at capacity and other storage options for trailer vessels will need to be investigated. The Board asked that WMC carparks be used for overflow in the interim while drystack and other options are investigated.</p> <p><b>Debtors</b> AM noted that no report on debtors for the month was available because of a bug in the MMS system created by the upgrade to NG.</p> <p><b>Boat Storage</b> AM reported that berth occupancy is generally strong with the exception of 12m berths. This is as a result of the expected transfer of customers from 12m to 10m berths on the completion of F and G Piers.</p> <p><b>Launching Ramp</b> In response to a question from the Board re cleaning of the launching ramp AM noted that the launching ramp is water-blasted every 4-6 weeks and as required.</p> <p><b>Electrical Fire</b> A fire in a junction box caused a total power outage to B Pier. Two complaints were received from customers about the time taken to restore the power supply. The delay was because the electricians could not work in wet weather which occurred after the fire.</p> <p><b>Trailer Park A</b> AM reported that the controller at the entrance to Trailer Park A was hit by a vehicle.</p> <p><b>Trailer Park B</b> Windage on new signage on trailer park fences is beginning to weaken the fences. This has been remedied and the fences strengthened.</p> <p><b>NG Upgrade</b> The upgrade has been completed. AM noted that Wellington marinas may jointly organise a training session on NG for all staff in early November.</p> <p><b>Resolved:</b> <i>That the Board notes and receives the CEO's report.</i> <b>Moved: Brian Walshe/Seconded: Chris Milne</b> .</p>	<p><b>AM to put together a survey to be sent to trailer park customers to canvas support for dry stacking of vessels.</b></p>
<p><b>13. WELLINGTON MARINE CENTRE REPORT</b> A Report on the WMC for the month was included with the Board papers. Changes to simplify the table were discussed and CM and AS will meet to finalise modifications.</p>	<p><b>CM and AS to simplify/modify the WMC table.</b></p>

Discussion/Actions	Action Points
<p><b>Unit 2 - NZ Police Dive Squad</b> AM noted that the NZ Police Dive Squad moved into Unit 2 on 21 October 2015. Their lease is being checked by UPL and Clare Stanley of TDSL Lawyers.</p> <p><b>Unit 1 – Strait Marine</b> A rent review is due August 2016.</p>	<p>AM to check confirm details provided by UPL for the lease rental renewal dates.</p>
<p><b>15. 2016-2017 BUDGET</b> AM reported that SML is obliged to comply with HCC budget requirements and schedules. The Board asked AM to make recommendations for 2016 marina charges.</p>	<p>AM to make recommendations to the Board for 2016 increases in marina charges.</p>
<p><b>16. COMMERCIAL PIER</b> AM asked the Board to consider the timing and staging of the commercial pier development. AM to canvas interest in the commercial pier from potential tenants and put together a marketing plan for the development.</p>	<p>AM to put together a marketing plan for the commercial pier for presentation to the Board.</p>
<p><b>23. GENERAL BUSINESS</b> There were no items of general business.</p>	

With no further business the meeting closed at 1:50pm

**Next Meeting Date: THURSDAY 19 NOVEMBER 2015 at 11:30am in the Marina Office.**

Signed:  
Brian Walshe  
Chair  
Dated: