



## Dunedin Marine Search & Rescue Inc.

PO Box 5062, Dunedin 9016, New Zealand

dnmsar@xtra.co.nz www.marinesardunedin.co.nz

### General Meeting Agenda

Held at: Dunedin Central Police Station

Date: 5 June 2014

Time: 19.30 hrs

### Present:

**Apologies:** Scott Weatherall, Colin Weatherall

**Minutes** of the last general meeting previously circulated,

**Minutes of last Executive meeting:**

**Matters arising from previous minutes:**

Scoop net future – Chair to report

**Correspondence:**

Westpac and BNZ statements

### Finance:

Organisation Account Transactions | Dunedin Marine Search and Rescue Inc. | 23 May 2014 Page 1 of 1

[Dunedin Marine Search and Rescue Inc.](#)

[From 1 Mar 2014 to 31 May 2014](#)

**Date Type Transaction Reference Debit Credit**

**28 Feb 2014 Opening Balance 8,035.94**

13 Mar 2014 PAY Deposit Quiz night & Raffle 1,692.10

14 Mar 2014 PAY Givealittle Give a Little 6.00

31 Mar 2014 PAY SBS Donation - Triathlon 200.00

3 Apr 2014 BT Bank Transfer from Organisation Account to Call Account Transfer 9,900.00

22 Apr 2014 PAY M. Wallace Firewood 180.00

12 May 2014 PAY Deposit 300.00

13 May 2014 BT Bank Transfer from Organisation Account to Call Account Transfer 300.00

**Total 2,378.10 10,200.00**

**31 May 2014 Closing Balance 214.04**

Call Account Transactions | Dunedin Marine Search and Rescue Inc. | 23 May 2014 Page 1 of 1

[Dunedin Marine Search and Rescue Inc.](#)

[From 1 Mar 2014 to 31 May 2014](#)

**Date Type Transaction Reference Debit Credit**

**28 Feb 2014 Opening Balance 1,089.35**

10 Mar 2014 PAY Software Rentals Website Fees 414.00

31 Mar 2014 PAY BNZ Credit Interest 1.79

3 Apr 2014 BT Bank Transfer from Organisation Account to Call Account Transfer 9,900.00

17 Apr 2014 PAY Max Corboy Expenses 25.30

17 Apr 2014 PAY Allison Wallace Expenses 134.00

17 Apr 2014 PAY Heli Otago 34268 1,380.00

28 Apr 2014 PAY Rowan Leck 1/2 Post Box fee 77.50

30 Apr 2014 PAY Bendigo Valley Trust Bendigo refund 620.00  
30 Apr 2014 PAY BNZ 19.06  
13 May 2014 PAY Allison Wallace 100.00  
13 May 2014 BT Bank Transfer from Organisation Account to Call Account Transfer 300.00  
14 May 2014 PAY Xero 21.56  
15 May 2014 PAY BNZ 5.00  
**Total 10,220.85 2,777.36**  
**31 May 2014 Closing Balance 8,532.84**

#### **Operations:**

5/4/2014; 00.01; Upper Harbour; Flare sighting; P16757480  
Initial report of a flare sighted from Brockville. This was altered to the informant being at Union Street and sighted the flare falling behind the Edgar Stadium. Direction and foreground height did not convince that the flare was ignited at sea. Duration 30 minutes Total volunteer time 1.5 hours.

18/4/2014; 12.11; Kakanui River; vehicle in water; P17013415  
WRS and Air 1 requested to respond to assist and arrived as the occupant was recovered by Oamaru Pol in a digger bucket. Checked out survivor and all well. Duration 150 minutes Total volunteer time 12.5 hours .  
One person rescued

25/4/2014; 17.45; Taieri Mouth; Stranding; P17086515 6m boat with 2 POB stuck on the bar  
Duration 70 minutes Total volunteer time 31.5 hours. 2 people rescued

15/5/2014; 21.18; The Glen Dn City; Flare sighting; P17290940 Informant reported sighting a red flare for 5 minutes as travelling slowly in a horizontal direction N to S between White Island and south of Lawyers Head and then went out. Duration 30 minutes Total volunteer time 2.5 hours.

19/5/2014; 11.30; Green Island; rescue/recovery ; P17327590  
Surf Life Saving informed by phone of 2 people on broken down jet ski and 2 others swimming to shore and requested assistance. SLS SAR advised Police accordingly. Surf arriving at the launch site found difficulty with access to the Beach and then 3 + m swells and a strong N flowing tidal stream. This callout would have then escalated quickly had the 2 swimming ashore were not found by chance complicated by lack of communication with the distressed, lost equipment and equipment storage issues. Duration 180 minutes  
Total volunteer time 38 hours, Four people rescued **DEBRIEF AT MEETING**

24/5/2014; 17.45; St Clair; flare report; P17384278 An informant on the Esplanade sighted a green flare with a silver tinge round it. Further enquiry indicated that the "light was sighted through the windscreen of the car and it got brighter before it went out. Further phone contact was diverted to mail box.  
Conclusion; it may have been the reflection of a local light. Pol SAR JG called on adviser and conclusion discussed and confirmed as probable. Duration 15 minutes Total volunteer time 0.75 hours .

24/5/2014; 19.10; Green Island Highway; flare reported; P17384392 Informant reported from Mt Grand Road of sighting from the Green Island motor way a red distress flare coming down in the direction of White Island. Pol SAR interviewed the informant at Mt Grant Road but was unable to provide any location of sighting details or accurate direction time delay more than 1 hour. No other sighting reported. Similar reports have been received in the past. Road height average 32m ground between road and sea 130 to 150 m – Flare activated from the sea would not have been sighted. Duration 15 minutes Total volunteer time 0.75 hours.

Total volunteer hours for the period 87.5 hours Number of people rescued 7

## Training:

### General Business

Open day at Dunedin Central on 14 June.

Volunteer of the year.

SLSC awards. - Rescue of the year and SL of the year.

RCCNZ celebrations on 12 July.

### ***Process for submitting funding applications when they have not been approved at a general meeting and need to be submitted urgently e.g. Recent Bendigo Foundation***

#### Background

At the beginning of May, we received a phone call from Bendigo Foundation advising us that if we submit a funding application to them within the following week, they can almost guarantee we will receive funding for approx. \$2000. Not wanting to pass on this excellent opportunity, Allison spoke to Don and it was agreed to go ahead with the application. As there was no time for a meeting, Don then personally rang around all executive committee members and gained everyone's approval to submit the application for 4 X21 torches.

#### Issues Arising

- ☒ There was comment from one executive committee member that this application should not be submitted due to not being passed at a meeting
- ☒ There was comment from said executive committee member that the approval needed to be in the minutes of a meeting and in writing **before** the application be submitted

Allison, along with other committee members, feels that there should not have been an issue in submitting this application **for the good of the organisation**.

Any formalities such as passing the application at a meeting, can take place at the next available meeting and a record of those phoned and who approved the application, can be submitted and filed.

#### Conclusion

The application was finally submitted 2 days before due date. This long and drawn out process caused unnecessary time delays and distress to those involved.

**Moving forward**, there needs to be a clear process for submitting funding applications urgently. This needs to be included in our constitution and all members need to be made aware of the process to avoid any future issues occurring..

### ***Change to put our book keeping onto the Xero Accounting Software package***

#### Background

At the last executive committee meeting at the end of April, Allison discussed moving our book keeping onto the Xero Accounting Software package. This is currently being adopted by 1000s of non-profit organisations, small and large businesses all over the world.

Our current book keeping is kept in the form of a spreadsheet. This means there is double handling of transactions, figures can be easily transposed, and only 1 person (treasurer) can edit and view the spreadsheet.

Xero is a cloud-based accounting system which can be linked directly to your bank accounts. Any number of **invited** users can view and edit your accounts and be kept up to date at all times so they are never viewing out of date data. The cloud-based system means that the information will never be lost or stolen if a laptop is misplaced or damaged and the data can be viewed from any location at any time.

Bank reconciliations are automatically completed by Xero, saving even more time. Transactions are easily categorised and assigned to different accounts and ledgers to keep an easy track on how much money is being spent

on each group e.g. WRS, admin, SLSNZ IRB Squad etc and these transactions are then again easily broken down into where the money came from e.g funding grant, fundraising efforts or donations.

**Costs:** Xero supports non-profit organisations like Dunedin MSAR by giving us a 25% discount on the monthly charge. Our monthly subscription fee is \$21.56 incl GST = \$258.72 per year.

### **Conclusion**

It is recommended Dunedin MSAR subscribe to Xero to ensure our accounts are accurate, easily monitored by numerous people and to save the treasurer time as she takes on other roles in the organisation.

The cost for Xero should be able to be easily funded for as we look for other ways to raise money for the organisation including corporate sponsorship, quiz nights etc.