

Waikanae Boating Club Committee Meeting Agenda

Tuesday, 16 July 2024

Section 1. Standing Agenda Items		
1.1	Approval of Minute Taker	Alex
1.2	Apologies	Alex
1.3	Approval of Minutes of the last meeting held 26/06/2024	Alex
1.4	Register of Action Points	Alex & All
1.5	Operations Report	
1.6	Treasurer's Report	Kaye
1.7	Commodore's Report	Alex
1.8	Vice Commodore's Report	Graham
1.9	Tractor Report	Graham
1.10	Rear Commodore's Report	Shona
1.11	In Committee Business – inc. Employment Sub- Committee Update	Alex
Section 2. General Business		
2.1	Risk Register	Steve
2.2	Building Sub-Committee Update	Brian
2.3	Club Security	Alex & Graham
2.4	Committee Volunteers for Events & Duty	Shona
2.5	Advertising Money	Brian
2.6	Co-Option of Additional Committee Members	Brian
2.7	Dave Brosnahan	Brian
2.8	Disposal of Donated Equipment	Chris
2.9	Tidiness in the Tower	Chris
3. Date of Next Meeting		
3.1	Suggested Date: Tuesday, 13 August 2024	Alex

Waikanae Boating Club Committee Meeting Minutes

Held at Waikanae Boating Club

Tuesday, 16 July 2024

Section 1. Standing Agenda Items

1.1	Approval of Minute Taker	Alex
Summary of Discussion: Jill Laplanche proposed as minute taker for this meeting		
Action Point(s): Look at how to send future Meeting Packs as an attachment rather than link - Alex		2024/18
Moved By:	Alex	Seconded: Kaye Carried Yes

1.2	Apologies	Alex
Summary of Discussion: Chris Thomas – Chris has asked that his matters of general business be deferred to next meeting as he wishes to discuss		
Action Point(s): N/A		
Moved By:	Alex	Seconded: Paul Carried Yes

1.3	Approval of Minutes of Last Meeting Held 26/06/2024	Alex
Summary of Discussion: Minutes circulated prior to meeting Approved as a true and accurate record and can now be loaded onto website		
Action Point(s): N/A		
Moved By:	Alex	Seconded: Shona Carried Yes

1.4	Register of Action Points	Alex & All
Summary of Discussion: Register circulated prior to meeting Actions updated on register and notes added to register to ensure all information is captured. Only Open actions will be circulated ahead of Committee Meetings		
Action Point(s): Review of WBC Constitution to be carried out in time for review by Committee and presentation to AGM 2025 to ensure rules are consistent with the Incorporated Societies Act 2022.		2024/19
Moved By:	Alex	Seconded: Shona Carried Yes

1.5	Operations Report				Alex
Summary of Discussion: No report has been provided for this meeting. Going forward this will be the responsibility of the staff to provide a brief monthly report on WBC Operations					
Action Point(s): Shona to ensure that staff with responsibilities for operations understand what reporting is required -including how sensitive information is to be managed					2024/20
Moved By:	Alex	Seconded:	Graham	Carried	Yes

1.6	Treasurer's Report				Kaye
Summary of Discussion: Report circulated prior to meeting Kaye has queried bank balances as reported and has received information that fully satisfies Discussion around invoicing cycle from Tuk Tuk Waimea, now operating on a weekly cycle We have outsourced the risk for employing wait staff and this is managed as part of the contract with Tuk Tuk Extra work associated with the Build has been invoiced and payment needs to be approved Agreement to pay invoices as presented.					
Action Point(s): N/A					
Moved By:	Kaye	Seconded:	Phil	Carried	Yes

1.7	Commodore's Report				Alex
Summary of Discussion: Report circulated prior to meeting Licensing has been the biggest challenge. Risk is very high. If we lose the licence we lose the club and need to prioritise that. KCDC is happy with our current position					
Action Point(s): N/A					
Moved By:	Alex	Seconded:	Brian	Carried	Yes

1.8	Vice Commodore's Report			Graham	
Summary of Discussion: Report circulated prior to meeting					
Action Point(s): Graham to send security information to Steve for review, which can be incorporated into a bigger H&S policy review				2024/21	
Steve to share the Youth & Community H&S policy with Alex				2024/22	
New planting to be done at the front of the club. Graham to call for volunteers through the Enews				2024/23	
Moved By:	Graham	Seconded:	Kathy	Carried	Yes

1.9	Tractor Report			Graham	
Summary of Discussion: Report circulated prior to meeting Paul reported issues on hydraulics on Harry.					
Action Point(s): Graham to look at the hydraulics on Harry				2024/24	
Moved By:	Graham	Seconded:	Paul	Carried	Yes

1.10	Rear Commodore's Report			Shona	
Summary of Discussion: Report circulated prior to meeting Help is needed for mid-winter swim. Alex will cook and get onions Horn required for start – Graham has one Gold coin donation for food, Kathy will ask for donations on the day -all to go to club funds towards the cost of the event Posters have been distributed, soft copies via schools, FB community pages, radio advertising on Beach FM etc Tim Costley MP is attending					
Action Point(s): Shona to look at possible promo of mid-winter swim through local paper				2024/25	
Moved By:	Shona	Seconded:	Graham	Carried	Yes

1.11	In Committee Business			Alex	
Summary of Discussion: Meeting went into Committee at 20:11 open meeting resumed at 21:08 'In Committee' Minutes to be separately produced and filed					
Action Point(s): N/A					
Moved By:	Alex	Seconded:	Graham	Carried	Yes

Section 2. General Business

2.1	Risk Register	Steve
Summary of Discussion: Differed to next meeting		
Action Point(s): Revisit the Risk Register document at next meeting updated with issues raised 16/07		2024/26
Moved By:		Seconded:
		Carried

2.2	Building Sub-Committee Update	Brian
Summary of Discussion: Discussed In Committee		
Action Point(s): N/A		
Moved By:		Seconded:
		Carried

2.3	Club Security	Alex & Graham
Summary of Discussion: Staff can be vulnerable leaving the premises – procedures being developed to mitigate risk towards staff Locks and alarms need to be reviewed to make sure that anyone who shouldn't have access is removed Sign in book needs to be correctly completed as this is a licensing requirement The Club has a capacity of 99 people and this could impact on members being able to attend Functions have been arranged during club opening hours – discussion around if this is appropriate for a members club. Functions should be arranged outside of normal operating hours so that the needs of member attending the club are prioritised. Any functions requested need Committee approval		
Action Point(s): Notify Alex of anyone needing access to the Club outside of normal operating times so that they can be allocated a personal log in		2024/27
Notification of sign-in requirements to be republished in E-news – Alex to follow up with Evie		2024/28
Graham to liaise with Coastguard re boat placement on Saturday 20/07		2024/29
Communication to members regarding rules for applying for a private function - Alex		2024/30
Moved By:	Alex	Seconded:
		Kaye
		Carried
		Yes

2.4	Committee Volunteers for Events & Duty			Shona
Summary of Discussion: Included in Vice Commodore's Report				
Action Point(s): N/A				
Moved By:		Seconded:		Carried

2.5	Advertising Money			Brian
Summary of Discussion: Advertising inside the club – income goes to fishing comps etc and not to general Club funds The cost of adverts is relatively cheap for advertisers and it is proposed that the proceeds go 50/50 Youth & Community can afford to drop to 25% Fishing Comp to drop to 25% 50% to go to general funds Likely that sponsorship arrangements will be reviewed when new club is built				
Action Point(s): Any clubroom sponsorship funds received before the club rebuild to split with 50% going to general club funds				2024/31
Moved By:	Brian	Seconded:	Steve	Carried Yes

2.6	Co-Option of Additional Committee Members			Brian
Summary of Discussion: Removed from agenda				
Action Point(s): N/A				
Moved By:		Seconded:		Carried

2.7	Member Updates			Brian
Summary of Discussion: Discussed in Committee 3 x new memberships approved				
Action Point(s): N/A				
Moved By:	Brian	Seconded:	Alex	Carried Yes

2.8	Disposal of Donated Equipment			Alex
Summary of Discussion: Postpone until next meeting on 13/08 to allow Chris to talk to this item				
Action Point(s): Add disposal of donated equipment to August agenda - Alex				2024/32
Moved By:	Alex	Seconded:		Carried

2.9	Tidiness in the Tower			Alex
Summary of Discussion: Postpone until next meeting on 13/08 to allow Chris to talk to this item				
Action Point(s): Add tidiness in the tower to August agenda - Alex				2024/33
Moved By:	Alex	Seconded:		Carried

Section 3. Date of Next Meeting

3.1	Suggested Date Tuesday, 13 August 2024			Alex
Summary of Discussion: Meeting date set as proposed				
Action Point(s): Meeting pack to be available 06/08 for meeting 13/08				2024/34
Moved By:	Alex	Seconded:	Graham	Carried Yes

Summary of Action Points

Number	Date Opened	Details	Assigned to	Date Due
2024/18	16/07	Look at how to send future Meeting Packs as an attachment rather than link	Alex	06/08
2024/19	16/07	Review of WBC Constitution to be carried out in time for review by Committee and presentation to AGM 2025 to ensure rules are consistent with the Incorporated Societies Act 2022.	Alex	31/03
2024/20	16/07	Shona to ensure that staff with responsibilities for operations understand what reporting is required -including how sensitive information is to be managed	Shona	31/07
2024/21	16/07	Graham to send security information to Steve for review, which can be incorporated into a bigger H&S policy review	Graham & Steve	31/07
2024/22	16/07	Steve to share the Youth & Community H&S policy with Alex	Steve	31/07
2024/23	16/07	New planting to be done at the front of the club. Graham to call for volunteers through the Enews	Graham	23/07
2024/24	16/07	Graham to look at the hydraulics on Harry	Graham	31/07
2024/25	16/07	Shona to look at possible promo of mid-winter swim through local paper	Shona	23/07
2024/26	16/07	Revisit the Risk Register document at next meeting updated with issues raised 16/07	Steve	31/07
2024/27	16/07	Notify Alex of anyone needing access to the Club outside of normal operating times so that they can be allocated a personal log in	All	26/07
2024/28	16/07	Notification of sign-in requirements to be republished in E-news – Alex to follow up with Evie	Alex	17/07
2024/29	16/07	Graham to liaise with Coastguard re boat placement on Saturday 20/07	Graham	19/07
2024/30	16/07	Communication to members regarding rules for applying for a private function	Alex	24/07
2024/31	16/07	Any clubroom sponsorship funds received before the club rebuild to split with 50% going to general club funds	Kaye	31/07
2024/32	16/07	Add disposal of donated equipment to August agenda	Alex	06/08
2024/33	16/07	Add tidiness in the tower to August agenda	Alex	06/08
2024/34	16/07	Meeting pack to be available 06/08 for meeting 13/08	Alex	06/08



Treasurer's Report – Committee Meeting 16 July 2024

Attached are:

- 1 June Creditors (Aged Payables Summary) – for payment approval
- 2 Financial Report at 30 June 2024
- 3 Debtors at 30 June 2024 (Subs) \$109,208.10 less paid up to 12 July of \$17,040 = \$92,168.10 due (not attached)
- 4 Profit and Loss – 30 June 2024
- 5 Balance Sheet

NOTES:

- A Bar sales have steadily increased from April whilst the bar purchases have remained relatively steady.
- B Operating expenses have reduced from April, and excluding the building expenses, notable extra costs were:
- April Administration of \$6,875, higher tractor expenses and higher kitchen wages.
 - May Kitchen wages reduced, although there was the cost of Galley equipment.
 - June Expenses have settled and with the new arrangement with Tuk Tuk, it is expected, moving forward, the galley can begin to pay its way.
- C You will note that the Balance Sheet records total Bank funds of \$810,977.70, and the Financial Report shows funds of \$710,977.70. I have been unable to obtain a reply from Evie as yet. I note that Term deposit 0311 recorded on the Balance Sheet is not recorded on the Financial Report. Have these funds been applied against Building expenses perhaps? Could Graham or Brian answer that?

Bar Sales breakdown 2021 / 2020 comparison

- Bar Sales June 2024 \$29,342.16
- Bar Sales June 2023 \$30,384.70
- *Decrease 1,042.54*

Membership Numbers as at 10 July 2024

→ Family	578
→ Tractor	270
→ Total	848

Aged Payables Summary

Waikanae Boating Club Incorporated

As at 31 July 2024

Ageing by due date

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Armstrong Smarter Security	-	43.42 Δ	-	-	-	-	43.42 Δ
CardQuip Plastic Cards & Equipment	-	67.85 Δ	-	-	-	-	67.85 Δ
Elgas (Direct Debit)	-	214.53 Δ	-	-	-	-	214.53 Δ
Frank Energy	-	976.72 Δ	-	-	-	-	976.72 Δ
Gilmours Wholesale Food & Beverage	2,843.64 Δ	9,326.56 Δ	-	-	-	-	12,170.20 Δ
JB's Environmental Ltd	439.95 Δ	-	-	-	-	-	439.95 Δ
Kapiti Coast District Council	-	-	-	-	-	(391.00) \checkmark	(391.00) \checkmark
KCDC	-	150.98 Δ	-	-	-	-	150.98 Δ
Low Cost Bins	-	437.94 Δ	-	-	-	-	437.94 Δ
Mobil Bohanna Motors	-	267.21 Δ	-	-	-	-	267.21 Δ
New World Kapiti - Social	-	150.00 Δ	-	-	-	-	150.00 Δ
New World Kapiti - Trading	-	1,307.78 Δ	-	-	-	-	1,307.78 Δ
North End Brewery Limited	-	1,173.02 Δ	-	-	-	-	1,173.02 Δ
One NZ (Vodafone) - Direct Debit	-	121.73 Δ	-	-	-	-	121.73 Δ
Starborough Farming Company Limited	1,545.60 Δ	1,794.00 Δ	-	-	-	-	3,339.60 Δ
TaxiCharge New Zealand Limited	-	153.01 Δ	-	-	-	-	153.01 Δ
The General McArthur / Jordan McArthur	-	-	-	-	-	753.00	753.00
Tongdaeng Ltd	-	1,279.10 Δ	-	-	-	-	1,279.10 Δ
Warehouse Stationery	-	79.73 Δ	-	-	-	-	79.73 Δ
Total Aged Payables	4,829.19	17,543.58	-	-	-	362.00	22,734.77
Total	4,829.19	17,543.58	-	-	-	362.00	22,734.77
Percentage of total	21.24%	77.17%	-	-	-	1.59%	100.00%

FINANCIAL REPORT

<u>TERM DEPOSITS</u>		<u>as at 30.06.24</u>
Term Deposit – 03003	\$	76,751.38
Term Deposit – 03004	\$	36,883.66
Term Deposit – 03006	\$	60,002.43
Term Deposit – 03007	\$	33,984.49
Term Deposit – 03008	\$	28,831.99
Term Deposit – 03009	\$	27,444.45
Term Deposit - 03012	\$	100,000.00
TOTALS		\$363,568.40

<u>BANK BALANCES</u>		<u>as at 30.06.24</u>
Debit Card	\$	821.53
BNZ Trading	\$	20,020.68
BNZ Subscription	\$	209,307.17
BNZ FFY	\$	16,092.05
BNZ Tractor	\$	21,580.10
BNZ Building Fund	\$	54,970.56
BNZ Social	\$	4,027.67
BNZ Annual Fishing	\$	16,419.02
Build Fundraising	\$	3,375.69
Build Raffles	\$	794.83
TOTALS	\$	347,409.30
Total Term Deposits & accounts	\$	710,977.70

<u>BAR INCOME</u>		<u>as at 30.06.24</u>
Bar Income	\$	28,392.14
Less – Purchases	\$	11,385.16
TOTALS		\$17,006.98

<u>GALLEY INCOME</u>		<u>as at 30.06.24</u>
Galley Income	\$	11,106.04
Less – Purchases	\$	4,827.62
TOTALS	\$	6,278.32

<u>RAFFLES / SOCIAL</u>		<u>as at 30.06.24</u>
Raffle / Social Income	\$	165.22
Raffle / Social Expenses	\$	648.48
TOTALS		-\$483.26

<u>SUBSCRIPTION INCOME</u>		<u>as at 30.06.24</u>
Family & Tractor	\$	24,651.90
Tractor	\$	6,808.62
Building Improvement Levy	\$	22,069.83
TOTALS		\$53,530.35

<u>WAGES</u>		<u>as at 30.06.24</u>
Wages - Administration	\$	4,050.00
Wages - Bar/Cleaning	\$	5,921.98
Wages - Kitchen	\$	7,773.01
Wage Totals (gross)	\$	17,744.99

Profit and Loss

Waikanae Boating Club Incorporated For the month ended 30 June 2024

	JUN 2024	MAY 2024	APR 2024	YEAR TO DATE
Trading Income				
Bar Sales	29,342.16	25,723.49	24,870.86	79,936.51
Building Improvement Levy	59,070.30	313.05	206.70	59,592.05
Donations - Annual Fishing Competition	-	-	434.78	434.78
Galley Income	10,953.90	10,141.73	12,777.26	33,872.89
Income - Coastguard Rent	2,173.91	-	-	2,173.91
Interest Income	1,017.55	3,063.71	4,213.91	8,295.17
Small Balance Adjustments	84.90	116.90	(4.80)	197.00
Social Account Income	165.22	260.88	330.45	756.55
Sponsorship	-	2,000.00	1,000.00	3,000.00
Subscription Income	64,173.20	300.00	200.00	64,673.20
Tractor Income	20,112.82	-	86.96	20,199.78
Tuk Tuk Income	1,500.00	-	-	1,500.00
Total Trading Income	188,593.96	41,919.76	44,118.12	274,631.84
Cost of Sales				
Galley Food Purchases	4,164.21	5,171.78	4,694.37	14,030.36
Purchases - Bar	10,626.83	11,616.72	9,308.71	31,552.26
Total Cost of Sales	14,791.04	16,788.50	14,003.08	45,582.62
Gross Profit	173,802.92	25,131.26	30,115.04	229,049.22
Other Income				
Build Raffle Income	-	82.61	41.74	124.35
Building Fundraising	410.00	-	-	410.00
Total Other Income	410.00	82.61	41.74	534.35
Operating Expenses				
Administration	-	900.00	6,875.00	7,775.00
Advertising	50.00	-	44.00	94.00
Bank Fees	6.00	0.20	9.00	15.20
Bar Equipment Expenses	168.52	401.81	551.05	1,121.38
Building Expenses	297.50	233.48	3,927.62	4,458.60
Cleaning Product Purchases	94.13	152.86	147.83	394.82
Closing Stock - Bar	(4,306.95)	(4,994.08)	(4,167.00)	(13,468.03)
Consulting & Accounting	1,375.00	2,975.00	1,375.00	5,725.00
Fishing Competition Expenses	-	-	869.56	869.56
Galley - Repairs & Maintenance	-	-	156.53	156.53
Galley Equipment Purchases	-	4,117.00	-	4,117.00
General Expenses	-	-	570.01	570.01
Gifts	-	121.74	-	121.74
Kitchen Expenses	468.24	-	291.16	759.40
Licence Fees	-	605.22	-	605.22

Profit and Loss

	JUN 2024	MAY 2024	APR 2024	YEAR TO DATE
Light, Power, Heating	903.60	905.61	876.81	2,686.02
Merchant Fees	250.11	289.20	273.45	812.76
Printing & Stationery	149.20	1,083.48	587.36	1,820.04
Rates & Lease expenses	507.43	-	813.04	1,320.47
Repairs and Maintenance	18.88	-	15.48	34.36
Rounding	(22.98)	-	(0.01)	(22.99)
Rubbish Collection	380.82	421.62	389.52	1,191.96
Security	-	78.52	37.39	115.91
Sky	-	381.30	190.65	571.95
Social Account Expenses	735.43	972.61	130.43	1,838.47
Social Club - Finger Food	21.62	-	-	21.62
Subscriptions	102.45	164.70	102.45	369.60
Taxi Fees	133.05	55.48	91.06	279.59
Telephone & Internet	211.70	143.65	105.85	461.20
Tractor Expenses	254.01	404.58	2,639.07	3,297.66
Trophies & Engraving	48.00	705.00	-	753.00
Wages - Administration	4,050.00	3,011.19	-	7,061.19
Wages - Bar Staff	5,921.98	4,693.46	5,702.76	16,318.20
Wages - Kitchens	7,773.01	8,261.02	11,338.93	27,372.96
Total Operating Expenses	19,590.75	26,084.65	33,944.00	79,619.40
Net Profit	154,622.17	(870.78)	(3,787.22)	149,964.17

Balance Sheet

Waikanae Boating Club Incorporated As at 30 June 2024

30 JUN 2024

Assets

Bank

BNZ - Annual Fishing Comp	16,419.02
BNZ - Building Fund	54,970.56
BNZ - Cheque Account	20,020.68
BNZ - Kids Account	16,092.05
BNZ - Subscriptions Account	209,307.17
BNZ - Tractor Fund	21,580.10
Build Fundraising	3,375.69
Build Raffles	794.83
DEBIT CARD	821.53
Social Account	4,027.67
Term Deposit 03003	76,751.38
Term Deposit 03004	36,553.66
Term Deposit 03006	60,002.43
Term Deposit 03007	33,984.49
Term Deposit 03008	28,831.99
Term Deposit 03009	27,444.45
Term Deposit 03011	100,000.00
Term Deposit 03012	100,000.00
Total Bank	810,977.70

Current Assets

Accounts Receivable	109,208.10
Stock on Hand - Bar Stock	19,892.21
Stock On Hand - Clothing	2,510.24
Total Current Assets	131,610.55

Fixed Assets

Building - At Cost	356,817.94
Less Accumulated Depreciation - Tractors	(35,254.00)
Less Accumulated Depreciation - Buildings	(2,358.04)
Less Accumulated Depreciation - Plant & Equipment	(149,801.00)
Plant & Equipment - At Cost	185,113.47
Tractors - At Cost	47,349.87
Total Fixed Assets	401,268.15

Total Assets **1,343,856.40**

Liabilities

Current Liabilities

Accounts Payable	16,081.30
GST	24,013.14
Suspense	(250.00)

Balance Sheet

	30 JUN 2024
Term Deposit 03010	100,000.00
Total Current Liabilities	139,844.44
Total Liabilities	139,844.44
Net Assets	1,204,011.96
Equity	150,033.50
Current Year Earnings	1,053,978.46
Retained Earnings	1,204,011.96
Total Equity	1,204,011.96

Waikanae Boating Club

Commodore's Report

July 2024

Reflections

It has been a shorter – 3 week period – since the last meeting, a steep learning curve for sure without all of the relevant history of the Club including background to current commitments and decisions already in play.

There have been some immediate challenges around compliance and our legal obligations which have required a lot of time and effort to ensure that we are not operating outside of the legal requirements of KCDC. I have been grateful for the support of Graham and Shona in navigating these plus the efforts of the staff to get compliance documentation etc together at short notice.

We now have workable solutions in place that meet our food provision requirements and these can continue for the foreseeable future, until we decide what is required in the longer term.

The bar operation, although now compliant, needs more attention to ensure that staffing is correct and able to manage the additional food workload.

Current Priorities

- Maintain oversight of the catering options with Tuk Tuk Waimea to ensure the processes are refined and perfected going forward
- Review the policies and procedures that we operate under – especially around our employment obligations.
- Establish working relationships (where appropriate) with other Clubs, businesses and stakeholders to optimise opportunities for WBC.
- Establish a formal feedback mechanism for our membership.

Looking Forward

Meeting with Todd Spencer, President Coastguard on Monday 15th so will hopefully be able to verbally update at the meeting.

I look forward to arranging the Special General Meeting now that the decision about contracts is ready to be made by the Building Sub-Committee. Brian will present his information at our meeting as the Sub Committee will meet only the day prior to finalise their plans.

I anticipate that there will a great deal to do over the next two months which will necessitate some further operational change. I believe that we need to manage this as efficiently and discreetly as possible to prevent members being concerned. A key strategy will be improving communication to members and I will undertake to ensure that meeting minutes and positive messages are circulated at the earliest opportunity.

Waikanae Boating Club

Vice Commodore's Report

July 2024

Security: I have been liaising with Shona Renee and Wayne from Armstrongs re Security arrangements with Bar staff leaving the club after closedown. I will have a meeting with all bar staff later this week re this.

The Galley: Thanks to Alex's contact here Tuk Tuk have stepped in to supply us with a suitable menu. This is working well, with a few teething issues, but they will be resolved.

The issue we have is that the hospitality industry is struggling which reflects on our numbers through the restaurant. Tuk Tuk are feeling the pain too, so hopefully this will be a win win. The menu however must reflect what we need as a club.

Club maintenance: I have approached a club member local engineer to make a new bracket for the flag pole on the south side of the club.

This is in a dangerous condition

We will try to get the wind direction 'sailing ship' at the top working as well.

Graham VC.

Waikanae Boating Club

Tractor Report

July 2024

We are working on a complete service on all three tractors before the coming season. With diesel mech Phil we are trying to stay ahead on maintenance issues.

REAR COMMODORE REPORT

WBC Committee meeting

16 July 2024

INTRODUCTION

It has been a full on few weeks since taking over from our previous Rear Commodore Leon.

Leon communicated a broad overview of the role and events that were coming up in the near future which was extremely helpful. This along with the support I have received from Evie has made the transition of the role and its responsibility to me trouble-free.

WORK IN PROGRESS

QUIZ NIGHTS

I attended the most recent Quiz Night on the 25th of June to observe, learn and assist Paul where I could. During this time I could see a need for the use of a spreadsheet to record scores as Paul was doing this manually. The stumbling block to setting this up for him was the lack of another laptop computer. I have acquired another laptop (free of charge) and there is now a spreadsheet set up on this (after consultation with Paul) to record the scores for our next Quiz Night.

MID WINTER SWIM

I have contacted the Coastguard, Surf Club, First Aider, Coffee Kart to introduce myself and will ring them again the week before the swim to discuss details. I also have met with the Waikanae Butcher and will order sausages the week before. Renee will order the bread, butter, sauce, onions, paper towels, disposable gloves etc to be used on the day.

I have liaised with a retired professional photographer who is willing to come along on the day and take photos free of charge. He is an ex-member of the club.

Our local MP has confirmed he will be participating in the swim.

- **Advertising in the community.**

Leon supplied copies of posters that he has used in the past and I asked Evie to revamp them a little. I have distributed both hard and soft copies of these posters within the community, via Facebook and through local schools. Also I recorded an advertisement on Beach FM which is currently playing and will continue to play up until the time of the Mid Winter Swim.

I've spoken recently again with Leon and now have a clear picture of the setup on the day which drew my attention to the need for volunteers from the committee.

I will need help with:

- Location and set-up of the area in front of the club as an assembly point.
- Location, set-up and volunteers to cook and distribute the sausages.
- Commodore to start the swimmers. Have we a loud horn?

Input from committee members on anything I may have missed to be organised on the day would be appreciated.

MUSICIANS

I have scheduled to perform Status Five on Sunday 28 July. This was pre-arranged by Leon. They are a husband and wife duo who on my request will provide easy listening music.

Feedback of the previous musician Raman Hari was that the music was too loud for the environment and not the standard of other musicians that we have engaged prior.

I have discussed with Evie a payment method that ensures all musicians are paid in cash from the social bank account whilst ensuring that the club has a clear “paper” record. Previous payments have not been made from the social bank account but taken from the raffle jar on the bar and cash from the till.

COMMITTEE T- SHIRTS

I'm in the process of obtaining a quote from Classic Uniform and Sportswear for the embroidered logos and Nike Inter Football for the Polo Shirts which was recommended by Paul.

BEACH FM MARKETING EVENT

The Commodore, Vice Commodore and I received an invitation to attend this Beach FM Marketing event. We accepted with the aim of raising the visibility of the WBC within the local community.

I have also met with Chris Turver to discuss a visibility strategy for the future.

RECOMMENDATION

I am exploring the possibility of holding Bingo nights within the club as an extra opportunity to further increase profit over the bar. The members that I have approached with the idea within the club are keen plus Paul is willing to be the caller.

SHONA SPICER
REAR COMMODORE

Waikanae Boating Club

Employment Sub-Committee Terms of Reference

July 2024

Chairperson: Commodore

Members: Vice Commodore, Rear Commodore

Meetings: Monthly & as Required

Purpose:

To oversee the employment of all staff at Waikanae Boating Club and to manage all matters relating to their employment.

Key Responsibilities:

- Setting of position descriptions
- Recruitment
- Adjustment of staffing to meet the needs of the members and regulatory requirements
- Performance management (including reviews)
- Pay negotiations (subject to prior budget approval)
- Day to day management, including all staff liaison
- Health & Safety of staff
- Approval of leave applications
- Development of Training Plans
- Development, implementation and monitoring of HR Policies and Procedures
- Reporting matters of risk or concern to the WBC Committee

Delegations:

The WBC Committee hereby delegates the necessary authority to the Employment Sub-Committee to carry out the management of all employees in line with the above list of responsibilities. Only Employment Sub-Committee members shall be involved with any aspect of managing the staff.

The ability to seek independent HR and/or legal advice to manage any employment issue that requires escalation if required.

Powers Not Granted:

Dismissal of staff without prior notification to the WBC Committee.

The disestablishment of the Sub-Committee.