

WAIPU COVE RESERVE(S) BOARD

28th May 2018, 7pm.

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

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

APOLOGIES:

MINUTES OF THE LAST MEETING: Carried

MATTERS ARISING:

CORRESPONDENCE:

Inwards:

26/04/2018 – Maureen Bell – Enquiry re. last elections for WCRB

29/04/2018 – Maureen Bell – Further enquiry

04/05/2018 – Greg & Debbie Moore – ASH site plan application

Outwards:

25/04/2018 – ASH 201 Lloyd & Tanya Harlick – Response to request re. ASH friends & family list

29/04/2018 – Maureen Bell – Response to inquiry Re. WCRB member appointment.

30/04/2018 – Maureen Bell – Further response

Carried E.Cook/R.Pullan/All in favour

REPORTS:

- **Management report**

Casual wages year to date up \$24,000 partly due to extra revenue in new cabins creating a lot more work. Each cabin approx. 2hr to clean. Over the Christmas period, the kids club was run using casual wages rather than outsourcing to Active Attitude – This proved far better value. There is no longer an assistant manager so permanent wages are the same (not increased), but casual wages are higher to compensate. Extra cleaners over Christmas and two staff on desk over peak periods also contributed to higher casual wages. Year to date cabin revenue it virtually double. Summer wasn't great so casual site revenue slightly lower than anticipated.

- **Financial report**
- **WCSLSC Report (verbal)**

All going well. Lots on over the Winter. WCRB have a table reserved at 90th anniversary dinner on Saturday 27th October. In case of emergency when lifeguards are not on patrol, ring 111. Rick arranging to have tube available by surf club for when lifeguards are not on duty. Some concern about the person using the tube to rescue someone else, being the one to drown but overall feeling is that it would be a good idea.

Carried P. Baker/R. King/All in favour

GENERAL BUSINESS

- **2018/2019 Budget approval**

Some staff use option to have 1 week's leave paid out. Alternative days can be cashed-up once they are over 12 months old. There is no 'use-by' date on alternative days/leave. Staff are encouraged to take their leave throughout the year rather than let it accrue. Capital expenditure covers landscaping, upgrading walker mower, concrete picnic tables on public reserve etc. Marquees will be able to be erected over the picnic tables. Careful consideration will be given to the positioning of the tables. The new camp website has been started. A concept design is being created at the moment. Website to cost just under \$10,000. Improvements were made to internet service in March. There can now be up to 160 simultaneous connections at each point throughout the camp (previously only 40). A repeater cannot be installed to boost cell phone coverage as 4g is required and only 3g is available. Anton to approach Uber and RBI (Rural Broadband Initiative) about alternative options available. Fibre will not be installed this far from the town. Concept plans for camp frontage will be re-launched as it is part of the management

plan. This may be the focus for next year. Phase 2 of the solar system is now installed. \$12,000 will be saved on electricity if budget is accurate. Import/export meter needs to be installed before electrical inspector can come up to check. Sponsorship of surf club has not been budgeted for but can be decided closer to the time. Evan commented that foreshore budget seemed quite low - Board agree it should be doubled. Landscape budget needs to include landscaping around multi-surface court, but this should be covered by budget.

Budget summary:

Revenue: \$1,333,778 up 2.7% on this year

Expenses: \$840,422 down 2.7% on last year

Surplus before depreciation: \$496,356

Budgeted CAPEX spending: \$199,500

Expected closing bank balance after CAPEX and OPEX 30th June 2019 = \$407,406

Carried J. Henderson/E. Cook/All in favour

- **Cabin resource consent**

Resource consent will expire in October. Plans will be ready for submission in the next few weeks so will be in to council and received back before it lapses. Wanting to build 4 more cabins but current resource consent only covers 3. If resource consent it allowed to lapse and re-applied for, 3 cabins currently included could be re-included with addition of fourth cabin. Can ask for a longer term when applying for resource consent. Anton will get more information on whether there is a benefit to applying for a new consent before the old consent expires in October and advice on overall situation. Building consent can probably be obtained within a month once working drawings are approved.

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 – Monday 18th June

Meeting Closed at 8pm

Managers' Report May 2018

May has seen the camp start to quieten down quite a bit, as is expected at this time of year. Some camp staff have been on annual leave in the past month, making the most of the opportunity to have a break now that the camp is not so busy. This month's report is fairly short as there is not so much to report.

Work has been continuing with the tennis court this month. Turf has been laid, and now the fencing is the only work left to complete. Unfortunately, there has been a delay with the fencing contractors, so this work will not take place now until the 5th of June. Once completed, it will be available for campers and the public to book and use via the camp office.

We are in the process of replacing our current, outdated website. The Reserve Group are working on the construction of a new Camp Waipu Cove website, which will take around 6 weeks to build. We hope to be live by early July. Around the same time, we will be migrating over to Newbook, our new reservations system.

Stage 2 of solar has recently been installed. This will increase capacity in the middle block, and new panels on the lock block roof will extend our solar coverage. We are just waiting for one export/import meter to be made live, and this will be fully operational.

Trevor Modello is hard at work on the new cabin plans. Final plans for the next cabin project are anticipated by early next week. We will forward to the board as soon as we have received them.

ASH contracts will be emailed this week to those site holders who have completed their 30 nights. There are still 12 ASH who have not yet completed their 30 nights. We will be hold off issuing their contract until they have completed the required nights. The deadline for this is the last day of June.

Kind regards

Anton & Lucy

April financials

	April 2018	April 2017	Comments
Revenue	\$ 58,906	\$ 67,404	Down \$8k
Payroll	\$ 46,221	\$ 42,386	Up \$4k
Expenses	\$ 70,146	\$ 62,917	Up \$7k
Surplus/deficit	\$ (11,135)	\$ 4,573	Down \$15k

Financial report April 2018

Current debtors: \$384,966 this is made up of ASH and 3rd party website providers.

Value of future bookings held in our system with expected revenue of \$414,941

Revenue per ASH: \$0

Revenue per camp site: \$208

Revenue per cabin: \$2,225

Actual funds available in all bank accounts 29/5/2018 = \$370,876 this includes \$150,000 placed on term deposit at 3.45% matures 15th October 2018.

Revenue:

Revenue down on last April by \$8k which is attributed to Easter falling in April last year and March this year. Casual site fee's down \$14k due to Easter, self-contained cabins up \$7k. Year-end we are forecasting total revenue of 1.3 million.

Expenses

Expenses up \$7k, \$4.5k paid to the surf club as donation for patrols which was not paid last year. R & M grounds up \$2.5k as we completed substantial grass repairs on sites 39 – 52 using our grass bank from the North carpark. Trial went really well and will be continued in the future as it is far more economical to use our own grass and harvest it than buying in.