

# Waikanae Boating Club Committee Meeting Agenda

Wednesday 26<sup>th</sup> June 2024

## **1. Standing Agenda Items**

- |   |           |
|---|-----------|
| 1.1. Apologies  | Alex      |
| 1.2. Minutes of the last meeting held 21 <sup>st</sup> May 2024 | Graham    |
| 1.3. Operations Report  | Evie/Kaye |
| 1.4. Financial Report from Treasurer                            | Kaye      |
| 1.5. Report from Commodore                                      | Alex      |
| 1.6. Report from Vice Commodore                                 | Graham    |
| 1.7. Tractor Report   | Graham    |
| 1.8. Report from Rear Commodore                                 | Shona     |

## **2. General Business**

- |  |               |
|--|---------------|
| 2.1. Roles & Responsibilities              | Alex & Shona  |
| 2.2. Governance & Operations               | Alex          |
| 2.3. Establish Employment Sub-Committee    | Alex & Graham |
| 2.4. Galley Discussion                     | Alex & Graham |
| 2.5. Email Addresses/IT/Communication      | Alex          |
| 2.6. Membership Surveys                    | Alex          |
| 2.7. Help from Committee Members as needed | Shona         |
| 2.8. Mid-Winter Swim                       | Shona         |
| 2.9. Cash Payments for Bands               | Shona         |
| 2.10. Committee Badges                     | Shona         |
| 2.11. Tractor Usage Procedure              | Katherine     |
| 2.12. Art Auction                          | Katherine     |

## **3. Date of Next Meeting**

Suggested 16<sup>th</sup> July 2024

# Waikanae Boating Club Committee Meeting Minutes

Held at Waikanae Boating Club

Wednesday, 26 June 2024

## Section 1. Standing Agenda Items

<b>1.1</b>	<b>Approval of Minute Taker</b>	<b>Alex</b>		
<b>Summary of Discussion:</b> Alex suggested an amendment to the agenda to incorporate approval of the Minute Taker as item 1.1. Suggested Jill Laplanche be approved to independently take the minutes for this meeting				
<b>Action Point(s):</b>				
<b>Moved By:</b>	Alex	<b>Seconded:</b> Shona	<b>Carried</b>	Yes

<b>1.2</b>	<b>Apologies</b>	<b>Alex</b>		
<b>Summary of Discussion:</b> Brian Frampton				
<b>Action Point(s):</b> None				
<b>Moved By:</b>	Alex	<b>Seconded:</b> Paul	<b>Carried</b>	Yes

<b>1.3</b>	<b>Approval of Minutes of Last Meeting Held 21/05/2024</b>	<b>Alex</b>		
<b>Summary of Discussion:</b> Alex asked Graham to present the minutes as they precede his appointment. Minutes presented as a true and accurate record				
<b>Action Point(s):</b> None				
<b>Moved By:</b>	Graham	<b>Seconded:</b> Steve	<b>Carried</b>	Carried

<b>1.4</b>	<b>Operations Report</b>	<b>Kaye</b>		
<b>Summary of Discussion:</b> Report circulated by email from Evie. Question about how leave to be applied for – to be covered under the section on Employment Sub-Committee Subscription update 30 not renewing, 8 downgrades from tractor to family				
<b>Action Point(s):</b> None				
<b>Moved By:</b>	Phil	<b>Seconded:</b> Graham	<b>Carried</b>	Yes

<b>1.5</b>	<b>Treasurer's Report</b>				<b>Kaye</b>
<b>Summary of Discussion:</b> Financial report has been circulated Payments presented for approval – payable on 20th					
<b>Action Point(s):</b> None					
<b>Moved By:</b>	Kaye	<b>Seconded:</b>	Alex	<b>Carried</b>	Yes

<b>1.6</b>	<b>Commodore's Report</b>				<b>Alex</b>
<b>Summary of Discussion:</b> Alex presented his report with an apology that it hadn't been circulated prior to the meeting due to his holiday. New committee members were welcomed and introductions made					
<b>Action Point(s):</b> Develop a risk register for presentation at each meeting and include in the Meeting Pack. Present to next meeting – Steve Watson					2024/01
<b>Moved By:</b>	Alex	<b>Seconded:</b>	Steve	<b>Carried</b>	Yes

<b>1.7</b>	<b>Vice Commodore's Report</b>				<b>Graham</b>
<b>Summary of Discussion:</b> Build update: Close to beginning work. Toilets are being built and supplied to KCDC. Won't be installed until August. Project managers have been working on tenders to reduce costs – savings so far approx. \$200k. There is a proposed contractor ready to be approved. There are some commercial sensitivities so the detail to be discussed 'In Committee'. Alex outlined how sensitive discussions are to be handled. 14 days notice is required for setting SGM – this is not required under the constitution however it is a big decision that should be put to members					
<b>Action Point(s):</b> Review the constitution to ensure that the rules are understood and followed in preparation for the SGM before next meeting - Phil					2024/02
<b>Moved By:</b>	Graham	<b>Seconded:</b>	Paul	<b>Carried</b>	Yes

<b>1.8</b>	<b>Tractor Report</b>				<b>Graham</b>
<b>Summary of Discussion:</b> Nothing to report for this meeting					
<b>Action Point(s):</b>					
<b>Moved By:</b>		<b>Seconded:</b>		<b>Carried</b>	

<b>1.9</b>	<b>Rear Commodore's Report</b>			<b>Shona</b>	
<b>Summary of Discussion:</b> Met with Leon for handover of duties, events and contacts list There is now a Google diary with everything listed Plans to increase communication to avoid clashes and keep everyone in the loop Met with Evie to work out practical process for event expenditure Attended the Quiz Night and is working on future events					
<b>Action Point(s):</b>					
<b>Moved By:</b>	Shona	<b>Seconded:</b>	Graham	<b>Carried</b>	Yes

<b>1.11</b>	<b>In Committee Business</b>			<b>Alex</b>	
<b>Summary of Discussion:</b> Meeting went into Committee at various times. Confidential, 'In Committee' Minutes to be separately produced and filed					
<b>Action Point(s):</b>					
<b>Moved By:</b>		<b>Seconded:</b>		<b>Carried</b>	

## ***Section 2. General Business***

<b>2.1</b>	<b>Roles &amp; Responsibilities</b>			<b>Alex &amp; Shona</b>	
<b>Summary of Discussion:</b> Shona has been involved in the recruitment of some positions and is concerned that some things have morphed. This will be addressed through the Employment Sub Committee.					
<b>Action Point(s):</b>					
<b>Moved By:</b>	Alex	<b>Seconded:</b>	Katherine	<b>Carried</b>	Yes

<b>2.2</b>	<b>Governance &amp; Operations</b>			<b>Alex</b>	
<b>Summary of Discussion:</b> There is not a clear line defining governance form operations. Operational people need to have full information from the Committee in order to be able to carry out their duties. By circulating meeting papers ahead of time the Committee can decide if there is additional operational information needed at the meetings and staff can attend as needed. Operational staff to be monitored by the Employment Sub-Committee					
<b>Action Point(s):</b>					
<b>Moved By:</b>		<b>Seconded:</b>		<b>Carried</b>	

<b>2.3</b>	<b>Establish Employment Sub-Committee</b>				<b>Alex, Graham &amp; Shona</b>
<b>Summary of Discussion:</b> There is a need to look after employment matters with the appropriate levels of response to ensure that all employees are managed through a new sub-committee. This will cover all aspects of employment. Steve Watson has agreed to act as an available alternative					
<b>Action Point(s):</b> Establish the terms of reference for the Employment Sub Committee and circulate to Committee Members within the next 2 weeks . Members to be Alex, Graham & Shona					2024/03
<b>Moved By:</b>	Alex	<b>Seconded:</b>	Paul	<b>Carried</b>	Yes

<b>2.4</b>	<b>Galley Discussion</b>				<b>Alex, Graham &amp; Shona</b>
<b>Summary of Discussion:</b> Current arrangements expire on 28 <sup>th</sup> June.					
<b>Action Point(s):</b> Review the Galley arrangements through the Employment Sub-Committee					2024/04
<b>Moved By:</b>	Alex	<b>Seconded:</b>	Steve	<b>Carried</b>	Yes

<b>2.5</b>	<b>Email Addresses/IT/Communication</b>				<b>Alex</b>
<b>Summary of Discussion:</b> WBC currently uses gmail, which isn't secure or helpful in managing WBC business. As there is WBC domain we should move towards domain based emails. Appears that staff are using their own IT equipment. Existing committee members believe there is at least one laptop Membership data is believed to be held on a memory stick					
<b>Action Point(s):</b> See what IT equipment is owned by WBC and locate it. Graham					2024/05
If new IT is required, obtain quotes to ensure what expenditure may be required					2024/06
Ask Evie to set up domain based emails for Officers and general club operations - Alex					2024/07
Determine where membership information is stored and ensure that it is transferred to a secure location if required. Evie to complete this work - Alex					2024/08
Develop an external communications strategy – invite Chris Turver to support us. Shona to begin the negotiations					2024/09
<b>Moved By:</b>	Alex	<b>Seconded:</b>	Katherine	<b>Carried</b>	Yes

<b>2.6</b>	<b>Membership Surveys</b>				<b>Alex</b>
<b>Summary of Discussion:</b> Need to go out and canvas the membership to see what they want from the club. Could include the Galley, bar operations, tractor operations, social events etc					
<b>Action Point(s):</b> Set up initial surveys using Survey Monkey – Graham to liaise with Peter Dale to see what information exists					2024/10
<b>Moved By:</b>	Alex	<b>Seconded:</b>	Kaye	<b>Carried</b>	Yes

<b>2.7</b>	<b>Help From Committee Members as Needed</b>				<b>Shona</b>
<b>Summary of Discussion:</b> Staff redeployment has meant that there isn't coverage for all events from staff. Shona wants to know how to engage people to support social events. Steve advised that there is a library of communication material that is available for Shona. He is the member of the Youth & Community Fishing Sub-Committee Discussion about respecting the sponsor's established areas of support. Some sponsors are keen to play a bigger part but we need to be aware that there are some long standing relationships					
<b>Action Point(s):</b> Request help from Committee Members or through E-news in advance of social events					2024/11
Steve to arrange to give Shona briefing on the Youth & Community Events					2024/12
<b>Moved By:</b>	Shona	<b>Seconded:</b>	Paul	<b>Carried</b>	Yes

<b>2.8</b>	<b>Mid-Winter Swim</b>				<b>Shona</b>
<b>Summary of Discussion:</b> Planning is well underway. All stakeholders have been confirmed Community visibility is important and this is a great opportunity to showcase what we have available					
<b>Action Point(s):</b> Need to confirm a First Aider to be in attendance – Shona					2024/13
<b>Moved By:</b>	Shona	<b>Seconded:</b>	Paul	<b>Carried</b>	Yes

<b>2.9</b>	<b>Cash Payments for Bands</b>				<b>Shona</b>
<b>Summary of Discussion:</b> There is a schedule of events involving paid entertainers. Currently we pay from raffle funds and do not receive invoices.					
<b>Action Point(s):</b> Future entertainment payments to be receipted at the point of payment – Evie to create a template					2024/14
<b>Moved By:</b>	Shona	<b>Seconded:</b>	Kaye	<b>Carried</b>	Yes

<b>2.10</b>	<b>Committee Badges</b>				<b>Shona</b>
<b>Summary of Discussion:</b> To improve visibility of Committee Members, it is suggested that badges are purchased for everyone to wear. Alternative suggestion to provide T-shirts rather than badges – supplied previously but without years					
<b>Action Point(s):</b> Shona to liaise with Paul and arrange for T-shirts to be produced with club logo and ‘Committee Member’ printed on them					2024/15
<b>Moved By:</b>	Shona	<b>Seconded:</b>	Katherine	<b>Carried</b>	Yes

<b>2.11</b>	<b>Tractor Usage Procedure</b>				<b>Katherine</b>
<b>Summary of Discussion:</b> Concerns raised about people using the tractors without having current membership. How is it policed? Need a procedure for our members to be able to report any incidents.					
<b>Action Point(s):</b> Evie to send emails to any members removing tractor membership asking for keys to be returned					2024/16
<b>Moved By:</b>	Katherine	<b>Seconded:</b>	Steve	<b>Carried</b>	Yes

<b>2.12</b>	<b>Art Auction</b>				<b>Katherine</b>
<b>Summary of Discussion:</b> An approach has been made to run an art auction as a fundraiser. A member has a stock of items for sale and would like to exhibit her work as part of a music evening.					
<b>Action Point(s):</b> Refer this item (Art Auction) to the Fundraising Sub-Committee. Graham to add this to the agenda for the next meeting					2024/17
<b>Moved By:</b>	Katherine	<b>Seconded:</b>	Graham	<b>Carried</b>	Yes

### ***Section 3. Date of Next Meeting***

<b>3.1</b>	<b>Suggested Date Tuesday, 16 July 2024</b>				<b>Alex</b>
<b>Summary of Discussion:</b> Agreed as suggested					
<b>Action Point(s):</b>					
<b>Moved By:</b>	Alex	<b>Seconded:</b>	Phil	<b>Carried</b>	Yes

## Summary of Action Points

Number	Date Opened	Details	Assigned to	Date Due
2024/01	26-Jun	Develop a risk register for presentation at each meeting and include in the Meeting Pack. Present to next meeting	Steve	9-Jul
2024/02	26-Jun	Review the constitution to ensure that the rules are understood and followed in preparation for the SGM before next meeting	Phil	9-Jul
2024/03	26-Jun	Establish the terms of reference for the Employment Sub Committee and circulate to Committee Members within the next 2 weeks . Members to be Alex, Graham & Shona	Alex, Shona & Graham	9-Jul
2024/04	26-Jun	Review the Galley arrangements through the Employment Sub-Committee	Alex, Shona & Graham	1-Jul
2024/05	26-Jun	See what IT equipment is owned by WBC and locate it.	Graham	1-Jul
2024/06	26-Jun	If new IT is required, obtain quotes to ensure what expenditure may be required	Graham & Paul	15-Jul
2024/07	26-Jun	Ask Evie to set up domain based emails for Officers and general club operations	Alex	8-Jul
2024/08	26-Jun	Determine where membership information is stored and ensure that it is transferred to a secure location if required. Evie to complete this work	Alex	8-Jul
2024/09	26-Jun	Develop an external communications strategy – invite Chris Turver to support us. Shona to begin the negotiations	Shona	31-Jul
2024/10	26-Jun	Set up initial surveys using Survey Monkey – Graham to liaise with Peter Dale to see what information exists	Graham	8-Jul
2024/11	26-Jun	Request help from Committee Members or through E-news in advance of social events	Shona	On-going
2024/12	26-Jun	Steve to arrange to give Shona briefing on the Youth & Community Events	Steve	31-Jul
2024/13	26-Jun	Mid-Winter Swim need to confirm a First Aider to be in attendance	Shona	
2024/14	26-Jun	Future entertainment payments to be receipted at the point of payment – Evie to create a template	Shona	8-Jul
2024/15	26-Jun	Shona to liaise with Paul and arrange for T-shirts to be produced with club logo and 'Committee Member' printed on them	Shona & Paul	15-Jul
2024/16	26-Jun	Evie to send emails to any members removing tractor membership asking for keys to be returned	Graham	1-Jul
2024/17	26-Jun	Refer this item (Art Auction) to the Fundraising Sub-Committee. Graham to add this to the agenda for the next meeting	Graham	20-Jul



