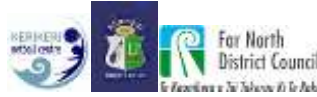


KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, March 6, 2023

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Dot Dromgool

Present: Dot Dromgool, Robert Groome, Graham Wilson and Ange Barker

In Attendance: Tania Steen (FNDC)

Apologies: Marty Robinson (Community Member)

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on December 5, 2022

Matters Arising:

- Billboard Lease (Referred to GB)
- Hole in carpet (Referred to GB)
- Update on concrete cricket pitches – these have all but been removed

Ange/Graham

Passed

Correspondence In:

- Bald Angels – letter of appreciation for the use of the Complex facilities (Received)
- Confirmation from the Trust to say they will pay the deposit on the solar panels (Received)

Correspondence Out:

- Solar panel Trust – email enquiring if the Trust would be happy to pay the deposit
- GST IRD Return for December 1, 2022 to January 31, 2023 (refund \$16.00)

Financial Report: Financial report of March 2, 2023 previously emailed.

Moved:

The amount of twenty-five thousand dollars (\$25,000) be transferred from 00 Society account to the 50 Business Saver account effective immediately. This money may be used for future capital works/projects.

Dot/Robert

Passed

Members discussed using the funds to construct a storage shed alongside the building. The Coordinator will make enquiries about concept plans and prices.

Coordinator

General Business:

1. Billboard Lease at the roundabout:
Following Graham's enquiries with Mark Sorenson, Mark invoices \$1,200 each month for his sign.

Members recommended the monthly lease with Display Media remain as \$575 incl gst per month and will be revisited towards the end of the 2023-2024 financial year with a view to increasing this effective from April 2024.

The Members wished to acknowledge Paul's contributions to the KKRC and the Complex's operations in general.

2. Carpet repair:
Sean of Carpets on Cobham advises the hole can be repaired at a reasonably cheap cost. Sean is following this up.
3. Solar panel installation and FNDC Agreement:
The Board welcomed Tania of FNDC to the meeting. Tania outlined the Agreement. The fifteen year lease referred to in the Agreement will be combined with the Complex formal lease once this has been established. In the meantime, Tania advised there will be no separate lease fee for the panels. Tania asked the Coordinator to record these changes in an email.

Coordinator

Lightforce will be advised the Agreement has been accepted in principle. The Board would like to negotiate to pay a deposit of up to 50% with the balance to be paid after completion.

Coordinator

Moved:

The Members approve the 'Licence to Install and Occupy Solar Panels' Agreement between FNDC (Licensor) and Kerikeri Sports Complex Incorporated (Licensee) in principle with the deletion of the lease fee as per item 12 and on the understanding that the lease referred to in the Agreement will eventually be combined with the Complex formal lease once this has been established.

Lightforce will be asked to proceed with the installation and a deposit of up to 50% will be paid on the issue of an invoice with the balance to be paid after completion.

Dot/Robert

Passed

4. Vodafone tower:
Tania will coordinate a meeting with representatives from Vodafone, FNDC and the Complex at the proposed site. This will give everyone the opportunity to ask questions before the application proceeds further. Marty and Graham will be invited to represent the Sports Complex. Tania will liaise with the Coordinator re a suitable meeting date.

Graham, Marty, Coordinator

5. Proposed Complex Lease:
Tania advises the lease is a work in progress.
6. Wheelchair access:
A member of the public fell from their wheelchair when negotiating the step down from the footpath onto the roadway adjacent to the Complex main entrance. The Coordinator previously met with Tania and repairs/improvements are currently underway. Tania advises the work is budgeted to cost \$18,000 which is what is required to bring the footpath up to wheelchair specifications.
7. Tania offered to come along to future meetings and help out wherever possible. The Board felt if Tania continued to liaise with the Coordinator in the interim this would be greatly appreciated. The Members thanked Tania for attending the meeting and look forward to working alongside. Tania left the meeting at 6.45pm.
8. KK Floral Art booking enquiry:
The Board approved KK Floral Art's booking enquiry of Friday and Saturday, November 17-18, 2023, for the Northland Designer of the Year Awards. The hireage fee will be the same as the Kerikeri Quilters i.e. \$100 + gst per full day and \$50 + gst per half day. Coordinator
9. Playground update:
The Designer is coming up the weekend of March 11/12. There will be an open public hui on Saturday, March 11. Ange requested a full copy of the financial statement for her workings. Coordinator
10. Rachel Cocks's 21st booking enquiry:
The Board approved Rachel's booking enquiry for son Caleb's 21st birthday celebrations on the weekend of Saturday, November 25, 2023. Coordinator
11. Carpark improvements update:
The Board discussed the start date for the carpark improvements. It was agreed to wait until the end of the winter code season and for works to commence in September. The Board requested written confirmation the work will go ahead in September and the Complex won't be disadvantaged by asking to delay until this time. Coordinator
12. NZ Motor Caravan Association booking enquiry:
The Board approved NZMCA's booking enquiry for Friday to Sunday, October 13 to 15, 2023. This is similar to their booking of 2022. The new hireage fees will apply effective from April 1, 2023. Coordinator
13. BOI YFC hireage refund:
The BOI YFC had to cancel their booking of February 18, 2023 due to effects of Cyclone Gabrielle. The Board had no hesitation in approving a total refund. Coordinator
14. Bi-annual emergency response:
A bi-annual emergency response drill was undertaken. The completed form will be forwarded to FENZ. Coordinator

15. **Cleaning – winter code season:**

The Coordinator advised she would continue to clean the complex during the winter code season but asked if it was okay to be free to travel away on occasions and if it was okay to ask Margaret Dawson to help? The Board are happy for Margaret to help and asked the Coordinator to prepare a list of tasks to be done which would be forwarded to KKRC and KKNC. The Coordinator will advise KKRC and KKNC when she is away. Otherwise Margaret may be happy to complete the cleaning.

Coordinator

Follow-up List:

Future Bookings:

As per calendar handout for March and April - Received

Meeting Closed 7.30pm

The next meeting is Monday, April 3, 2023, 6.00 pm

Signed as a true and correct record:

Dot Dromgool,
Chairperson.

Dated this _____ day of _____ 2023: