



Minutes of Board Meeting held

Monday, March 4, 2024

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 (KKSQC), Tyler Bamber (FNDC) and Marty Robinson and Rachel Smith (Community Members)

In Attendance: Nil

Apologies: Dave & Sarah Collins (KKSQC)

Conflicts of Interest: Feedback from Dean Smith regarding the solar panels (Rachel Smith)

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on December 4, 2023

Matters Arising:

1. Solar panels – wash and repairs (Referred to GB)
2. State Insurance endorsement – flue inspected and form 12A forwarded to State
3. Connexa cellphone tower (Referred to GB)
4. Samantha Cooper – re kitchen hire – no further updates received
5. Rachel has some policies to circulate

Dot/Graham Passed

Correspondence In:

- Don Da Via – Footprints of Pompallier Pilgrimage (Referred to GB)
- Bald Angels letter of appreciation (Received)
- NZ Post – letter advising the post box annual fee has increased by \$50 this year. This is now \$280. (Received)
- Phil Bailey, WorkSafe – workplace health and safety assessment inspection following request by Neil Dobbs, WIC (Received)

Correspondence Out:

- St John Ambulance – thank you for relocating the defibrillator
- Waste Management – overdue credit

- IRD GST December/January – refund of \$109.31
- Ventilation Certificate Form 12A forwarded to State
- Lightforce – re conduit sealer on the cables (refer Dean's email)
- Response to Phil Bailey, Worksafe

Financial Report: Financial report of March 2, 2024, accepted as true and correct record.

Dot/Marty Passed

General Business:

- Rubbish disposal:
Ric asked about the recycling of aluminium cans and plastic. At the moment both are put in the general waste bin. Rachel will speak to Anouk from CBEC re recycling & the Coordinator will contact Waste Management about a receptacle for recycling cans and plastic.

Rachel/Coordinator
- Don Da Via, Excalibur Leadership – Footsteps of Pompallier Pilgrimage:
Parking over Labour Weekend has been confirmed on the understanding that owners will be responsible for their own vehicles and cars are to be parked behind the netball court area. Don will liaise with the coordinator closer to the time.
- Connexa cellphone tower:
Marty's concerns regarding recent coverage and service, and the preference to combine and share the infrastructure between One.NZ & Spark was referred to Council's representative who forwarded the feedback to Connexa. Connexa advised on January 11:-

'Connexa have confirmed they would not co-locate on the same mast as 40 south/OneNZ, but I think that the Sports Ground's concerns about radiation should be alleviated by some information around mobile towers and any negative affects from radiation/EMF...'
- Cleaning – winter code season:
Margaret and Raewyn will continue to clean as per the previous 2023 winter code season and share the costs 70% KKRC & 30% KKNC when appropriate.

KKNC will clean the ablution blocks after Saturday games and tournaments ready for Squash, and Squash will ensure the toilets etc are clean by Friday night ready for KKNC.

Ric
- Squash Club:
Ric will follow up the payment of the \$500 affiliation fee for the period up to March 31, 2024. The 2024-2025 affiliation fee for all codes will be confirmed after the meeting on March 25. Power and gas are paid independently by KKSQC. The Board approved Squash's request to install sensor lights in the ablution blocks.

Ric
- Rugby League Northland:
RLN have booked the changing rooms and toilets, and the function room for a Nine's Tournament on Sunday, March 17. Brad will open the changing rooms and RLN will clean after.

7. Alarm system:
Graham will contact Richard from CCTV and get the current coding system/alarm zones modified. Graham will try and get the KKRC changing rooms on a separate code/zone.
- Graham
8. One.NZ wifi Broadband connection:
In October 2023 a fibre cable was installed but not connected which means the Complex presently has both, a fibre cable to the building and a copper connection. The copper line needs to be disconnected and the fibre connected. As a result of both, the Complex is being invoiced more. Part of the invoice is passed onto Rugby for the eftpos machine, the Complex pay for the wifi and recently One.NZ has identified an amount against Squash, which has duly been passed on.
- Dot will ask her contacts to connect the fibre with an ethernet cable and organise for the copper line to be disconnected.
- Dot
- Effective from April 1, 2024, the KSC will pay all of One.NZ's invoice.
- Coordinator
9. Fire Drill:
The six monthly emergency response drill was successfully completed. A copy of the drill response sheet will be forwarded to FENZ.
- Coordinator
10. Kerikeri Quilters:
The Board approve Kerikeri Quilters request to use the premises during Labour Weekend 2024. The hireage fee will be as per previous years of \$50 for a half day and \$100 for a full day, plus a \$200 refundable bond. This fee will be donated to a charitable organization nominated by the Quilters with the prior approval of the Board.
- Coordinator
11. Hannah Horner, Laser Plumbing, Kerikeri:
The Board approved Hannah's request to host a `welfare' evening for tradies on Tuesday, April 23 from 5-7.30pm. The event will include guest speakers, a bbq and access to the bar. Hannah is hoping to gain sponsorship for the evening. The Board recommended the hireage fee be charged at the hourly community rate of \$22.50 incl gst. The Rugby Club have offered the bar staff free of charge saving Hannah \$100. Please note this date has been changed to Wednesday, May 8.
- Coordinator
12. Carpark resealing:
Rhys Davies (FNDC) has been talking to Jaco Cronje, Ventia, about the re-surfacing work and has tentatively pencilled in the work for two weeks from March 5. Jaco will look to confirm as the fortnight progresses. Jaco is aware of and will be looking at the events calendar to forecast the best date during that week.
13. KSC booking form:
This has been updated to include the requirements from State Insurance when using the deep and shallow frying kitchen equipment.
- Members requested the booking form be further amended to include a disclaimer whereby hirers/users agree not to bring alcohol onto and/or into the premises. No BYO.
- Coordinator

14. KSC keys:
Graham has organised for a master key to be cut and given to Shane from FireCo. The key held at the John Butler Centre (FNDC) has been misplaced. FNDC have offered to pay for a new key. Council will implement a sign out/sign in system, so this doesn't happen again.
15. Kerikeri Squash Club tournament:
Squash have booked the function room facilities for Friday and Saturday, April 19 and 20. Ric has requested the availability of the bar please on both days. Times to be confirmed by Ric. Ric/Coordinator
16. 2024-2025 Hireage fees:
The Board will review the hireage and affiliation fees at the next meeting on March 25. A copy of the current hireage fees will be circulated to the members and a schedule of costs incurred for the year end 2024, and shared amongst Rugby, Netball and Squash will be prepared. Coordinator
17. Solar panels:
The conduit cable sealant concern raised by Dean when he was cleaning the panels has been fixed by Lightforce. Thank you Dean.
18. Playground:
Funding has been a problem and costs have risen considerably. Continues to be a work in progress.
19. Policies:
Rachel has prepared five policies as follows which she will put into a folder and circulate to the members:-
- Health and Safety Policy
 - Financial Policy
 - Facility Usage Policy
 - Complaints and Grievance Policy
 - Code of Conduct Policy
- Rachel

Bookings (as per March & April calendar previously emailed)

Meeting Closed 7.30pm

The next meeting is Monday, March 25, 2024, 6.00pm

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2024: