

WAIPU COVE RESERVE(S) BOARD

Monday 31st July 2017, 7pm.

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

PRESENT: J. Henderson (Chairman), P. Baker, R. Pullan, R. King, E. Cook, B. Hopkins (minutes secretary), A. Trist, L. Trist.

APOLOGIES: Rick Stolwerk

MINUTES OF THE LAST MEETING:

MATTERS ARISING:

CORRESPONDENCE:

Inwards:

29/06/2017 – Richard Griffiths (via managers) – Response to observations Re. algae

03/07/2017 – ASH 80 (via managers) – Request for 2 month contract for site until sale

03/07/2017 – ASH 230 (via managers) – Request to store caravan on site until October

13/07/2017 – Richard Griffiths (via managers) – Update Re. algae

28/07/2017 – Bream Bay Sliders – Confirmation of event

Outwards:

03/07/2017 – ASH 80 (via managers) – Response to request

03/07/2017 – ASH 230 (via managers) – Response to request

Carried P. Baker/R. Pullan

REPORTS:

- **Management report**

Our campground has again been awarded Certificate of Excellence by *TripAdvisor NZ* for the 4th year running. If the award is achieved 5 years in a row, we will go into into *TripAdvisor Hall of Fame* (only 3% of businesses get in) which would be great recognition.

The new cabins are currently being completed. There was a problem with a house adjacent to the camp whose sewer line was being connected. A pipe was hit causing problem in camp but has now been fixed. As a result of this there is now no grass on several sites. Spray-on grass is being applied next week and these sites will be out of order until Christmas to allow the grass to grow.

Clay deposits removed from the sand dunes during restorations did not need to be taken from site and the dunes have now been planted.

- **Financial report**

An excellent year all round.

Two significant figures from year end June 2017:

1. \$3.2 Million in assets; no loans.

2. Net Profit \$197,753 (2016: \$91,477) *Excellent operating performance; big ups to Lucy, Anton & their team!*

- **WCSLSC Report**

N/A

Carried R. King/R.Pullan

GENERAL BUSINESS:

John, on behalf of the board, would like to express condolences to the friends and family of Hamish Dye, a local man who recently passed away.

- **Management plan (Submissions table)**

Reviewed pre-draft submitters summary, with amendments to be sent to Willy by Rowan.

Proposed hearing date: 9th September 2017, 10am.

- **ASH site-holder nights**

The current regulations governing the 30 night min. stay by ASH are worded in such a way that it is potentially open to abuse. Single site holders have been allowed 1 person on their guest list to contribute to their 30 nights, without specifying how many nights they can contribute.

The board wants to clarify that the nominated person from the site holder's guest list may only contribute 15 of their nights towards the min 30. The Site holder must complete a minimum of 15 nights. ASH have been told this verbally by management but it should be made official.

Motion: To specify a maximum of 15 nights only can be counted towards the 30 by the named person from the ASH guest list.

Effective immediately.

Carried J. Henderson/R. Pullan

- **IN COMMITTEE: (7.25pm)**

Exclusion of the public

That the public be excluded from the following part of the proceedings of this meeting on the following grounds – Agenda items: An individual ASH contract situation. The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: General subject matter: ASH contract. Reason for resolution: Protect individuals Ground(s) under s 48 (1) for passing resolution: 48 (1) (d) and 48 (2) This resolution is made in reliance on section 48 (1) (a) of the LGOIMA 1987 and the particular interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section (9) of the OIA 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: s.7.(2) (a) protect privacy of natural persons

Board came out of committee at (7.45pm)

MOTION: A letter will be drafted from Board to party involved.

- **Set AGM date**

Saturday 9th September, 10am

Upcoming events on the reserve and local area

- **Waipu Saturday Market:** First Saturday of the Month in Presbyterian Church Hall 9-1pm
- **Waipu Boutique Sunday Market & Café:** 2nd Sunday of the Month, Waipu Coronation Hall 9-1pm
- **Waipu Street Market - Saturdays** of long weekends 9-1pm
- **Waipu Antiques and Collectables Fair – Sunday** of Long weekends 9-4pm

Upcoming Surf Life Saving Events Waipu Cove SLSC

Future Meetings – Saturday 9th September:

- **10 am AGM**

- **Approx 10:45 am Public Submissions - Five Year Camp Management Plan 2017-2022**

- **Approx. 11:45 am Board meeting**

Meeting Closed at..... 8.00pm

Manager's Report July 2017

This month a number of staff have attended training courses, including four staff completing the St Johns Workplace First Aid Course. Victoria attended EMA's Health and Safety Representative course, as she has taken over from Belinda as the camp's Health and Safety Coordinator. Lucy attended an EMA Human Resources course and has completed her St Johns Workplace First Aid Refresher.

Tania Nathan has moved from a casual to permanent employment contract and replaced Maree Bowring (who left in June due to health issues) as Housekeeping Supervisor. Tania has had experience in the cleaning industry, including

supervisory experience. She spent a number of years working in Australia for large contract cleaning companies, so she is a great fit for this position.

Employee of the quarter was awarded to Jette De Jong. Some reasons given by those who voted for her - "willingness to cover shifts, often at short-notice" and "being very thorough in her work".

We are thrilled to once again receive a Trip Advisor Certificate of Excellence 2017 award for the fourth year running. This is a big achievement for us as it indicates we are consistently upholding a very high standard in all areas of accommodation we provide. This is awarded due to the consistently high standard and high volume of reviews we receive on trip advisor. Research shows that a large number of travellers are very influenced by this award when selecting their accommodation.

This month we introduced several new staff policies –

- "Staff Breaks" detailing and clarifying staff entitlement to meal and rest breaks
- "Smoking on Camp Grounds" advising that no staff are to smoke anywhere within the camp grounds except the staff area behind reception and our intention to make the camp completely smokefree in 2018
- "Introduce a New Employee" providing staff with an incentive if they are responsible for introducing a new permanent member of staff
- "Staff Accommodation Benefit" allowing all permanent staff six nights' accommodation (subject to availability) in any cabin or camping site, as a benefit of their employment.

An update on ASH 2017 contracts– 78 ASH have renewed their contracts, and all deposits/payments are now up to date. Site 80 informed us they will not be renewing their contract and have now departed with site 138 moving into their Leisure built and vacating site 138 by 1st September.

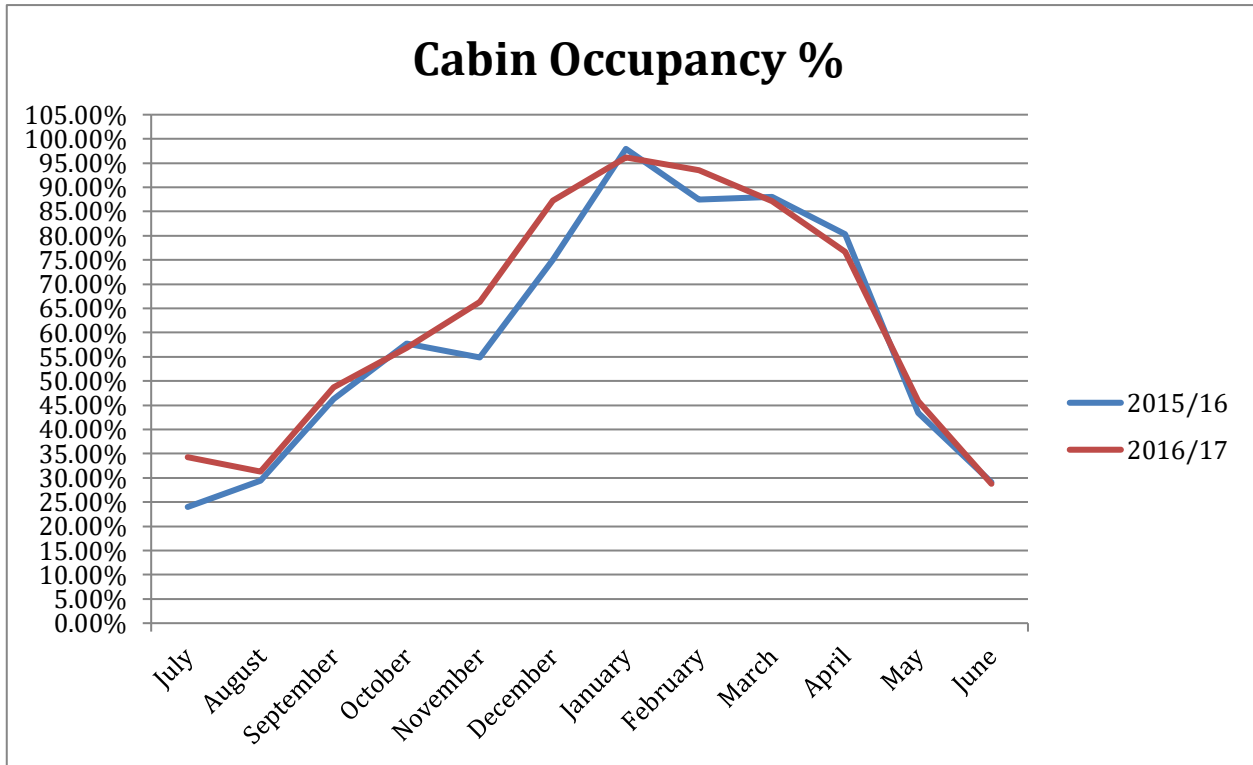
Dune reshaping took place on the 3rd of July, with a planting day taking place on the 28th July (weather depending) with help from Waipu Primary children. There are 1500 plants to be planted, with transport and a sausage sizzle being put on for the children to show our appreciation of their help. Marilyn Cox from the BB news has said she will come along.

No need for resource consent for tennis court, pending approval from the Management Plan we can then commence construction which is looking likely to be early 2018 now.

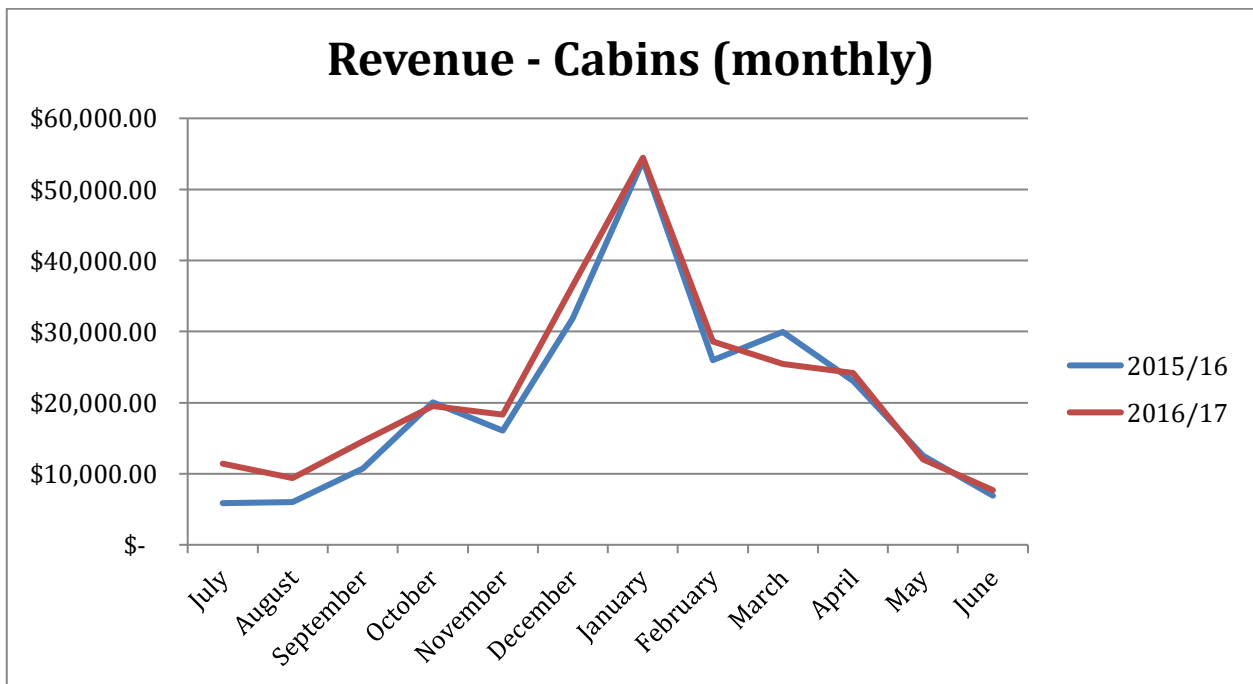
Cabin update – these are nearing completion, with roading going down this week. Then they will need to be cleaned top to bottom, so that curtains/blinds can be installed in the first week of August, landscaping and then regrassing of areas that have turned to mud. Finally the cabins will be fitted out with furniture etc around 10th – 20th August.

There has been major issues with connecting up a sewer main by tent sites 7 & 8, due to do with construction of a house on a section behind the camp. This has collapsed part of the road and further work still needs to take place to get the connection running! A temporary sewer pipe has been run between manholes to avoid the cracked pipe. This will all be fixed and is not at the camp's expense.

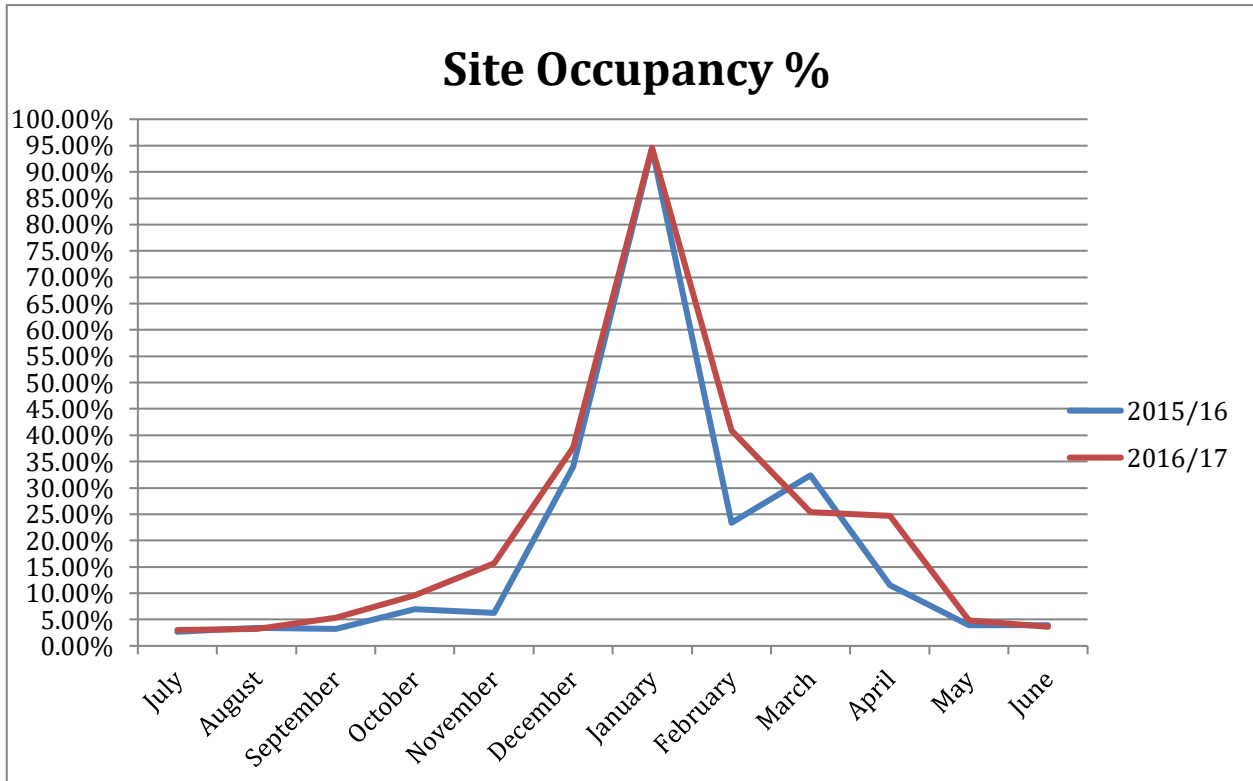
Cabin Occupancy – June 2017



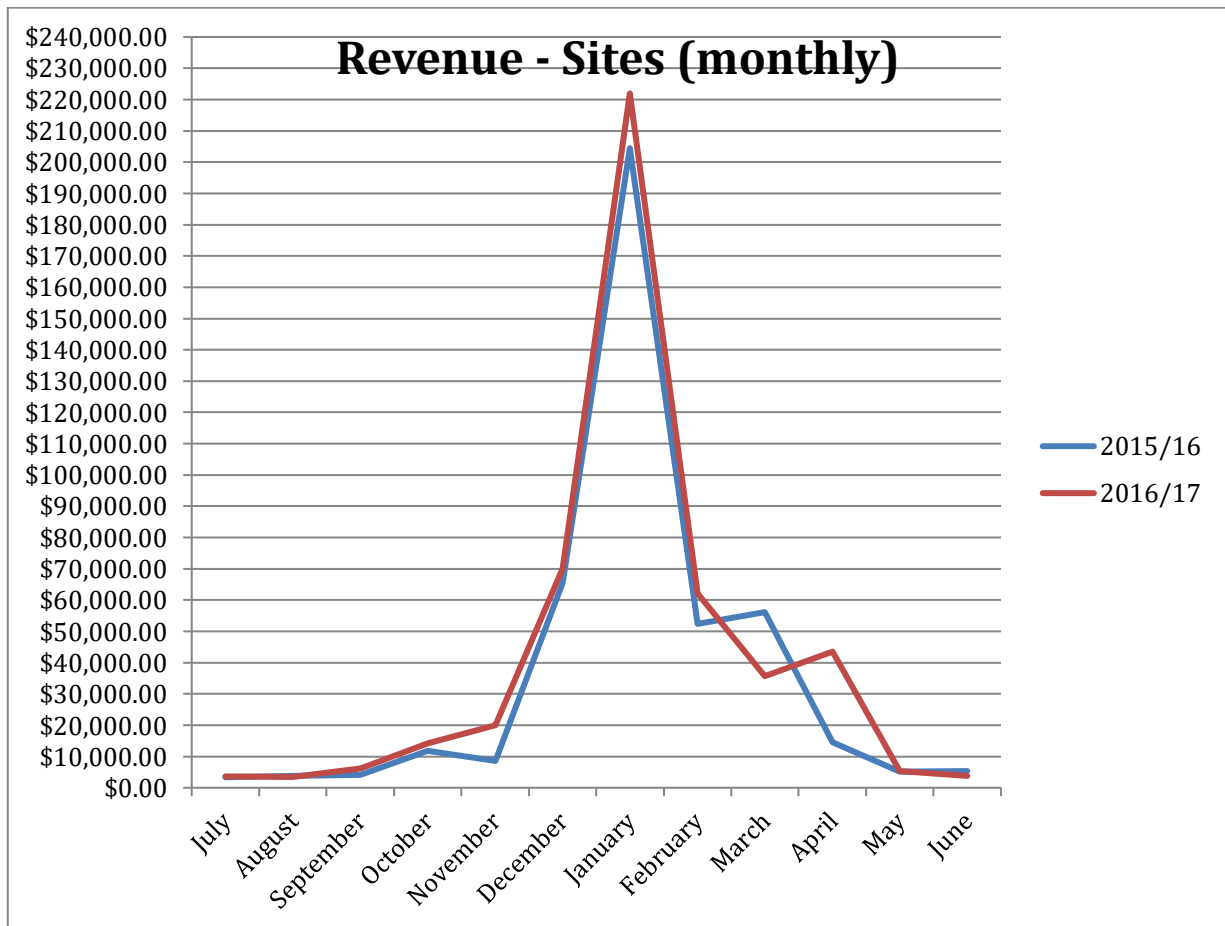
Cabin Revenue – June 2017



Site Occupancy – June 2017



Site Revenue – June 2017



June Financials

	June 2017	June 2016	Comments
Revenue	\$ 27,493	\$ 12,380	Up \$15k
Payroll	\$ 30,058	\$ 27,260	Up \$2k
Expenses	\$ 70,312	\$ 53,010	Up \$17k
Surplus/deficit	\$ (42,777)	\$ (39,921)	Up \$3k

Financial report June 2017

Current debtors: \$244,781 this is made up of ASH and 3rd party website providers.

Value of future bookings held in our system with expected revenue of \$425,130

Operating deficit Up \$3k compared to last year

Revenue per ASH: \$0

Revenue per camp site: \$60

Revenue per cabin: \$1,299

Actual funds available in all bank accounts 28/07/2017 = \$356,054 this includes \$200,000 placed on term deposit at 3.30% matures 14th August 2017

Revenue:

Great result with financial year end revenue's up \$175k (or 16.5%) on 2016. All revenue streams up on last year except for ASH extras, main revenue's that were up casual site fee's \$80k (17.5%), ASH \$84K (33%), cabin revenue's up 5%. Operating profit up \$122k on LY @ \$410,571

Expenses

Expenses up \$53k for the year which is largely attributed to the increase in revenue's. Electricity up \$4k on LY however we should see this trend down from now on with the new solar system installed. Rubbish collection up \$5k with large increases in tip fee's by WDC over the past 18 months. Water rates up \$10k, which is going to take some further investigating our end.