



Minutes of the Paekakariki Surf Lifeguards 2023 AGM held at the Raumati Pool Clubroom 3.00 pm, 25 June 2023

Meeting opened 3.00 pm.

The President, Nat Perkins, opened the meeting and welcomed everyone along.

1. Attendance:

Nat Perkins, Matt Warren, Sandra Bednarek, Henry Curtis, Monique Lepionka, Sarah Sherriff, Amy Garton, Dwight Garton, Ben Strombom, Teri Anderson, Dave Jones, Shelley Cheyne, Elyse Robert, Aaron Richardson, Hazel Richardson Robert, Richie Whinham, Mickey Jones, Hatti Jones, Darrel Carnegie, Rackley Nolan, Peter Jones, Joost Brinck, Lois Brinck, Deb Crawford-Jones, Laura Taylor

2. Apologies for Absence:

Karen Simpson-Warren, Marco and Lesley Cecioni, Hayley Goertzen, Maryanne and Dan Kavanagh, Russell Hodder, Emma Norris, Dale Wills, John Hook, Steve Dickson, Brent Harvey, Ben Flynn, Robbie Strombom, James Imrie, Lynette Imrie

Moved Nat Perkins/ Seconded Sarah Sherriff

CARRIED

3. Passing of Friends:

The President acknowledged the passing of members:

Sally Fergus (Vice President), Betty Porter, Onolata Little

The President asked for a moment of silence for our members that have passed away this year.

4. Confirmation of the Minutes of the 2022 AGM

Moved Nat Perkins/ Seconded Dave Jones

CARRIED

5. Matters arising from the minutes

One matter was raised – the 2022 AGM minutes were confusing when noting Vice Presidents. It was confirmed that John Hook became a VP in the 2022 minutes (not Matt Warren)

Moved Nat Perkins/ Seconded Dave Jones

CARRIED

6. Consideration of, an adoption of, the 2022/23 Annual Report and Financial Statements

The Annual report was uploaded to the website ahead of the AGM and print copies were circulated. The Chair, Matt Warren, spoke to the Annual report. He firstly gave a big thanks to everyone – a year ago options were looking quite bleak in regards to the club (due to the lack of clubrooms and funding) but things have moved on substantially and are looking positive.

He noted it was a good season and the club showed resilience given there were no changing rooms or showers, both in sport and lifeguarding. Thanks to PJ and Rach (Black Dog consulting) for the lifeguard container. It was a milestone farewelling and demolishing the old clubrooms – the start of a new era. Thanks to Sarah Sheriff for putting together a member survey – there are a few things to acknowledge and work on e.g. lifeguarding and supporting them to make that more fun, more social events. He notes that the club communications could be improved and the committee will put together a communications plan.

A big thanks to all the volunteers – coaches, parents, anyone helping out around the club and putting their hands up. We had a strong club this year – if you have the base of people that want to be there, it will still be a good club.

Thanks to the committee for all their help and their can-do attitudes and to Laura, the first paid administrator, who is able to take some of the load off.

Looking forward to another great season ahead

Annual report – Moved Matt Warren/ Seconded Teri Anderson

CARRIED

Financial statements

The Treasurer, Sandra Bednarek, noted the financials are looking good.

Highlights:

- The club has been successful with grants – see the Annual report for a breakdown. Thanks to Emma Norris and Karen Simpson-Warren for their hard work applying for the grants
- All admin costs are covered by government grants this year (\$103k) so that's a huge win
- Demolition of the building was \$60k, of which a grant was received for the full amount. All of the old building values have now been written off.
- All the temporary buildings (i.e. containers) are included in the assets – hopefully we should be able to sell them when we get a new building.
- Most other spend is directly related to other grants i.e. we get a grant for that specific purpose, such as sports equipment.
- Donations have been great – thanks to Sarah Sherriff on her work on the Givealittle page

Sandra noted the financial statements are draft and are subject to audit. The constitution for the 22/23 financial year included the need to do an audit so that will be carried out. From this year (23/24) onwards the constitution allows a review of the financial statements rather than an audit which is a less thorough process and a lot cheaper.

She noted the financial statements are draft and are subject to audit/ review. Constitution includes a need to audit so we will do an audit. Reported on cash basis. From this year onwards, they can be reviewed if that's enough (doesn't have to be audited).

Financial Statements – Moved Sandra / Seconded Peter Jones

CARRIED

7. Election of Officers

- a. **President** – Nat Perkins

- Nominated by Matt Warren/Seconded Teri Anderson
Announce Nat Perkins as President. CARRIED
- b. Chair**
Matt Warren – Nominated by Nat Perkins/Seconded Sandra Bednarek
Announce Matt Warren as Chair. CARRIED
- Treasurer**
Sandra Bednarek - Nominated by Nat Perkins/ Seconded Teri Anderson
Announce Sandra Bednarek as Treasurer. CARRIED
- c. Director of Lifesaving**
Ben Strombom - Nominated by Matt Warren/ Seconded Amy Garton
Announce Ben Strombom as Director of Lifesaving. CARRIED
- d. Director of Sport**
Dave Jones - Nominated by Teri Anderson/ Seconded Elyse Robert
Announce Dave Jones as Director of Sport. CARRIED
- e. Management Committee Members**
Emma Norris - Fundraising
James Imrie - Building
Henry Curtis - JuniorSurf Coordinator
Mickey Jones - Youth Captain
Elyse Robert – Communication
Sarah Sherriff
Monique Lepionka
Lynette Imrie
- The attendees confirmed that are comfortable accepting more than 5 people for the management committee.
Nominated en-masse by Matt Warren / Seconded Peter Jones CARRIED
- There are 2 other positions that will be co-opted onto the committee at the first meeting of the new committee.
Boat Captain – Shane Rado
New Building Fundraising Chair – Karen Simpson-Warren
- f. Management Committee Appointment of an Honorary Solicitor and Auditor**
To be appointed by the Management Committee.
Moved Nat Perkins/ Seconded Elyse Robert CARRIED
- g. Vice President:**
Move the current Vice-Presidents remain.

Moved Nat Perkins/ Seconded Teri Anderson CARRIED

8. Determining of Honoraria and/or Expenses

Moved Nat Perkins/ Seconded Sarah Sheriff – honoraria remain the same at \$1,000 for Treasurer.

CARRIED

9. Update on the new building project

Matt Warren updated the club about the new building project and fundraising.

He noted that the building project is looking positive, highlights include:

- \$1m funding from KCDC and two other large grants (\$200k NZCT and \$500k Lotteries). Thanks to Karen Simpson-Warren who has been really successful with the grants. The total building fund is at around \$2.4m (about half way).
- Resource consent has been granted - thanks to Nick Taylor and his team from Cuttriss Consultants for their efforts putting that together pro bono. One condition of the resource consent is a 'lizard study' which can be carried out from October. Greater Wellington Regional Council has been helpful – they will pay for it and work is underway.
- Hamish at HWA has done the detailed designs (e.g. engineering) so they're ready to apply for building consent. Matt met with Mills Albert to discuss the foundations.
- Toilets in the park have been demolished – GWRC will build new ones on the outside of the club and pay for the septic tanks. GWRC will take responsibility for putting them in.
- We are Tier 1 for funding through Surf NZ– hoping for \$1.1-\$1.2m but waiting to hear in a few weeks.
- Homestead Construction are happy to start the work once we have the building consent and funding. They can do the first stage (build to closed in stage) and can work on the fit out later down the track once we have more funding. Best case scenario would mean beginning work this December, worst case would be later next season.
- The club is still waiting to hear about a Lions Foundation grant and others.
- We have a project manager available (Tristan Macdonald, a Nipper parent) who is happy to help out (Homestead have their own project manager but Tristan can be the link between our club and the builders).

Following this update, a concern was raised about whether an appropriate tender process was undertaken – Matt outlined that the team went out to four different building companies and chose Homestead as they were the only ones who were willing to give a quote and move ahead.

A member raised the issue around potential contract variations or increase in costs – the members agreed that appropriate due diligence is to be carried out on the Homestead contract i.e. by a suitable qualified lawyer. This should include checking the finance terms – ensuring if we have a hold up of funding that we aren't stuck with hidden costs or cost rises. Matt also noted that members with legal experience are welcome to look over it and the intended project manager will review it.

A conversation was had around communication to members and the wider public about the new build – this will be a priority of the new communications role. It was noted that while the members have voted in the Committee so there needs to be an element of trust (and they appreciate the hard work that is going in to the club by these volunteers), it would be great if the community and members were given the opportunity to provide feedback for the management committee to discover and use i.e. ensure there is a fair, transparent process to governance. It was noted that there needs to be various channels to ensure the news reaches the local community.

Matt thanked the attendees for the quality discussion. Members reciprocated by thanking Matt for his hard work. The committee wants to thank Janet Holborow and Sophie Handford (KCDC) for their help – without the KCDC funding of \$1m other funding wouldn't have moved ahead.

It was noted that some funding does expire – the KCDC funding should be ongoing but some of the other grants e.g. Lotteries, expire after 6 months – a particular number of years.

It was moved “that Paekakariki Surf Life Guards signs a construction contract with Homestead Construction to build the new Club house **once the funding has been obtained and due diligence is carried out**”.

The club will not proceed with any stage of building without having all of the funds committed.

Moved Matt Warren, Seconded Dwight Garton. Unanimous – all attendees in favour.

10. General business

Nat specifically thanked Matt for leading the team in the building project and leading the committee.

Elyse Robert suggested that the committee could discuss the threshold of membership consultation around the new build and communicate that out.

Joost Brinck (Life Member) noted Matt has done an absolutely fantastic job and he congratulated the committee for the large contribution they have made. Nat thanked Joost and Lois for attending the meeting and continued support.

11. Date of first meeting of the new management committee.

Wed 5th July, 7.30pm

Meeting closed at 4.23pm