



# KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, September 2, 2024

at Kerikeri Sports Complex

**Meeting Opened** 6.00pm

**Chair:** Dot Dromgool

**Present:** Dot Dromgool (KKNC), Graham Wilson (KKRC), Ange Barker (KKNC), Tyler Bamber (FNDC) and Rachel Smith (Community Member)

**In Attendance:** Nil

**Apologies:** Robert Groome (KKRC), Ric Shrubshall, Dave/Sarah Collins (KKSQC) and Marty Robinson (Community Member)

**Conflicts of Interest:** Nil

**Minutes:** Previously emailed. Accepted as a true and correct record of the meeting held on July 29, 2024.

**Matters Arising:**

- 1. Graham advises the installation of hot water in the kitchen area is a work in progress.

**Dot/Ange Passed**

**Correspondence In**

- Laser Electrical – quote to repair lights in the function room (Referred to GB)
- Sarah Couling, KKHS Premier Development Coach / Tour Coordinator – fundraising event (Referred to GB)
- Kerikeri Art Craft Society – request for a quote to hire the premises (Referred to GB)

**Correspondence Out:**

- Charities Services – annual return EOY 2024

**Financial Report** – Report of August 31, 2024 previously emailed

Accounts approved for payment:

\$2,070.00	BDO EYO Financial Performance 2024 and Xero training
\$1,077.00	BOI Gas – refill 3 x 90kg bottles & repairs to one hose
\$ 63.25	R Neale – reimburse special liquor licence on behalf Springbank School
\$ 63.25	R Neale – reimburse special liquor licence on behalf of KK Gymnastics
\$ 412.50	M Dawson – cleaning for August (13.75 hours)
\$ 262.50	R Neale – cleaning for August (8.75 hours)
\$ 455.00	KKRC – NRU hireage of the changing rooms for U18's

Cleaning breakdown (@ \$60 for two cleaners):

KSC	1.35 hours
Private	3.50 hours
KKRC	5.55 hours
KKNC	1.42 hours

**Dot/Graham Passed**

### General Business

1. Biannual fire drill:  
The fire drill was completed by the members present. Rachel filled in for Robert. The Notification of Evacuation Training Programme will be forwarded to FENZ.

Coordinator
2. Laser Electrical – quote to repair the lights in the function room  
The quote from Laser Electrical was received and discussed. The Board asked for another quote and if this quote came in less, members agreed for the work to go ahead.

Coordinator
3. Ten year maintenance plan:  
Rachel enquired if the Board had a 10 year maintenance plan and suggested that perhaps one could be drafted. Graham will speak with Brian Mather and prepare a list for consideration.

Graham
4. Sarah Couling - KKHS Netball trip to Australia April 19 to 27, 2025:  
Sarah's request to use the Complex facilities on behalf of KKHS Netball for a quiz evening on November 23, 2024 was approved as a great means of supporting and promoting youth in sport.

The hire fee of the function room and kitchen has been waived, together with the bar staff fee of \$200 and Raewyn has offered to prepare the application for a special liquor licence. KKHS will be asked to pay for the special liquor licence application, any cleaning costs and a bond of \$200.

Coordinator
5. Repco Kerikeri – Trade Show November 20, 2024:  
The Members approved Repco's request to erect a 10x10 sqm marquee alongside the function room.

Coordinator
6. Kerikeri Art Craft Society – Exhibition, November 2025:  
The Board approved the Art Society's request to hire the function room for 3.5 days from a Thursday to Sunday November 2025, subject to availability. The hire fee is \$100 for a full day and \$50 for a half day plus a refundable bond.

Coordinator
7. Northland Kauri Girls:  
It was brought to the Board's attention that the Northland Kauri girls are changing in the function room area whilst other user groups are present.

The members felt this was inappropriate and despite the girls' season drawing to an end, members requested the players to use the changing rooms and/or the toilets.

Coordinator
8. Bay of Islands Athletics Club:  
Dot has been liaising with KKHS regarding the use of their 100m track and long jump pit but if this is not ready in time, Dot asked if a 100m track could be marked out beyond the dead ball line and a long jump pit built near the playground site.

This was approved by the Board. Dot will contact Michelle (FNDC) regarding the marking of the lanes.

9. Kerikeri Touch 2024 season:

Trevor's request to run the 2024 Touch season was approved in principle but this will be referred to KKRC for approval. The fee will be the same as 2023:-

Coordinator

Hireage \$287.50 (incl gst)  
Refundable Bond \$200.00

10. Playground update:

The Playground Group recently met with Council who will provide a project engineer to oversee the construction to ensure everything meets the required standards. Rachel will forward a copy of the planting list to the members to see if anyone can help with contributions and Graham will contact Mt Pokaka about a discount on the posts.

The total cost of the three phases which make up the project is estimated at \$554,000. The Playground Group has \$101,000 and requires a total of \$133,000 to complete phase one. Ange asked the Board if they would underwrite the gst portion on any purchases made in the meantime and requested approval to apply for funding of \$13,000 from Oxford Trust to purchase two swings and \$20,000 from Te Manawa to reach the target amount.

Ange is confident once stage one is completed, this will create more community interest and financial support from local businesses and groups.

**Motion moved that the Complex Board agree to underwrite the GST portion of invoices paid on behalf of the Playground Working Group in order for phase one to be completed.**

Dot/Graham Passed

**Motion moved that the Complex Board hereby grant permission for the Playground Working Group to apply to Oxford Trust for funding of \$13,000 (thirteen thousand dollars) to purchase two swings for the Te Amo Pūtoro playground.**

Dot/Tyler Passed

**Motion moved that the Complex Board hereby grant permission for the Playground Working Group to apply to Te Manawa for funding of \$20,000 (twenty thousand dollars) to complete phase one of Te Amo Pūtoro playground.**

Dot/Graham Passed

**Follow-up List:**

**Bookings (as per calendar handout)**

**Meeting Closed 7.00pm**

**The next meeting is Monday, October 21, 2024, 6.00 pm**

**Signed as a true and correct record:**

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**Dot Dromgool,  
Chairperson.**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024:**

