



Minutes of Board Meeting held

Monday, June 10, 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 Rachel Smith (Community Member)

In Attendance: Nil

Apologies: Marty Robinson (Community Member) and Dave and Sarah Collins (KKSQC)

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on May 6, 2024.

Matters Arising:

1. Supervision of U14's (Referred to GB)
2. Changes to the Constitution (Referred to GB)

Dot/Ange Passed

Correspondence In

- Michelle (FNDC) – complaint received from NRC about the use of waste oil to mark the rugby lines (Referred to KKRC for action)
- Bonita (FNDC) – Emissions Inventory Data Collection – (Actioned)
- Michelle (FNDC) – no smoking/vaping sign feedback (Referred to GB)
- Squash Club – confirmation regarding the safety of the hairdryers (Referred to GB)
- Jimmy Robinson – booking enquiry (Referred to GB)
- Frances Rountree – booking enquiry (Referred to GB)
- Waste Management – increase in rubbish fees (Referred to GB)

Correspondence Out:

- Sponsorship Signage Agreement letters to:-
Bodyworks Physiotherapy & Wellness, Fell Engineering, Aqua Filter Far North, ShedEx Northland & Ray White Kerikeri
- Memorandum of Understanding to KKRC & KKNC
- Genesis – query of the gst calculation on the most recent account

Financial Report – Report of June 7, 2024, previously emailed

Accounts for payment:

- \$2,085.00 R Neale – Coordinator's hours of 69.5 for April/May at \$30
- \$1,094.79 State Insurance – materials insurance for Rugby, Netball, Squash, solar panels and, bar and kitchen
- \$ 422.63 State Insurance – public liability

Contract cleaning hours for May:

| Date | KSC | Private | KKNC 30% | KKRC 70% | KKRC toilets | Total hours @ \$30 | Raewyn | Margaret |
|--------|-------|---------|----------|----------|--------------|--------------------|--------|----------|
| 5/5 | 1.0* | - | - | | 1.0 | 2.0 | 1.0 | 1.0 |
| 5/5 | 1.2** | - | - | 2.8 | - | 4.0 | 2.0 | 2.0 |
| 6/5 | 0.5+ | - | - | - | - | 0.5 | - | .5 |
| 9/5 | 1.0 | 4.0 | - | - | - | 5.0 | 2.5 | 2.5 |
| 12/5 | - | - | 1.65 | 3.85 | .5 | 6.0 | 3.0 | 3.0 |
| 18/5 | - | - | 0.90 | 2.10 | - | 3.0 | 1.5 | 1.5 |
| 19/5 | - | - | - | - | .5 | 0.5 | .25 | .25 |
| | - | 4.5 | - | - | - | 4.5 | 2.25 | 2.25 |
| 19/5 | - | 3.0 | - | - | - | 3.0 | 1.5 | 1.5 |
| 26/5 | - | - | - | - | .5 | .5 | .25 | .25 |
| 26/5 | - | - | 1.35 | 3.15 | - | 4.50 | 2.25 | 2.25 |
| \$30 | 3.7 | 11.5 | 3.90 | 11.90 | 2.5 | 33.50 | 16.50 | 17.00 |
| Total: | \$111 | \$345 | \$117 | \$357 | \$75 | \$1,005 | \$495 | \$510 |

Dot/Graham Passed

General Business

1. Booking enquiry - Jimmy Robinson:
The Board approved Jimmy's booking for Saturday, November 16, 2024. Jimmy is a rugby coach and a member of the Golden Oldies. He is organising a game on this day and the Board considered the event after as an 'after match function' with no hireage fee or need for a special liquor licence. Coordinator
2. Booking enquiry - Frances Rountree:
The Board approved Frances' booking request to hire the venue from the afternoon of Tuesday, January 14, 2025 to midday Thursday, January 16, for her wedding. As Frances is a member of the Ngati Harty Rehia netball team and affiliated to the KKNC, no special liquor licence is required for the event. All other fees applicable to hiring the event for a wedding will apply. Coordinator
3. Hot water supply:
Graham will contact Rachel & Zane Britton, BOI Plumbing & Gas and get a quote to install hot water to two of the kitchen sinks. Graham
4. Policies:
Rachel and Raewyn will meet to discuss and draft the policies for presenting to the Board. Rachel/Coordinator
5. Playground update:
Ange reported on the progress to-date.

6. Refund of bond/security of building:
From time to time, hirers leave doors/windows unlocked and lights on. To encourage hirers to take more responsibility for the security of the building, the Board agreed that the hirer will forfeit all the bond if the building is left unsecure and \$50 if lights are left on. This will be made clear to hirers when issuing the alarm code and invoice for hire. Coordinator
7. Supervision of under 14 year olds:
Following further discussion around the supervision of under 14 year old's and the implications, Members requested an email be sent to the Codes asking them to remind parents/caregivers of their obligations when supervising their children and their whereabouts, as children have been found in places where they shouldn't be e.g. playing with the soap in the men's toilet. Coordinator
8. Proposed changes to the Constitution:
Rather than change the Constitution to include an option inviting hirers to become an affiliated social member, it was suggested a Handbook be drafted up and the information and details around this be included in the Handbook. The booking form will be updated to give hirers the option to become an affiliated member once the Handbook has been prepared. Rachel/Coordinator
9. Booking enquiry - Arron, Another Level Scaffolding:
The Board approved Arron's request to hire the facilities on October 12 or 19, 2024 on behalf of the Kerikeri Gymnastics Club, at the normal hireage rate. As a coach of rugby, Arron automatically becomes an affiliated member and would not require a special liquor licence. However, if the Gymnastics Club is selling tickets, it's possible they would require a special liquor licence for their fundraising event. Coordinator
10. Squash Club:
The letter received from the Squash Club confirming the safety of the hairdryers was forwarded onto the Netball Centre for their information.

Ric advised he is looking into the waste disposal costs and that Northland Waste maybe interested in providing a quote. Ric
11. No smoking/vaping:
Michelle (FNDC) advised there is nothing within the legislation that allows Council to enforce smokefree/vapefree outdoor spaces. However, there are plans to reinstate a smokefree policy. Michelle recommended the installation of 'please do not vape in this area' signage rather than a 'smoking is not permitted' sign. The Coordinator will investigate the appropriate signage. Coordinator

Follow-up List:

Bookings (as per calendar handout)

Meeting Closed 7.15pm

The next meeting is Monday, July 1, 2024, at 6.00 pm. The August meeting will be held at the end of July to coincide with the AGM.

Signed as a true and correct record:

Dot Dromgool,
Chairperson.

Dated this _____ day of _____ 2024: