

WAIPU COVE RESERVE(S) BOARD

3rd August 2020, 6pm

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

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

APOLOGIES: N/A

MINUTES OF THE LAST MEETING: Approved

MATTERS ARISING: None

CORRESPONDENCE:

Inwards:

24/06/2020 – Cycleway Trust – Thank you for donation

Outwards:

23/06/2020 – Cycleway Trust – Offer of donation towards Stage 3

REPORTS:

- **Management report**

Busy month. July figures, camping-wise, has tripled since last July. Looking positive. Summer could be good with domestic tourism. Shoulder season could also be boosted as camper van deals are still being run into next year. Other camps are also seeing good occupancy. New cabin plans will be out to tender soon. 3 building companies will be asked to tender. Kiwi Coast group. John has had positive and negative feedback regarding new cabins.

- **Financial report**

- **WCSLSC Report (verbal) N/A**

MOTION R. Pullan/R. King/All in favour

GENERAL BUSINESS

- **Management Plan**

Following on from hearing the submission summary is being finalised. Willie has made suggestions. Board need to confirm. A. McCulloch has suggested review of by laws. This would be a very big undertaking. Evan advised that council may be reviewing next year. Most people use social media to stay up to date with events, but local events are mentioned in WCRB minutes on the notice board. Lisa's submission was v. extensive, would like better communication with Marae and Patuharakeke and more cultural aspects of environment and history to be available to those visiting the area. Board is always looking for representative from Patuharakeke to join Board. Relationship with Patuharakeke is addressed in the management plan. Rowan will approach Julianne Chetham to discuss further. John will get in touch with Marae secretary and pass on some feedback and an update on management plan/future plans. Maureen submitted regarding departing ASH. Patuharakeke submitted regarding slight changes to policy which will be done.

- **Additional ANZ signatories**

Evan has done paperwork necessary to become signatory. Bank now just need a copy of minutes.

MOTION that E. Cook become new signatory – P.Baker/R.King/All in favour.

Roger has volunteered to become signatory if necessary. John will continue as signatory until Evan takes over.

- **John Henderson resignation**

John Henderson is resigning as Chairperson effective from the end of this meeting. He has enjoyed the position and found it very interesting.

- **In Committee session**

IN COMMITTEE: (18:40pm)

Exclusion of the public

That the public be excluded from the following part of the proceedings of this meeting on the following grounds – Agenda items: The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: General subject matter: Managers yearly salary increase/bonus. Reason for resolution: Protect individuals Ground(s) under s 48 (1) for passing resolution: 48 (1) (d) and 48 (2) This resolution is made in reliance on section 48 (1) (a) of the LGOIMA 1987 and the particular interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section (9) of the OIA 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: s.7.(2) (a) protect privacy of natural persons Board came out of committee at (time)

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
- **Bream Bay Sliders Mid-Winter festival of surfing** - Sunday 9th August, 8am-3pm

Next meeting AGM Sunday 30th August 11am followed by Board meeting.

Meeting Closed at

Managers' Report July 2020

July is coming to an end, with a busy two weeks had over the school holidays. The weather has deteriorated in the last week or so, with the area experiencing record amounts of rain of late. We are well and truly in the middle of winter now.

During the school holidays we had higher than usual occupancy, helped along by pent up demand from the COVID 19 lockdown. We also had a lot of NZer's staying in hired campervans, taking advantage of incredibly cheap deals from the likes of Maui and Britz (THL). We had a 100% increase in camp site occupancy when compared year on year with June 19 and a 20% increase in cabin occupancy YOY. Lots of first-time customers who otherwise may not have come and stayed with us, and who will hopefully return now they know about us! We've also had a group from the Northland caravan club staying with us in June for 3-4 nights.

Several staff (Victoria, Robert, Managers) have taken A/L this month as winter is the perfect opportunity to do so, decreasing the camp's leave liability at the same time.

All staff met for an operational and health and safety meeting this month. It was good to get everyone's input into ways we can improve in this area. We also brainstormed the topic of environmental sustainability and possible initiatives.

Trevor Murray (from Modello Architecture) is currently working on the new cabin cluster plans and should have these completed and to the board by the end of August. The next step will be to get these plans out for pricing to several builders.

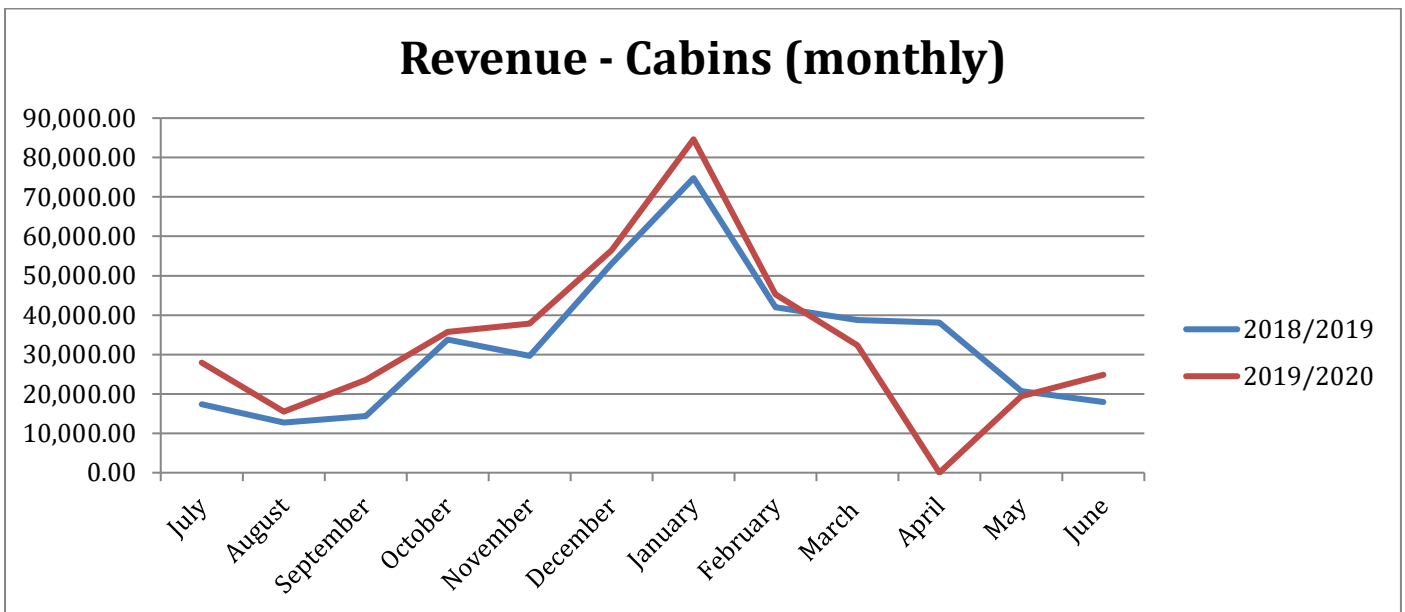
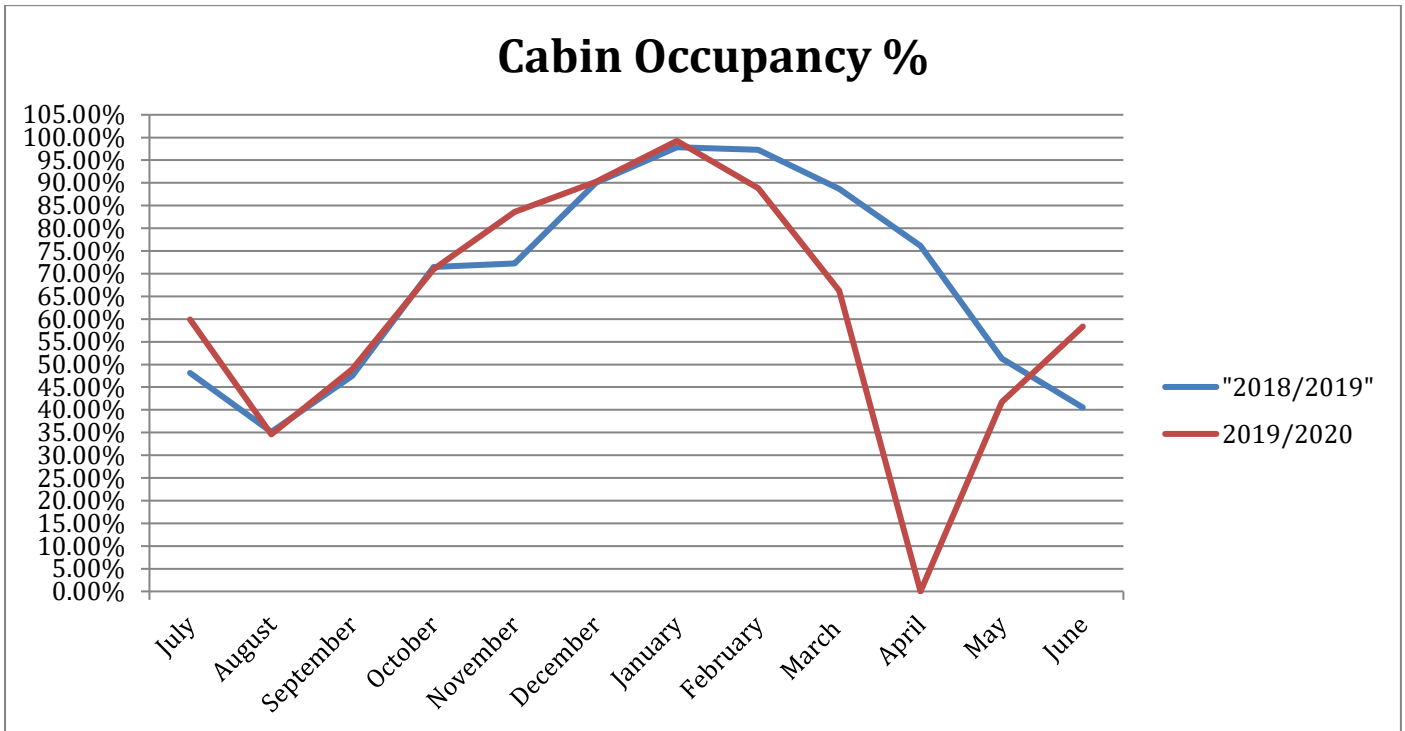
This month Michael Burgen undertook scheduled spraying of the dunes, as part of the camp's ongoing dune maintenance program. This should keep the dunes in good shape.

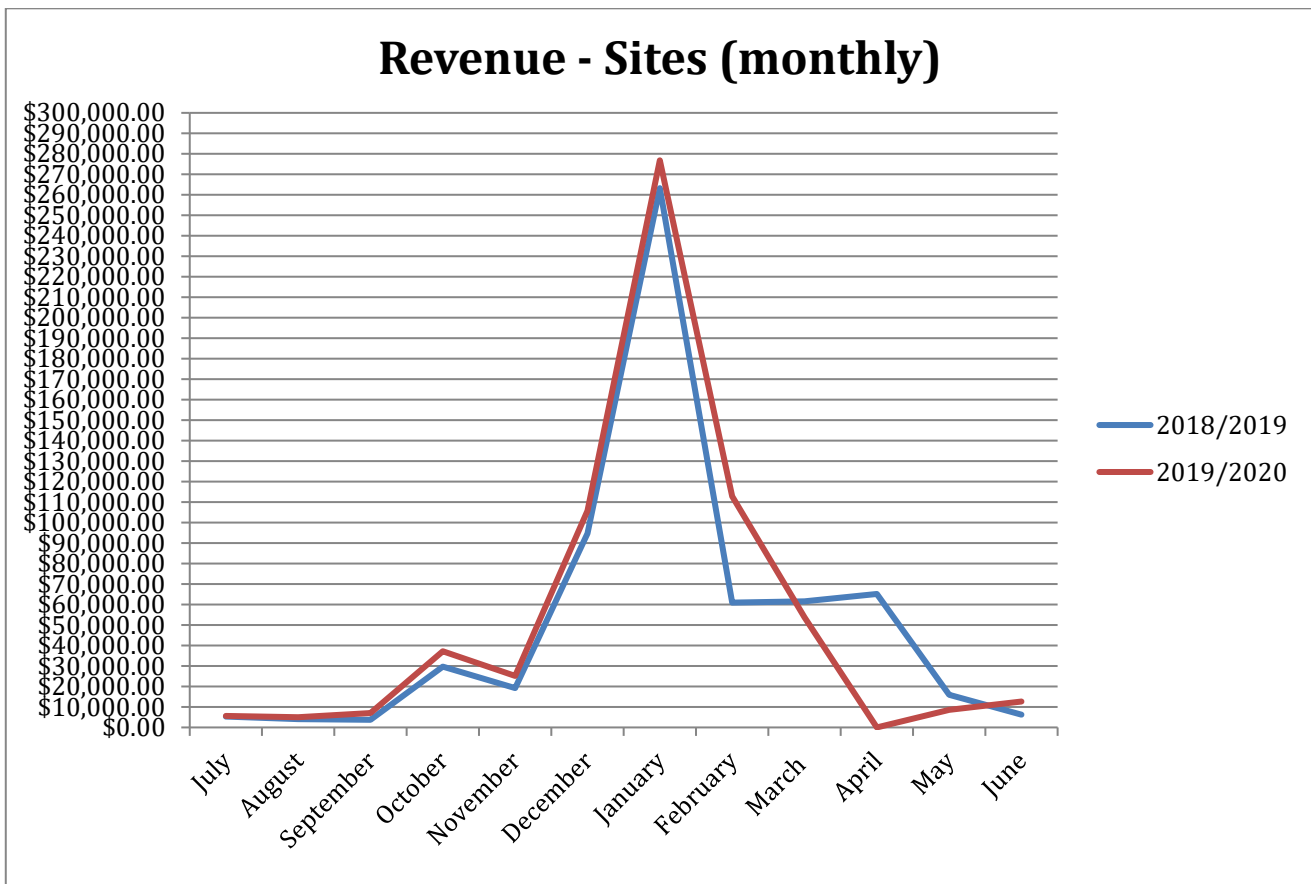
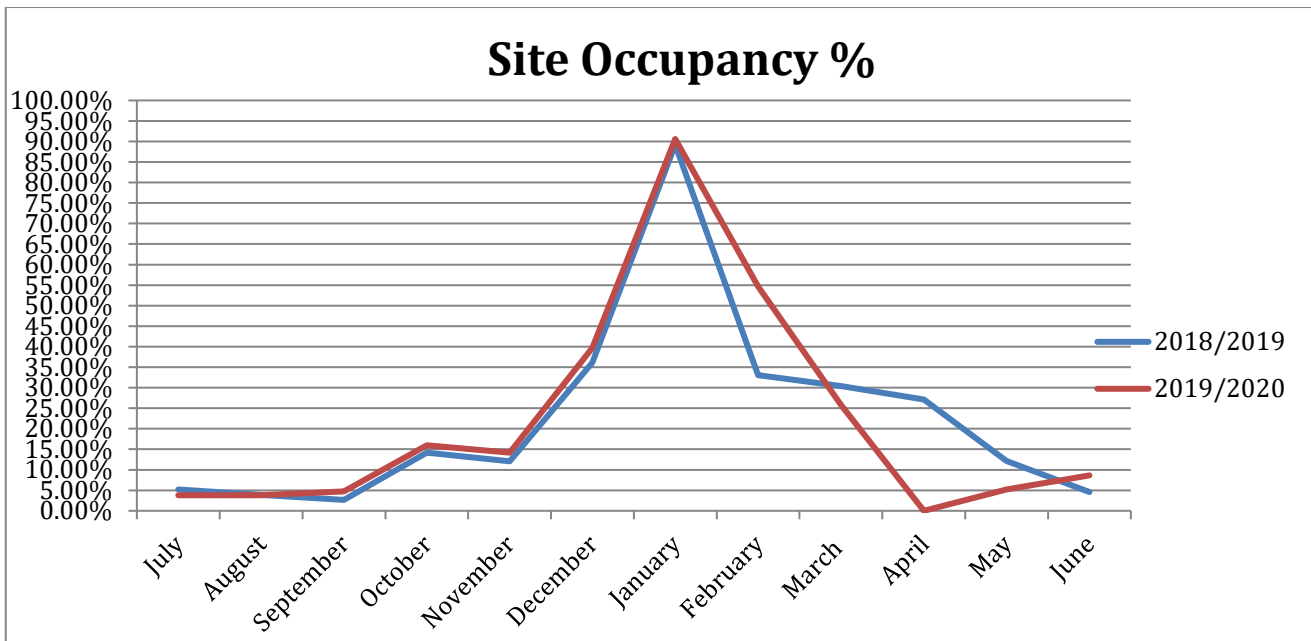
The Waipu Weed Action group have discussed with us the possibility of putting a new shed onsite to enable them to store more of their equipment. We have agreed for this can happen.

