



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, February 3, 2025

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: 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 December 2, 2024.

Matters Arising:

- Change to the Constitution effective April 1 regarding the annual affiliation fee (Received)
- Graham has replaced the foam extinguisher alongside the gas bottles with a powder one and has the updated signage in hand (Received)
- Vacuum cleaner – waiting to hear from Stihl, Waipapa (Received)
- Volunteer members' booking enquiries (Referred to GB)

Robert/Ange Passed

Correspondence In

- The Hearing House booking enquiry (Referred to GB)
- Renewal of post office box (Referred to GB)
- Kerikeri Garden Club's booking of Tuesday, September 16 (Referred to GB)
- KKNC – Twilight Tournament Wednesday, February 19 to March 26 inclusive (Received)

Correspondence Out:

- Trevor McLean (Kerikeri Touch) – parking on the fields and hireage of portaloos
- KKNC – draft Canteen Lease
- KKNC – Memorandum of Understanding
- KKRC – Memorandum of Understanding

Accounts for payment:

\$1,540.00	R Neale – coordinator's 38.5 hours from 1/12/24-31/1/25
\$ 120.00	M Dawson – cleaning for January – 4 hours
\$ 245.00	R Neale – cleaning for January – 7.5 hours
\$ 469.20	Cheeky Monkey Hosting – hosting of the website (previous account was for the web name)

Cleaning:

6.5 hours	KSC
1.0 hour	Fulton Hogan

Dot/Robert Passed

General Business

1. KKNC Canteen Lease & KKRC's Bar Lease:
The Canteen and Bar Lease rentals will remain as is being 10% and 15% of the sales respectively.

Coordinator
2. Kerikeri Garden Club – Flower Show:
The hireage fee for the Garden Club's annual flower show on Tuesday, September 16, 2025 will be as per previous years i.e. \$100 per day for the function room and \$50 per day for the committee room plus gst, and a bond of \$200.

Coordinator
3. Volunteer members' hireage fee:
After much discussion it was agreed that Complex Board Members, KKRC, KKNC and KKSQC committee members are able to use the complex facilities free of hireage and volunteer members of a Code pay \$200 or the hourly rate (whichever is the lesser amount). Further discounts for volunteer members is at the discretion of the respective Code. This is the same when considering the bar staff costs.

Coordinator
4. Xero:
The Board approved the recommendation from BDO to change the Xero package from 'Ignite' with five payments and twenty invoices per month to the 'Growth' package which has unlimited payment and invoice options. The new fee is \$48 per month.

Coordinator
5. Post Office Box:
The Post Office Box 452 will be cancelled effective from the renewal date. Raewyn will advise State Insurance, Genesis and ASB Bank and update the invoice template, letterhead etc.

Coordinator
6. The Hearing House booking enquiry:
The Board approved The Hearing House committee room booking and suggested they park their van alongside the netball control room with an extension lead running from the Squash Club area. Ric volunteered to be the liaison person on the day.

Ric/Coordinator
7. Application for funding for field maintenance:
The Complex Board supports KKRC's application to apply to the Bay of Islands-Whangaroa Community Board for funding assistance to help with the maintenance of the rugby fields.

Graham

Resolution:

THAT the Kerikeri Sports Complex supports Kerikeri Rugby Club's application to apply for funding assistance from the Bay of Islands-Whangaroa Community Board to help with the maintenance of the rugby fields.

Dot/Ange Passed

Rachel and Tyler will liaise with Michelle and Tania from FNDC, and coordinate a meeting with the various Kerikeri sporting groups to formalise a collective ongoing maintenance funding application for submission to the Council.

Rachel/Tyler

8. Playground update:
The Board would like to congratulate Ange and the Team for securing the funding from the Lotteries Commission, to complete the playground.

A lot of equipment has been purchased or deposits have been made. The playground team are working with Consultants and other parties, and FNDC is coordinating management meetings.

9. Policies update:
Rachel and Raewyn met to discuss and nut out the Financial Policy, Facility Usage Policy, Complaints and Grievance Policy and the Code of Conduct Policy. The Health and Safety Policy is a bit more complex and requires more thought and research. Dot forwarded the link to NNZ's Health and Safety Policy as a guide, and if more support or professional advice is required, the Board will consider this further.

Rachel/Coordinator

10. Incorporated Societies Act 2022:
The new act requires some changes to the Constitution and Raewyn is working through this. The first step is to pass a resolution confirming the Kerikeri Sports Complex intends to reregister. The reregistration must be completed by April 2026.

Coordinator

Resolution:

THAT the Kerikeri Sports Complex apply to the New Zealand Companies Office to reregister under Incorporated Societies Act 2022.

Dot/Rachel Passed

11. Cleaning contract:
The Board are happy for Raewyn and Margaret to continue cleaning as per the current arrangement and would like to increase their hourly rate from \$30 to \$40 (no gst) effective April 1, 2025. Raewyn will advise KKRC & KKNC.

Dot/Graham Passed

Coordinator

12. Coordinator's Contract:
The Board confirm the appointment of Sarah Couling to the role of Coordinator. The effective date to be confirmed but it is envisaged Raewyn will work alongside Sarah during March/April with the intention that Sarah will take over once the current contract expires in May.

Sarah will be paid the same as Raewyn on a contractual basis of \$40 per hour. Raewyn will prepare a contract for Sarah.

Coordinator

13. Working bee:
Graham will let Raewyn know when KKRC are going to hold their next working bee so she can let the other Codes know.

Graham/Coordinator

14. Sandwich board sign:
Thank you Ric for fixing the sandwich board sign.

Follow-up List:

Bookings (as per calendar handout)

Meeting Closed 6.50pm

The next meeting is Monday, March 3, 2025, 6.00 pm

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2025: