

WAIPU COVE RESERVE(S) BOARD

23rd September 2019, 7pm

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

PRESENT: J. Henderson (chairman), P. Baker, B. Hopkins, K. Baker, L. Trist, A. Trist, T. Murray, R. Pullan, E. Cook

APOLOGIES: R. King

MINUTES OF THE LAST MEETING: Approved

MATTERS ARISING: Re. Cove Road drain clearance. Andrew Carvell former WDC Waste Water Manager apparently left a file note saying.... *in fencing off an area of the stream, the Camp took on the responsibility of clearing that area.* Waiting for further response from the new WDC Manager Andy Keith because Camp Managers/Board do not believe this to be the case.

CORRESPONDENCE:

Inwards:

26/08/2019 – Marie Ackland – Waipu Cove Drain Meeting (follow-up by managers)

28/08/2019 – Bream Bay Sliders – Change of date for Midwinter Festival of Surfing (response via managers)

04/09/2019 – Barry Ashbridge (DoC) – Consent for 2019/2020 occupation of ASH sites

09/09/2019 – Maddy Mclean (ColensoBBDO) – Tip Top Kickstart Summer Activation

11/09/2019 – Eden Edwardson (WDC) - Urban and Services Plan Change: Further Submissions

Upload

Outwards:

CARRIED P. Baker/E. Cook/All in favour

REPORTS:

• Management report

1. Lucy stayed in the new cabin, K14 for two nights to test it out and cannot think of anything she would improve.
2. It is unfortunate that severe damage was caused to the bunk house by recent guests. A credit card was stored so was charged to cover damages. The owner of the company that made the booking ~~came and~~ fixed and painted bunk room and covered all remaining costs. It was closed for 2.5 weeks but they were not charged for loss of earnings as it is a quiet time of year. The company has now been blacklisted so will be unable to stay again. Police were advised. Surf club have been advised.

• Financial report

• WCSLSC Report (verbal)

Cycleway AGM on Friday 27th September at the surf club. Second stage of the cycleway is currently under construction.

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

GENERAL BUSINESS

• Trevor Murray - update on front entrance development (7:10 pm)

1. Board congratulated Trevor on the success of the latest cabin. Trevor has had a good relationship with the builders. The estimate for the larger, accessible cabins (to be built 2021) is approx. \$3600sq/m based on cost for K14. The \$ per sqm figure is high due to relatively small size of our cabins although they are fully spec'd like a house.
2. Trevor explained that for minor work at the existing camp reception/office/residence building (e.g. adding 10% or less to floor area), council will process the consent. An engineer's opinion would be required to back up the consent and local knowledge can be added to support the application. The office/managers house project at the camp will probably require adding more than 10%, so Trevor has been in contact with council to get further information but has been waiting 2 months for a response.
3. If we do an alteration to the current building, there will be 6 months of disruption and staff will have to work out of temporary premises.

4. To get consent for major improvements it would be harder than getting consent for a new building. A new single storey building could be built adjacent to the current one, fit for purpose, without disruption, and up to required standards. Could this be a better option than improving the current building? Advice will need to be taken on the cost, but Trevor feels it could be similar. For a non-habitable building there may be a lower floor level requirement.

5. Management see advantages to a new, fit-for-purpose building and feel it could be incorporated with work on camp entrance. It would have similar standard of finish to the all-weather-room. The majority of the work could be done without losing much carparking. A sewerage line prohibits building in the area in front of the camp however car parking can be created over the sewerage line as long as council have access for maintenance. Approx 160sq m building is proposed, not allowing for buggy storage.

6. Managers accommodation would be another cost that would need to be allowed for if a single storey building were built but a transportable dwelling could be considered for this. Trevor will do more work on a new build proposal. Disabled access needs to be considered and Trevor suggests a building on piles due to height needed to accommodate flood levels.