All ASH contracts for the 2020/21 year (67 of them) have now been forwarded on to DOC for sign off.

Our AGM is now confirmed for Sunday August 30th 11am.

Occupancy and Revenue – June 2020





Regards

Anton and Lucy Trist

May 2020 financials.

	May 2020	May 2019	Comments
Revenue	\$ 54,982	\$ 45,510	Up \$10k
Payroll	\$ 35,013	\$ 39,026	Down \$4k
Expenses	\$ 54,970	\$ 74,673	Down \$20k
Surplus/deficit	\$ 22,015	\$ (29,257)	Up \$51k

Financial report May 2020

Revenue per ASH (71): \$ 0

Revenue per camp site (155): \$87

Revenue per cabin (12): \$3,123

Actual funds available in all bank accounts 25/06/2020 = \$966,280 which includes \$594,183k on term deposit @ varying interest rates and terms.

Revenue:

We could not be happier with our May figures given we were closed for the first 14 days in May due to COVID lockdown, we still exceeded last year's revenue by \$10k !! Self-contained cabins up \$13.5k and kitchen cabins up \$4k, this is the result of our 72 hour sale where we generated \$27,000 within a 72 hour period. Due to the COVID lockdown we lost around \$120,000 in revenue from March 24th – May 14th 2020 however YTD revenue is only down by \$10k and our surplus is actually up \$64k on last year. Our surplus YTD is \$586,022 before depreciation. Our self contained cabins now make up 20% of our overall total revenue, we only have 7 of these cabins so this is very good income for such a small inventory, the plan to build 3 more self contained cabins next year is going to be good for the ongoing financial security of the camp.

Expenses

Expenses were cut back to the bare minimum during the COVID lockdown and this is reflected in our results, expenses down for the month by \$20k on LY and down for the year \$33k. We will continue to remain frugal during the winter months with only essential spending taking place.

June 2020 Financials

	June 2020	June 2019	Comments
Revenue	\$ 55,623	\$ 50,087	Up \$5k
Payroll	\$ 32,176	\$ 32,827	In-line
Expenses	\$ 73,279	\$ 67,327	Up \$5
Surplus/deficit	\$ 4,347	\$ (17,237)	UP \$21,584

Financial report June 2020

Revenue per ASH (67): \$ 0

Revenue per camp site (155): \$148

Revenue per cabin (12): \$2,658

Actual funds available in all bank accounts 27/07/2020 = \$1,010,842 which includes \$594,183k on term deposit @ varying interest rates and terms.

Revenue:

Great result with our surplus for the month up \$21,584 on last June, we made a loss of \$17,237 last year but turned this into a profit this year of \$4,347, this years June figures also includes the \$25k donation given to the cycle way. Our site occupancy doubled and our cabin occupancy was up 20% on last June. July has also been a lot busier than last July 2019 and we expect this to continue with this summer being busier compared to other years as people have to travel within NZ. Our end of year result was very good considering we lost 51 days of trading due to COVID-19 (or \$140,000 of revenue), our surplus for the year is \$590,370 and this is up on last year by \$85,766.

Expenses

Up \$5,952 on last year however this includes the \$25,000 cycleway donation, without this donation our expenses would have been down by \$20k. Year end expenses are down \$27,701 on 2018/2019 so we are very pleased with this result as we have cut back on all non-essential purchases/spending where we can.