## Waikanae Boating Club Operations Report – June 2024

- Music Event
  - Raman Hari - 4pm Sunday 30th June 2024 - committee presence required
  
- Club Bookings
  - Gentleman's lunch booked for Friday 2nd August from 12pm
  - Trix – 60<sup>th</sup> Birthday – 7.08.24 – no late licence required
  
- Annual Leave
  - Karen is on annual leave from 15th August to 16th September. (5 weekends)
  - She covers the Thursday & Sunday shifts.
  - Kath has requested to work Karen's Sunday shifts, but I have told Renee not to book her yet
  
- Subscription renewals
  - 30 not renewing so far
  - 8 downgrades from tractor to family

Prepared by:

**Evie McNamara – Club Administrator**

# FINANCIAL REPORT

## For Meeting – 26<sup>th</sup> June 2024

1. Bank Balances as at 30.05.24
2. Aged Payables May 2024 & to date – accounts to be approved
3. Aged Payables to date – 7 & 14 day accounts to be approved
4. Profit & Loss – May 2024
5. Profit & Loss – Year to date
6. Balance sheet – May 2024

### Notes:

#### Bars Sales Breakdown 2024 / 2023 Comparison

- Bar Sales May 2024 \$25,400.01
- Bar Sales May 2023 \$26,313.43
- **Decrease \$913.42**

#### Financial Membership Numbers to date (09.06.24)

Family (\$70)	<b>402</b>
Family (2021)	<b>81</b>
Family (2022)	<b>34</b>
Family (2023)	<b>52</b>
Family (2024)	<b>14</b>
Family (5 year levy prepaid)	<b>5</b>
Tractor (\$70)	<b>207</b>
Tractor (2021)	<b>26</b>
Tractor (2022)	<b>9</b>
Tractor (2023)	<b>20</b>
Tractor (2024)	<b>9</b>
Tractor (5 year levy prepaid)	<b>1</b>
Financial Total:	<b>860</b>

Lifetime Members 10 (no charge)

Honorary Member 1 (no charge)

#### Since subs invoices issued:

- 27 have decided not to renew
- 8 have downgraded from tractor to family

## FINANCIAL REPORT

<b><u>TERM DEPOSITS</u></b>		<b><u>as at 31.05.24</u></b>
Term Deposit – 03003	\$	76,362.25
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	\$	27,444.46
Term Deposit - 03012	\$	100,000.00
<b>TOTALS</b>		<b>\$363,179.27</b>
<b><u>BANK BALANCES</u></b>		<b><u>as at 31.05.24</u></b>
Debit Card	\$	1,158.16
BNZ Trading	\$	16,329.09
BNZ Subscription	\$	149,814.75
BNZ FPY	\$	15,562.05
BNZ Tractor	\$	21,999.85
BNZ Building Fund	\$	66,312.69
BNZ Social	\$	4,541.53
BNZ Annual Fishing	\$	15,919.02
Build Fundraising	\$	2,965.69
Build Raffles	\$	794.83
<b>TOTALS</b>	\$	<b>284,427.66</b>
<b>Total Term Deposits &amp; accounts</b>	\$	<b>647,606.93</b>
<b><u>BAR INCOME</u></b>		<b><u>as at 31.05.24</u></b>
Bar Income	\$	25,400.01
Less – Purchases	\$	9,829.83
<b>TOTALS</b>		<b>\$15,570.18</b>
<b><u>GALLEY INCOME</u></b>		<b><u>as at 31.05.24</u></b>
Galley Income	\$	9,988.69
Less – Purchases	\$	4,497.62
<b>TOTALS</b>	\$	<b>5,491.07</b>
<b><u>RAFFLES / SOCIAL</u></b>		<b><u>as at 31.05.24</u></b>
Raffle / Social Income	\$	260.88
Raffle / Social Expenses	\$	1,059.56
<b>TOTALS</b>		<b>-\$798.68</b>
<b><u>SUBSCRIPTION INCOME</u></b>		<b><u>as at 31.05.24</u></b>
Family & Tractor	\$	200.00
Tractor		
Building Improvement Levy	\$	208.70
<b>TOTALS</b>		<b>\$408.70</b>
<b><u>WAGES</u></b>		<b><u>as at 31.05.24</u></b>
Wages - Administration	\$	3,011.19
Wages - Bar/Cleaning	\$	4,693.46
Wages - Kitchen	\$	8,261.02
<b>Wage Totals (gross)</b>	\$	<b>15,965.67</b>

# Aged Payables Summary

Waikanae Boating Club Incorporated

As at 31 May 2024

Ageing by due date

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
<b>Aged Payables</b>							
ADT Security (Direct Debit)	45.15	-	-	-	-	-	45.15
Ballyhar Limited / Waikanae Butchery	243.30	-	-	-	-	-	243.30
Full Financial Accounting & Advisory	3,593.75	-	-	-	-	-	3,593.75
Glimeours Wholesale Food & Beverage	9,634.86	-	-	-	-	-	9,634.86
Kapiti Coast District Council	696.00	-	-	-	-	(391.00)	305.00
Low Cost Bins	484.86	-	-	-	-	-	484.86
New World Kapiti	2,019.50	-	-	-	-	-	2,019.50
New World Kapiti - Social	50.00	-	-	-	-	-	50.00
North End Brewery Limited	1,936.45	-	-	-	-	-	1,936.45
Peter Dale - Expense Claim	49.70	-	-	-	-	-	49.70
Sky Network	219.25	-	-	-	-	-	219.25
Spectro Print	732.55	-	-	-	-	-	732.55
Starborough Farming Company Limited	1,669.80	-	-	-	-	-	1,669.80
TaxiCharge New Zealand Limited	63.80	-	-	-	-	-	63.80
The General McArthur / Jordan McArthur	-	-	-	326.00	427.00	-	753.00
Warehouse Stationery Limited	359.95	-	-	-	-	-	359.95
<b>Total Aged Payables</b>	<b>21,798.92</b>	<b>-</b>	<b>-</b>	<b>326.00</b>	<b>427.00</b>	<b>(391.00)</b>	<b>22,160.92</b>
<b>Total</b>	<b>21,798.92</b>	<b>-</b>	<b>-</b>	<b>326.00</b>	<b>427.00</b>	<b>(391.00)</b>	<b>22,160.92</b>
<b>Percentage of total</b>	<b>98.37%</b>	<b>-</b>	<b>-</b>	<b>1.47%</b>	<b>1.93%</b>	<b>-1.70%</b>	<b>100.00%</b>

# Aged Payables Summary

Waikanae Boating Club Incorporated

As at 30 June 2024

Ageing by due date

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
<b>Aged Payables</b>							
Armstrong Smarter Security	21.71	-	-	-	-	-	21.71
Ballyhar Limited /Waikanae Butchery	-	222.89	-	-	-	-	222.89
Circuit Auto Electrical	-	419.75	-	-	-	-	419.75
Elgas (Direct Debt)	-	323.94	-	-	-	-	323.94
Frank Energy	-	1,039.14	-	-	-	-	1,039.14
Full Financial Accounting & Advisory	-	3,593.75	-	-	-	-	3,593.75
Gilmours Wholesale Food & Beverage	7,202.02	9,624.86	-	-	-	-	16,826.88
Kapiti Coast District Council	269.08	859.56	-	-	-	(391.00)	737.64
KCDC	150.98	-	-	-	-	-	150.98
Low Cost Bins	-	484.86	-	-	-	-	484.86
New World Kapiti	-	2,019.50	-	-	-	-	2,019.50
New World Kapiti - Social	-	50.00	-	-	-	-	50.00
North End Brewery Limited	381.23	1,936.45	-	-	-	-	2,317.68
Paymark (Direct Debt)	-	43.47	-	-	-	-	43.47
Spectro Print	-	732.55	-	-	-	-	732.55
Starborough Farming Company Limited	1,794.00	1,669.80	-	-	-	-	3,463.80
TaxiCharge New Zealand Limited	-	63.80	-	-	-	-	63.80
The General McArthur / Jordan McArthur	-	-	-	-	326.00	427.00	753.00
Warehouse Stationery Limited	-	359.95	-	-	-	-	359.95
<b>Total Aged Payables</b>	<b>9,818.94</b>	<b>23,454.27</b>	<b>-</b>	<b>-</b>	<b>326.00</b>	<b>36.00</b>	<b>33,635.21</b>
<b>Total</b>	<b>9,818.94</b>	<b>23,454.27</b>	<b>-</b>	<b>-</b>	<b>326.00</b>	<b>36.00</b>	<b>33,635.21</b>
<b>Percentage of total</b>	<b>29.19%</b>	<b>69.73%</b>	<b>-</b>	<b>-</b>	<b>0.97%</b>	<b>0.11%</b>	<b>100.00%</b>

# Balance Sheet

Waikanae Boating Club Incorporated  
As at 31 May 2024

31 MAY 2024

## Assets

### Bank

BNZ - Annual Fishing Comp	15,519.02
BNZ - Building Fund	55,312.69
BNZ - Cheque Account	16,329.09
BNZ - Kids Account	15,592.05
BNZ - Subscriptions Account	149,814.75
BNZ - Tractor Fund	21,999.85
Build Fundraising	2,965.69
Build Raffles	794.83
DEBIT CARD	1,358.16
Social Account	4,541.53
Term Deposit 03002	76,362.25
Term Deposit 03004	36,553.66
Term Deposit 03006	60,002.43
Term Deposit 03007	33,984.49
Term Deposit 03008	26,831.99
Term Deposit 03009	27,444.45
Term Deposit 03011	100,000.00
Term Deposit 03012	100,000.00
<b>Total Bank</b>	<b>747,606.93</b>

### Current Assets

Accounts Receivable	3,642.89
Stock on Hand - Bar Stock	15,505.26
Stock On Hand - Clothing	2,510.24
<b>Total Current Assets</b>	<b>21,738.19</b>

### Fixed Assets

Building - At Cost	350,817.94
Less Accumulated Depreciation - Tractors	(26,254.00)
Less Accumulated Depreciation - Buildings	(7,958.04)
Less Accumulated Depreciation - Plant & Equipment	(149,881.05)
Plant & Equipment - At Cost	185,113.47
Tractors - At Cost	47,349.87
<b>Total Fixed Assets</b>	<b>401,268.15</b>

**Total Assets** **1,170,613.18**

## Liabilities

### Current Liabilities

Accounts Payable	22,190.92
GST	(1,021.00)
Suspense	(250.00)

Term Deposit 03810	100,000.00
<b>Total Current Liabilities</b>	<b>120,889.92</b>
<b>Total Liabilities</b>	<b>120,889.92</b>
<b>Net Assets</b>	<b>1,045,723.26</b>
<b>Equity</b>	
Current Year Earnings	(4,255.20)
Retained Earnings	1,053,978.46
<b>Total Equity</b>	<b>1,045,723.26</b>

# Profit and Loss

Waikanae Boating Club Incorporated

For the month ended 31 May 2024

Cash Basis

	MAY 2024	APR 2024
<b>Trading Income</b>		
Bar Sales	25,400.01	25,529.51
Building Improvement Levy	208.70	521.75
Galley Income	5,948.49	13,038.05
Small Balance Adjustments	116.90	4.33
Social Account Income	260.88	330.45
Sponsorship	1,000.00	1,000.00
Subscription Income	200.00	500.00
Tractor Income	-	86.96
Build Raffle Income	82.61	41.74
<b>Total Trading Income</b>	<b>37,257.79</b>	<b>41,062.79</b>
<b>Cost of Sales</b>		
Galley Food Purchases	4,497.62	4,239.17
Purchases - Bar	9,829.83	12,211.88
<b>Total Cost of Sales</b>	<b>14,327.45</b>	<b>16,451.05</b>
<b>Gross Profit</b>	<b>22,930.34</b>	<b>24,601.74</b>
<b>Other Income</b>		
Donations - Annual Fishing Competition	434.78	-
Donations - Coastguard	-	86.96
Interest Income	3,063.71	4,213.91
<b>Total Other Income</b>	<b>3,498.49</b>	<b>4,300.87</b>
<b>Operating Expenses</b>		
Administration	900.00	6,875.00
Advertising	-	255.00
Assets Under \$500	-	315.83
Bank Fees	0.20	9.00
Bar Equipment Expenses	561.75	391.11
Building Expenses	233.48	3,507.62
Cleaning Product Purchases	58.42	110.21
Consulting & Accounting	2,975.00	1,375.00
Fishing Competition Expenses	-	809.56
Galley - Repairs & Maintenance	79.50	172.03
Galley Equipment Purchases	4,117.00	-
General Expenses	-	1,635.23
Gifts	121.74	-
Kitchen Expenses	158.80	282.29
Wages - Kitchen	8,261.82	11,338.93
Light, Power, Heating	905.61	876.81



	Mar 2024	Apr 2024
Merchant Fees	289.20	271.45
Printing & Stationery	258.27	622.77
Rates & Lease expenses	813.64	-
Repairs and Maintenance	-	180.48
Rubbish Collection	389.52	802.44
Security	39.26	37.39
Sky	180.65	199.65
Social Account Expenses	1,058.56	667.76
Subscriptions	164.70	102.45
Taxi Fees	91.66	13.49
Telephone & Internet	105.85	105.85
Tractor Expenses	353.51	4,629.52
Trophies & Engraving	705.00	-
Wages - Administration	3,001.19	-
Wages - Bar Staff	4,693.46	5,702.76
Youth Fishing Expenses	-	219.11
<b>Total Operating Expenses</b>	<b>30,537.19</b>	<b>41,681.74</b>
<b>Net Profit</b>	<b>(4,168.36)</b>	<b>(13,079.13)</b>

# Waikanae Boating Club

## Commodore's Report

June 2024

### Reflections

The start to my tenure has been challenged by my planned holiday coinciding with the AGM. Since returning I have got straight into meetings and have attended the Fundraising Sub-Committee Meeting and seen just how far the plans are progressing for the club rebuild. I attended the Quiz Night which was an outstanding success and am pleased to see we have 2 more planned over winter.

There is evidence of great work happening all around WBC and there is a huge amount of effort being put in by Committee Members which is really encouraging. We need to ensure that we work in ways which reduce individual burdens and make our volunteer time worthwhile. I can see ways where we can make time savings and through more structured communications ensure that live issues remain in progress.

### Current Priorities

- Urgently prioritise the smooth running of the Galley as the current arrangements are due to end on Friday 28<sup>th</sup> June.
- 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

We are approaching the need to finalise contracts for the club rebuild. This will require a Special General Meeting to be called.

I have added a number of specific items under General Business that require decisions at the meeting.

I would like to make some changes to meeting preparation. We will call for items of General Business ahead of scheduled meeting dates with a cut off 7 days prior. These will be incorporated into the Agenda which will form part of your meeting pack.

Future Meeting Packs will include:

- Agenda
- Minutes of Previous Meeting
- Register of Action Points
- Operations Report
- Treasurer's Report
- Commodore's Report
- Vice Commodore's Report
- Tractor Report
- Rear Commodore's Report
- In Committee Minutes (Confidential) from Previous Meeting (if any)

This will enable us to arrive at the meeting knowing what we are planning to discuss and with the opportunity to prepare to ask/answer questions.