



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, November 6, 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: Nil

Apologies: Robert Groome (KKRC)

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on October 9, 2023

The Minutes of the Special General Meeting of October 9, 2023, previously emailed, were accepted as a true and correct record of the meeting.

Matters Arising: Nil

Dot/Ange

Passed

Correspondence In

- Paul, FNDC – email of October 24, 2023, advising that panic bars will be installed on designated fire escapes (Referred to GB)
- State Insurance – quote for \$70,000 contents on behalf of the Squash Club (Referred to GB)
- State Insurance – policy endorsement – commercial cooking (Referred to GB)
- Gerry Buxton – clarification of power savings since the solar panel installation (Referred to GB)
- Playground Committee – permission to use the netball fence for sponsorship signage (Referred to GB)
- EOY Performance Report 2023 – updated report from BDO to be signed (Referred to GB)

Correspondence Out

- IRD GST return for August/September 00 account to pay \$430.89
- IRD GST return for August/September 01 account refund \$1,552.80

Financial Report – Report of November 5, 2023, previously emailed.

Accounts for payment:

\$1,312.00	BOI Gas – refill 4 bottles
\$ 200.00	NZ Police – bond refund
\$ 375.00	R Neale – cleaning for October (12.5 hours)
\$ 225.00	M Dawson – cleaning for October (7.5 hours)
\$ 63.25	R Neale – reimburse special liquor licence application on behalf of Springbank School

Cleaning breakdown – total of 20 hours @ \$30

KSC	16.0	\$480
Private	4.0	\$120

Dot/Grahm

Passed

The Coordinator asked if the Board would like to transfer approximately \$12,000 to the investment account. It was agreed to put this on hold for the time being due to recent unforeseen expenses, including the chiller.

Members agreed to meet on a separate occasion or perhaps when the agenda wasn't quite so full to discuss and create a wish list of improvements e.g. new lights in the function room.

General Business

1. Panic bars:
Paul from FNDC advised panic bars will be installed to all designated fire escapes. These should have been installed when the building was originally built. Now with the building of the squash courts, the Building Inspectors have requested they be installed.
2. Sponsorship signage on the playground side of the netball fence:
The Playground Working Group are about to approach local businesses etc for sponsorship to help build the playground. The Group would like to erect a sign (donated by Halvo Signs) acknowledging sponsors and ask if this could potentially go on the fence alongside the netball court area. However, as the Group would also like to display a sign in town acknowledging sponsors, the location of the sign at the site may work out differently than first thought. Ange will come back to the Board with confirmation and the preferred location. In the meantime, the Board support the proposal in principle.

The Working Group have received an offer of some rocks and would like to place these on the grass area alongside the netball courts.

3. Solar Analytics App:
Gerry advised the total solar panel savings for September and October, 2023 were as follows:-

September	1-30	\$541
October	1-31	\$574

Gerry also offered to install the app on Members' phones if they wished so that they could see and track the savings each month. Dot explained that her internet wasn't very reliable and was happy for Graham to continue using the app.

4. Maintenance of the solar panels:
The panels are due for a clean. Rachel will ask Dean to provide a quote. Rachel

5. Working bee:
KKRC has scheduled a working bee for Saturday, November 18. The Coordinator advised the complex was booked on this date by Northland Floral Art. Graham will liaise with Brad. Graham

6. Alarm system – zone issues:
Dave asked if the zone system could be followed up as the alarm was going off while Squash Members were playing their game/s. Graham will contact CCTV and get the zones activated. Graham

7. Defibrillator location:
The defibrillator is located alongside the bar in the function room. Dave will investigate the cost of a second defibrillator to be installed in the Squash Club and paid by the Board. Dave

8. EOY Performance Report 2023:
BDO has prepared another copy of the report which requires signing now that the Board no longer need a review or audit. The most recent report shows a different amount for the Review fee by \$1,260. Members were not prepared to sign this PR 2023 and requested clarification of the variation. Coordinator

9. State Insurance quote:
On behalf of the Squash Club a premium quote for \$70,000 (plus gst) contents insurance was received from State. The annual premium quote of \$512.06 was approved by the Board. Coordinator

10. State Insurance policy endorsement – commercial cooking:
State advises the Board's material damage policy has been amended to reflect a Commercial Cooking Endorsement. This endorsement includes but not limited to:-

Extraction hood and flue:
 - Cleaning must be carried out at frequent and regular intervals. All associated ducting and fans must be inspected no less than annually and cleaned as required.
Fire extinguishers:
 - Minimum of one `ABE' rated fire extinguisher installed with correct signage and inspected annually.
Deep fryers:
 - To prevent overheating, separate external non-adjustable cut-out mechanisms and manual reset mechanisms must be fitted to each deep fryer.
 - All cut-outs, thermostats, heating elements etc are to comply with NZ Standard and Code of Practice.

- Equipment must be maintained in a safe and efficient working condition at all times and checked annually by a qualified technician. A record must be kept of the inspection.
- Each deep fryer must comply with the applicable electrical or gas regulations.

Food scraps:

- All skimmings must be placed in a closed metal container and removed from the premises and placed in a closed metal container after cooking ceases.

When a deep fryer is not in use:

- Deep fryer must be switched off at the appliance and the wall.
- Deep fryer must have correctly fitted lids and placed in their closed position.

Shallow frying:

- All the above applies.

The Coordinator will update the hireage form to reflect the endorsement. Tyler suggested contacting Comduct in Warkworth to complete the necessary inspection/s. Coordinator

11. Natasha Christini's booking:

Natasha booked the complex from Friday, November 3 to Sunday, November 5 for her wedding. The Board received an email from Natasha and Dan regarding the stress and inconvenience which was caused due to the non-working nature of some appliances. Natasha had been advised the dishwasher was not working but on Friday, it was discovered that the chiller had broken down and on Saturday night, there was no hot water and according to Natasha, the small oven wasn't working. Natasha also queried the \$100 bar staff fee as she was of the understanding the bar staff were voluntary.

Graham and Neil were able to lend their mobile chiller. The dishwasher is booked for repair and Graham is investigating the hot water. Graham has made arrangements with Keri Refrigeration to provide a quote for chiller repairs and there was no problem with the oven.

Graham

The Board recommended a goodwill refund of \$150 to Natasha and Dan, and two boxes of Corona to Graham and Neil for the use of their chiller. The Coordinator will organise both and advise Natasha and Dan that the bar staff fee is an arrangement between the KSC & KKRC. Whilst bar staff may be voluntary, the Board pay a fee to Rugby.

In future the Coordinator will check all appliances on the Monday prior to a large event and get onto things/repairs straight away.

Dot proposed the fee for large events like weddings and 21st birthdays be increased to \$1,000 for the Saturday and the complex be returned to its normal state by 7.00am Sunday morning. If hirers would like to come earlier, e.g. midday Friday an extra fee of \$250 will be levied and if hirers would like to have the continued use of the complex until Sunday midday, an extra fee of \$250 will be levied for the half day.

Any bookings from November 6, (meeting date) will pay the new fee.

Dot/Graham

Passed

Ric will talk to Evan from Prime Plumbing and Gasfitting and get a quote to install a califont over the kitchen area.

Ric

Graham will ask KKRC if they'd like to revise their bar staff rate for 21sts and weddings based on the hours involved and the number of staff, and report back to the Board.

Graham

12. Baby changing table:

This needs to be repaired again please Ric.

Ric

Follow-up List

1. Policies:

Rachel looked at the Sport Northland website. If each code has a policy should the Board have an overriding policy which supports the code's particular policy? Ange suggested a H & S and a CCTV policy but the Complex structure directs the other policies to the codes. Rachel will circulate the policies she has from the website amongst the Members.

Rachel

2. Report on the gas system – Dave is following this up.

3. Formation of the accessway to be included in the LTP – Rachel and the Coordinator are working on this.

4. Reseal of carpark deferred to 2025/2026. Due to the storm damage earlier in the year funds have been redirected.

5. Squash Club's liquor licence:

Squash are applying for a separate Club Licence. Graham offered the use of Rugby's toolkit folder.

6. Kerikeri Quilter's hireage fee of \$350 has been donated to the Northland Rescue Helicopter.

Bookings (as per November & December calendar previously emailed)

Next Meeting

Monday, December 4, 2023 at 6.00 pm

Meeting closed 7.30pm

Signed as a true and correct record:

Dot Dromgool,
Chairperson.

Dated this _____ day of _____ 2023: