



KAREKARE SURF LIFESAVING CLUB EXECUTIVE MANAGEMENT COMMITTEE MINUTES
Thursday 03 August 2023 at 7pm

In Attendance: Sir Bob Harvey, Andy Shaw, David Munro, Fraser Harvey, Matt Wade, Teresa Harvey - Administrator

Apologies: Shawn Wanden-Hannay, Mark Chaafe, Jess Wanden-Hannay

1st: Bob Harvey

2nd: Matt Wade

All in favour

Meeting Open: 7.08PM

Acknowledgment for passing of Life Member, Stuart Hammond, he was a friend, colleague and lifeguard for over 65 years. He was Club captain and Treasurer for over 30 years and generally good bloke. The committee took a minute's silence in recognition of Stuart.

There will be a celebration of Stuarts life held at the club on Sunday 27 August and invitations will be sent to club members.

- Minutes approved from previous meeting:

1st: David Munro

2nd: Andy Shaw

All in favour

Conflict of interest: Nil

REPORTS:

CHAIRMANS WELCOME:

Information was shared about Managed Retreat, and what has been done in Australia and how this could look in New Zealand in places that are being affected by recent weather events and the differences it makes to a community. If this was to take place in Karekare what would the community look and what impact would this have on the club? At this stage we are aware of it, yes there could be some changes to the community but everything that has fallen down is likely already fallen down.

We need to wait and see the outcome of the Geotech and Council investigations in the coming weeks.

Safety of building:

Would like to see a succession planning after the AGM. How is the safety of our building? We had the best engineers and specialists plan and build the clubhouse and it stood up to the full force of cyclone Gabrielle. We looked at 15 alternative sites before the Council agreed the current site was the best. We went up 1.5m which was wise, if the club was in danger of flooding the whole valley would be gone.

We need to do the bridge, and the mitigation of the sand at the back of the club. Rockfall would be an act of God and out of our control.

There were a substantial number of pins back into the rock of the club, we went in further at the time of the building at substantial more cost.

The environment is constantly changing at Karekare, the helipad is already getting covered in sand and we have a new lake forming by Union Bay.

The club believes we have built the best building that could be, using the experts.

Sir Bob Harvey plans on stepping down at the next AGM. He understands there is an expression of interest from Chrissie Sidwell to take on the Chairs role and he endorses Chrissie for this position.

Chrissie has a great relationship with club members.

Suggestion of a workshop after the AGM to mentor a new generation of club members to take on leadership roles in the club. Young people should be able to step forward, feel well supported and rewarded for their contribution.

The Constitution update should be done by 2024, we need to look at removing life members from voting at the EMC meetings, this is most unusual and not necessary. Life members that would like to be involved in the EMC can take on leadership roles in the committee. SLSNZ will be looking at getting a template to cover the regulatory requirements for charities laws and incorp society law. It should be reasonably straightforward.

FINANCE Update

The finances for 2022-23 financial year are now complete, P&L, Balance Sheet and Budget versus Actual were presented to the EMC.

The equipment budget which shows all the items purchased as part of the CGF have now been moved to the Asset schedule, hence the large difference between what was budgeted and what was spent.

Thanks to Bob Harvey we did not need an overdraft facility to build the new clubhouse.

We ended up under budget for 22-23 financial year, but have ring fenced the funds in the ASB for the bridge repairs. We have \$83K put aside for this. There is \$20K in Westpac from MSD that is not tagged and use of those funds will also go towards the bridge.

We would like to put some money aside for membership recruitment and marketing. We will move \$1500 from lifesaving development to recruitment. We could target members through local gyms and tik tok videos.

Change the budget, add \$1500 to Lifesaving development for recruitment. Move \$1500 from lifesaving general expenses which is the discretionary fund for the lifesaving committee.

Increase the budget in donations to \$8.5K.

Look for some financial support to help with the resource consent planting, Karekare Residents and Ratepayers or Landcare may be able to assist the club.

Look to start a drone programme at the club, this would be a good recruitment tool. Apply to the Trusts or another funder for the expenses relating to this. Matt to put together a quote and we will apply to the Trusts.

MOTION:

Budget approval for 23-24 financial year:

1st: Andy Shaw

2nd: Bob Harvey

All in favour

MOTION:

Accountant has advised the club to write off outstanding receivables for 2021-22 financial period.

The committee agree to write off these outstanding debts:

1st: Andy Shaw

2nd: Matt Wade

All in favour

Teresa will follow up on the outstanding receivables for 22-23 period.

MOTION:

Move that we allocate an amount of \$1500 to buy a new printer for the club Administrator:

1st: Andy Shaw

2nd: Matt Wade

All in favour

Bob is trying to get all the club and Karekare records stored and recorded correctly and safely.

We may need a little bit of money allocated for this for club historian

- **BUILDING REPORT – BOOKINGS, FITOUT**

Generator update:

Callan has presented the club with three options. The EMC discussed the various options and considered the pros and cons. They feel the benefit to the club and the community with power outages being frequent, we want to have the best unit possible. Whilst the Kubota is large and heavy Fraser has a solution for a wheel base built by an engineer so it can easily be moved. We have 3 phase power so it will mean any generator will be big and heavy. We will need to train a number of club members to use the generator and store the fuel appropriately. It will also need a maintenance schedule.

When in operation it will be on the concrete forecourt at the front of the building where it is flat.

MOTION:

The EMC agree to proceed and purchase the Kubota 30kva generator at \$20,498 +GST as per the quote and build a trailer for easy movement.

1st: Andy Shaw

2nd: David Munro

All in favour

Insurance and repairs update:

Ezra has completed the water tank structure. The only repairs we have left now following the cyclone is the dripper lines and the bridge.

Reflections came out and inspected the waste water system at the request of the insurance brokers. Their Engineer suggested the degree of the land the dripper lines now sit on is too steep and we may need to consider relocating the dripper lines elsewhere. The club would like to discuss this with the Engineer who installed the initial system, Teresa to contact Mark Bramley and find out who did the installation.

Bridge update

MPM are working on this project for us. We are looking at two options for repair and will discuss this with Council. We anticipate the cost will be around \$120K.

The club will make contact with Matt Tucker and Taryn Crew who have taken over from Mace Ward

ACH have already suggested an option for design, Ezra Clark has approached the club as he is interested in tendering for the work when the design is approved.

The club is meeting with DIA, they may have some funds available for volunteer organisations for cyclone damage.

As it stands now, we are obliged to bring the bridge up to resource consent standard

Future bookings:

Teresa to send out an email to past bookings to say we are ready to go to try and generate some more corporate bookings.

Key for clubhouse for master for the fire service, Teresa to arrange for this to be given to Karekare volunteer brigade to keep in their truck. Teresa will email Toby Hyman to arrange.

Teresa to phone fire compliance and ask what is the process for turning off the alarm, can we have a designated fire officer.

Building Administration costs

Since we still do not have the official role of Building Administrator up and running Susie Munro will support the club in this role in the meantime. We have budgeted some funds for any costs associated with the building administration.

Motion:

Susie Munro to invoice the club for any time spent on Club Building Administration work at \$30 per hour plus GST:

1st: Bob Harvey

2nd: Andy Shaw

All in favour

Ian Wade completed the electrical check on the clubhouse and has put together a list of defects and items that need addressing. Teresa to contact Dave Handley from Cassidy's to get them out to do a full audit of the building and address the defects.

MOTION:

Arrange for Cassidy's to come to the clubhouse and complete a full audit of the building:

1: Andy Shaw

2nd: Matt wade

All in favour

- **PRESIDENT Update**

The evening of the Architecture awards was very good and it was a great outcome to win the award.

Teresa has the certificate to frame to hang in the clubhouse.

We welcomed Carmel Sepuloni to the club twice in July for meetings with the community representatives. She was very impressed with the facilities.

Good to have the water tanks repaired and able to start using the clubhouse again. The priming connection for the surf club water has been improved.

David is available to stay on as President, however he is away on the weekend of the AGM.

- **LIFESAVING Update**

We have received some correspondence from Ollie Irwin from NR with an email chain between himself and Fulton Hogan regarding access to Karekare for the coming summer.

We need to officially ask questions about the ARAFA funding, it has been approved for PLS for all clubs and was done so before the cyclone. The money is there and the Council does not dictate how the funds are spent.

As far as the club is concerned it is business as usual on the beach this coming summer.

Teresa to draft a letter for approval to Ollie Irwin, cc Matt Williams and new CEO SLSNZ.

Motion:

A letter will be drafted to SLSNR and SLSNZ to state the club fully expects it will be business as usual with a full contingent of PLS at Karekare this summer of 2023-24 season

1st: Andy Shaw

2nd: Matt Wade

All in favour

Teresa has put out a Monkey Survey for members to assist in building the roster and calendar for the coming season. The results of this will guide the build.

Fraser is keeping up to date with the CSOP for the coming season, this is due back on 13 August.

There are a couple of minor changes to look at, review of two IRBS if we have the RWC available on the beach. Look at 1 IRB and 1 RWC, or 2 IRBs.

We will need to add in observational patrol hours, based this on the rock and fishing document sent to the club.

Coastal report review, there are a few flags raised by those that have reviewed it. Suggested hours were alarming. Doesn't address recommendations of how we patrol our beach. Key safety items were missing. It gives recommendations and needs our response. We have Matt, Fraser and Andy willing to attend the workshop.

We need to send out the SAR's MOU as discussed at the last EMC meeting. Teresa to send to all members for an invitation to be part of the SAR's team and also for the SAR's team to select their coordinator.

Allan Mundy is still to send out his general findings following the meetings with SAR's teams after cyclone Gabrielle, these are due shortly.

RWC update

The exam was moved to the 19 August, we received a license to operate MOU but the wrong club document was sent. Fraser has followed up on this. Looking like 5 candidates at this stage, the others do not feel ready yet. A few more candidates are expressing interest in the next training round.

New vehicle has arrived, we've had the radio fitted and also got the RUC license on the vehicle so it's all ready to go for the season.

We haven't received any communications about the old vehicle yet to see if we have any costs associated with its return.

Sale of assets

Boat and motor ready to sell, the club agrees to wait until the end of September when there is a bit more interest in this sort of item.

We sent an email after the last EMC meeting to SLSNZ and NR to request an update on the radio network and the urgency to have this repaired. We need to send a follow up letter to request urgent action over this matter. Teresa to send an email on behalf of the EMC.

- **JUNIOR SURF Update**

Next season will be business as usual. Callan Durbin has indicated he is interested in coming on board as a JS coach too.

SPORTS UPDATE:

No update from Jess regarding any funds for sports

- **Health and Safety monthly review**

Radio network, letter sent to NZ/NR for urgent action

Bridge safety, we've been advised it is not safe to drive over. Someone has thrown the cones in the stream.

Fire alarm is very sensitive to smoke. Need to ensure anyone staying at the club and using the fire uses fire lighters and keeps the door closed to avoid smoke coming out. The alarm was activated two weeks ago, Teresa to contact Fire Guys to find out the process for when this happens if the Volunteers are not available.

If there is an event booked at the club and we anticipate weather that could deem Karekare unsafe we may need to look at cancelling/postponing the event. SAR's team can be notified if guests are staying when weather is unpredictable. The club is one of the safest places to be, it will be fully self sufficient with the generator available.

- Acceptance of reports
1st: David Munro
2nd: Matt Wade
All in favour

GENERAL BUSINESS:

Complaint update:

The complaint laid by Karel Witten-Hannah on 07 June 2023 has been managed to a point where it has been signed off by those that reviewed it. We had six senior lifeguards review the documents, three were independent of the club, they followed the process outlined and met together to discuss. A letter was sent to David Munro and Karel Witten-Hannah on Monday 31 July 2023.

David has responded and agrees it is important to look forward not backwards

Rob Ferguson has offered to sit with the parties to talk through if they are not able to do this independently.

Acknowledge the work done on this complaint by those that assisted, the EMC see this matter as closed:

1st: Bob Harvey
2nd: Andy Shaw
All in favour

Personal conduct at EMC meetings was raised and discussed. The meeting noted that there have been occasions where meetings have become upsetting. It was agreed that in such circumstances the Chair should be pro-active in taking measures to reduce tension and ensure the safety of all participants.

AGM AND PRIZE GIVING:

AGM and prize giving details – Sunday 03 September 3pm-5pm
Nibbles and drinks will be served similar to last years event.
Nibble food and some drinks

What EMC members are standing next season, the list was circulated to all EMC members.

Andy Shaw – Finance
David Munro – President
Fraser Harvey – Committee
Matt Wade – Committee

Grace Munro has expressed an interest in assisting with finances as she is working on an accounting degree. David to talk to Grace and ask if she is interested. Esha Wade also expressed an interest in joining the committee.

Community use of the clubhouse:

The club has been extending use of the clubhouse since it opened to the community at FOC. Olivia gives the club all the funds from the yoga sessions she hosts.

Pot luck dinners are extended to residents and club members and a koha of firewood is requested. The club would not anticipate any charges for this event as club members are also invited.

The EMC agree that any community use would be charged at \$25 for a 2-3 hour hire, cleanup themselves or a cleaning fee would apply. Longer events would be on case-by-case basis. This is a small fee to cover running costs.

1st: Bob Harvey

2nd: Matt Wade

All in favour

Meeting closed at 10.08pm

ACTIONS:

Change the budget, add \$1500 to Lifesaving development for recruitment. Move \$1500 from lifesaving general expenses which is the discretionary fund for the lifesaving committee. Done

Up the donations to \$8.5K – done

Advise Accountant to write off the outstanding subs from 21-22 season – done

Teresa to advise Callan of the generator selection – done

Teresa to contact Mark Bramley and find out who did the waste water system – done

Teresa to send email to past corporate bookings to say clubhouse available for bookings again

Contact the Fire Guys to discuss the fire procedures if an alarm is activated - done

Teresa to contact Dave Handley from Cassidy's to complete a full building audit – done

Letter to SLSNR and Steve Fisher CEO SLSNZ regarding PLS at Karekare 2023-24 season – done

Teresa to send out SAR's MOU to all members and seek expressions of interest for the team and other leadership roles – done

Teresa to load the boat and motor for sale at the end of September ready for summer

Email sent to SLSNZ/NR following up on our correspondence regarding the urgency of radio repairs – done

Teresa to contact Esha Wade (done) and David to talk to Grace Munro