



**Minutes of a Meeting of the Board of Seaview Marina Ltd
Held on Thursday 22 September 2016 at 11:30am at Seaview Marina**

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

In Attendance: Alan McLellan (CEO Seaview Marina) (AM)
Mayor Ray Wallace, Hutt City
Bob Davies, Chairperson (SMUG)
Les Prescott (SMUG)
Andrew Clarke (Audit NZ)
Daniel Koenders (Audit NZ)
Theo Muller (Organiser of 24 Hour Endurance Boat Race)
Gareth Edwards (Commodore LBYC)
Suzanne Willis (Marina Administrator) (SW)
Sharon Page (Senior Management Accountant HCC) (SP)

Discussion/Actions	Action Points
1. MEETING WITH MAYOR RAY WALLACE AND REPRESENTATIVES OF SMUG	SW to provide Board Meeting agenda to the Chairman of SMUG and Les Prescott each month.
2. AUDIT NZ SIGN-OFF OF ANNUAL REPORT	
3. BOARD ONLY SESSION	
4. APOLOGIES Arthur Stewart (Director)	
5. REGISTRATIONS OF INTEREST No changes reported.	
6. FINANCIAL REPORT The Financial Report for August 2016 was included with the Board papers. Sharon Page outlined key points in the report. <i>Resolved</i> <i>That the Board notes and received the financial report for August 2016.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i>	SP to confirm with Amanda at HCC that loan repayments have been actioned and that repayments are cost effective.
7. CONFIRMATION OF THE MINUTES OF THE LAST MEETING <i>Resolved</i> <i>That the Minutes of the Board meeting held on Thursday 18 August 2016 be accepted as a true and accurate record.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i>	
8. MATTERS ARISING None.	
9. ACTION LIST AM reviewed the action list and updated the Board on actions completed and WIP.	

Discussion/Actions	Action Points
<p>Wellington Boat Show</p> <p>Commercial Pier Development CEO to contact potential users of commercial pier to gauge support for proposal. The Board suggested that an information pack about the commercial pier proposal be prepared to present to potential customers. The pack to include contract documentation and marketing material. The Board approved CEO approved use of additional resources for design and marketing the proposal as required.</p> <p>Marina Dredging AM noted that the Police National Dive Squad had offered to survey the marina so that depths can be compared with the previous survey. This will establish if further dredging within the marina is required.</p>	<p>AM to confirm whether the company producing houseboats will be displaying a houseboat at the 2017 Boat Show.</p> <p>SW to put Boatshow logo on SML website home page.</p> <p>AM to put together information/marketing pack for commercial pier development.</p>
<p>10. HEALTH AND SAFETY REPORT The Health and Safety Report for August 2016 prepared by Tony Kelly was tabled at the meeting.</p> <p>AM is looking into a number of options for online induction of contractors.</p> <p>The Tier 1 report on the diesel pump has been renewed.</p> <p>AM noted that the new diesel facility will be in place by the end of September.</p> <p>Dave Tyson and Ian Shepard from HCC have toured the marina and have confirmed that the boatyard gates should be shut down for Health and Safety reasons. They also suggested that the double front doors to the WMC should be locked to restrict unauthorised access to the boatyard. Ian Shepard will assist with the case against the Resource Consent issues regarding the western pedestrian gate being left open.</p>	<p>AM to investigate the best option to provide SML with a computer based contractor induction process.</p>
<p>11. WIDENING OF TRAVELIFT BAY AM is investigating options for widening of the travelift dock way to accommodate lifting of larger vessels such as the East by West ferries.</p> <p>Resolved <i>That the Board approves the expenditure [REDACTED] to explore the feasibility of extending the boatyard dock way.</i> Moved: Brian Walshe /Seconded: Chris Milne</p>	<p>AM to meet with East by West ferries to obtain signed commitment from them to use SML for lifting and servicing their ferries if SML widens the dock way.</p> <p>AM to produce marketing plan and material for the boatyard once the concept to widen the dock way is approved.</p>
<p>12. MARKETING OF UNIT 3 AM noted that feedback he has received is against leasing of Unit 3 to a long-term tenant. SML customers would prefer it is retained as a spray facility run by SML.</p>	<p>AM to present a report to the next meeting outlining the benefits and rationale for</p>

Discussion/Actions	Action Points
<p>CM suggested that as Unit 3 is integral to the boatyard that income from the unit should be reported with the boatyard rather than included in WMC figures.</p>	<p>reporting Unit 3 with the boatyard instead of the WMC.</p>
<p>13. 24 HOUR ENDURANCE RACE 2017 Theo Muller, the organiser of the 2017 24 Hour Endurance Race made a 30 minute power point presentation to the Board about the race organisation and marketing to date. He thanked SML for their support of the event.</p> <p>Theo Muller left the meeting at 2:30pm</p>	<p>SW to link the 24 Hours Endurance Race Facebook page to the SML page.</p>
<p>14. MEETING WITH LBYC COMMODORE – GARETH EDWARDS Gareth Edwards updated the Board on the success of the current membership drive which has been supported by SML marketing 3 month free membership pamphlets to all new customers.</p> <p>Other initiatives suggested to encourage membership of the club include:</p> <ul style="list-style-type: none"> • A forthcoming fishing competition. • Seaview Marina could supply flags which LBYC vessels could fly to promote the marina. • GE will be approaching the LBYC Executive to obtain support for extending the 3 month free membership offer to all SML Customers. He will report back to AM if this is approved. <p>CM noted that the 2016 SML customer survey asked respondents who were not members of LBYC if they would like to receive information from the club. Gareth Edwards will put together information about LBYC to pass on to these respondents.</p> <p>Gareth Edwards left the meeting at 2:40pm</p>	<p>AM to investigate cost of small SML flags suitable for flying on LBYC vessels.</p> <p>AM/SW to obtain details from 2016 SML Customer Survey of those interested in receiving information from LBYC and pass club contact on to them.</p>
<p>12. CEO REPORT The CEO's report for the month of August 2016 was included with the Board papers. The Report was taken as read.</p> <p>WMC Roof AM noted there is a possible issue with the type of fixing used on WMC roofing iron. He will follow up with Armstrong Downes.</p> <p>Debtors The Debtor Report for the month ending 31 August 2016 was included with the Board papers.</p> <p>Client Service Report The Client Service Report for the month ending 31 August 2016 was included with the Board papers.</p> <p>2016 Customer Survey</p> <p><i>Resolved</i> <i>That the Board notes and receives the CEO's Report for the month ending 31 August 2016.</i> <i>Moved: Brian Walshe /Seconded: Chris Milne</i></p>	<p>AM to contact Armstrong Downes re WMC roof issues.</p> <p>AM to contact Theo Muller re providing professional comment in writing on the integrity of the 2016 Customer Survey.</p>

Discussion/Actions	Action Points
<p>13. WELLINGTON MARINE CENTRE REPORT The WMC report and table for the month of August 2016 were included with the Board papers.</p> <p>[REDACTED]</p> <p><i>Resolved</i> That the Board notes and receives the Wellington Marine Centre Report for the month ending 31 August 2016. Moved: Brian Walshe /Seconded: Chris Milne</p>	<p>[REDACTED]</p>
<p>15. GENERAL BUSINESS</p> <p>2017 Board Meeting Dates BW asked SW to contact UPL re 2017 meeting dates and distribute to Board.</p> <p>CEO Performance Schedule</p> <p>Report on CEO meeting with John Worth and Phil Trowbridge AM tabled notes from this meeting.</p> <p>CEO Meeting with Matt Wilson of Seashore Cabaret AM has met with Matt Wilson to discuss feasibility of café on SML site. AM has given Matt plans and past proposals. Matt was very positive about potential opportunities at the marina. He agreed to report back to the CEO.</p>	<p>SW to distribute 2017 Board meeting dates to Board.</p> <p>AM to provide performance schedule for next meeting.</p> <p>AM to provide written response to J Worth and P Trowbridge re all points raised in their meeting with him.</p>

With no further business the meeting closed at 3.25pm

Next Meeting Date: THURSDAY 20 OCTOBER 2016 at 11:30am in the Marina Office.

Signed:
Brian Walshe, Chair
Dated: