



Pukehina Beach Ratepayers Association Inc.

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Paradise Created by nature and cared for by the Community

***Minutes of the committee meeting Monday March 10th 2014
at 7.30 pm at the Pukehina Beach Fire Brigade hall.***

Present: Meeting opened at 7.30pm. Ian Rodger (chair), Rex Cameron, Carole Forrester, Stella Cressey, Alex White, Ray Foster John Cook, Dallas Bates Bev Nairn, (committee), Councillor Sue Mathews .

Apologies –John Scrimgeour, Alan Sutherland, Kevin Marsh. Ian moved that apologies be accepted, seconded Carole, carried

Minutes –

Minutes from the last meeting were read. Ian moved the minutes be accepted as a true and accurate record, seconded Carole, carried. No corrections were raised for the AGM minutes.

Matters arising from the minutes –

Tawhai Shuster was approached re the security of camera footage and a letter confirming this follows.

Correspondence:

- * NZ Police – Tawhai Schuster with ‘Crime in your area’
- * TEL update.

Outwards: Nil

Ian Moved Correspondence be accepted seconded Alex - Carried

Matters arising from the Correspondence – nil

Financial Report:

Stratum account for approx \$104 was approved to be paid from the general account. WBOP grant of \$50K for the walkway will become available after July 1st.

Not for profit status is indicated by becoming an incorporated society. Xero will hereafter invoice with the 25% discount and produce a credit note retrospective to start-up.

Ian moved the financial report be accepted, seconded Stella, carried. See Appendix I Budgeting, funding and sponsorship will be itemised in the business plan.

General Business and Standing items:

Wastewater

Ian and Stella met Red of Pete’s Takeaways to establish procedural steps for the bulk tank cleaning option. The website now has details of what is required including a delay period to allow membership confirmation. Essentially we provide a list of owners with confirmation of membership status and Pete’s coordinate timing and payment.

Glenn Snelgrove is working on a septic tank WOF guideline for Pukehina based on Maintenance Zone principles, for which Pete’s Takeaway’s is a registered inspection agent.

Branding

Stella has a quote for \$344.50 for an octopus logo panel and moved we attach it to the new Motunau toilet block, seconded Alex, carried. Stella will seek approval from WBOPDC.

PBRA Business Plan

Dallas suggested we hold a separate planning session with white board for this, beginning with the mission statement, long & short term goals then to timing and budget. Best timing was agreed as a Saturday in April or May.

Membership Management Process – John/Ian

John & Jenny Cook established and have been running the Xero accounting package which incorporates the membership list, but want to pass the task on. It is a significant part of the treasurer's role. There is an initial busy 4 – 6 week period when subs are invoiced and paid, followed by a trickle of payments for the rest of the year. Though the website and Xero are self funding, there wasn't support for paying an independent administrative person and it's inappropriate for a committee member to be remunerated.

Bev suggested not less than two people be conversant and in frequent contact with it to ensure expertise is maintained. John will coordinate a couple of training sessions for Alex and Bev with Stella and Ray also gaining some familiarity.

An evaluation will later be made as to whether it is appropriate for our needs and affordable or to drop it.

Community Support - Rex

CCTV – PBRA need to write to the halls committee seeking written approval to mount the camera and install the PC. John and Rex will discuss configuring the power bill as a shared arrangement.

The community vehicle programme is working well.

Newsletter – Ian

Ian moved two of the three annual newsletters be sent only to members, with the December letter containing AGM details being circulated to all owners, seconded Rex, carried.

Approximately 2/3 of members can be contacted by email, the balance being posted and copies made available in the shops. Timing TBA.

Civil defence – Carole

CD held its first demo meeting in Pukehina with the trailer equipped for a welfare site. Many of the items aren't need for our car, and Carole will continue preparing a list with costs for it.

Website – Stella

Fully updated this month. A new tab has been added on the home page 'Latest News'.

Walkway – Ray/John

A letter of thanks signed by Ian, should go to WBOPDC for the \$50K grant.

John & Ray met Ian Shaw and Steve Butler of CPS re pricing and materials, one of three such quotes. A mulching quote also sought for dry-land parts. A high-tide walk showed the length of boardwalk may need to be increased above the original consent spec, so a variation may be required. The Consent requires work on the estuary storm structures which may have the consequence of a narrowed strip. Hours of operation are given as 8.00 – 5.30 Monday – Friday, but extension may be sought to accommodate volunteer labour.

Maria Horne will assist with cultural impact assessment and labour opportunities for the iwi.

Dunes and Natural Environment - Ian/Bev

Jim Dahum is collating material for the sand refurbishment consent application and Ian will 'sounded him out' re the impact of including the estuary shore.

MOWS are in the final stages of a Biodiversity Management Plan with BOPRC and DoC for Dotterel Point which formalises restorative activities there for the next five years and strengthens the funding position. Two local working bees will be scheduled over winter and spring.

The meeting was closed at 9:50pm. Next meeting Monday April 14th.

Approved : April 14th 2014

Signed :

PUKEHINA BEACH RATEPAYERS ASSOCIATION FINANCIAL REPORT MARCH 2014

Westpac

Account Balance **\$2,218.45**

Cheques Drawn:

Xero Auto Payment	\$57.50
NZ Post PO Box Rental	\$170.00
Stratum (Estuary Walkway)	\$2,048.44
Stationary (AGM)	\$193.89
Mackie Signs (Walkway)	\$310.50
Chq Book	\$1.50
	\$2,781.83

Deposits:

3x \$20.00 direct credit	\$60.00
Subscriptions banked	\$140.00
The Store Sponsorship	\$125.00
	\$325.00

Heartland Term Deposit

Invested at 4%p.a. to mature 5th September 2014 **\$20,881.30**

PBRA Community Vehicle

Westpac Account Balance **\$1,735.25**

Cheques Drawn

NZ Post Vehicle Re-license **\$287.75**

Pukehina Beach Sports Field

Westpac Account Balance **\$123.95**

Estuary Walkway Outstanding A/C

\$8,951.57

Membership reads 219 using 625 homes = 35%