



# KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, April 4, 2022

at Kerikeri Sports Complex

**Meeting Opened** 6.00pm

**Chair:** Dot Dromgool

**Present:** Dot Dromgool, Robert Groome, Ange Barker, Rachel Smith (FNDC Representative) and Marty Robinson (Community Member)

**Apologies:** Graham Wilson

**Conflicts of Interest:** Nil

**Minutes:** Previously emailed. Accepted as a true and correct record of the meeting held on February 1, 2022.

**Matters Arising:** Nil

**Robert/Marty**

**Passed**

**Correspondence In:**

- Darren James, Asset Manager (FNDC) – carpark improvements (referred to GB)
- Zoe Edmonds (BDO) – 2021/2022 Review and Financial Statement (referred to GB)

**Correspondence Out:**

- IRD GST Return for February/March – GST to pay \$49.63

**Financial Report:** Financial report of March 31, 2022 previously emailed.

Accounts approved for payment:-

- \$ 262.03 Northland Cleaning Supplies – cleaning products
- \$ 152.38 NorthWire Electrical – repairs to security alarm
- \$1,125.00 R Neale - Co-ordinator's Contract (1/2-31/3/22 - 37.5 hours)

The Coordinator tabled a cashbook summary printout of the income and expenses during the 2021/2022 financial year. The largest expense is the electricity costs. For EOY 2022 they were \$10,871.66. Marty wondered about the logistics of installing solar panels. Rachel will make enquiries with Gerry Buxton.

Rachel

**Dot/Ange**

**Passed**

## General Business:

### 1. Carpark Improvements:

At the March zoom meeting Members Graham, Ange and Rachel proposed for the Complex to raise funds through funding organisations and donations from members and work in conjunction with FNDC so that the carriageway could be widened and the dirt berm reduced in size. The estimate to complete the extension is in the vicinity of \$150-\$200k.

Darren (FNDC) advised it was possible in principle to co-fund the project. However FNDC would need to go back to the Engineers to vary the design and Council would have to vary the consent. It was also likely there may be delays in the physical construction.

Taking all this into consideration, Members decided not to proceed with the extra works at this time due to the implications of raising the funds and potential delays. However, they are mindful that people are creatures of habit and would most likely still park on the dirt berm even once Council's improvements have been completed. Should this happen and there be even more congestion, the Board will look at installing bollards or rocks on the berm to prevent any parking.

Coordinator

### 2. Financial Statement and Annual Review:

BDO advised there would be a delay in preparing the Annual Review due to the implications of Covid and their pre-commitment to completing Schools' audits. BDO will prepare a draft set of the financial statement in time for the AGM on July 4<sup>th</sup>. The Review will be completed towards the end of June with a sign off date towards the end of July. BDO also advise their costs will be increasing. The Coordinator is going to drop the files off to BDO on Tuesday, 5<sup>th</sup>.

Coordinator

### 3. Complex Cleaner:

Shelley Cooke, who cleaned the Complex during the 2021 season has resigned. Raewyn will clean in the meantime but doesn't wish to be committed to this. The Board will advertise for another cleaner. The Members thanked Shelley very much for her time and wonderful effort in the past.

Coordinator

### 4. KKNC toilets:

The quote received from NorthWire Electrical to install 3 new airblade dryers in the toilets of \$4,909.29 was tabled.

Netball has indicated they would prefer to have paper towel dispensers installed.

The Coordinator will arrange to purchase two paper towel dispensers and contact Steve Aukett to install these in the netball toilets. The Complex will meet the costs of the dispensers and the supply of the paper towels. A separate ledger will be set up to trace the cost of the towels. The Coordinator will check with KKNC to see if they have some rubbish bins for the waste paper.

Coordinator

### 5. NRU's booking of April 9, 2022:

The Board confirm the hireage fee of \$115 (incl gst) for NRU's booking of the function room on Saturday, April 9, 2022 for a Women's Foundation meeting. NRU confirm they will be finished by 3.30-4.00pm as there is a pre-season home game the same day. The Coordinator will advise Josh of NRU.

Coordinator

6. NRU's booking of June 22, 2022:  
The Board confirm the hireage fee of \$115 (incl gst) for NRU's booking of the function room on Wednesday, June 22, 2022 from 11.00am to 3.00pm for a high profile visiting team and \$57.50 (incl gst) to use the changing rooms. There is no fee for using the fields. The Coordinator will advise Kylie of NRU. Coordinator
  
7. KKNC electricity meter:  
The Coordinator read the meter on March 15, 2022 and as only 2 units have been used since the last reading on September 8, 2021, no invoice will be issued. The 2 units will be included in the next invoice. Coordinator
  
8. Sponsorship signage annual levy:  
This will remain at \$575 per annum inclusive gst for the 2022/2023 financial year. Coordinator
  
9. AGM:  
The AGM will coincide with the July monthly meeting and take place on July 4, 2022 at 6.00pm. Coordinator
  
10. Winter code season 2022:  
KKNC & KKRC officially start on May 7. KKNC are hosting a Year 7/8 tournament on Sunday, May 1 and KKRC have a pre-season fixture on Saturday, April 9, 2022.
  
11. Working Bee:  
The Coordinator will contact KKRC and KKNC to see which date would suit both codes. Minimum of 10 people required from each code and each code is asked to provide two water blasters. The gutters need cleaning, concrete needs water blasting as does the building to remove dirt and grime. Coordinator
  
12. Playground report:  
Ange advised Shapeshifter Earthworks will be on site to begin clearing soon. Vision Consulting are facilitating the survey work and it is planned to install a big sign to show the concept plan and thank sponsors. Large funding organisations e.g. Lotto like the site to be 'shovel ready' before making contributions. Foundation North have committed all their funds to Covid.

Ange would like to acknowledge and thank Vision Consulting's kind contribution towards consultation costs of \$1,228.20 and BOI Plumbing and Gas's donation of \$1,000.

**Follow-up List:**

**Meeting Closed 6.30 pm**

**The next meeting is Monday, May 2, 2022, 6.00 pm**

**Signed as a true and correct record:**

---

**Dot Dromgool,  
Chairperson.**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022:**