



Minutes of the Board Meeting held on

Monday, March 25, 2024

at the 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 (KKSC), and Marty Robinson and Rachel Smith (Community Members)
In Attendance:	Nil
Apologies:	Tyler Bamber (FNDC) and Dave/Sarah Collins (KKSQC)
Conflicts of Interest:	Nil
Minutes:	Previously emailed. Accepted as a true and correct record of the meeting held on March 4, 2024

Matters Arising:

1. Update on fibre/copper connection (No further updates.)
2. One.NZ's invoices effective from April 1, 2024 (Referred to GB)
3. Carpark reseal will take place April 2 and 3 subject to weather – hirers have been notified
4. The missing key from the FNDC Kerikeri Office has been located
5. Draft Policies (Referred to GB)

Ange/Graham

Passed

Correspondence In:

- Repco Kerikeri – would like to hire the facilities on Wednesday, November 20, 2024 (Referred to GB)
- BDO – quote to prepare EOY 2024 Financial Performance Report (Referred to GB)
- David Harrison Accountant – quote to prepare EOY 2024 Financial Performance Report (Referred to GB)
- KKNC – cleaning, power, chairs, lights and gas (Referred to GB)
- Kirsty Cole (KKHS) – use of kitchen facilities (Referred to GB)
- Growth Planning and Placemaking (FNDC) (Referred to GB)

Correspondence Out:

- Fire drill report has been forwarded to FENZ
- Kerikeri Quilters Labour Weekend booking confirmed

Financial Report: Financial report of March 24, 2024 previously emailed.

Accounts approved for payment:-

\$1,110.00 R Neale – Coordinator's hours from 1/2-23/3/24 37 hours
 \$ 142.50 R Neale – cleaning for March 4.75 hours
 \$ 142.50 M Dawson – cleaning for March 4.75 hours

March cleaning:

Date	KSC	Private	KKRC	Raewyn	Margaret
3/3	3.00	-	-	1.50	1.50
10/3	-	-	3.5	1.75	1.75
24/3	3.00	-	-	1.50	1.50
\$30	6.00	-	3.5	4.75	4.75
Total:	\$180	-	\$105	\$142.50	\$142.50

February cleaning:

Date	KSC	Private	KKRC	Raewyn	Margaret
1/2	-	4*	-	2	2
18/2	4.0	-	-	2	2
27/2	-	-	3.0	1.5	1.5
\$30	4.0	4.0	3.0	5.5	5.5
Total:	\$120	\$120	\$90	\$165.00	\$165.00

* Te Arawhiti

Account Balances:

00 Account – General \$23,174.48
 01 Account – Playground \$42,948.99
 50 Account – Savings \$27,818.23

Moved:

An amount be transferred from the 00 Society account to the 50 Business Saver account to increase the balance of the 50 account to \$30,000 effective from April 1, 2024. Once the transfer has been completed, the amount of thirty thousand (\$30,000) will be invested on term deposit for six months. Robert will organise the investment.

Ange/Robert

Passed

General Business:

- Repco Kerikeri booking:
The Board approved Repco's booking enquiry of November 20, 2024 and confirm the hireage as per the new hourly rate effective May 6, 2024. Coordinator
- Kerikeri Rugby bar fee:
Brad advised that effective from April 1, 2024 the fee will increase from a flat \$100 to \$200 per event.
- BDO – EOY Financial Performance Report 2024
The quote received from BDO to prepare the EOY Financial Report of \$1,500 + gst (\$1,725) was accepted and as requested by BDO, the Complex will change to a Xero accounting system from April 1, 2024. The current monthly subscription is \$25 + gst (\$345 per annum). This amount is required to be paid upfront.

Dot and the Coordinator will attend the initial training for \$250-\$300 + gst.

Dot/Coordinator

4. David Harrison Chartered Accountant - EOY Financial Performance Report 2024
The quote from David Harrison of \$1,495.00 incl gst was received. The Board would like to thank David for his quote but have chosen to remain with BDO on this occasion. Coordinator
5. Incorporated Societies Act:
Ange has been reviewing the proposed Incorporated Societies Act and wanted to ensure the Members were covered under the Board's Public Liability Insurance policy. This has been confirmed by Carl Gadsby, of State Insurance on March 21, 2024 as follows:-

'.....with public liability anyone associated with the society i.e. board members, committee members, members who cause any damage while conducting any business for the society would be covered by the liability policy. The Act isn't changing how liability works. I guess the safest option for you is when you are re registering is to name anyone of importance associated with the society on the register so they would be covered.'

Members requested a quote to increase the public liability to \$2,000,000. Coordinator
6. A-Z Cleaning Quote:
The quote from A-Z Cleaning to clean the walls, windows, carpets etc as per previous years of \$1,556.32 was received. The Board resolved to leave the cleaning until after the current winter code sports season and revisit this in September. Coordinator
7. Kirsty Cole (KKHS) – kitchen hire:
The kitchen facilities are being used by Rugby on a Thursday evening and unfortunately not available for Kirsty and Abby from KKHS to prepare their salads. Coordinator
8. KKNC – cleaning, lights, power, gas and chairs:
Following Netball's queries regarding the cleaning of the complex, the cost and sharing of power and gas expenses, the installation of the sensor lights and the storage of the older chairs, the Board wish to advise as follows:-
- The shared costs of cleaning 70%/30% Rugby/Netball will continue throughout the winter code season as per previous years. The Board believe this decision is in the best interests of the complex and all the members. Regular cleaning by the contractor will ensure consistency, accountability and set a high hygiene standard. The Board also wish to remove the burden of cleaning from the codes.
 - The Squash Club have their own gas supply which feeds the men's and ladies ablutions.
 - The Squash Club have a check power meter. All power comes through the complex.
 - The Squash Club are happy to meet the costs incurred to install the sensor lights in the ablutions.
 - Ric will ask Squash if they would like any of the chairs stored in the backroom. After this Rachel will offer them to Ngati Rehia. Ric/Rachel
9. Growth Planning and Placemaking workshop:
Rachel provided background information on the Te Pātukurea Kerikeri Waipapa Spatial Plan and is happy to bullet point matters of interest for the Board at their next meeting. Unfortunately, Members are unavailable to attend the workshop on Thursday, May 2. Rachel
10. Policies:
The Board thanked Rachel for all the work put into preparing the draft policies. Members will forward their comments and notes to Rachel for collating and feedback to the Board. Rachel/Ange/Coordinator

11. Hireage fees:
The Board recommended an overall increase of 5% to the hireage fees except for 21sts and weddings whereby the hireage fee for the day will increase from \$1,000 to \$1,500. The Kerikeri Floral Art Group and Garden Club's hourly rate for the function room will increase from \$12 per hour to the revised community rate of \$23 per hour. The proposed hireage fees will be confirmed at the May 6 meeting and become effective from May 7.

Coordinator

Members suggested a fundraising event be held to promote the premises and encourage future bookings. It was suggested if each Code could sell 100 tickets, the funds raised could be used towards their affiliation fees.

Ric asked if perhaps High School Students could be encouraged to create an advert on social media promoting the complex and any bookings received via this media source would earn the student a commission.

Ric

12. Affiliation fees:
The affiliation fee for all codes during the 2024/2025 financial year will be \$3,500 incl gst.

Moved:

The 2024-2025 affiliation fee for Kerikeri Rugby, Kerikeri Netball and Kerikeri Squash Clubs be set at \$3,500 incl gst.

Dot/Rachel

Passed

13. Northland Rugby:
The Board requested the Coordinator prepare an invoice to Northland Rugby (James Holmes) for the use of the function room on March 6 and 13, for the Bay of Islands High Performance course.

Coordinator

14. One.NZ invoices:
As from April 1, 2024, the Complex will pay the total amount of One.NZ invoices. Previously Rugby paid for their wifi of \$44.98. Two credit notes for \$118.45 each have been generated for the invoices raised on behalf of Squash's internet connection.

Coordinator

15. AGM date for 2024:
To be set.

Follow-up List:

Future Bookings: (as per April & May calendar handout)

Meeting Closed 7.30pm

The next meeting is Monday, May 6, 2024, at 6.00 pm

Signed as a true and correct record:

Dot Dromgool,
Chairperson.

Dated this _____ day of _____ 2024: