

## WAIPU COVE RESERVE(S) BOARD

26<sup>th</sup> August 2018, 12 noon.

Camp Waipu Cove all-weather room.

**ALL WELCOME**

### AGENDA (E & OE)

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

**APOLOGIES:** R. Stolwerk, G. French

**MINUTES OF THE LAST MEETING:**

J Henderson/R. Pullan **CARRIED**

### MATTERS ARISING:

#### CORRESPONDENCE:

##### Inwards:

**31/07/2018 – Victoria Harwood (NRC) – Details for purchasing indoor tsunami sirens (forwarded to managers)**

**08/08/2018 – ASH (via managers) – Request to hi-ab caravan off site for repairs**

**05/07/2018 – Rod Olsen – ASH inquiry (forwarded to managers)**

**21/08/2018 – NRC – Invoice for annual fee for coastal permit consent**

##### Outwards:

**31/07/2018 – Noeline Hall – (Via Roger King) – Response to request to install memorial seat**

**31/07/2018 - Stanley and Pauline Pethybridge – (Via John Henderson) - Response to request to install memorial seat**

**10/08/2018 – ASH (via managers) – Response to request to hi-ab caravan off site**

### REPORTS:

- **Management report**

The camp's accountant, John Draper, has had a serious car accident so will not be working for the foreseeable future. Anton and Lucy have been doing the work in the meantime but will be making other arrangements with an accountancy firm going forward subject to Board approval.

End of year financials will be handled by the company. A gift will be sent to John Draper from the camp and Board.

Results are already being seen from the new website. There are more bookings coming through directly and there has been great feedback so far.

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

Rick and Gordon sent their apologies that no representative of the surf club was able to attend to present a report.

P.Baker/E.Cook **CARRIED**

### GENERAL BUSINESS

- **Update on memorial benches**

Roger provided an update on the bench to be built for Noeline Hall – Paul Wickham is sourcing timber. Shaun Curtis from Arise Builders will build the bench. There will be no commercial signage on the bench. Looking at macrocarpa slab is favoured. Sean to come and take measurements from the existing bench. Will be on concrete pad. All Board members are happy with this progress. Suggested plaque should be same as existing bench. Plan will be submitted prior to installation. P. Baker will draft policy for applications (to be circulated).

- **Fitness initiative in Waipu**

Deferred to next meeting.

- **Management Plan**

Rowan is following up on management plan with Mackenzie Hita (DoC) but no response yet. Rowan will continue to follow up.

- **Spraying**

The camp has looked into alternatives to glyphosate but has not yet found an effective solution. A professional is brought in to spray the necessary areas at the camp when the job is around planted dunes etc. The contractor who recently did the work did a very good job. NRC supply plants but the camp is expected to maintain them so keeping the weeds down around them is necessary in these areas.

#### **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**

**Next meeting: Tuesday September 25<sup>th</sup> 2018, 7pm**

Meeting Closed at 12.35

## **Managers' Report August 2018**

August has been a nice mild month weather-wise, which has allowed us to get on with some outdoor projects that needed to be completed. It was also great to have nice weather for our recent dune planting day. Although it's still quiet at this time of year, we've had a few campers in (especially on the weekend) taking advantage of this nice weather.

As just mentioned, our dune planting day took place on the 8<sup>th</sup> of August, with the entire senior school from Waipu Primary attending. 2000 Spinifex plants were enthusiastically planted by the students, which took two hours to do. They were then rewarded with hot chips and sausages for their efforts + a bottle of water. It is great to get the kids in as it educates them as to why we need to look after the dunes. No doubt we will have another planting day with the school again next year. Also, on the dunes, we've just had Michael Bergin at the camp spraying the foredune and back dune. This spraying will take place every 6 months from now on.

Anton, Lucy and Victoria attended the HAPNZ conference at the end of July, which was a worthwhile experience, as it always is. We heard a variety of excellent speakers on a wide range of topics relating to the tourism and in particular, the holiday park sector. We had many takeaways from the conference, one major one – it's becoming industry standard for internet to be free, and it is an absolute must for Millennials. By 2020 we should have fibre into the camp, and once we do we would like to make internet free. A 3<sup>rd</sup> VDSL line is soon to be installed which will further enhance our internet service within the camp.

We are pushing forward with our New Cabin plans and working through the logistics of the Entranceway Project with Trevor Murray from Modello Architecture. Trevor addressed the Board at last month's meeting and put forward a plan of action and various options available to us, which was much appreciated. Weathertightness inspections have taken place, so we are just waiting for the complete results, so we know how to proceed. Resource Consent extension has been applied for by Jackson Dream Planning.

ASH 68 has moved to site 108 and ASH 67 has moved to 95. We will be getting these empty sites re-grassed over the coming months, so they are good to go for the summer season.

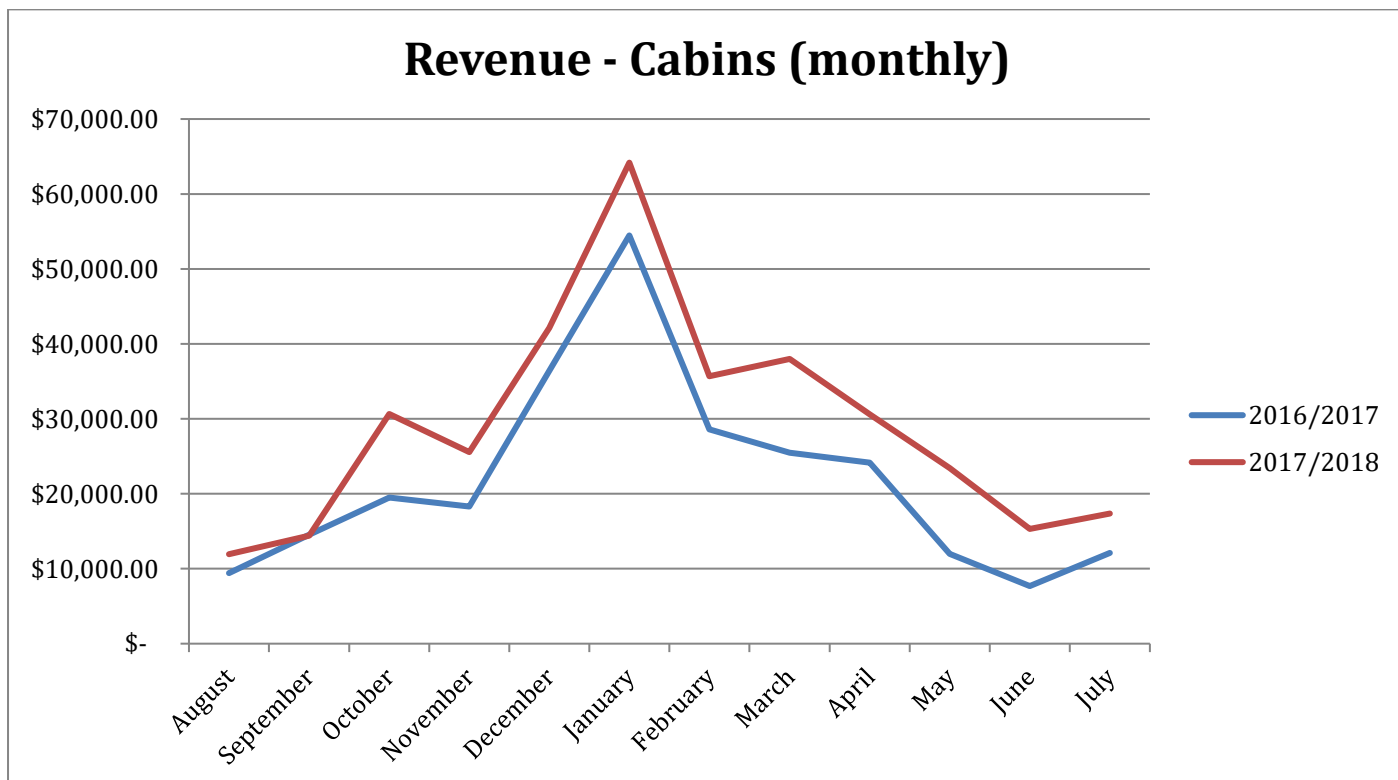
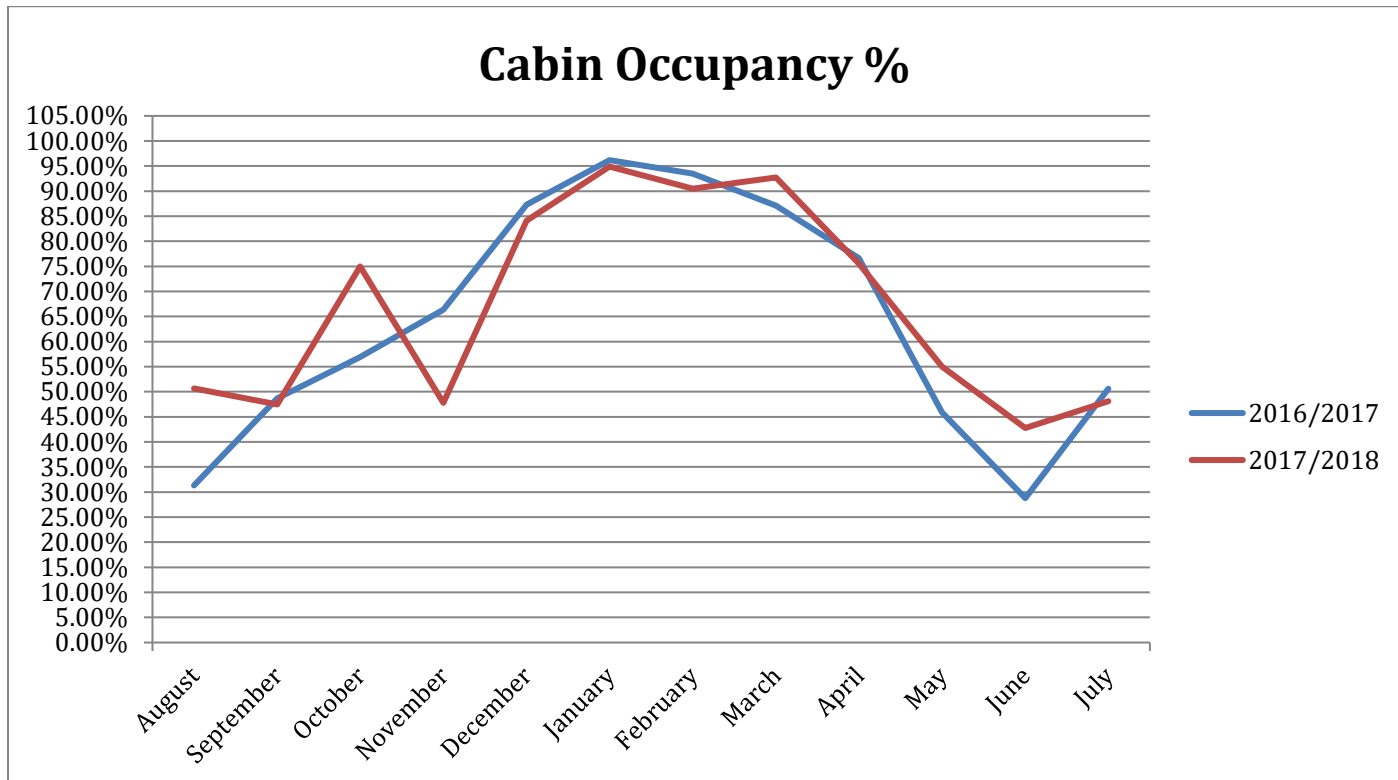
We have implemented a new survey tool to get meaningful customer feedback. This is called CXI Survey Tool and is another idea we picked up at the recent HAPNZ conference. The customer takes the survey online and results are then emailed through to us weekly and monthly. There is a \$100 Prezzy Card up for grabs every quarter which is randomly drawn from all customers who complete the survey.

Our new website is now up and running and looks great. We are happy with the result and even though it's only been live a week, we seem to be seeing a surge of bookings via our website. We know that our new website is "mobile first" so it should be far quicker and easier than it was in the past for those who were trying to book accommodation via mobile device. A new booking engine will be added once we cut over to our new PMS "Newbook".

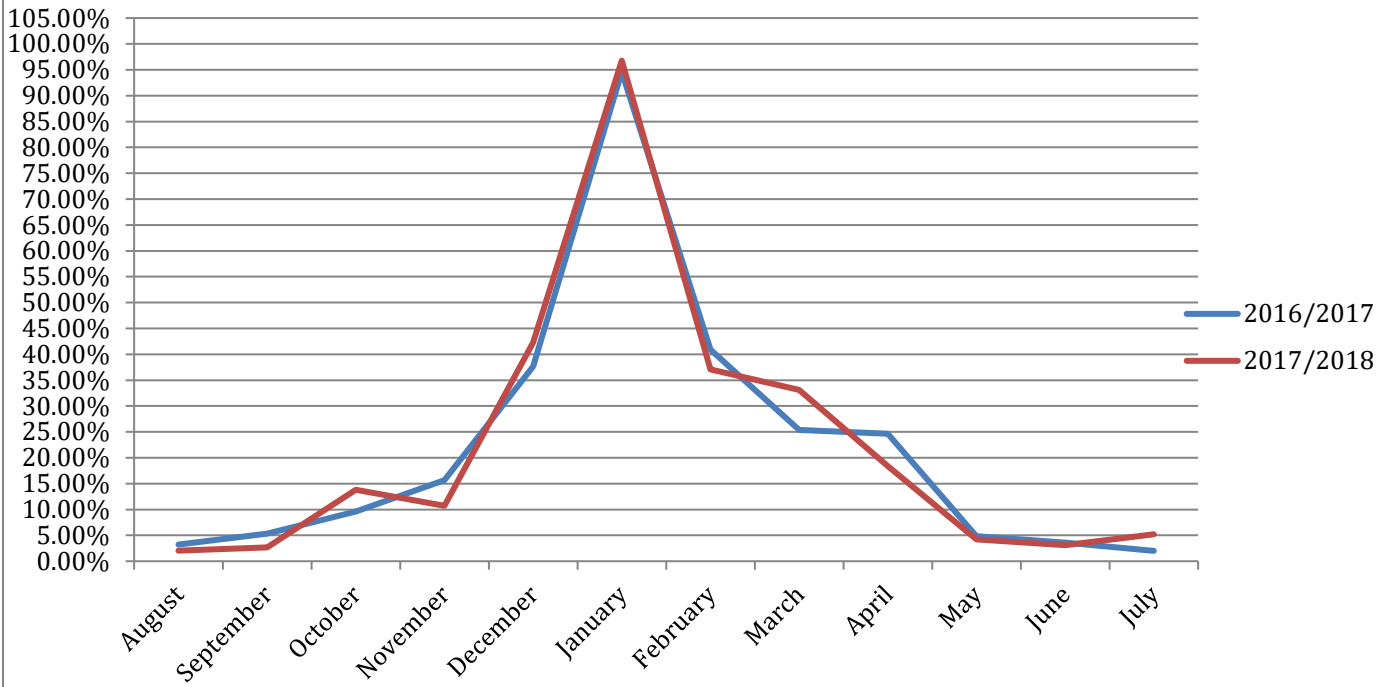
This August we are having a “Motivation Month” where we are promoting wellness to our staff, including trying out some yoga classes, providing fruit in the office, and designated paid “walking breaks” to try and beat the winter blues and stay motivated.

Cabin refurbishment of cabins 1 - 5 & 8 starts on the 27th August and will take approximately two weeks. All cabins will be getting new flooring, kitchen, cupboards, paint and LED lighting. They will be looking sharp in time for the busy summer season.

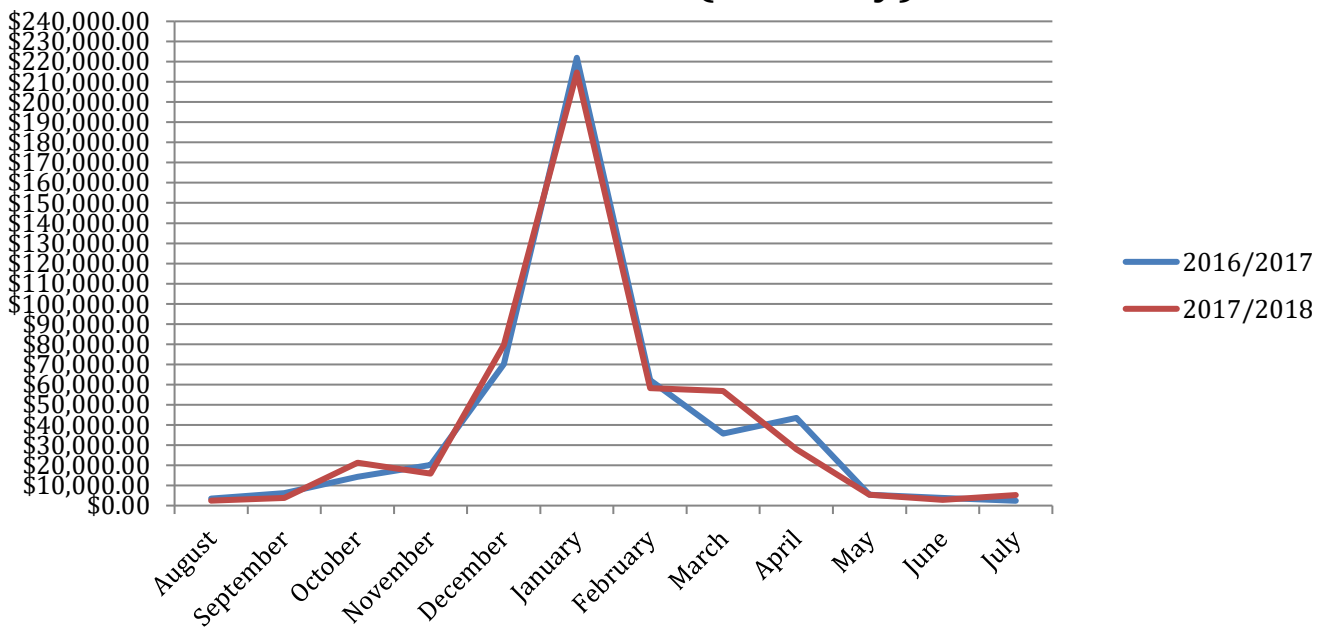
### Occupancy and Revenue – July 2018



## Site Occupancy %



## Revenue - Sites (monthly)



Cabin occupancy in July saw a tiny (2%) decrease, but revenue was still up over \$5000 when compared YOY. This is due to our self-contained cabins (both 1 and 2 bedroom) remaining well occupied even over the winter months. Site occupancy and revenue increased slightly when compared with the previous July, this may be due to overall better weather.