



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, October 21, 2024

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Dot Dromgool

Present: Dot Dromgool (KKNC), Robert Groome (KKRC), Ange Barker (KKNC) and Ric Shrubshall (KKSQC)

In Attendance: Nil

Apologies: Graham Wilson (KKRC), Rachel Smith & Marty Robinson (Community Members), Tyler Bamber (FNDC) and Dave/Sarah Collins (KKSQC)

Conflicts of Interest: Graham/Andrei – repairs to the lights etc.

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on September 2, 2024.

Matters Arising:

1. Update on the installation of a hot water system in the kitchen: Graham reported he has met with Zeke and they spent 1.5 hours trying to sort and track the water lines. It's quite possible the most efficient solution would be to install a pump. Zeke and Graham will continue working on this.
2. Andrei has repaired the lights in the function room

Dot/Ange Passed

Correspondence In

- Letter from BOI Gas advising of price increases effective from September 5, 2024. (Received)
- FNDC – advise of an annual inspection/audit of Fireco's inspections (\$96). Dot will have a chat with Steve McNally about this.
- Sarah Couling, KKHS Netball Development Team Coordinator is greatly appreciative of the Board's offer to provide the complex and bar staff free of charge for their fundraising event on November 23. (Received)

Correspondence Out:

- Nil

Financial Report – Report of October 19, 2024 previously emailed

Account for payment:

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|------------|---|
| \$ 31.20 | BOI Gas – rental for October |
| \$ 400.58 | Laser Electrical – repairs to zip and inspection of lights in the function room |
| \$1,960.00 | R Neale – Coordinator's hours for August/September = 49 hours @ \$40 |

| | |
|------------|--|
| \$ 275.46 | Laser Electrical – repairs to fridge/freezer seal |
| \$ 297.85 | Town & General Groundcare – solar panel clean & removal of grass from gutter |
| \$ 135.70 | FNDC – annual lease fee |
| \$ 169.19 | One.NZ – wifi Broadband 6/10-5/11 |
| \$1,609.94 | A-Z Cleaning – annual clean |

Dot/Robert Passed

Notes:

Town & General Groundcare's invoice includes an amount of \$50 + gst for unblocking and removing vegetation growing in the gutter. Raewyn will prepare an invoice to be sent to Council. Dean also advised that the flashing above the scoreboard is loose. This has been referred to FNDC as it's outside the building.

Coordinator

Members felt the additional invoice from Laser Electrical of \$125.35 for coming back and checking the fridge/freezer door only to say that the door is faulty *'...due to the age of the unit and not repairable.'* is unprofessional and that this should have been brought to the Boards attention when the technician first visited the site. Raewyn will follow this up. In the meantime, Ric has offered to have a look at the freezer and perhaps fit a 'kiddy-safe' catch.

Ric/Coordinator

GST on the Genesis account has been sorted. Lightforce omitted to mention the Board were gst registered and we are waiting for a credit of \$195.08. Raewyn has asked Genesis for compensation for not acting on the issue when it was first brought to their attention.

General Business

1. Playground Update:
A grant of \$6,000 excl gst has been received from Oxford Trust and the application with Lotteries will be considered in December. The sign prepared by Halvo Signs has been installed and will hopefully create lots of interest.

Ange requested approval to apply to Pub Charities for \$77,000 to purchase play equipment.

Motion moved that the Complex Board hereby grant permission for the Playground Working Group to apply to Pub Charities for funding of \$77,000 (seventy-seven thousand dollars) to purchase play equipment.

Dot/Robert Passed

2. Distribution of cleaning costs following Friday's bookings (October 18, 2024):
All cleaning costs following Friday's events will be covered by the Board. As this was a 'call out' Raewyn is charging \$40 per hour. It took 2.5 hours to clean.

3. New clock for the function room:
The Board approved the purchase of a new clock for the function room. The existing clock was donated by Gail Parlane 10 years ago.

Coordinator

4. Sandwich Board Sign:
One of the new sandwich board signs has broken (Reserved for a private function). Raewyn is waiting for a replacement quote from Halvo Signs. In the meantime, Ric will have a look at the sign and see if he can fix it.

Ric

5. Solar Analytics/Lightforce:
The Complex's annual subscription with Solar Analytics has expired and they are no longer monitoring the system. Raewyn has spoken with Gerry who recommended the Board renew this for five years and has been in touch with Solar Analytics asking for a quote in \$NZ which is yet to be received. Raewyn has also reached out to Lightforce for advice and is awaiting a reply. Discussion followed. Ric suggested checking out Solar Analytics on google reviews. Members agreed to renew the subscription for 5 years.

Coordinator

6. Arron Fossett's booking enquiry:
The Board approved Arron's booking enquiry for a birthday celebration on Saturday, March 22, 2025 in principle as this is during the lead up to rugby. Arron's request will be referred to KKRC for feedback. Coordinator

7. Logan McKay's booking enquiry:
The Board approved Logan's booking enquiry for a birthday party on Saturday, December 14, 2024. Logan is a member of the KKRC so no special liquor licence will be required and no bar staff fee. Coordinator

8. Curtain in the function room:
Raewyn will get a quote to clean the curtain and repair where the curtain has come off the `track`. Coordinator

9. Spark cell phone tower:
Confirmation received today that this was being installed 9m from the Vodafone tower.

Follow-up List:

Bookings (as per calendar handout)

Meeting Closed 6.45pm

The next meeting is Monday, December 2, 2024, 6.00 pm

Signed as a true and correct record:

Dot Dromgool,
Chairperson.

Dated this _____ day of _____ 2024: