

## BOARD of Directors Meeting

Held at the Motor Yacht Club Tasmania **5:30pm** Tuesday 19th December 2023

### Agenda

Agenda Item	
1	Welcome and Apologies
2	Declaration of conflict of interest
3	Minutes of previous meeting 21st November 2023
4	Board Action Table
5	Correspondence
6	Incidents
7	Finance
	7.1 Finance Committee
8	Reports
	8.1 Commodores Report
	8.2 WHS & Environment
	8.3 Egeria Report
	8.4 Powerboats Report
	8.5 Sailing Report
	8.6 General Managers Report
	8.7 Works Report
	8.8 Marina Asset Review
9	Governance
10	Our Members
11	Our Business
	11.1 Business Report
	11.2 Printing Agreement
12	Committees
	12.1 100 Year Celebrations
	12.2 Risk
13	New Membership Applications
	Other Business
14	- Ferry Service Report
	Board Meeting Close

#### Attachments

- Profit and Loss Statement November
- Balance Sheet November
- Auditors Management Letter
- Correspondence to Liveboards
- River Derwent Ferry Service Masterplan (already circulated)
- Asset inspection report
- Asset maintenance schedule
- Draft Minutes September 2023
- Clarence Council Drainage Works

## 1. Welcome and Apologies

BOARD apologies: Dean Kearney, Mark Green Tabitha Dobson,

BOARD Attendees: Brian Edmonds, Mario Sorrentino, Matthew Debnam, Justin Lawson, David Beard, Penny Chugg (by phone)

## 2. Declaration of conflict of interest

A conflict of interest occurs **when an individual's personal interests – family, friendships, financial, or social factors** – could compromise his or her judgment, decisions, or actions in the workplace.

### DISCLOSURE OF PECUNIARY INTEREST (MYCT Rules)

- 1) A member of the BOARD who has pecuniary interest in any contract or arrangement made or proposed to be made with the Club shall disclose that interest at the first meeting of the Club at which the contract or arrangement is first taken into consideration, if his interest then exists or, in any other case, at the first meeting of the BOARD after the acquisition of his interest.
- 2) If a member of the BOARD becomes interested in a contract or arrangement after it is made or entered into, he shall disclose his interest at the first meeting of the BOARD after he becomes so interested.
- 3) If, at a meeting of the BOARD or subcommittee, a member of the BOARD or subcommittee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

Nil

## 3. Minutes Previous meetings

21st November 2023

### Resolution:

1. That the minutes of the meeting 21st November 2023 be passed as true and correct.
2. The minutes be made available on request to members.

Moved: Matthew Debnam


Seconded: Mario Sorrentino

Carried

## 4. BOARD Action Table

MYCT BOARD Action Table (current as at 13/12/2023)					
Action	Date created	Date due	Who	Status	Notes
Quotes for Blinds	Sept 2023	November 2023	David		
Board Room furnishing and pictures		November 2023	Brian	Room painted and pictures to be selected	Painting complete, Pictures to be selected.
Fee proposal to redraft lease	October 2023	May 2024	David		Have received advice and have re-submitted some more information for it to proceed.
Monthly information night	Oct 20-23		Mario	Director Sorrentino will co-ordinate	

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Centenary meeting January	Nov 2023	January 2024	David		
Prepare a report on Thursday night Raffel alternatives	Nov 2023	January 2023	David		
Flag Officer Tenure	Nov 2023	July 2024	Brian	Position regarding tenure under Club Rules	
Extend Pile analysis to the rest of the Marina	Dec 2023	March 2024	David		
Prepare design for Pile protection	Dec 2023	February 2023	David		
Circulate a copy of the draft centenary program.	Dec 2023	December 2023	David		
					
Café arrangement	October 2023		David and Tabitha	Review the layout	Suggest it be Tabitha , Shannon and Ashlee

**5 Correspondence**

In

- Management letter WLF 30<sup>th</sup> June 2023
- Clarence Council Drainage Project
- Christmas Lunch Donna Hyland Salvation Army
- Planning approval Granton

*Good morning, Penny.*

*My mother is a tenant at MacFarlane Court and attended the luncheon on Tuesday along with about 14 others from MacFarlane Court.*

*She has asked me to email you on behalf of the residents who went along, to pass on their appreciation and to say a huge “Thank You” to you and the MYCT for providing such a fabulous meal and taking such good care of them on the day.*

*They all thoroughly enjoyed themselves and could not speak highly enough of the function and the fact that they were included in the invitations.*

*Please pass their thanks and gratitude on to the Board of the MYCT 😊*

Out

- Liveboards and others regarding Carparking requirements.

**6 Incidents**

Nil

## 7 Finance Report

### 7.1 Finance Committee update

See

- *Balance Sheet and Profit & Loss.*
- *Business Report (to be distributed and discussed at the meeting)*

Refer to the P and L for the true bottom-line results as this is manually produced.

<b>Net Trading Summary (no stock adjustments)</b>							
	<b>Budget Nov</b>	<b>Actual Nov</b>	<b>Variance</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Variance</b>	<b>Budget 23/24</b>
Bar	24,197	30,621	6,424	77,786	126,668	48,882	220,456
Restaurant	- 3,189	12,176	15,365	- 54,899	1,334	56,233	- 93,308
Clubhouse	- 3,156	- 8,724	- 5,568	81,537	76,068	- 5,469	56,826
Social	- 2,794	1,535	4,329	7,537	5,314	- 2,223	- 25,400
Marina	9,096	12,846	3,750	552,571	557,344	4,773	722,145
Egeria	2,067	- 2,847	- 4,914	- 14,667	- 12,604	2,063	4,500
Other	2,167	593	- 1,574	9,833	10,896	1,063	21,200
Administration	60,622	65,701	- 5,079	417,324	412,658	4,666	835,198
<b>Total Net Trade</b>	<b>89,010</b>	<b>111,901</b>	<b>12,733</b>	<b>1,077,022</b>	<b>1,177,678</b>	<b>109,988</b>	<b>1,741,617</b>
Bar and Restaurant Combined	21,008	42,797	21,789	22,887	128,002	105,115	127,148

Notes to the P and L

- Bar and Restaurant combined travelling well, Bar and Restaurant sales up, \$10,000 and \$13,000 ahead of budget respectively. Kitchen wages include [REDACTED] and labour hire Chefs [REDACTED] wages offset with Insurance Income. Summary removes these costs and income for true picture.
- Cost of food has tracked below budget for the last three months now \$21,000 below YTD which is good sign as seafood prices have been high.
- Bar staff and Functions and Dining salaries slightly up however several events.
- Keno down YTD \$1,700 primarily because of two high spenders not coming in for personal reasons which are not service related.
- Replacement had a high expenditure due to kitchen improvements ( this is excluding the major item purchases that are capitalised)
- Repairs and maintenance included painting kitchen, test and tag , refrigeration mechanic and plumbing.
- Fuel variances offset each other for income and expenditure.
- Consultant fees – Marina \$26,000 is first payment for the Marina Asset Assessment project. Quoted project approved by the Board. The second payment will come through in December.
- Insurance Claims Received \$7,787 is Workcover
- Advertising is above budget however will slow after January 2024
- Staff Welfare and Uniforms include summer uniforms for staff and extra work from HR Tas in recruitment.
- Cleaning Supplies and Materials includes deep clean of kitchen \$1,800.
- General Managers account includes \$500 account top up for Stuart Prosser who helped in the kitchen whilst transitioning chefs.
- Rubbish removal includes a skip.

**Resolution:**

That the Finance Report be received.

Moved: Mario Sorrentino

Seconded: Justin Lawson

Carried

## **8 Reports**

### **8.1 Commodore Report**

- Article for the Bow
- Attended Powerboat event Granton, great to see junior participation.
- Volunteered at Salvation Army Luncheon and would like to support again next year.
- Meeting with Felicity from Sailing Australia 21/12/23
- Parking letters have gone out.
- Attended staff Xmas event.

### **8.2 Work Health and Safety and Environment**

Reminded staff of fatigue management over the Xmas period

### **8.3 Egeria Report**

Number of trips completed 13

Number of Passengers carried 230

Total trips this season 29

Total passengers this season 579

Total dinner lunch cruises 11

Total dinner lunch pax 212

Number of cruises booked and still to be completed 33

Our survey has been completed no deficiencies noted.

Volunteer work is concentrating on recoating the deck and upgrading varnish work throughout the vessel as weather permits.

### **8.4 Power Boats Report**

Mario Sorrentino reported that the event went well, and works are in progress to tidy up site

Southern Plumbing will be undertaking voluntary work in January with excavators.

Bennetts Petroleum has donated \$200 of fuel vouchers for the centenary raffle.

Poisoning was undertaken along with erection of an extra pole to hold the banner in place.

### **8.5 Sailing Report**

The Race 3 re-sail was sailed last Friday and those taking part got a little damp as the heavens opened and gave everyone a good drenching. In view of the weather and a problem with the Committee Boats' anchor winch the course was shortened to one lap. No one complained and it was nice to get back to the clubhouse to dry out.

It was good to see Ruffian re-join the fleet and she soon streamed to the lead of the Group 2 boats finishing second on elapsed time and also second on handicap. As per usual Horizons finished first on elapsed time but could not catch Group 1 boat Fizz4 who finished four minutes 33 seconds ahead. Horizons was third on handicap. Bahloo had a good start and stayed on the heels of Ruffian for the entire race coming in third on elapsed time and also taking the handicap win. It was also good to have Meltemi racing again. Back in the clubhouse afterwards the 42South Marine 6pack Draw was won by Ruffian.

Only a small fleet took part in the Nibbs Electrical Summer Series Race 3 last Sunday. Many skippers advised that they had other commitments that prevented them from taking part which was unfortunate. Handicap placings went to Wild Winds, Meltemi and Horizons in that order.

The final race in the Derwent Boat Sales Pennant A will be sailed this Friday 15 December and racing will not recommence until Friday 5 January 2024 when Race 1 in Pennant B will be sailed. Race 5 in the Nibbs Electrical Summer Series is set down for Sunday 14 January 2024.

The Keelboat Sailing Committee has enjoyed organising and conducting the sailing events that have so far been held this season and thanks you for your support. We also look forward to seeing you all take part in the events organised for the New Year. In the meant time the Committee wishes all sailors an enjoyable and safe festive season, and a Happy New Year.

### 8.6 General Manager Report

#### Our People

- Staff member injured back in car accident on the way to work around a month ago and is due to return to work on the 22<sup>nd</sup> of December if they have a full medical clearance.
- Some staff away sick but covering OK.
- Christmas drinks were held on the 11<sup>th</sup> of December . Charged to General Manager Account. The Commodore attended part and thanked staff for their work.
- Christmas Rosters locked in. General Manger away Xmas to New Year and returning on the 11<sup>th</sup> of January. Belinda will then take some time off.

#### Our Business

- November \$23K Bar Restaurant combined ahead of Budget Revenue
- Dec YTD as at 13/12 Food and Bar Sales to Budget
- Website launched , some minor errors picked up by a member and passed to Commodore and are in the process of being corrected.
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#### Our Customers

- Bookings strong
- Club/Salvation Army luncheon went very well.
- Lots of positive comments about meals.






#### Our Members








- Several new membership applications to consider.

#### Governance

- Management Letter from WLF Audit doesn't contain anything of concern from my point of view.

### 8.7 Works Report 23/24

Projects 22/23	Progress	Update
Chairs for Deck		In place
AV Equipment		Installed
Deck Heaters		Installed
Container Storage		Complete payback is 2.5 years.
Control Tower Granton		New container/office in Progress. Target to be on site by the Nationals

Tables Deck and Restaurant		Completed. Savings flowing through the P and L
Smoker's hut		Will put a shelter over the laundry door, will not be designated smoking shelter. Spoke to John Smith and he is onto it.
Alfresco		Complete and well used.
Board Room Painting		Painted, storage removed to container. Commodore will look at what wall memorabilia will go up.
Waling bolts		Completed
Compsos		Progressing
Drainage		Up to \$70,000 available to complete the wall and drainage works behind and adjacent to Pens. Had Hazell Bros do drain when they were preparing the container pad. Also stood up the old pontoons when the crane was on site. Followed up with Council. They are awaiting CEO sign off to hand job over and funds to MYCT. Council CEO has finally signed off. Awaiting a legal agreement that will need to be checked. Providing everything in order we should be good to go early in the new year.

Other works included.

- Signage at Granton
- Landscaping Granton
- Office footings prep Granton
- Painting of pylons
- Preparation for extra fire extinguishers arm 4

### 8.8 Marina Asset Review

The Final Reports have been received and included in the Board pack. The appendices are too large to email so will have them at the Board meeting if anyone wishes to look at them or take a copy away. The most urgent item is the Sea Wall that has exhibited some significant rust in isolated locations of up to 45mm. The General Manager requested a preliminary cost estimate for these works and the correspondence is summarised below.

Correspondence:

*Hi Matt*

*I have based this estimate on the cost of some 30kg anodes I bought about 12 months ago for another project, and have estimated supply & fabrication of collars off previous experience also in the absence of any design sketch.*

*My thoughts are to have brackets rolled up from flat bar, with welded bolt together flanges. These would also have a pointed contact bolt and an anode mounting bolt.*

*I have allowed for all the same mounting system including the wave attenuator piles noting that the collar could be fitted higher up on these piles as they are not impacted by pontoons and tidal movements.*

*My estimate to supply & fit these anodes including freight and all on site logistics is \$1,750 + GST per pile.*

*Therefore, 116 piles is estimated at \$203,000 + GST*



*I would be keen to quote this properly once anode sizes are determined and I can also get an accurate quote for steel fabrication.*

*Thanks, talk soon*

*Kind Regards  
Dan Hunter  
Director*

*Hi David,*

*FYI preliminary budget quote below from HDMC for supply and installation of the following at MYCT:*

- *Aluminium galvanic anodes below LAT on 59 no. wave attenuation wall pile bents (1 anode per 2 pile bent) – assume 20kg anodes (sizing still to be confirmed by design noting piles are uncoated and MYCT will be looking for a 10+ year design life). Connection / mounting system to pile whatever HDMC can do most cost effectively (collar bracket with connection bolt, welding or other – please specify proposed mounting system in quote)*
- *Aluminium galvanic anodes below LAT on:*
  1. *Marina arm 1 restraint piles – 12no piles including walkway to MA 1 – 1 anode per pile – assume same anode size as above for now for pricing, tbc by design noting there are varying 273mm, 323mm & 406mm dia. piles so likely a few different anode sizes).*
  2. *Marina arm 2 restraint piles – 10no piles – 1 anode per pile*
  3. *Marina arm 3 restraint piles – 14no piles – 1 anode per pile (excluding outer 2 HDPE lined piles installed in 2022)*
  4. *Marina arm 4 restraint piles – 20no piles – 1 anode per pile (includes 2 no fuel berth piles, 15no. 2008 installed piles by Bellingham & 3 no. original 2000 piles (old Marina arm 4 layout piles))*

*HDMC's preliminary estimate to supply & fit these anodes including freight and all on site logistics is \$1,750 + GST per pile. Note this excludes design and specification of the anodes. My estimate in the AMP was slightly higher at \$2,500 + GST per pile (incl. design allowance) which I will revise down to \$2,000 + GST per pile (\$1,750 supply and install + \$250 design allowance) for the next AMP revision (which will also include any MYCT comments / updates and any additional relevant info from the hard copy files you sent).*

*Hope that all makes sense. Feel free to give me a call if any questions.*

*Kind Regards,*

*Matthew Deane  
Principal Engineer | Director*

The wall is currently safe with a very low risk of failure however considering this information it is recommended that the design be undertaken as outlined and quotes be sort for these works.

Currently we have spent \$35,400 for the consultancy project and have \$4,600 remaining.

The full report will be reviewed and summarised for the February 2024 Board meeting.

**Resolution:**

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Shoreline be engaged to complete the design for the pile protection work with a Budget of \$15,000.

Moved: Matthew Debnam

Seconded: Todd Leary

Carried

**9.0 Governance**

**Risk**

<b>Risk Category</b>	<b>Risk</b>	<b>Quarterly actions to manage risk</b>
Safety and Wellbeing		Staff meeting reminding staff of Christmas stress and how to manage.
Environment and Sustainability		Fuel Dock spill kits refurbished
Brand and Reputation		Articles in Eastern Shore paper, Luncheon for Salvos, Liveaboard and Tenants Xmas lunch, Kids Christmas.
Capacity to Deliver Services		Marine Assets. Report completed and to be considered by the Board. Highest priority is the Sea Wall. Staffing secure with a full team in front of house and kitchen. Succession planning
Regulatory and Legal		Clarence Council Health Inspection. Works to kitchen included painting, new equipment and deep clean. Passed 12/12/23
Financial - Operational		Revenue is solid , costs are being managed closely. Weekly meeting with Leadership group to go over numbers and ensure expenditure is tight. Renegotiating printing contract
Capital Expenditure and Projects		Projects on budget. Board approval for all significant projects. Drainage is quoted and matches the funding agreement with Council and includes a generous contingency.

**10.0 Our Members**

**11.0 Our Business**

11.1 Business Report

11.2 Printing Agreement

The Printing agreement has expired and an offer for rollover has been received from Document Management Tasmania.

The opportunity has come about to go back to market and all proposals have now been received. As Director Kearney is a subject expert in these matters the General Manager and he discussed the proposals and recommend Wink as the preferred supplier.

Specification is:

B & W and Colour

Copy , Print and Scan functions.

Full maintenance and service including supply of ink.

	Per Month			Monthly Total	Yearly Total
	Rental	per A4 B&W	Colour A4		
Wink	████	████	████	████	<b>4,164.00</b>
Tasprint	████	████	████	████	4,737.36
Document Management Tasmania	████	████	████	████	7,524.00

Prints per month B and W	████
Prints per month colour	████

Current spend \$10,000 pa

All copiers are very similar and meet our requirements . Budget savings will be approximately \$6,000 pa or \$30,000 over the contract period.

Delivery is estimated mid-January 2024. They have one in stock at present 14/12/23

**Resolution:**

The Motor Yacht Club enter into a 60-month lease agreement with Wink as detailed in their submission 11 December 2023

Moved : Mario Sorrentino                      Seconded: Justin Lawson

Carried

**12.0 Committees**

- Three committees active at present, Finance, Risk and Centenary

**12.1 Centenary**

Proof of book has been distributed.  
 Michael Cleary will send some things in  
 Brian will chase up interviews.  
 Reaching out to members  
 Race jumpers ordered.

**12.2 Risk**

- Priorities are:
- Asset disposal rule
  - Fuelling
  - Cyber Security
  - No emerging risks identified.

Noted that Asset Plan for Marina now lowers the risk.

**13. New Membership Applications**

Resolution:

Applications for new memberships approved for.

Gregory Farrell

Annette Hawkins

Linda Osborne-Maguire

Kevin Potter

Michelle Pears

Peter Ennever

Moved: Mario Sorrentino

Seconded: Matthew Debnam

Carried

**14. Other Business**

Board approved Finance Meeting to be cancelled for January 2024

Marina Asset review to be extended to the remaining piles.

Pleased with Kids Christmas Function special thanks from Craig , Zac and Lucy

Commodore thanked everyone for their contribution and wished them a Merry Christmas

Matthew Debnam noted all the work that was completed over the last twelve months and thanked the team.

BOARD Meeting Closed at 6:43 pm

Next BOARD Meeting 5:30 pm 16<sup>th</sup> of January 2024

Directors' met without General Manager