



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, May 31, 2021

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Dot Dromgool

Present: Dot Dromgool, Graham Wilson, Robert Groome, Ange Barker and Marty Robinson (Community Member)

In Attendance: Nola Blainey, Our Kerikeri Community Charitable Trust (OKCCT)

Apologies: Rachel Smith (FNDC Representative)

Conflicts of Interest: Nil

Nola was welcomed to the meeting at 6.15pm and presented OKCCT's proposal whereby OKCCT would like to use sections of the rugby field for the Christmas parade, music and stalls on Friday, November 26, 2021 should the Domain not be available due to the current planned renovations.

In principle, the Board fully support this proposal and are happy to discuss the finer details when required. The only foreseeable cost could be power. The Board will read the meter the day prior and following the event to establish power consumption and pass the costs onto OKCCT accordingly.

The Coordinator will forward onto OKCCT, Anouk's contact details. Anouk is an Environmental Educator for CBEC. Anouk may be able to provide OKCCT some carbon neutral ideas. Marty suggested Nola contact Kerikeri Hire for a big generator. Nola left the meeting at 6.33pm.

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on April 12, 2021.

Matters Arising:

1. Complex master key organised for Riverview Primary School
2. Riverview Primary School have made a \$100 donation for the availability of the complex during the tsunami alert
3. Awaiting to hear from Bill Hutchinson CD re the Complex becoming an official community centre

Robert/Marty

Passed

Correspondence In:

- Squash Club – letter to KKNC re sharing the women's ablution area (forwarded to Ange)
- North Able – have located an alternative premise for their weekly workshops
- BOI Gas – offer to change from Vector OnGas for a better price (referred to GB)
- Jeanette England (FNDC) – LTP (referred to GB)
- Nola Blainey (Our Kerikeri Community Charitable Trust - OKCCT) – request to use the Sports Complex grounds for the 2021 Christmas Parade if the Domain is not available (Nola in attendance)
- Alannah Curtis (DDF Dance Studio) – request to book the complex for six weeks on Wednesdays from 5.30pm – 7.30pm commencing June 2 – 7 July (referred to GB)
- Kim Tipene (Te Roopu Taurima) – confirmation of booking enquiry July 8 & 9 (Thursday/Friday) for a client ball/dinner (referred to GB)
- Francesca (Four Square) – booking enquiry for Monday, June 14th from 7am-7pm for a Four Square owners' workshop (referred to GB)
- Sponsorship Signage Agreements from Hewson Real Estate, Aligned Movement and Fitness, and Bodyworks Physiotherapy and Wellness

Correspondence Out:

- Sponsorship Signage letters for 2021-2022 \$575.00 incl gst to:-
Fell Engineering, Truweld Engineering, Aligned Movement & Fitness, Ray White Real Estate and Bodyworks Physiotherapy & Wellness
(Fell Engineering have changed ownership. Graham will enquire with Bronson re the letter inviting sponsorship renewal)
- Affiliation invoices to KKRC & KKNC \$3,500.00 incl gst

Graham

Financial Report: Financial report of May 28, 2021 previously emailed.

Accounts approved for payment:-

\$ 28.75 Bay Lock n Alarm – key for Riverview School
\$ 975.00 R Neale – Coordinator's Contract 1/4/21-28/5/21 32.5 hours
\$ 210.10 R Neale – reimburse Special Liquor Licence application on behalf KK
Fire Brigade
\$ 161.00 FNDC – renewal of Club Licence
\$1,853.83 State Insurance – renewal of business policy

Dot/Marty

Passed

General Business:

1. Application for playground funding from the Lotteries Commission:
The Board approved Ange's request to apply for playground funding from the Lotteries Commission.

Ange

Motion moved that Ange Barker, Board Member of the Kerikeri Sports Complex be granted approval to apply to the Lotteries Commission for up to \$200,000 to help with the playground build at the Complex grounds.

Dot/Graham

Passed

2. FNDC Long Term Plan update/parking problems:

The Coordinator advised that following discussions with Jeanette England and correspondence with Ann Court of FNDC, the submission made in April 2018 to increase the carparking spaces along the dead-ball area of the rugby fields had not been included in the 2018-2028 LTP as previously thought. It was now too late to be included in the 2021-2031 LTP. Ann suggested contacting other organisations who may be able to help with funding.

The Board recommended that in the first instance the Coordinator contact Kathryn Trewin (FNDC) with a proposal whereby KSC is contemplating investigating the scope of the works and would need to employ a professional traffic engineer to help with the initial stages of the proposal. KSC is prepared to put forward \$10,000. Would FNDC be prepared to contribute towards the initial costs of inquiry/investigation?

Coordinator

3. BOI Gas:

The Board accept Andre's offer to supply gas as per the quoted prices below with the understanding that a credit will be offered on any residual gas.

Coordinator

	BOI Gas (Incl gst)	Vector On Gas (Incl gst)
45kg cylinder rental 12 bottles	\$3.25 each per month \$39.00 total per month \$468 per annum	\$2.88 each per month \$34.56 total per month \$414.72 per annum
Refill per cylinder	\$130.00	\$149.56

4. Complex cleaning:

Shelley Cooke (contract cleaner) will be employed once a month to clean the inside and outside of the function room and kitchen windows. The costs will be met by the KSC. Other windows will be cleaned on a 'needs basis' as requested by the Board.

The members discussed the complex cleaning during the winter code season 2021.

The Board Members agreed to employ the current contract cleaner, Shelley Cooke and her colleague, to clean for up to a total of 1.5 hours but no more than 2 hours every Sunday morning following rugby and netball on the Saturday. The costs incurred will be split 70% to KKRC and 30% to KKNC. Shelley's hourly rate is \$30 per person.

The cleaning will include the area from the main foyer north and as per the signed contract details.

The Board believe this decision is in the best interests of the complex and all the members. Regular cleaning by the contractor will ensure consistency, accountability and set a high hygiene standard. The Board also wish to remove the burden of cleaning from the codes.

Should one code not be playing on a particular Saturday, the total cleaning costs will be covered by the other code.

The weekly cleaning will come into effect on Sunday, June 13, 2021.

Coordinator

The Coordinator will notify the codes.

5. Renewal of Coordinator's Contract:
This has been renewed for a further 12 month period expiring on May 31, 2022. The hourly rate is \$30.
6. Evacuation training programme:
This was signed by those members present at Monday's meeting and at the training which was held on Monday, April 12, 2021. Rachel is still to sign this as she was absent from this meeting. Rachel/Coordinator
7. Dog waste disposal bins:
Graham has spoken with Alfred regarding the installation of some dog waste disposal bins – especially since some of the rubbish bins have been removed from the grounds. People are throwing their dog waste into the general rubbish bins and this is creating a very undesirable effect. Graham has asked Alfred to reinstate the bins that have been removed along the accessway.

Bookings:

1. The Board approve DDF Dance Studio's booking enquiry to hire the complex on Wednesday evenings from 5.30pm to 7.30pm please commencing June 2 up to and including July 7. The hireage fee is \$30 per hour plus a \$200 refundable bond.
2. The Board approve Four Square's booking enquiry to hire the complex on Monday, June 14 from 7am to 7pm for an owners' workshop. The hireage is \$30 per hour plus a \$200 refundable bond.
3. Te Roopu Taurimu would like to confirm their booking on Thursday/Friday, July 8/9, 2021 for a clients' ball/dinner. Previously the Board had quoted a hireage fee of \$575.00 less a \$150 discount.

Follow-up List:

Meeting Closed 7.15 pm

The next meeting is to be confirmed subject to the availability of the EOY Report

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2021: