

WAIPU COVE RESERVE(S) BOARD

22nd June 2020, 7pm

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

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

APOLOGIES: None

MINUTES OF THE LAST MEETING: Approved

MATTERS ARISING: None

CORRESPONDENCE:

Inwards:

11/03/2020 – M. Cunningham – Thanks for permission to hold Cove Fish Fry.

17/03/2020 – A. McCulloch – Draft Management Plan submission

30/03/2020 – WDC - Urban and Services Plan Changes Hearings - Memo #1

30/03/2020 - Patuharakeke Trust Board - Draft Management Plan submission

30/03/2020 – M. Bell - Draft Management Plan submission

30/03/2020 – DoC – Review of Draft Management Plan

30/03/2020 – L. Minhinnick - Draft Management Plan submission

31/05/2020 – Bream Bay Sliders (via managers) – Request to hold group gatherings at the Cove

Outwards:

MOTION CARRIED E. Cook/R. King

REPORTS:

- **Management report**

Camp busier than same time last year. Many have made the most of cheap campervan deals. More than normal NZMCA members staying at moment. During school holidays the cabins will be full. Cove café are also rushed off their feet. John commented that with borders closed the camp may be affected. Camp will not be eligible for a second wage subsidy but shouldn't be in a position for this to be an issue. ASH deposits will be in by 1st July. BMX track, Internet upgrade and laundry upgrade and were all expected to start during lockdown period but had to be put on hold. Fibre should be up and running in July. Aiming to start new cabin builds in Feb 2021. Quotes will be obtained in early Dec so a company can be appointed before Christmas. The aim is to have 3 cabins completed before Labour Day weekend 2021. Cabins make up nearly quarter of the camp's revenue. Staff appreciated Board topping up wage subsidy to 100%.

- **Financial report**

No financial figures for June from accountant yet. Many bookings had to be refunded. An estimated \$1240,000 has been lost in revenue during the months the camp had to be closed due to Covid-19. Managers feel by the end of year it will not be a significant loss to revenue. Expenses were minimal during the time camp was shut. Managers confirmed to Board that Camp remains solvent based on current economic conditions.

- **WCSLSC Report (verbal)**

No representative present.

GENERAL BUSINESS

- **7.30pm Angela Stolwerk – Cycleway (15mins)**

Angela Stolwerk and Tim Manning attended on behalf of the Waipu Cycleway Trust. Tim is chairperson of the trust and also chairman of the Waipu Cove Surf club. Angela, Paul & Louise Wickham, Ann Neil & Marilyn Cox are also part of the trust. Paul Jenkins was previously part of trust but is now focusing on carrying out the work. Paul Jenkins is providing a great service at discounted rate – very good value for money. The Cycleway was started a few years ago. Stage 1 from Waipu (2km) cost approx. \$300,000. This was mostly funded through grants and donations. The 2nd Stage from the Cove to Cullen Rd cost approx. \$60k. Dave Brown has offered an easement through his property (3rd Stage). The trust currently has approx. \$70K in bank but feels more will be needed to complete this section. They are asking Board for funding to help facilitate finishing. Work has started despite funding concerns and a give-a-little page has been set up. Once the Cycleway is complete the council will take it over as an asset for the community and will cover maintenance. It will therefore be built to council specifications. Ideally another \$40 is sought to complete all work, cover contingencies and help with the initial planning of the next stage (though it is likely some of this amount will be left over once the section is complete).

The final stage of the Cycleway will be the most challenging. There are 3 route options being considered to complete the Cycleway (Stage 4). Much consultation still to be done. Community expressed desire for it to be along the estuary and the trust will endeavour to represent this wish. The timeline for completing the project will be hugely influenced

by budget. Background work with DoC and WDC around Estuary route is on hold until current section is complete. There are potential issues around bird nesting areas. The current PGF application is taking a long time. The situation surrounding Covid-19 may affect applied for grants. Potentially NZTA can grant 61% of funding for projects like this with council then supplying the rest if they approve and if a business case is presented.

The Trust would like to thank the Board for allowing them to host open day fundraisers in the past. Haven't done one for a while but could look at hosting another if there is interest. Camp Managers would be supportive of this and they will also put details of the cycleway plan on Camp website. They have shared the give-a-little page on camp social media.

Council are currently carrying out a speed review at the Cove and will look at providing an electronic speed reduction sign and a crossing point later this year after speed review has been completed. John mentioned the speed limit leaving the Southern side of Cove goes from 80kmh to 60kmh over summer. The Northern side, coming into the Cove is 50kmh year-round. Roger said the council have been hesitant to reduce speed in the past as the Cove is an alternative SH1 route if diversions are needed.

John asked whether it would be possible to have locator signage to the camp along the walkway. He felt it would be nice if it could mention sponsorship if that is provided. Tim will confirm whether this is possible. There have been no issues with putting up signage previously.

MOTION to approve donation of \$25,000 and with an interest in being kept apprised of the progress and an expectation to work with the council on safety signage for Waipu Cove. **All in favour.**

- **Management Plan**

4 submissions. Date set for hearing. Sunday 12th July, 11am (invitation only). Invitations sent out. Rowan will confirm date to be printed on cover of document. Potentially no date – living document.

- **Permission to proceed with 3 new self-contained cabins, plans, engineering and building consent. Commence build February 2021 (revenue generating)**

Managers predict the cabins will pay for themselves within 3 years. Provisionally spoken to tenders. Trevor handles tender process, builders, contracts etc. Time frame would be built into contract. Board approves continuing.

- **Permission to proceed with internet upgrade as FIBRE is nearly here (non-revenue generating)**

Internet is currently charged for (unless booked direct through website). This is not standard in campgrounds anymore. Current internet quality is not good over summer (high demand times). Everything possible has been done to improve it. Camp will provide free usable internet to guests once FIBRE is installed. Premium internet could be available at additional cost. Board approves continuing. Monthly cost to camp is not user-sensitive.

- **Discussion regarding kids BMX track (non-revenue generating)**

Can do without it. Consider leaving area as it is and revisit in a year or so as current economic climate uncertain.

- **Discussion regarding laundry upgrade (revenue generating)**

Converting all laundry machines to coinless. Board approves continuing. Fibre is required for this upgrade.

- **Front entrance development**

Steven Chambers to provide concept plan for reception/entrance area. Managers will get cost for Board to approve before going ahead with concept plan. Steven is an expert in camp ground development and can look at whole camp ground eventually if required. John asked whether he could also look at sea level-rise issues if qualified to do so. Managers have been impressed with him. Steven has spoken to Trevor so they will be able to work in unison.

- **Budget approval for 2020 / 2021**

Revenue down on this time year. Large part due to ASH revenue being down (ASH received reduction in fees this year). Internet revenue down as it will be made free. There will be savings in expenses. Surplus is still strong before depreciation. CAPEX \$694,000 leaving closing bank balance of \$560,000 at end of next financial year. Conservative budget but still in strong position. Cabin project can still be put on hold if needed but hopefully this won't be necessary. Board approve budget.

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

Next meeting Monday 3rd August, AGM Sunday 30th August 11am followed by Board meeting.
Meeting Closed at 8.50pm

Managers' Report June 2020

It has been an eventful couple of months since our last managers' report. We (like everyone else in New Zealand and around the world) have had Covid-19 throw a spanner in the works, forcing the closure of the camp for nearly 8 weeks over March, April, and May. It is great to be open again. Queens Birthday weekend has recently been, and it was great to have higher occupancy levels than the previous year. People seem to be keen to take a break away from home after being cooped up at home all this time.

The camp was closed upon moving to Covid alert level 4 on the 24th of March. We reopened our doors when the country moved to alert level 2 on the 14th of May, so were closed for a total of 51 days. During this time, the managers and reception staff worked from home on a roster basis to deal with booking enquiries, cancellations, and the like. We applied for the wage subsidy which was a great help to enable 100% of staff wages to be paid, with the board kindly agreeing to top up the difference not covered by the wage subsidy.

During lockdown, a CAPEX freeze was put in place, but now we want to start making some progress towards the new cabin project. These three new self-contained cabins will generate us good revenue moving forward. Cabins (in particular, the self-contained cabins) have been an important source of revenue since we have reopened and will continue to be as bookings for these are not weather dependent. We trimmed other expenses during lockdown, where it was possible to do so. We had a number of contracted services put on hold during this time. No rates relief available from WDC though, in fact our PAN charges are set to increase because WDC had only 44 toilets on record but we actually have 51.

