




Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 24 September 2015 at 11:30am in the Orongorongo Room, Hutt City Council

Present:	Brian Walshe (Chair)	(BW)
	Arthur Stewart (Director)	(AS)
	Chris Milne Director)	(CM)
In Attendance:	Alan McLellan (CEO, Seaview Marina)	(AM)
	Paul Blacker (Chief Financial Officer HCC)	(PB)
	Sharon Page (Senior Management Accountant HCC)	(SP)
	Suzanne Willis (Marina Administrator Seaview Marina)	(SW)
	Andy Burns (Audit Director, Audit NZ)	
	Andrew Clark (Audit Manager, Audit NZ)	
	Andrew Cumming (Divisional Manager Environmental Policy, HCC)	
	Michael Hall (Senior Urban Planner, Jacobs)	
	Anne Wilkins (Landscape Architect, Align Limited)	

Discussion/Actions		Action Points
1. MEETING WITH SMUG REPRESENTATIVES	No meeting was held this month as SMUG had no issues to bring to the Board.	
2. BOARD ONLY SESSION		
3. AUDITOR'S REPORT 2014-15 FINANCIAL YEAR	<p>Andy Burns reported that work on the Audit for 2014-15 was substantially complete and he expected to be able to sign off the audit by the statutory deadline.</p> <p>AM thanked the Auditors for their work on the annual audit.</p> <p>The Auditors left the meeting.</p>	
4. PRESENTATION OF THE SML VISION	<p>Andrew Cumming, Michael Hall and Anne Wilkins tabled a copy of the SML Vision proposal and summarised the contents.</p> <p>The presentation ended at 12:45pm.</p> <p>AM will continue to liaise with Andrew Cummings to change provisions of the District Plan.</p> <p>The Board will consider engaging Peter Coop to peer review the Seaview Vision.</p>	<p>AM and Andrew Cumming to present Seaview Vision to the 7/10/2015 Council Meeting.</p> <p>AM to map out a timeline for action on the District Plan review.</p>
5. APOLOGIES	None.	
6. REGISTRATIONS OF INTEREST	Addition: Brian Walshe is on the Advisory Board of City Stay Apartments Ltd	
7. DRAFT ANNUAL REPORT	<p>The following changes to the Draft Annual Report were noted:</p> <p>CM is no longer involved with Business Builders and is now the Chair of Nikau Foundation.</p>	

Discussion/Actions	Action Points
<p>Resolved <i>That the Draft Annual Report is approved subject to final amendments and additions as noted.</i> Moved: Brian Walshe/ Secoded; Arthur Stewart</p> <p>Paul Blacker left the meeting.</p>	
<p>8. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</p> <p>Resolved <i>That the Minutes of the Board meeting held on Thursday 20 August 2015 be accepted as a true and accurate record subject to the following amendment: In item 6 change the resolution from 'That <u>the meeting notes</u>' to 'That <u>the Directors note</u>'.</i> Moved: Brian Walshe/Secoded: Arthur Stewart</p>	
<p>9. MATTERS ARISING There were no matters arising.</p>	
<p>10. ACTION LIST</p> <p>Unit 1 </p> <p>Wellington Marine Centre Monthly Report The WMC monthly report was tabled at the meeting, however as the table is in a new format AM did not have time to complete some sections prior to the meeting. The complete report will be tabled at the October meeting.</p> <p>Floating Apartments The potential development of floating apartments at SML may be affected by changes in regulations governing coastal development.</p> <p>Year End Accounts YE 30 June 2014 AM to prepare a report on the YE accounts for the October Board Meeting.</p> <p>Boat Wash Facility for Trailer Boats In the past AM has investigated installing a boat wash facility for trailer boats and vehicles by the boat ramp. He has a video detailing how such a facility would operate.</p>	<p>AM to consult with the developers of floating apartments re issues with the Wellington Regional Coastal Plan requirements.</p> <p>AM to prepare a report on YE accounts for the October Board Meeting.</p> <p>AM to explore the potential viability of a boat wash facility for trailer boats and provide figures on ramp usage for the next Board meeting.</p> <p>AM to forward a copy of the photos of the boat wash facility to the Board.</p>
<p>11. FINANCIAL REORT SP tabled and summarised the Financial Report for August 2015.</p>	<p>SP to include forecast figures in future financial reports.</p>

Discussion/Actions	Action Points
<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>AM to confer with SP to separate other income categories such as water blaster, diesel, ablution and ramp on future statement of comprehensive income for PE.</p>
<p>12. CLIENT SERVICE REPORT AM noted that one complaint had been received from a customer regarding the increase in the cost of one-off boat launching charges which was introduced from 1 September.</p>	<p>AM to advertise future price increases in the local papers</p>
<p>13. HEALTH AND SAFETY REPORT No new hazards have been added to the Register and there have been no new near-misses during the past month.</p> <p>Tony Kelly has taken over the Health and Safety role from Mark Cousins.</p> <p>Health and Safety Audit Actions AM tabled the completed actions relating to the Health and Safety Audit.</p>	
<p>14. CEO REPORT The Management Report was tabled and discussed.</p> <p><i>Resolved:</i> <i>That we note and receive the CEO's report.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	
<p>15. DEBTORS SW tabled and summarised the Debtor Report for the month of August 2015.</p>	
<p>16. BOATYARD AM reported trends are positive for September. SML is marketing to Chaffers Marina customers by advertising in the RPNYC Almanac 2015-16.</p>	<p>AM to add one more column to the hardstand report to give a full 12 months data.</p> <p>AM to consider the possibility of introducing a loyalty programme/incentive scheme to encourage customers to the boatyard.</p> <p>AM to follow up with Chatham Island customers to measure effect of SML publicity in island publications.</p>
<p>17. POLE MOORINGS AM will be contacting all pole mooring customers to advise that poles will be removed. These customers will be offered compensation of a discount on marina berth rental for possibly a couple of months.</p>	
<p>18. FIRE DRILL A fire drill is scheduled for 30 September. AM is investigating options for installing a fire alarm system on piers.</p>	
<p>19. CAFÉ</p>	<p>AM to investigate</p>

Discussion/Actions	Action Points
AM reported the high cost of setting up a container café.	options for purchase of a container on Trademe which has been fitted out as a café.
20. MARINA MANAGEMENT SYTEM UPGRADE TO NG AM reported that an upgrade of the MMS system to the new NG platform has been started and will be completed by 2 October. Included in the upgrade will be an improved customer statement report.	
21. WIFI AM to survey liveaboards to see if there is a demand for WiFi.	AM tabled a proposal for implementing WiFi to the marina.
22. MARINA OPERATORS ASSOCIATION AGM/CONFERENCE AM reported that the 2015 AGM/conference, held in Wellington, was very successful and delegates were very impressed with SML, especially the boat yard facilities.	
23. GENERAL BUSINESS Harbour Moorings AS reported that LBYC members are installing moorings around the harbour for the use of members. AM noted that SML has provided storage and boatyard support for this venture and will continue to assist in any way possible.	AM to approach LBYC with an offer to provide funding for the annual maintenance of harbour moorings.

With no further business the meeting closed at 2:35pm

Next Meeting Date: THURSDAY 22 OCTOBER 2015 at 11:30am in the Marina Office.

Signed:

Brian Walshe

Chair

Dated: