



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, May 1, 2023

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Robert Groome

Present: Robert Groome, Graham Wilson, Ange Barker, Marty Robinson (Community Member) and Ric Shrubshaw (Squash)

In Attendance: Rachel Smith (Healthy Families/Playground Representative)

Apologies: Dot Dromgool

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on March 6, 2023

Matters Arising:

1. Vodafone/One.NZ site meeting – refer to GB
2. Carpark improvements – refer to GB

Correspondence In: Nil **Robert/Graham** **Passed**

Correspondence Out: Nil

Financial Report: Financial report of April 29, 2023 previously emailed.

Account approved for payment:-

\$22.99 R Neale – reimburse purchase of rat bait

Robert/Graham **Passed**

General Business:

1. Playground update:
The Board welcomed Rachel Smith as a representative of Healthy Families and a member of the playground project working party.

Ange and Rachel presented the concept plan and design package prepared by Boffa Miskell. They explained about the work to date, those involved, the public consultation process and where to next. The involvement of a working group from KKHS and feedback received.

The Coordinator will put a copy of the concept plan and design in the function room.

2. Shed Boss promotional shelters:

Coordinator

The Board felt it was more appropriate for KKNC to make a decision about the shelters and for Shed Boss to liaise directly with Netball.

Coordinator

3. Coordinator's Contract:

The Coordinator's Contract was renewed for another 12 months effective May 1.

4. KKNC Pink Ribbon Breakfast, Saturday, May 27:

Advice of the KKNC Pink Ribbon Breakfast on May 27 together with the donation buckets and sale of support merchandise from the canteen was received.

5. Building security:

Previously First Security were checking all doors and windows in accordance with what they thought was a contract with FNDC. However, First Security have recently discovered there is no contract and from May 1, will no longer check the premises. Members declined First Security's offer to patrol the premises on a month by month contractual basis for \$332.29 (gst incl). Instead the Board will look into upgrading the security cameras and lights, as Squash near completion.

Squash are installing a swipe card entry system and this is something the Board are keen to consider. Ric will talk to Bevin about this.

Ric/Coordinator

6. AGM:

The AGM for 2023 will be held on Monday, July 17, commencing 6.00pm subject to the completion of the Performance Report prepared by BDO.

A five yearly audit will be completed by BDO. The estimated quote to prepare this is \$4,500 + gst.

Coordinator

Motion:

That the estimated quote received from BDO of \$4,500 + gst to complete an audit year end 2023 be accepted.

Robert/Graham

Passed

7. Vodafone/One.NZ site meeting:

Graham, Marty, the Coordinator and representatives from FNDC and Vodafone met on Monday, May 1 to discuss the proposed installation of a telecommunication facility near the helicopter pad. Darren (FNDC) was not keen to see the tower installed at this location as it meant the emergency helicopter was having to negotiate too many obstacles.

One.NZ's alternative site is on the property boundary between the Complex and the Heritage Bypass footpath almost adjacent to field 2's goal posts. The installation would include the 20+m tower and some control boxes. Access will be gained from the Complex boundary edge.

One.NZ will prepare a proposal and forward this to FNDC. The proposal would be publicly notified and allow for consultation.

Rachel recommended that based on the history of some other One.NZ towers which have been vandalised, the Board write to FNDC and ask what risk is there to the Complex and how will the installation be managed?

One.NZ will prepare a lease agreement and have offered to pay an annual sum to FNDC. The Members would like to request this money be used by the Board for the betterment of sport, car park funding and for expenses not covered within the lease document, and further, that a clause to the effect of these funds be included in the Complex lease.

Coordinator

8. Car park improvements:

Confirmation has been received that work will take place in September – weather permitting.

Concern was expressed about the proposed parallel parking and on busy days this is going to create more of a problem than what the Board is aiming to achieve. The Coordinator will arrange to meet Darren (FNDC) on site Saturday, May 6 at 10.30am to 'experience' the congestion.

9. Monday yoga classes:

Lisa has cancelled her Monday evening classes due to lack of numbers. Her last booking was April 3 when no one arrived. As a good will gesture and requested by the Coordinator, the Board approved the waiver of the \$32.50 hireage fee.

Coordinator

10. The Board approved the issuing of a second master key to KKNC (Danica).

Coordinator

11. Renewal of Club Licence:

This is a work in progress and will be lodged with FNDC within the next ten days.

Coordinator

12. Pest control:

The Coordinator has set a number of rat bait stations and successfully killed one rat and one mouse to date.

13. Storage space:

Graham, the Coordinator, Bevin MacCarthy (Bay Builders) and Adam Morrow (Core Architectural Design Ltd) met on site April 19 to discuss a proposed lean-to storage shed off the west side of the squash building. Adam prepared a proposed concept plan which was shared briefly with the Members. An e-copy will be forwarded to the Members.

Ric advised that as this was a lean-to, no consent will be required. Graham is going to discuss the options more with Bevin.

Graham/Coordinator

Other items discussed in general with Bevin, as a representative of Squash, included the installation of more toilets and showers, hot water supply to the showers, the use of the netball ablution block, conversion of two toilets to showers within this block, cleaning of the toilet facilities, security lighting and cameras, installation of a power meter and access to the building/bar facilities. Bevin will contact Danica to discuss the ablution block proposal.

14. Solar panel update:

The deposit has been paid by the sponsor and the installation of the panels – weather permitting, will commence Monday, May 22. The Coordinator is waiting for an insurance quote from State. Gerry continues to be an absolute gem and is monitoring each step.

15. Confirmation of hireage fees for other sporting bodies e.g. NRU, FPC, Northland Netball, Tai Tokerau Maori Netball:

The Coordinator is seeking clarification on the hireage fees levied against sporting bodies who use the function room for a couple of hours or all day, as there appears to be some inconsistency with charging.

Members agreed that all sporting bodies outside of KKRC or KKNC will be levied an hourly fee of \$22.50 incl gst for the function room for the first two hours. If the sporting body uses the function room for more than two hours, a flat fee of \$60 gst incl will be levied. The \$22.50 is the standard community rate. Kitchen fees will be levied according to the facilities required e.g. oven, deep fryers as opposed to tea/coffee facilities only. All hirers will be responsible for their own cleaning.

Coordinator

16. Squash update:

Ric tabled a letter (29/4/23) addressed to the Netball Centre requesting the co-sharing of the existing ablution block and converting two toilets into showers, and a floor plan detailing the layout of the squash area.

Access to the bar facilities and affiliation fees were briefly discussed. It was decided that the Complex proceed with the renewal of the Club Licence at the moment and look to a variation when Squash are ready.

At the moment KKRC and KKNC pay an affiliation fee of \$3,500 per annum for the winter code season from March 1 to September 1. A fee for Squash will be determined at the AGM.

The Constitution will be updated/amended to reinstate Squash as a founding member and be ready for adoption at the AGM on July 17.

17. Holding tanks:

The holding tank alarm was sounding on Saturday, April 29 due to the influx of numbers at the Complex grounds and increase in flow. Matt from Flush was called in to check the tanks on Sunday and discovered sanitary items blocked in the pump.

Matt is going to monitor the daily flow of water and check this again on Saturday's. Based on his findings, he is potentially going to make a recommendation to install another 20ltr holding tank.

Darren (FNDC) has asked that either himself or Michelle Rockell be notified each time the alarm sounds so they can build a case for improvements. This has been relayed to Matt.

18. Rachel Smith:

The Members invited Rachel to rejoin the Board as a community member, which was accepted by Rachel.

Follow-up List:

Future Bookings:

As per calendar handout for May and June

Meeting Closed 7.30pm

The next meeting is Monday, June 12, 2023, 6.00 pm

Signed as a true and correct record:

**Robert Groome,
Chairperson.**

Dated this _____ day of _____ 2023: