



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, September 4, 2023

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Dot Dromgool

Present: Dot Dromgool (KKNC), Graham Wilson (KKRC), Ange Barker (KKNC), Ric Shrubshall and Dave Collins (KKSC), Tyler Bamber (FNDC) and Marty Robinson and Rachel Smith (Community Members)

In Attendance: Gerry Buxton
Gerry updated the Members on the effectiveness of the solar panels and comparison during the week of August 22, 2023. Gerry offered to update Graham's phone with the new solar analytics app.

The Board thanked Gerry very much for his knowledge, support and generous help throughout the process and presented Gerry with a \$200 voucher, wine and honey.

Apologies: Robert Groome (KKRC)

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on August 7, 2023

Matters Arising:

1. Request for a quote from PKF Accounting to prepare an audit/review. PKF advise they are not taking on any new clients at the moment. (Received)
2. Whitelaw Weber – once the final Performance Report has been signed, this will be the forwarded to Whitelaw Weber for a quote to complete the EOY 2024 accounts. (Received)

Dot/Ange

Passed

Correspondence In:

- KKHS - thank you for waiving the hireage fees for the changing rooms (Received)
- Megan Edwards (FNDC) - variation to liquor licence to include the Squash Club (Referred to GB)
- KKHS request to hire the complex in 2024 (Referred to GB)
- BDO – EOY audit 2023 (Referred to GB)
- Display Media – concept designs for the sandwich board signs (Referred to GB)

Correspondence Out:

- IRD GST return for June/July – the general account had to pay GST of \$555.18 and the playground account received a refund of \$1,426.20 (Received)

Financial Report: Financial report of September 3, 2023 previously emailed.

Accounts approved for payment:-

\$759.00	PPC Computer Services – transfer KSC information from Coordinator's old computer to the new computer
\$510.00	M Dawson – cleaning on behalf of KKRC, KKNC & KSC for August
\$345.00	R Neale - cleaning on behalf of KKRC, KKNC & KSC for August
\$ 63.25	R Neale – reimburse special liquor licence application on behalf of NZMCA

Cleaning breakdown – total of 24.5 hours + 4 hours:

KKRC	16.4	\$492	
KKNC	2.4	\$ 72	
KSC	5.7	\$171	
KSC	4.0	\$120	(checks on behalf of NRU FPC)

Dot/Graham

Passed

General Business:

1. BDO EOY audit 2023:
The Board received correspondence from BDO advising the audit for EOY 2023 would not be completed until November 2023 due to their workload.

BDO advised that as result of changes to the Charities Act 2005 which came into effect January 1, 2022, 'Please note that if your entity's total operating expenditure for each of the two previous accounting periods was below \$550,000 you are not required by law to have an audit or review...'

Based on this information, the Members agreed to hold a Special General Meeting to amend the Constitution. This meeting will take place on Monday, October 9, 2023 at 6.00pm.

Motion moved to hold a Special General Meeting on Monday, October 9, 2023 at 6.00pm to update the Constitution in line with the changes to the Charities Act 2005, as follows:-

6. Annual General Meetings

6.2 Ordinary Business

- (c) Receive from the Board reports upon the operation of Kerikeri Sports Complex Incorporated during the last preceding year including the ~~annual financial statement~~ **Performance Report** required under the Incorporated Societies Act 1908 ~~which shall be audited or reviewed if an auditor has been appointed for the period of the financial statements.~~
- (d) ~~Appoint an auditor for the current Financial Year unless a Resolution dispensing with such appointment is passed.~~

Proposed Resolution:

THAT the Constitution be amended to read:-

6. Annual General Meetings

6.2 Ordinary Business

- (c) Receive from the Board reports upon the operation of Kerikeri Sports Complex Incorporated during the last preceding year including the Performance Report required under the Incorporated Societies Act 1908.

Dot/Angel

Passed

In retrospect of receiving the notification from BDO, the Board would like to cancel the EOY 2023 audit.

Dot/Angel

Passed

- 2. KKHS booking enquiry:
The Board approved the booking enquiry on behalf of KKHS to celebrate their 50th Anniversary on Saturday, September 14, 2024. However, the Board couldn't confirm the hireage fees until the start of the new financial year. Coordinator
- 3. FENZ Emergency Response Annual Test Plan:
A test plan drill was completed and no areas of concern were raised. Coordinator
- 4. Variation to Club Licence:
Further to the August meeting, follow up enquiries were made with FNDC District Licensing Agency explaining that the Squash Club was a founding member of the Kerikeri Sports Complex Incorporated like KKRC and KKNC. Megan (FNDC) is seeking clarification from Council's legal team and will get back to the Board as soon as possible.
- 5. Renewal of the Location Compliance Certificate:
The certificate is due to expire in October and the Coordinator asked about beginning the renewal process. Tyler mentioned that if the Complex did not exceed 90kg of gas stored on site, they didn't need to apply for an LCC.

Graham will speak with Andre from BOI Gas Limited for clarification. The Coordinator will contact FNDC to see if a site visit by the inspector can be coordinated with any inspections being carried out on their behalf.

Graham/Coordinator

Motion moved to reduce the number of gas bottles stored on site to 1x90kg bottle if this meets the requirements.

Dot/Graham

Passed

6. Draft Lease Agreement:
Dot, Graham, Ange and the Coordinator met on September 4th to discuss the draft lease; recommendations/feedback will be forwarded to FNDC. Coordinator
7. The Coordinator will arrange with Northland Septic Tanks to complete the annual clean of the holding tank in the kitchen. Coordinator
8. Cleaning of the Complex in the `off' season:
The Board approved the request from the Coordinator/Cleaner to carry out cleaning during the off season on a needs basis and for Raewyn and Margaret to come in to complete a clean including wiping the chairs, tables, cupboards etc. Graham asked that the vats be emptied after the RWC had finished as members were using these facilities when they came in to watch the games. Coordinator
9. New alarm system:
A new alarm system has been installed. The alarm code is 1987 OK, then press OFF to disarm and 1987 OK, then press ON to alarm. CCTV will be installing a zone/code system for all users. This will define the areas people can access.
10. Vacuum cleaner:
Thank you Ric for providing a new \$1,500 vacuum cleaner to trial but it was found to have different little things which weren't as efficient as the Stihl 133. Graham

Motion moved to purchase a new Stihl 133 vacuum cleaner for \$1,325 and for an additional long lead to be included.

Dot/Graham

Passed

11. Display Media sandwich board signs
The concept designs for the sandwich board signs were received. The Members chose the sign with the blue background and the words `Reserved for a Private Function No Entry Please' printed in white and centred.

Follow-up List:

- Thank you Ric for repairing the baby changing table in the disabled toilet.

Future Bookings: As per September/October schedule emailed with the Agenda.

Meeting Closed 7.00pm

The next meeting is Monday, October 9, 2023, 6.15 pm

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2023: