



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, April 7, 2025

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Dot Dromgool

Present: Dot Dromgool (KKNC), Graham Wilson (KKRC), Ange Barker (KKNC), and Marty Robinson and Rachel Smith (Community Members)

In Attendance: Sarah Couling (Incoming Coordinator)

Apologies: Robert Groome (KKRC), Tyler Bamber (FNDC) and Ric Shrubshall, Dave/Sarah Collins (KKSQC)

Conflicts of Interest: Andrei Electrical/Graham Wilson

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on March 3, 2025.

Matters Arising:

- Matters arising
 - Bella Booth, Kings College (Received)
 - Caroline Wells (CD Coordinator) – water tank installation update (Received)
 - Policies – updated onto KSC website (Received)
 - KKNC Sponsorship Signage (Received)
 - KKSQC Power accounts (Referred to GB)
 - Solar Panels – Warranty and Maintenance (Referred to GB)
 - FENZ – Submitted Fire Evacuation Plan (Received)

Dot/Ange Passed

Correspondence In

- Invoice from BDO for extra Xero training \$396.75 (Raewyn) (Received)
- Monique Botha, Cartel Media – Advertising (Referred to GB)
- Invoice from BDO for the Xero annual subscription April 1, 2025 to March 31, 2026 \$662.40 (Referred to accounts payable)
- Andrei Wilson – quote to replace the lights in the function and committee rooms, and to certify the appliances in the kitchen (Referred to GB)
- Kerikeri Netball Centre – food trucks (Referred to GB)
- Sarah Couling – signed Coordinator's Contract from May 1, 2025 to April 30, 2026 (Received)

Correspondence Out:

- IRD GST Returns for February/March

00 general account	\$354.83	refund
01 playground account	\$630.83	refund

Accounts for payment:

\$ 240.00	M Dawson – cleaning for March 8 hrs
\$ 300.00	R Neale – cleaning for March 10 hrs
\$2,260.00	R Neale – coordinator's 56.5 hours for February/March
\$ 662.40	BDO – Xero subscription April 1, 2025 to March 31, 2026

Dot/Marty Passed

General Business

1. Monique Botha, Cartel Media - Advertising:
 Monique originally wanted to put up an advertising sign on behalf of Deliver Easy but due to Cartel's late request they have missed the bulk of the campaign period which runs from March 10 to April 27. However, Cartel's would be interested in future advertising subject to the Board's approval. The signage is 2200 x 1200mm and would be either attached to the wire fence or waratah posts placed along the accessway. Cartel's are offering to pay \$150 incl gst.

The Board felt that to keep the advertising in line with other advertising sponsorships, they would require more than \$150 incl gst and suggest Cartel reach out again on the next occasion. The fence is not available as KKNC intend to advertise along there.

Coordinator

2. Playground Sponsorship Signage:
 This has been approved by Council and the Complex Board. Ben Perry from Vision Consultancy will oversee the contract on behalf of Council.

3. Andrei Electrical – quote to replace the lights in the function and committee rooms:
 Parts to replace/repair the lights in the function room are becoming almost impossible to source or are extremely expensive. Andrei has provided a quote (gst incl) to replace 55 lights in the function and committee room areas with LEDs and has provided a quote to certify the electrical appliances in the kitchen. The certification is a condition of the BWOF/insurance.

55	LEDs	\$7,700.00
55	Sockets, pin surf & base	\$ 165.00
10	Test tag appliances	\$ 30.00
	Sundries	\$ 100.00
	Labour	\$1,920.00
	TOTAL	\$9,915.00

The Board approved the quote provided by Andrei Electrical and will pay for the installation from the funds on hand.

Dot/Ange Passed

Coordinator

4. KKNC – Food trucks:
 On behalf of Netball, Sarah explained a recent situation where, whilst the canteen was open, other vendors were offering goods for sale during the League Tournament on March 23.

The Board thought there must have been a breakdown in communication between League and the mobile vendors as the lease holders of the canteen (KKNC) have sole rights to the sale of goods while the canteen is open.

The Coordinator will check the lease agreement and make sure a clause is included for future reference, that whilst the canteen is open no other vendors/parties are allowed to sell goods without the prior consent/approval from the canteen lease holder.

Coordinator

5. Kerikeri Floral Art & Kerikeri Garden Club hireage:
Currently the above hirers pay a subsidised community hireage rate of \$18.50 per hour incl gst for the function room and kitchen use. The current full community rate is \$23.00 per hour plus \$6.00 for the kitchen. The Floral Art Group hire the venue for 3 hours and the Garden Club hire the venue for 4 hours.

Previously it had been suggested that come the new financial year, the above Clubs would pay the current hireage rate. However, after further consideration, the Board recommended the hireage fee for the Kerikeri Floral Art Group and the Kerikeri Garden Club remain as is for the next financial year at \$18.50 per hour incl gst for the kitchen and function room areas.

Coordinator

6. Security cameras:
The cameras have not been working for some time, and it has been difficult to track down the password to gain access to the cameras. Damion from First Electrical has offered to reset the cameras and set up a new password.
7. Kerikeri Squash Club power consumption invoices:
Whilst the Kerikeri Squash Club don't benefit directly from the solar panels and the funding received from the charitable organisation which sponsored the installation of the panels, the Squash Club, Rugby Club and Netball Centre benefit from the Complex's core facilities.

All codes pay for the power used specifically via separate meters e.g. Rugby pay for their lights and Netball pay for their night lights and Squash pay for their power consumption.

8. Kerikeri Sports Complex land area:
Marty asked if there was a plan available of the total land area which included the buildings, fields and courts, and what land area was still undeveloped/available for development.

Rachel advised the Reserve Management Plan is due for discussion in the near future and it would be a good idea for members to keep in mind what they would like to see included, and perhaps this could be addressed at the next AGM. Raewyn will contact Michelle, FNDC, for a plan of the Kerikeri Sports Complex.

Coordinator

9. Solar panel warranty/maintenance:
The 25 year solar panel warranty is only valid if the panels are maintained and cleaned in accordance with the maintenance programme and this includes cleaning of the panels every three months.

Follow-up List:

Bookings (as per calendar handout)

Meeting Closed 7.00pm

The next meeting is Monday, May 5, 2025, 6.00 pm

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2025.