

WAIPU COVE RESERVE(S) BOARD

25th September 2018, 7pm

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

PRESENT: Rowan Pullan, Lucy Trist, Belinda Hopkins (minutes secretary), Evan Cook, Gordon French, Peter Baker, John Henderson, Roger King, Ellen & Grae Snelling

APOLOGIES: Rick Stolwerk, Blair Strang

MINUTES OF THE LAST MEETING:

MATTERS ARISING:

CORRESPONDENCE:

Inwards:

24/08/2018 – Ellen Snelling – Request to speak at next meeting

10/09/2018 – Barry Ashbridge – Request for copy of camp map

14/09/2018 – Barry Ashbridge – Recommendation of approval of ASH occupations 2018/2019

Outwards:

25/08/2018 – Ellen Snelling – Invitation to speak at next meeting

03/09/2018 – Marilyn Cox – Minutes and copy of letter to DoC

14/09/2018 – Barry Ashbridge – Copy of camp map

CARRIED P. Baker/R. Pullan

REPORTS:

- **Management report**

It's been a busy month with the new reservation system. The team are getting up to speed and can see it is going to be hugely beneficial in the long-run. Bookings through the new website have already increased. More people are booking directly rather than using third party sites. Free WiFi is being offered as an incentive for booking direct.

- **Financial report**

- **WCSLSC Report (verbal)**

Gordon shared a draft copy of a book that is being published for the 90th anniversary of the surf club. Angela is asking if we want to donate \$1000 for the Camp to be featured on back cover. Gordon will provide some more information to the Board to help them make a decision. The Board have committed to purchasing a table at the 90th celebration dinner.

GENERAL BUSINESS

- **Learn 2 Surf Waipu Cove**

Ellen and Grae wanted to come and touch base after their first year running the surf school. The year has gone very well and everything ran very smoothly. It was a great summer with no algae. The school camps were a success and have since enquired about having other school groups come and stay at camp and learn to surf. Ellen and Grae are putting together new website with a booking facility. The camp managers are happy to continue working with the surf school and they work well referring each other to guests/customers. The surf school will be looking to hire more coaches and would like to hire locally if possible. They will be talking to some of the surf life savers. There is the potential to host a surf coaching course if enough people are interested. The camp are happy to post advertising to help find coaches. Board are pleased it is going well and happy for things to continue as they are. Good luck for the next season!

- **Tendering process for new cabin construction 2019**

Greenie builders, Arise builders & Worthy and Cox have been chosen to submit a tender. Craig Cogan was unavailable or would have also been considered. All are in a position to start after Easter next year. Prices should be in by November so can then be considered. The managers have researched these builders and are happy that they would all do a good job and all have good reputations. Plans have been submitted to council but are still waiting on approval. Trevor has been doing a good job orchestrating the tendering process.

- **Management Plan**

DoC have signed off on ASH agreements and are keen to meet with Board members to discuss the statutory processes of the Management Plan on 11 or 12 October. John has asked Board members if they are available to attend. Thank you to Rowan for staying on top of the process.

- **Camp Re-Development Programme**

Lucy will follow up with Trevor to get an update for the Board regarding front entrance/reception building development plans.

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
- **Beach Volleyball** – November 17th, Waipu Cove

Upcoming Surf Life Saving Events Waipu Cove SLSC

Next meeting Monday 29th October 2018

Meeting Closed at 7.30pm

Managers' Report September 2018

It's hard to believe we are already in September, where has the year gone? The weather is beginning to improve, and we are now starting to get the camp ready for the upcoming summer season - which of course kicks off with Labour Weekend next month. There is certainly plenty going on to keep us busy this month!

The school holidays are nearly upon us once again, with bookings looking good for this period. Hopefully if we get some decent weather we will pick up even more bookings.

Our preparation for the summer season includes organising our staffing requirements ahead of time, so this is something we are already starting to do. We take on many extra cleaners over the summer, as well as Beach Ambassadors and kids activities staff.

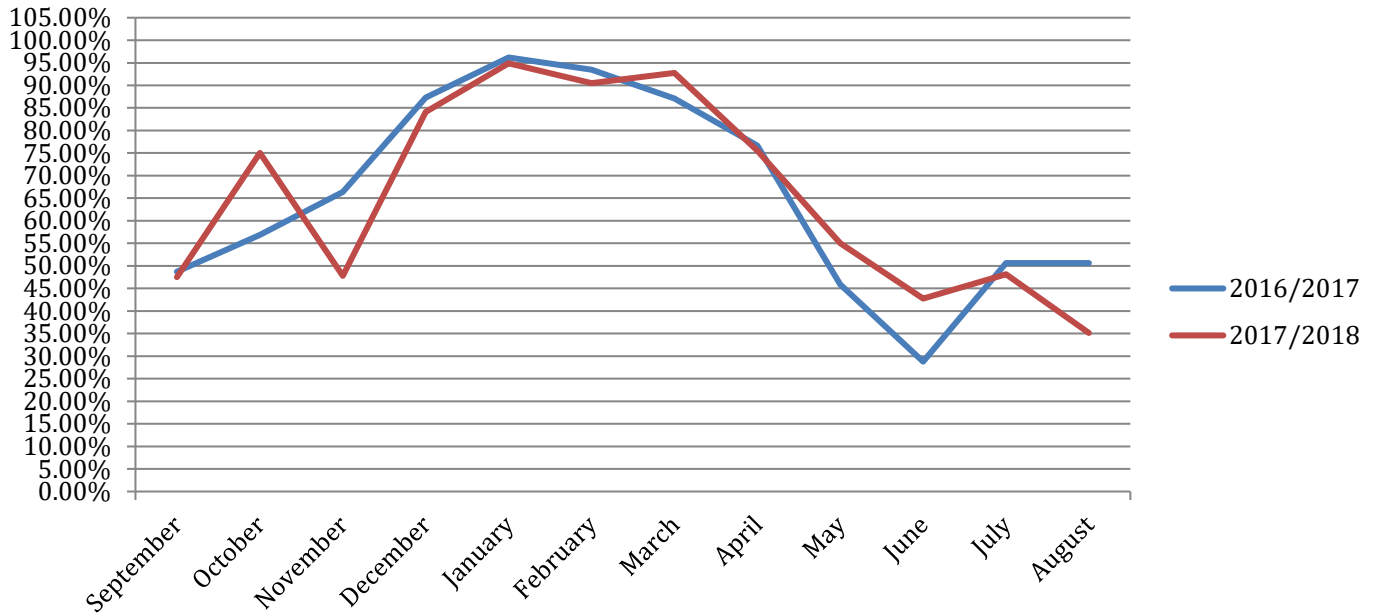
This month, all our kitchen cabins have had a complete makeover with new bunks, kitchen cabinetry, lino, LED lighting and a coat of paint inside. These cabins are looking fantastic, and we are very happy with the result. We are sure that our regular customers will love the new look too. Cabins 6 and 7 have also had lino laid as the wooden floors to those cabins were not in great condition.

As discussed with the board last year, we've had additional decking installed around cabins 12 and 13 as a safety measure, due to feedback from our customers. While the drop off the side of the decks was compliant with council code, we wanted to make it even safer as it was still quite high for those with pre-schoolers.

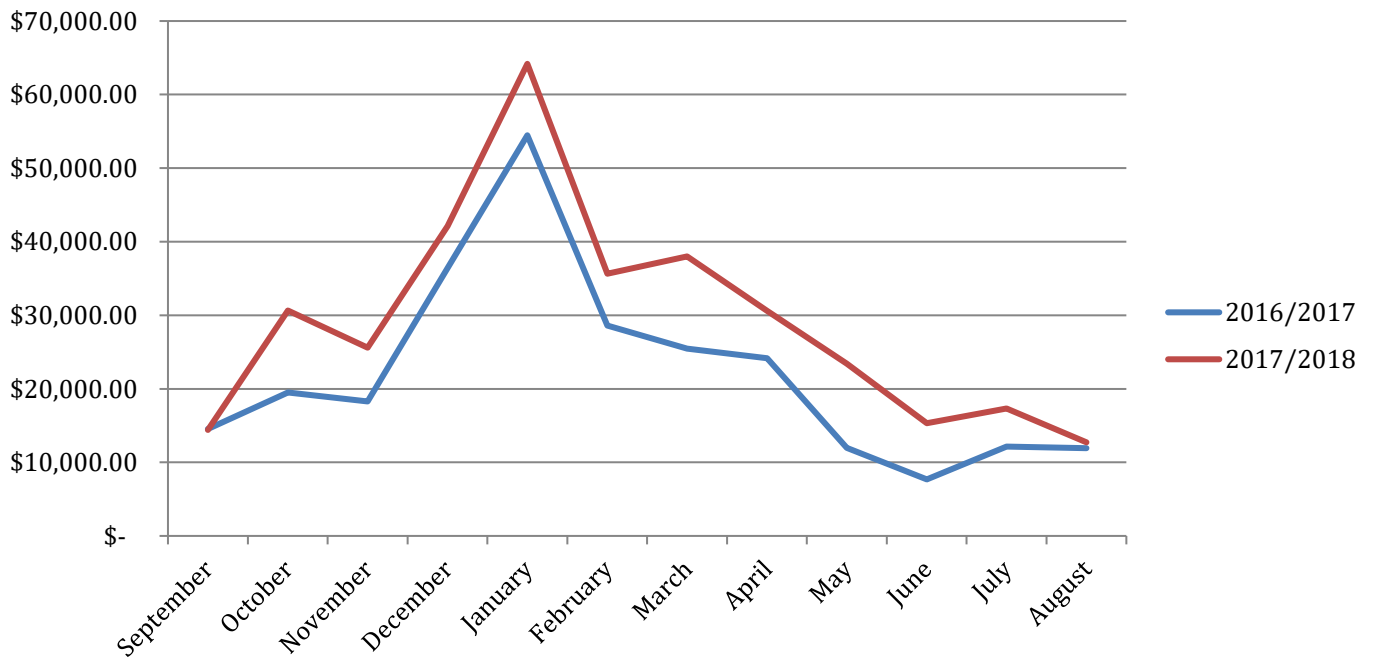
We have also been busy this month doing all the prep work required for us to go live with our new reservations system Newbook. We have just completed an intense week of training with all the staff, which was very comprehensive. As well as all the training, we had to provide a lot of information to Newbook for them to build our new system correctly. We will be going live with Newbook on Monday 17th of September. Once this happens, we will need to spend time cross-checking information and testing the new system. It's a big job and will take a bit of time and practise to get to grips with the new system. Newbook is a very efficient and sophisticated system, so it will be worth all the effort involved.

Occupancy and Revenue – August 2018

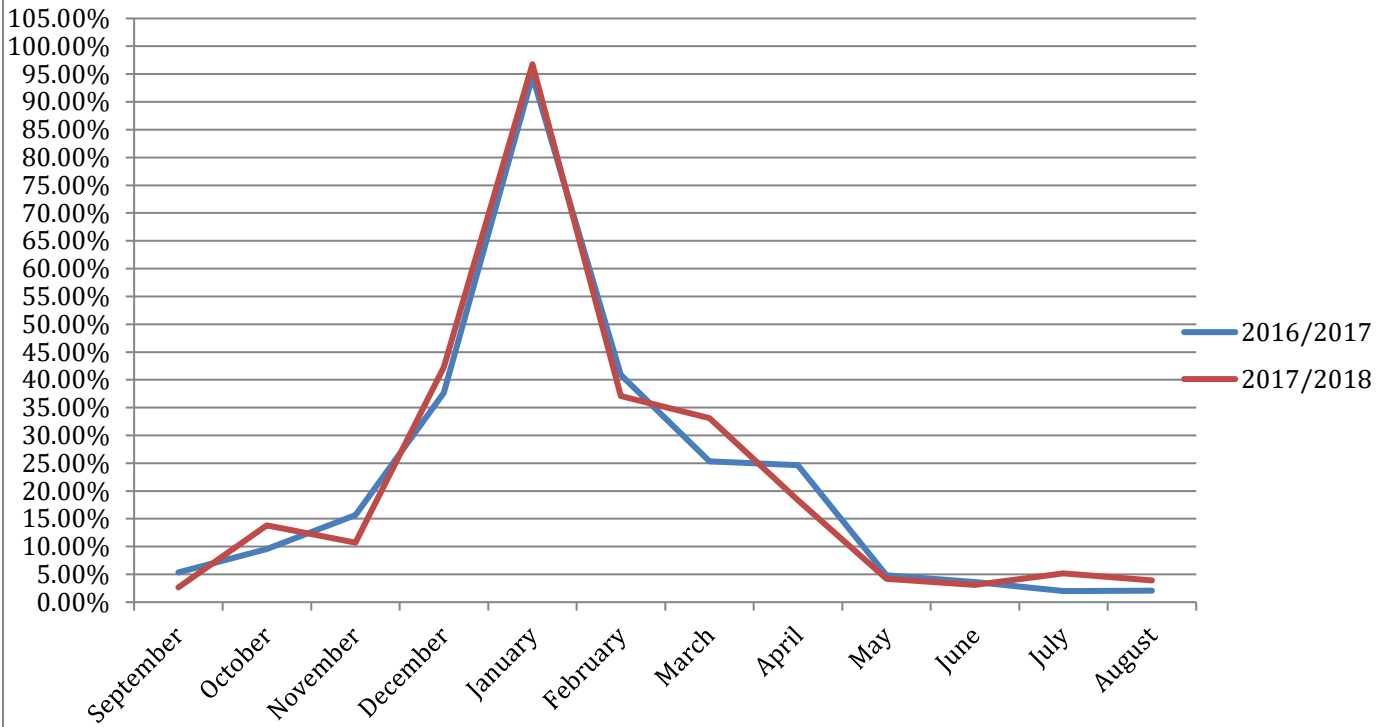
Cabin Occupancy %



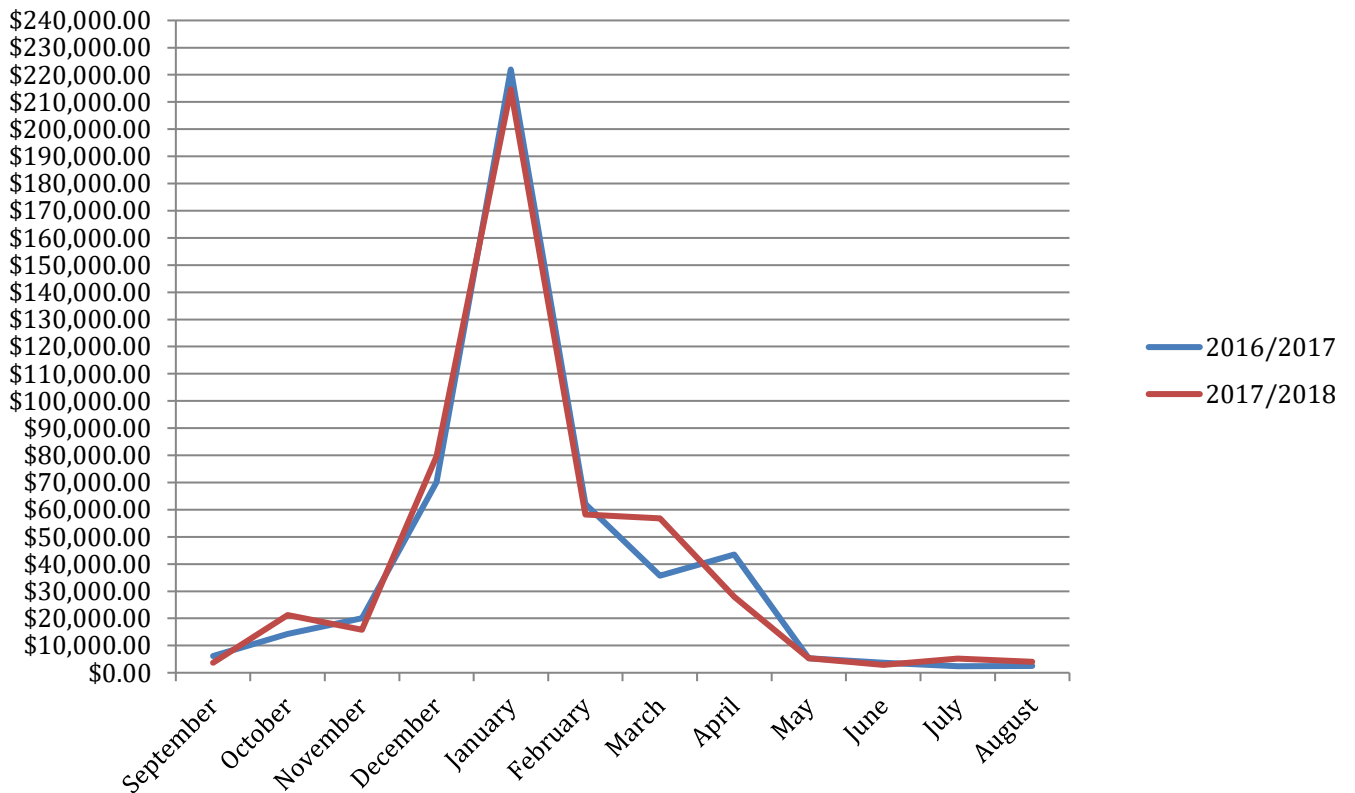
Revenue - Cabins (monthly)



Site Occupancy %



Revenue - Sites (monthly)



Cabin occupancy in August was down due to many of our cabins being blocked out for part of the month for renovations. Cabin revenue did not decrease greatly as we had the additional income from the new 2-bedroom self-contained cabins that were not in circulation this time last year. Site occupancy and revenue remained at similar levels when compared YOY for August.