



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, August 7, 2023

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Dot Dromgool

Present: Dot Dromgool (KKNC), Robert Groome and Graham Wilson (KKRC), Ange Barker (KKNC), Ric Shrubshall and Dave Collins (KKSC) and Tyler Bamber (FNDC)

The Members welcomed Tyler to the meeting.

In Attendance: Nil

Apologies: Marty Robinson and Rachel Smith (Community Members)

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on July 3, 2023

Matters Arising:

1. Performance Report EOY 2023 (matter arising from AGM July 24, 2023) (Referred to the Financial Report)
2. Quotes to prepare EOY reports for 2024 (matter arising from AGM July 24, 2023) (Referred to GB)
3. Sandwich board signs (Referred to GB)
4. Kerikeri Squash Club (KKSC) security lights. Dave and the Coordinator met with Lance, Squash Club building supervisor, on July 12th and discussed the installation of more security/flood lights along the eastern side of the of the complex building. Dave marked the location of the lights on the plan, and this was forwarded to Bevin.

Dot/Graham

Passed

Correspondence In:

- PLUNGE Enterprises NZ Ltd – cancelled booking of September 30, 2023 (Received)
- Megan Edwards (FNDC) – response to liquor licence variation enquiry to include the KKSC under the KSC umbrella (Referred to GB)

- Michelle Rockell (FNDC) – Lease update – The Agreement to Lease and Deed of Lease are currently with the Legal Team for review

Correspondence Out:

- KKNC – response to cleaning query of June 25
- KKNC – KSC Board's approval to the Squash Club's proposed plan changes

Financial Report:

1. Financial report of August 5, 2023 previously emailed.

Accounts approved for payment:-

\$2,055.00	R Neale – Coordinator's hours from 1/6 to 31/7 = 68.5
\$ 465.00	M Dawson – cleaning for July
\$ 510.00	R Neale - cleaning for 29/6 & July
\$ 31.20	BOI Gas – rental for August
\$ 232.39	Northland Cleaning – loo paper

Cleaning breakdown – total of 31 hours + 1.5 hours

KKRC	9.1	\$273
KKNC	3.9	\$117
Private bookings	11.5	\$345
KSC	8.0	\$240

2. Performance Report EOY 2023

Following the queries raised by the Board at the AGM, BDO advised the \$10,000 difference was the grant from Oxford Trust which had been spent but hadn't been taken into account EOY 2022. This has been amended.

Other queries identified:-

- No receipts from the bar lease - amended
- Variation in debtors and prepayments for EOY 2023, 2022 \$11,579 EOY 2022 \$10,927 – \$11,579 is the correct amount. EOY 2022 \$10,927 was taken from the first draft.
- Other non-current assets EOY 2023 \$6,418, EOY 2022 nil - amended
- Donation to Hospice - noted
- Clarification of the Coordinator's Contract EOY 2023 shown as \$6,420. Amended to read \$7,545

Based on the information provided, the Board accepted the Draft Performance Report 2023.

Dot/Graham

Passed

General Business:

1. KKHS changing room charges:
The Board waived the hireage fees in lieu of the KKRC using the gym for trainings during the 2023 season.

Coordinator

2. NRU FPC bookings:

The Board has received feedback from hirers, following the NRU FPC use of the function room and kitchen, that both have been left dirty.

Coordinator

The Co-ordinator will arrange for Margaret to check the complex Tuesday evenings prior to the NRU FPC using the complex and again Wednesday morning before the next hirer. The Board will pay for Margaret to check the complex on both occasions.

If the facilities require cleaning Margaret will be paid the call out rate of \$60 per hour. This will be recovered from NRU FPC, who will be advised of the Board's decision.

3. Quotes to prepare EOY 2024 Performance Report and the Review/Audit:

The Board has received replies from JMA Accountants and Whitelaw Weber:

- Whitelaw Weber recommend they look at a three plus year agreement for the Performance Report and as yet haven't provided a quote.
- JMA Accountants quote of \$1,500 + gst includes setting up the report formats for the first year.

Neither company provide Review/Audit services.

The Board suggested contacting PKF Accountants for a Review/Audit quote and once the EOY 2023 Performance Report is available, this will be forwarded to Whitelaw Weber so they may provide a quote to prepare the EOY documents.

Coordinator

4. Purchase of a Stihl vacuum cleaner:

One vacuum cleaner is away for repairs. The parts are on back order and not expected until December. A new 133 Stihl vacuum is \$1,325.

Ric has some vacuum cleaners for sale at approximately \$500 and has offered to bring one in try.

Ric

5. Sandwich board signs:

The Board approved the quote from Halvo Signs to prepare two sandwich board signs at \$345 + gst each. Both sides of the signs will read:- **Reserved for private function – please, no entry**

Coordinator

6. Variation to Club Licence:

Following from the July meeting, it was too late to make changes to the renewal of the Club Licence on behalf of Squash as the new Club Licence was ready to issue.

Megan (FNDC) advised *`...that if the Squash Club operates independently from the Sports Complex, with district secretary, president and separate duty managers, a 'NEW' club licence application must be submitted.'*

7. Playground update:

Motion moved that the Playground Committee be granted permission to apply for funding to the Lotteries Commission for \$200,000, the Clare Foundation for an amount up to \$50,000 and the Bay of Islands–Whangaroa Community Board for an amount up to \$15,000 towards the construction of the playground.

Dot/Robert

Passed

8. Memorandum of Understanding – Kerikeri Squash Club:

The MOU prepared by Dave on behalf of the KKSC was approved by the Board. Neither KKRC or KKNC have requested a MOU.

Dot/Robert

Passed

9. Contents insurance KKSC:

Dave asked if the Complex pay insurance. Currently the KSC pay all contents insurance on behalf of KKNC and KKRC as follows:-

Contents – Bar & Kitchen

Contents – Netball

Contents – Rugby

Stock – Bar & Kitchen

10. Members discussed the idea of installing boot cleaning brushes.

11. The Board approved the purchase of vouchers to the value \$200 as a thank you gift to Gerry Buxton for all his support and time throughout the installation of the solar panels. This will be presented to Gerry at the next Board meeting on September 4th. Dot has donated wine and Graham has donated some honey.

Coordinator

Follow-up List:

1. Ric has met with Chorus and is waiting to hear back from them with regards to the copper line .
2. The baby changing table is a work in progress.
3. The swipe card system is a work in progress.

Future Bookings: As per August/September handout.

Meeting Closed 7.00pm

The next meeting is Monday, September 4, 2023, 6.00pm

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2023: