



## Minutes of Board Meeting held

Monday, July 3, 2023

at Kerikeri Sports Complex

<b>Meeting Opened</b>	6.00pm
<b>Chair:</b>	Dot Dromgool
<b>Present:</b>	Dot Dromgool, Robert Groome, Graham Wilson and Ric Shrubshall,
<b>In Attendance:</b>	Dave and Sarah Collins (Squash Club)
<b>Apologies:</b>	Ange Barker, and Marty Robinson and Rachel Smith (Community Members)
<b>Conflicts of Interest:</b>	Raewyn Neale – Cleaner/Coordinator
<b>Minutes:</b>	Previously emailed. Accepted as a true and correct record of the meeting held on June 12, 2023

### **Matters Arising:**

1. One.NZ telecommunication tower – correspondence received and referred to GB
2. Gang insignia – referred to GB

**Graham/Robert Passed**

### **Correspondence In:**

- KKRC – re private function sandwich board signs (referred to GB)
- One.NZ – response to KSC request re vandalism and lease payment (referred to GB)
- Jo Hona (Northland Netball) – Jo wished to advise that this year of the 12 U18 cluster netball players, eight were from the Kerikeri Netball Centre (received)
- KKNC – cleaning charges for June (referred to GB)
- KK Squash Club – letter from Bevin, Bay Builders, regarding floor plan changes, security, flood lighting etc. (referred to GB)
- BDO – engagement letter to complete the audit report (actioned)

### **Correspondence Out:**

- Nicola Lowe – acknowledgement of letter re gang insignia and the Board's response

**Financial Report:** Financial report of July 2, 2023 previously emailed.

No accounts for payment.

**Dot/Graham**

**Passed**

**General Business:**

1. Kerikeri Squash Club:

(a) Proposed plan changes:

The proposed plan changes submitted by Bevin (Bay Builders) were discussed. The Members could see lots of advantages to the changes including the additional showers and shared cleaning of the women's ablution block, the shared use of the deck, KKNC would retain the storage room which would be lined by Squash together with lights installed and increased security lighting around the building.

**Dot recommended that the proposed plan changes submitted by Bevin MacCarthy (Bay Builders) and Arcline Architecture via email dated June 28, 2023 be accepted.**

**Motion moved:**

**That the amendments as submitted by Bevin MacCarthy and Arcline Architecture be accepted. KKNC be advised of the decision and the advantages discussed above.**

**Dot/Graham**

**Passed**

Coordinator

(b) Alarm system:

Squash are proposing to upgrade the alarm system. Bevin is currently investigating options/costs and will be able to talk through the process when more information is available and before any decisions are made.

Coordinator

(c) Internet access:

The internet is very fickle in some areas of the building and it was suggested that Squash install their own system rather than hook into the current one. Ric will make enquiries about installing a copper line.

Ric

(d) Power meter:

The Club are installing a check meter in the switch board in the kitchen.

(e) Security cameras:

Squash is installing a camera looking out over the carpark area and two internal cameras. The Board asked the benefits of installing a number plate reader as suggested by CCTV and instead suggested bright flood lights.

Coordinator

(f) Security lights:

Squash have a single flood light off the netball court end of the building over the carpark/ disabled park. The Members would like flood lights installed along the entire length of east side of the building. Members also asked that when installing the lights to be mindful of their direction please so the reflection/light does not hinder/interfere with the netball players' vision while on court.

Coordinator

(g) Key access:

Graham to meet Sibby of Bay Lock n' Alarm and arrange for specific all-encompassing keys to be issued for the netball toilet/storage area/lobby/main foyer area.

Graham

2. Constitution:

The Constitution will be updated to reinstate the Squash Club as a Founding Member. A remit will be sent to KKNC and KKRC advising of the one change to the Constitution. The amended Constitution will be adopted at the AGM.

Coordinator

3. AGM:

The AGM has been changed to Monday July 24, 2023 at 6.00pm.

Coordinator

4. Squash Club affiliation fee:

Currently KKNC and KKRC pay an annual affiliation fee of \$3,500 (incl gst). This includes the winter code season from March 1 to September 1. Any competitions out of this season e.g. Twilight Netball and Touch Rugby pay an additional fee. For more details refer to the June 12, 2023 meeting. The affiliation fee is exclusive of cleaning fees and charges.

Squash envisage they may use the greater facilities three to four times a year. The Coordinator advised the calendar of events can be viewed through the website. Squash are asked to liaise with the Coordinator please when they want to book the complex facilities.

Peak power usage will be between 3pm to 9pm.

Generally speaking Wednesday is Club night and Thursday is Juniors.

**Motion moved:**

**The 2023-2024 annual Squash Club affiliation fee is \$3,500 (incl gst). This fee will be calculated on a pro-rata basis once Squash start, up to and including the end of the current financial year i.e. March 31. The affiliation fee will be revisited in the new financial year i.e. April 1.**

**Dot/Graham**

**Passed**

5. Squash sponsorship signage:

KKRC's individual sponsors advertise on the end of the changing room building. The Complex has signage agreements with parties who advertise at the netball courts. Sponsorship signage is at the discretion of the Squash Club as long as it complies with FNDC Bylaws and doesn't conflict with any other advertising parties/agreements.

6. Sale of Liquor:

Squash propose to operate a satellite bar under the umbrella of KSC. Dot suggested KSC apply for a variation to the Club renewal licence which is currently being processed. Graham will also look into this.

Graham/Coordinator

7. Private function sandwich board signs:

The Board approved the purchase of two sandwich board signs advising rugby/netball players and spectators that there is a private function/booking in process and please do not enter the building.

Coordinator

8. Baby changing table (disabled toilet):  
This is broken and currently `out of order'. Ric will check out the table and repair if possible, otherwise report back to the Board. A replacement table exactly the same is \$1,307 (incl gst). Ric
9. Touch competition:  
The Board approved Trevor's request to run a Touch competition beginning in October through to December and possibly beyond to January/February. The KKRC Seniors often begin training in January but this is on a Wednesday and Trevor's competition is a Friday. The fee is the same as 2022 of \$287.50 plus a refundable bond of \$200. Trevor only requires the fields and no other facilities. Coordinator
10. KKNC cleaning enquiry:  
The email received from KKNC querying the share of cleaning costs of June 25 was received. At the meeting of May 31, 2021 the Board approved the appointment of a cleaner and the costs shared between KKRC and KKNC as 70/30 respectively over the winter code season.  
  
This arrangement has continued up to and including the current year with the addition that the cleaners now include the committee room. Coordinator  
  
A copy of the May 2021 Minutes will be forwarded to KKNC including the update.
11. BDO audit engagement letter EOY March 2023 was signed and will be returned to BDO. Coordinator
12. Ventia booking enquiry:  
The booking enquiry on behalf of Ventia to hold a Matariki work function on Sunday, July 23, 2023 from 4pm to 7pm was approved. Coordinator
13. Gang insignia:  
The Board discussed this further, including the *Prohibition of Gang Insignia in Government Premises Act 2013* as provided by FNDC and KKNC's policy.  
  
The Members don't wish to install any signage at this stage as they believe this may have a negative impact and would rather deal with any matters arising with a more low key approach.  
  
The Board ask each Code please to send a facebook message (or similar) to all players, spectators and supporters to the effect that: We all encourage and welcome the support of whānau, friends and alike to the Complex grounds, but ask that in the interest of everyone, anyone visiting the grounds to please refrain from wearing gang insignia. Coordinator
14. One.NZ telecommunication tower:  
Following queries raised by the Board, One.NZ advise that based on experience with other sites, they consider the risk of vandalism is low to nil and that the facility would be situated on road reserve, not sports complex land. Maintenance access via the facility will be infrequent, perhaps once every six months or so.

15. Top Energy WaterSafe signage:  
Whilst Halvo Signs appreciate Top Energy's frustrations with continuous tagging, they prefer the sign to remain at its current height. Halvo Signs have offered to sell an anti-graffiti product which will make the cleaning of the sign a lot easier.

Another option would be to relocate and raise the sign further along Heritage Bypass subject to FNDC Bylaws and approval. Graham is following this up.

Graham/Coordinator

16. Sewerage system clarity:  
The Board approved the purchase of a 5ltr container of Biozyme Cleaner at \$80 inc gst for the toilets as the cleaning products used are breaking down the good bacteria.

Coordinator

**Follow-up List:**

**Future Bookings:** As per July handout

**Meeting Closed 7.12pm**

**The next meeting is Monday, August 7, 2023, 6.00 pm**

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

---

**Dot Dromgool,  
Chairperson.**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023:**