Our 72 Hour sale held recently to stimulate bookings after the lockdown produced \$27,000 worth of sales in the 72-hour period. This is a much-needed boost to the bank balance after a period of little incoming revenue. The sale was a great success, generating 323 bookings, with website traffic up 439%. Many of these bookings are first time visitors to Waipu Cove so we expect a lot of repeat business from this.

Our annual HAPNZ conference has been cancelled this year. The cost of this has been credited and applied to our yearly membership fee with the balance being refunded to us. Hopefully, next year's conference will go ahead, but in these changing times it is hard to know.

Sadly, two well-known long-term campers passed away recently. Current ASH Francie Good was well known for her contributions to the camp, including running the camp's popular annual women's fishing competition, and breast cancer fundraiser. Francie passed away after a long struggle with cancer and will be greatly missed. Kevin Shanaghan was a past ASH who many in Waipu will know well. Kevin gave a huge amount of time over the years. He was a life member and former president of the Waipu Cove Surf Lifesaving Club, and also served on the Waipu Cove Reserve Board. More recently, many of the younger campers will remember him as Santa riding through the camp on the surf club buggy throwing sweets to children on Christmas day.

This year, 68 ASH contracts have been issued – this is down 4 from last year. Sites 82, 107, 190, and 238 have moved off site. All were already intending to leave prior to the COVID situation. In recognition of the hard times many are experiencing, the Board decided to discount ASH fees by 10% for the upcoming contract year, and to cancel the proposed 2% fee increase. Hopefully this discount helps, even if only small.

To trim wage costs we are instructing all staff to take some annual leave over the winter months. A plan has been put in place to achieve this, and most staff have already booked some leave in. This will reduce our annual leave liability. We have again this year offered all staff paid flu vaccinations to keep everyone healthy this winter. Although totally optional, almost all staff have had their vaccination already.

Just recently on the 4th of June, a woman was caught breaking into one of the cabins and slept in there overnight. We caught her on our CCTV footage, Police attended and the woman has been trespassed from the camp.

February 2020 financials.

	February 2020	February 2019	Comments
Revenue	\$ 135,894	\$ 127,822	Up \$8k
Payroll	\$ 38,838	\$ 36,982	Down \$2k
Expenses	\$ 84,199	\$ 83,954	IN-line
Surplus/deficit	\$ 52,635	\$ 43,985	Up \$8k

Financial report February 2020

Revenue per ASH (71): \$ 0

Revenue per camp site (155): \$589

Revenue per cabin (12): \$3,255

Actual funds available in all bank accounts 27/03/2020 = \$1,009,415.00 which includes \$293,475k on term deposit @ varying interest rates and terms.

Revenue:

As I write this report the camp is completely shutdown, we have had an extremely busy and successful summer which has just come to a grinding halt ! our bank account for the first time has ticked over \$1,000,000. Revenue for the month up \$8k on last February and surplus up \$8k. Occupancy of our cabins was 88.85% @ \$134.08 per night. Camping sites occupancy 54.69% @ \$45.91 per night. YTD revenue is up on last year by \$70,603 or 6.4%. Our surplus YTD is \$551,928 and up \$75,561 (25.2% !!).

YTD all our financials are sitting really well, revenue up \$70k, expenses down \$5k and wages are only up \$4k considering the extra revenue of \$70k. Unfortunately the next few months reports are not going to make for such positive reading... however we were not far off heading into our quieter months.

We have applied for the 12 week wage subsidy which was deposited into our bank account yesterday, this gives us and our staff some security during this uncertain time.

Expenses

Expenses in-line with LY which is a good result given the increase in revenue, YTD expenses are down \$5k or .8%. Solar continues to be our shining star with electricity down \$6,851 YTD.

All expenses have been put on hold during our shutdown except for things such as power, water, pan charges, telephone, internet, Newbook and essential purchases. There is a large number of refunds to be processed in the coming days/weeks.

All blocks have been secured with power and water switched off. Security patrols are in place and our 2 on-site staff patrol the camp on a regular basis.