

WAIPU COVE RESERVE(S) BOARD

23rd April 2018, 7pm.

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

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

APOLOGIES: None

MINUTES OF THE LAST MEETING: Approved

MATTERS ARISING: None

CORRESPONDENCE:

Inwards:

27/03/2018 – ASH 68 Stan Good – Request for Board to reconsider decision

Ongoing correspondence with ASH 68 Stan Good

30/03/2018 – Paul & Leigh Cuff – Possible relocation of casual camping site

10/04/2018 – Laura Shaft NRC – Discussion Re. continued dune planting scheme

13/04/2018 – ASH 67 Greg & Debbie Moore – Response to Board correspondence

15/04/2018 – Paul & Leigh Cuff – Ongoing correspondence

21/04/2018 – ASH 201 – Lloyd & Tanya Harlick – Request re. friends & family list

23/04/2018 – Bream Bay Sliders – Request to hold annual event on reserve

Outwards:

23/03/2018 – ASH 73 Glen & Tania Karam – Response to request

28/03/2018 – ASH 68 Stan Good – Seeking confirmation of Board decision

Ongoing correspondence with ASH 68 Stan Good

13/04/2018 – ASH 67 Greg & Debbie Moore – Re. previous letter

13/04/2018 – ASH 68 Stan Good – Re. previous letter

13/04/2018 – Paul & Leigh Cuff – Possible relocation of casual camping site

19/04/2018 – ASH 80 Ross Melville – Response to requests to request for additions to site

CARRIED P. Baker/R. Pullan/All in favour

REPORTS:

- **Management report**

John reassured Peter that *year on year* the existing solar array has saved us \$1000 on our power bill.

- **Financial report**

- **WCSLSC Report (verbal)**

Rick apologised for not taking down second fence to the North to give public access right away. This issue has been rectified. There is some concern about people driving along this area now as it appears more inviting – particularly with big groups. John suggested installing a removable bollard to avoid this issue.

Rick will discuss with Anton. John pointed out that this is a great example of how the WCSLSC and WCRB work well together. Rick pointed out that people now use the outdoor tables there to eat their dinner. Anton feels it may be an idea to consider more concrete tables in the area. The Board agrees.

The incentives (sponsored by the Board), for volunteer patrols were distributed at Easter, after the patrols finished. Rick feels it was positive for patrols as well as recruitment. There is a good family core working at the surf club. Rick thanked the Board and feels our incentive donation was very well received.

There is a junior lifeguard camp at surf club this week Thurs/Fri. Saturday there is an IRB crew event. The end of the season marks the 90th anniversary of WCSLSC. The weekend after Labour Day weekend (non-patrolling weekend) there will be a weekend of activities to celebrate. All Board members are invited. John suggested offering special price for camp sites to help promote the event. Angela will confer with Anton & Lucy. Angela will also send through details for camp to promote on their website. Patrols will start in again November. Ian Godfrey has written a book which will be going to printers soon on the history of the surf club. This should be released before the anniversary.

Angela has recently presented to district council re cycleway, applying for funding to complete the next stage of the cycleway.

REPORTS CARRIED E. Cook/R. King/All in favour

GENERAL BUSINESS

• **2018/2019 ASH fees**

John has recommended an increase of 5% to ASH fees. With inflation currently at about 2.2%, Peter has suggested an increase of 2.2%. In line with CPI. Roger feels there is also an argument for no increase and that ASH and casuals rate increases should not necessarily be connected.

ASH are in an extremely privileged position in paying for a yearly lease. Peter feels that some ASH would be able to comfortably afford the fees with any increase applied but that huge increases would only punish those who are less able to afford it. Roger feels to justify the continuation of annual sites they must be paying a current comparable rate as they are in a very privileged position.

With the increased demand for casual sites and cabins, ASH fees no longer keep the camp running but these long-term campers still need to be treated fairly. John assumes that other camps are increasing their rates by inflation and Peter feels that the current ASH fees are at the average of similar camps and that increasing by more than inflation places value of camp as higher than other camps with no real financial justification. Roger doesn't feel that the comparison to other camps is necessary as only a few were picked to create an average and it is not relevant. He pointed out that we do not need ASH so morally, should we keep them as they exclude a large number of from enjoying the camp throughout the year?

A lot of capital has been spent on improvements in the last year. Rowan supports John's recommendation of 5% as ASH have a space within camp, are able to come and stay, already set up, whenever they like. She pointed out that it is unfortunate that some people ruin it for others and create negative generalisations when the majority of ASH help create a great environment for families to enjoy. She feels that in good faith, the board has got themselves to the current position and a decision should be made to find a balance where the Board feels comfortable.

Evan pointed out that there have been some large increases in ASH fees over recent years but he is comfortable with the current rate and would support either an inflation rate increase or no increase at all. He feels ASH provide benefits to wider community.

A few years ago DOC asked for the instigation of a sinking lid policy for ASH (i.e. no new applications accepted) and the Board is committed to this. Roger feels there is ~~are~~ no serious benefits to having ASH; financially or otherwise. DOC are happy with the way the Board are managing things as numbers are still coming down.

Roger is comfortable with the current position of no new ASH and continuing sinking lid policy. Roger would be comfortable with a 2.2% increase rather than 5%. Peter is also happy with 2.2% increase but will abstain from voting as he is an annual site holder.

Rick raised the issue of extreme weather events causing expensive damage to repair. In 1999 there was a very large storm that began 2 years of erosive weather. When it happened the WCRB were able to provide considerable funds to repair the damage caused and to help with the ongoing dune restoration projects. He explained that this is cyclic weather and is likely to happen again in the next few years. He strongly feels that for this reason, reserves should not be decreased. He also pointed out that the camp is getting a very good name for having great facilities and that is due to cap-ex projects. Peter commented that the report the board commissioned from John Dahm regarding erosion suggested that we are now on a progressive building cycle/pattern and that the way the fore dunes are currently growing supports this and that none of the weather events we have had over the past few years have impacted on the stability of the dunes.

John suggested a 3% increase (to \$5150 for standard site) as a compromise between 2.2% and 5%. This would equate to \$40 more than a 2.2% increase. John feels it is important to have a consensus among the Board members. All are comfortable with 3% for this year and to be reviewed again next year.

Casual Fees

Casual sites haven't been increased for a couple of years and are already committed for 2018/2019 summer season. An increase should be considered for the following season as costs to the camp have increased.

Peter pointed out that the camp is a not-for-profit organisation, so any increase should be carefully considered. Is it necessary? The sites should be available to as many New Zealanders as possible. Roger feels strongly that casual sites

shouldn't be increased. He also feels that camp doesn't necessarily have to keep other with other high-end camps when it comes to casual site fees.

John still feels that the ongoing operating costs should lead to similar increase to casual site rates. Casual site rate increase would be based on inflation and no more than that.

Anton pointed out that a percentage increase doesn't necessarily work with the pricing structure of casual sites. It really needs to be in one-dollar increments. John feels increase of \$1 per adult per night would not deter families. That is +2.2% for inflation. The managers would like to maintain the current shoulder/winter season rates.

Peter raised the issue of 'annual casuals' also having a lot of privileges over other people that would like to camp on those sites. Lucy pointed out that 'annual casuals' can have similar ownership feelings to ASH. This is something that may need to be regulated longer term. Roger pointed out the ongoing issues of freedom campers and feels that offering something affordable adds incentive for campers to get off the road.

MOTION To increase ASH fees by 3% for 2018/2019 year and in September to apply the current rate of inflation to casual fees for 2019/2020. Peter abstaining.

CARRIED - J Henderson/R. Pullan/All in favour.

- **Bank authority review**

We have had a number of issues over the past twelve months with access or passwords to internet banking. The camp managers have been unable to approach the bank as they did not have the authority to do so. This meant that one of the signatories needed to be contacted and often spend some time sorting out access. After much investigation, ANZ suggested using DOL direct online banking access system instead as internet banking is designed for only one person to use. Two e signatories from board members are still required to withdraw funds or move funds between accounts. With the new direct online banking system the board have given Lucy super user status allowing her to create and reset staff access if there are ever issues with passwords etc. and alter permissions for staff members. Reception staff all now have their own logins to view the daily working account. This is to enable them to see online payments in real time. Anyone can set up transfers or payments but it still requires two Board e-signatures to process. These changes will empower the managers by giving them more control and enable them to be more independent and less reliant on support from the volunteer board members. ANZ have provided assurance that this is the best option. Peter will facilitate introduction for managers Anton and Lucy with business banking manager (Whangarei based).

A separate account was originally set up to receive annual site fees, it was determined at the time by previous management that this would make it easier to track ash payments. Our current accounting system is such that this special account is no longer of any benefit so it will be drained and closed as ASH fees can be paid into the same account as casual payments. The account will not be closed immediately as some ASH fees may still be paid into this account in error. A note will be sent out with new ASH agreements to advise of new account number. The old account can then be closed after 5-6 months. Thank you to Peter Baker for the time and effort he has put in to getting this new system operational.

MOTION – Adopted ANZ direct online system and given super user authority to Anton and Lucy to manage accounts that they look after with viewing-only access. John, Rowan & Peter as signatories are also super users. Peter is also classified as a System Administrator.

CARRIED P. Baker/J. Henderson/All in favour.

- **Off-season boat parking**

MOTION - To extend the one-year trial (motion carried February 2017) for one more year. To allow short term boat parking for use between Easter and labour weekend. Boats must be parked in the dedicated boat parking areas - no exceptions. Parking will be allocated on a first in first served basis. All trailers must be registered and have a current WOF. Boats must not be left for more than 30 days and will be left at owner's risk. Permission to be asked from the managers before leaving boat.

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

- **Management Plan update**

Rowan has been in touch with DOC re Management plan. A report is being compiled for the current acting operations manager which will be sent to Christchurch Management Planning team. A response is not expected before the end of May. As the multi-surface court has already been approved there will be no hold up on that project.

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 28th May

Meeting Closed at 8.30pm

Managers' Report April 2018

April is in full swing, with school holidays seeing a number of campers enjoying the late autumn weather. Easter was fantastic weather-wise, and the camp was at 100% occupancy. It was nice to finish the busy summer season on a good note. Now that things have quietened down, we will be getting on with our off-season maintenance tasks.

We have received our official result from our Qualmark assessment that took place last month, and we are very happy to confirm we have retained our 4 star plus grading. This is not easy to maintain, so we are very pleased that we have managed to keep up the high standard.

Currently we are obtaining quotes from three different companies for our website upgrade that will take place in the next couple of months. We are in the process of deciding which company we will go with. Our website is long overdue for an overhaul – the official recommendation is every 3-5 years, and we have had our existing site for 7 + years. Our new website will be “mobile first”, which is crucial for us as a large number of bookings we get are made from people’s mobile phones or devices on the go. If the site is too slow or hard to read on their device they may just give up and we lose a booking.

We will be cutting over to our new reservations system “New Book” in July, this will go live at the same time as the new website as these obviously work in together with bookings made on our website feeding into our reservations system. At this point in time we are busy testing functions out in our demo system so we are experienced with it once we go live.

We are currently harvesting Kikuyu grass from our grass bank in the North car-park, we are harvesting 1000 sqm of Kikuyu grass and laying it on sites that need attention inside the camp. This is a trial this year but from what we have seen we will continue to do this in future years to keep things up to standard.

The tennis court is starting to take shape, we are just awaiting the turf to be laid down and fencing to be erected. It should be completed by early May. We will then be concentrating on landscaping the surrounding area.

This is the time of year we are starting to prepare for the new ASH contracts for the 2018/2019 year. This involves taking power readings, setting up invoices, and putting together contracts.

The 2018/2019 budget has been drafted and ready for the board’s approval.

A couple of staff are taking annual leave over the next month, including us the Managers. Now that things are slowing down a bit, it’s a good time for staff to start taking holidays. It’s been a busy summer season so it will be much needed!

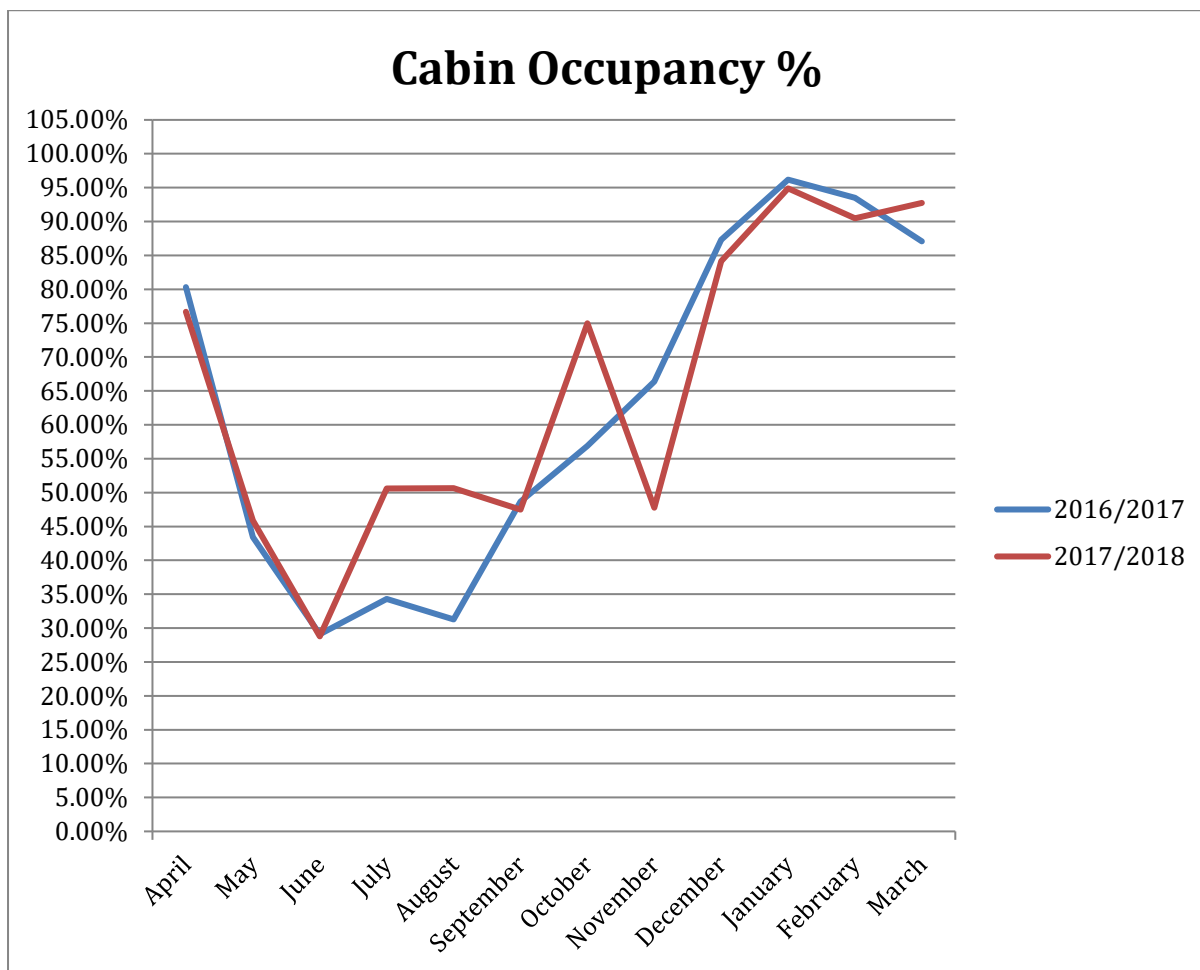
Stage two and three of the solar project has kicked off, with work taking place right now. Solar panels are being installed on the Lock block facilities roof and more on top of the Middle block facilities roof. This will be up and running fully in the next couple of weeks and generating solar power.

Kind regards

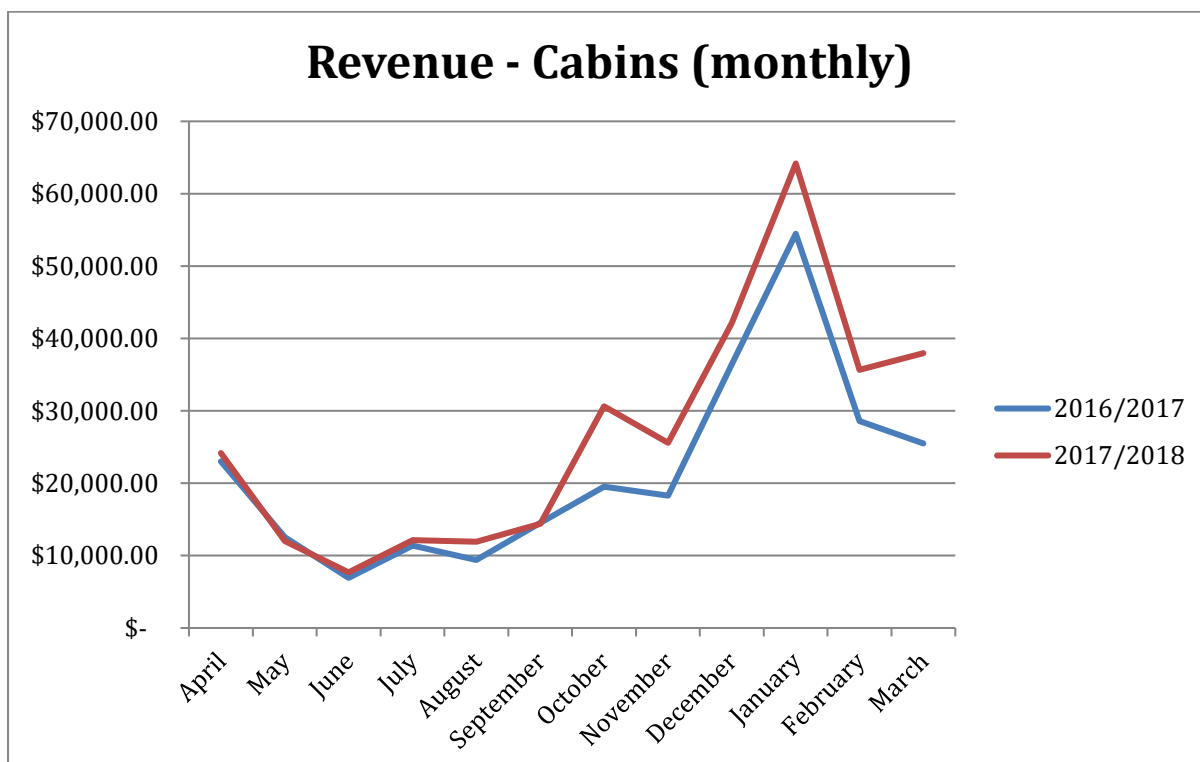
Anton & Lucy

Occupancy and Revenue – March 2018

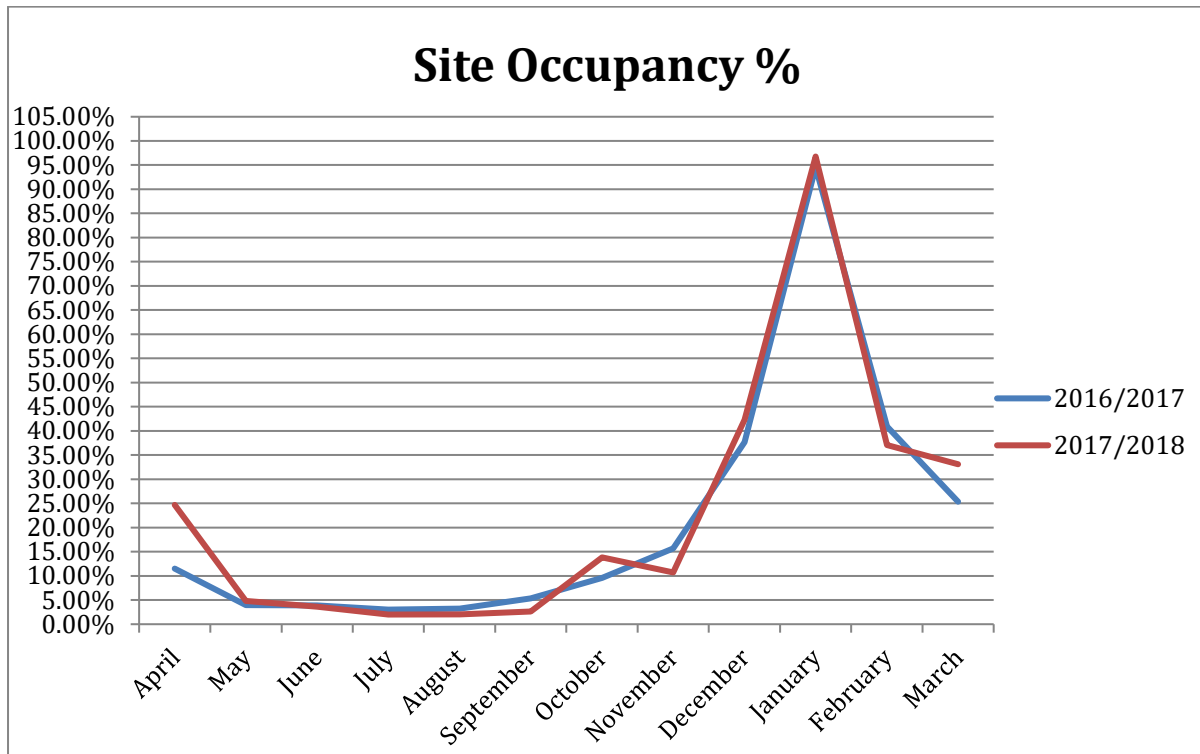
Cabin Occupancy



Cabin Revenue



Site Occupancy



Site Revenue