7. Managers feel two lanes coming into camp would be beneficial. Peter suggested 1x fob-operated gate and 1x office-operated gate. Car parking will already be lost due to having to meet compliance requirements when front entrance is renovated. John suggested we brainstorm possibility of moving the operational part of the camp to the Northern end, leaving the current entrance to be solely parking. The tennis court takes up some of the space he is proposing. Trevor will also look at this as an option. There would be greater visibility from the road, no disruption to operation of camp. Disadvantage would be the decreased proximity to shed. Peter suggested just having the office area at Northern end and keeping the housekeeping store at the current location. Would need to consider main distribution of traffic into camp. Trevor will work on costing of single-storey new build. Managers will consider what they feel the best option would be.

8. The disestablishment of ASH gives an opportunity to reconsider layout of the camp. Managers have been in contact with someone who specialises in this who will visit camp to discuss.

- **Sea Algae Investigation & Proposed PHD research project**

Recruiting of a PHD student to investigate the algae would need to be done in November if they are to start the research in March (avoiding summer season). Start date can be postponed to fit with cycles of algae. May be more practical for work to start November 2020. A professor at Victoria University has advised an approx. cost of \$100,000 -150,000 over 3 years for the study. The student could be housed in camp cabin (or other local accommodation) to reduce costs (cabins not available over peak) as majority of cost is living expenses. Student would be here for 6 months minimum for 3 consecutive years. Local businesses may consider helping provide meals etc. Surf club may be able to contribute up to \$10,000. Waipu Business Association has been asked for funding, awaiting reply after their meeting this week. DoC, NRC etc. will benefit from any work done. Rick will try to get NRC to contribute lab fees. Local farmers may contribute. Managers feel they could provide \$40,000 funding per year for 3 years if needed as there are no major CAPEX projects until the next cabins are built in 2021. Board are supportive of this project to try to determine cause of the increased algae appearing in the sea & river.

- **New shower timer proposal**

Managers propose free showers for campers (currently 50c coin operated showers). A pilot has been used successfully in the middle ablutions block. One press of the button gives you a 6 minute shower. It beeps every minute and after 6 minutes there is a 2 minute delay before it can be used again. There are many issues with the current coin boxes over summer and the system is very time consuming for staff. Managers research shows it is common practice to offer free showers at the best campgrounds. Anton has spoken to other camps that use the proposed system and they have had no problems (3-4 years so far). Changeover cost would be \$240+GST per unit, plus installation cost of \$19,500+GST (\$27,500 total plus GST). Loss of revenue would be approx. \$17,000 per year. Next year's planned increase in casual camping rates would offset a lot of the lost revenue. Other small increases e.g. ice could further cover cost. Signage is included so would not cause additional cost. This would make life easier for managers and camp staff and upgrade the current antiquated system while providing an additional benefit to guests.

Managers would also like to convert to cash-free washers and dryers. Change-over to card system would be \$32,000 based on having one card payment terminal in camp reception. User fee would increase to \$4 from the current \$2 to more than pay for these improvements. A separate payment terminal could be installed in

each laundry room, but this wouldn't be cost effective at this point (additional costs for unattended machines). Anton will arrange a site visit for next March to investigate further.

MOTION to go ahead with upgrade to provide free, timed showers and get costing for card-operated washer/dryer system.

J. Henderson/R. Pullan/All in favour

- **Internet/advertising streaming screens x 2 (all weather room and reception)**

Managers propose installing a large tv outside all weather room (in outdoor case) and one in office. Possible to buy a license to display advertising. Outlay \$6,700. Screen would display weather, helpful information, advertising etc. Advertising space could be sold to create income if desired. Many Top 10s and hotels use these. Managers would aim to have it up and running before November and the start of the busy period. Agreed that the managers will trial one screen, to be positioned at managers discretion.

- **Management plan**

1. Costs of upgrades, cabins etc. should be updated based on current costings. Car park development should also be added to the plan. Changes have been made to the plan. Willy has recommended including a link to the landscape plan (on website) rather than including a condensed version in the plan. The disestablishment of the ASH category has been added to the plan.
2. Peter would like to confirm that the plan states that DoC advised Board the ASH camper category must be eliminated. Board was not part of this decision. Peter feels current wording in the plan doesn't make it clear that the Board were not part of the decision. John will contact Fiona Watson to amend our new Management plan text to make a clear statement about the DoC decision.
3. The two local Iwi (Patuharakeke and Ngati Wai) will be approached next, then the plan will be sent to DoC, then there will be a 2 month submission period. Evan pointed out that anything included in plan will not need resource consent so this is a good time to consider anything else that should be added. A few changes have been made to the policy section.

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
- **Mid-Winter Festival of Surfing** – 20th October, Waipu Cove Reserve

Next meeting Monday 21st October

Meeting Closed at 9pm

Managers' Report September 2019

Spring has finally arrived at the cove, with flowers blooming and the weather just starting to improve after all the rain we have just had the last month or so. We are starting to prepare for summer as we hurry to finish off all the projects we have on our list. Labour weekend is now just around the corner and bookings are looking very strong compared to other years. We just need to keep our fingers crossed for good weather!

Our new cabin K14 is finally open for business and looks amazing. The guests who have stayed in it so far have raved about it, and we have had an influx of bookings for this cabin. We put a post on Facebook with photos of the cabin with over 400 likes on our post and nearly 4000 users "engaged" with our post. This "engagement" means the user clicked through all the photos on our post.

The new sheltered BBQ area in the new cabin cluster is currently under construction. This will be a fantastic addition and brings us to a total of four BBQ areas within the camp ground, plus another two on the reserve.

We are looking into any possible options we may have to improve/increase our internet coverage throughout the camp, which we know has been less than optimal. The peak period is particularly bad. Coverage will improve once fibre reaches the cove, however we are looking at anything that can be done in the interim as fibre is looking at least a year or so away. Currently we are talking to Shane Adams from Oxide Computer Services who specialises in this area. He has had a site visit so now we are awaiting his proposal to see what can be done, if anything.

Work on resurfacing the floors with Terraflake has just been completed in the Middle Block, Rum Row, and Lock Block. The floors are looking really smart and will be far easier clean, as well as being a lot less slippery.

Other summer preparations underway include putting together our summer Christmas events/activities program, drafting up the summer newsletter, confirming staffing levels for peak period, and other general maintenance that needs to take place.

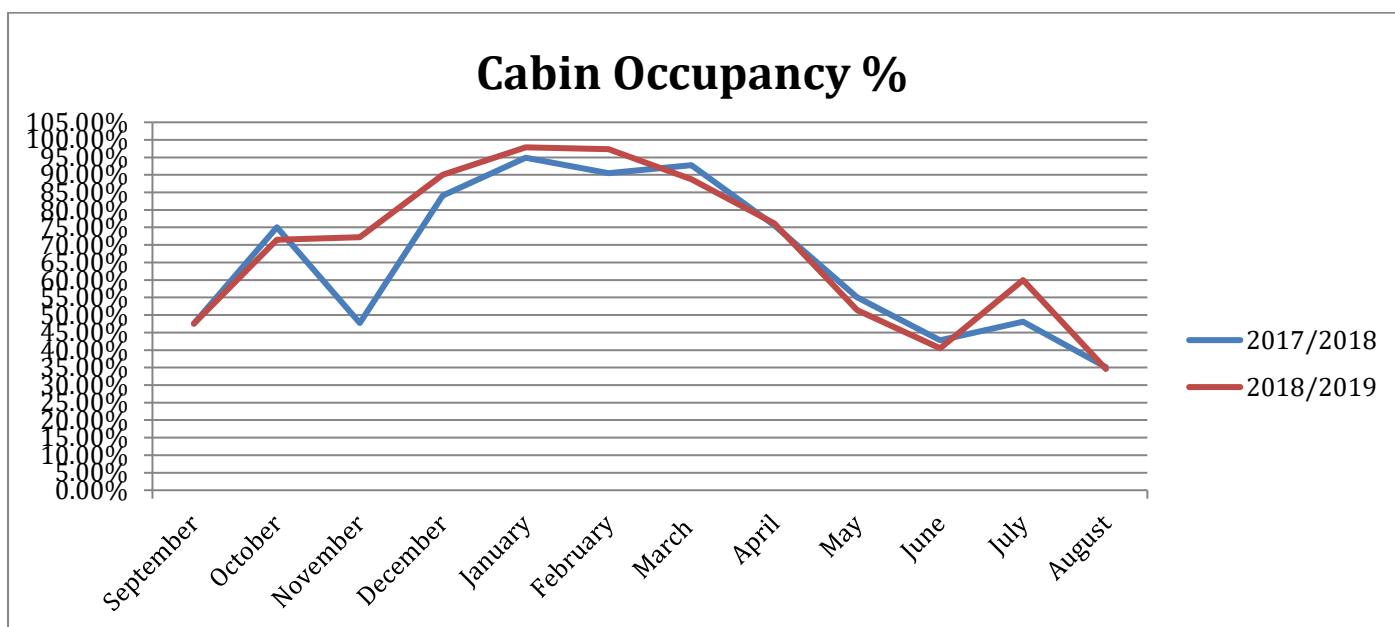
We have been investigating the installation of shower timers in an effort to make showers free for campers, yet still minimising water wastage and any potential issues with wait times for showering. We have a proposal with the board waiting on approval before we can proceed further with the project.

Trevor Murray from Modello Architecture will be attending the next board meeting to update the board on progress with the entranceway project and the next lot of self-contained cabins.

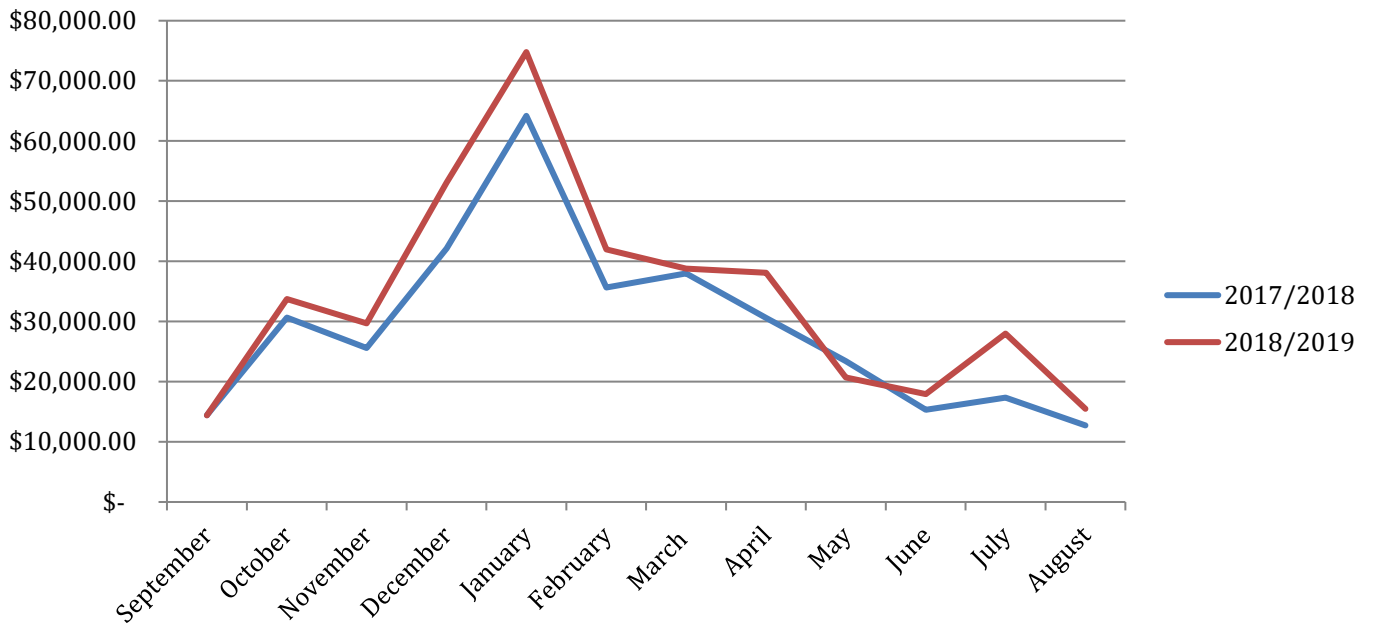
Sadly a few weeks ago we had guests staying in the bunkroom that intentionally caused serious damage. Walls had multiple large holes, a window was smashed, a door lock was broken, curtains ripped and a fire extinguisher was let off filling the building with white dust. These guests were charged for the damage, which has now been repaired, and they have been blacklisted on our reservations system. In all our time here we have never seen any damage even coming close to this.

To end our report on a more positive note, this month we had our Employee of the 1/4 lunch, held at the Cove Café. Robert Dalebrook was voted the winner by the camp staff for all his hard work, helpful attitude and just being an absolute “rock”.

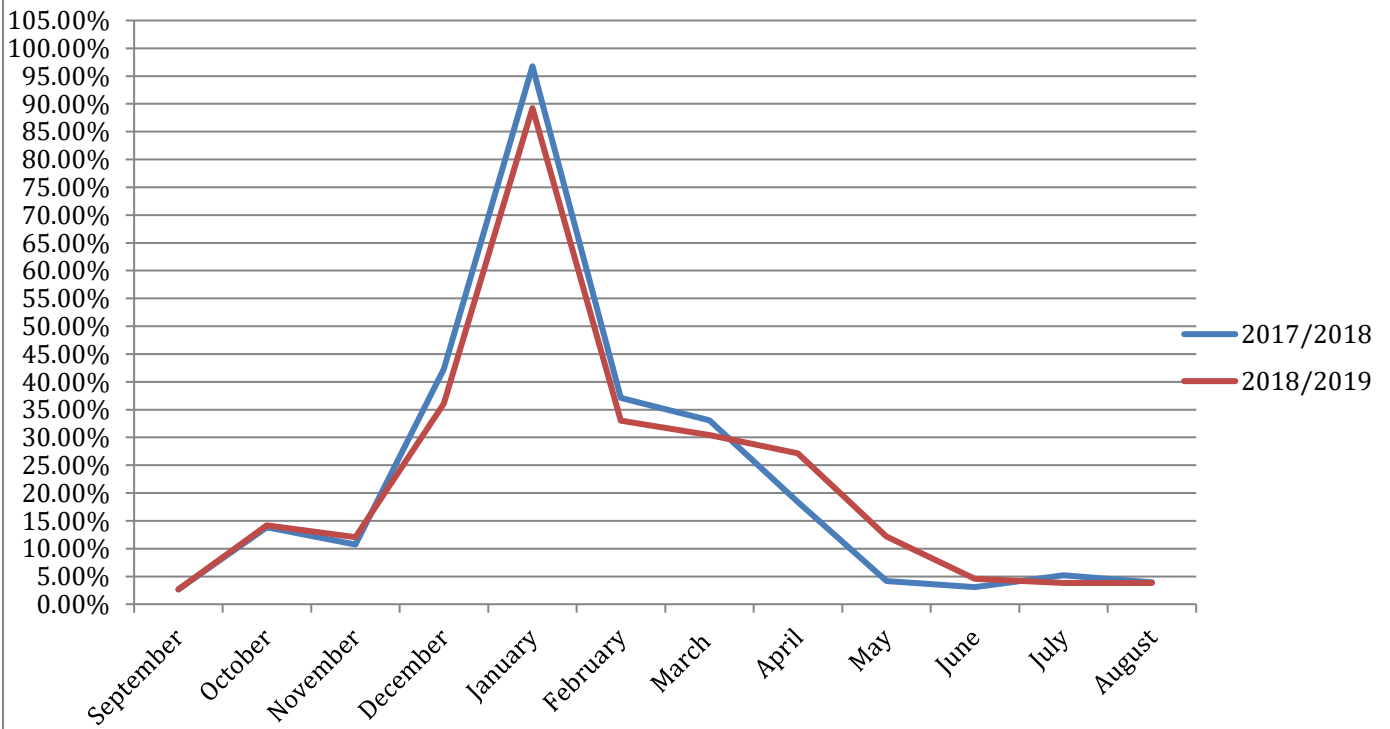
Occupancy and Revenue – August 2019

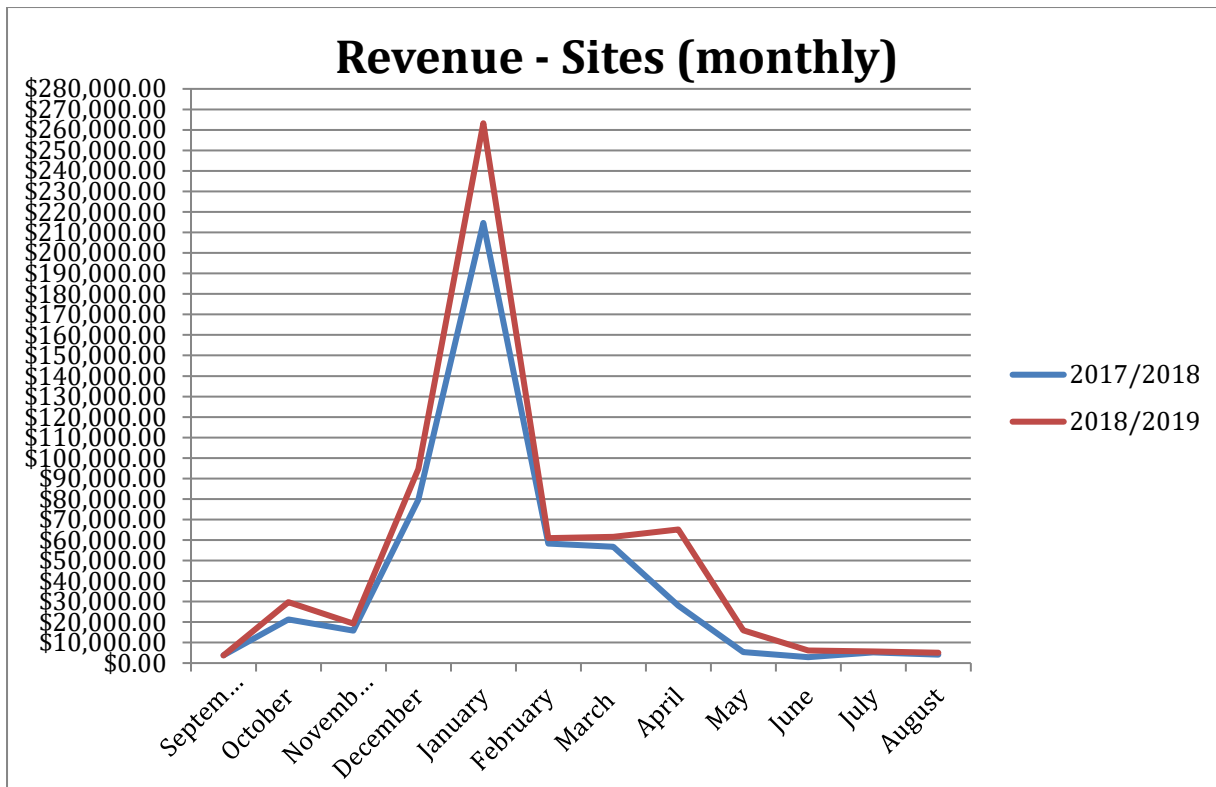


Revenue - Cabins (monthly)



Site Occupancy %





Regards

Anton and Lucy Trist

Financial Report August 2019

	August 2019	August 2018	Comments
Revenue	\$ 76,418	\$ 75,919	Up \$1k
Payroll	\$ 38,022	\$ 32,563	Up \$5k
Expenses	\$ 62,576	\$ 77,679	Down \$15k
Surplus/deficit	\$ 14,445	\$ (1,694)	Up \$16,140

Operating surplus of \$14,445 which is up \$16,140 compared to last August as we made a loss August 2018

Revenue per ASH: \$441

Revenue per camp site: \$96

Revenue per cabin: \$2,199

Actual funds available in all bank accounts 20/09/2019 = \$634,361 this includes \$278,973 placed on term deposits at varying interest rates.

Revenue:

Revenue up \$1k on LY for August and year to date up \$2,794. ASH revenue down \$3.5k however kitchen cabins up \$3k, all other revenue streams are in-line with last year. Year to date our net surplus is \$125,251 which is \$18,127 better than same time last year.

Expenses

Down \$15,121 for the month compared to last year mainly due to timing of insurance invoice payment, year to date expenses are down \$18,996.