

WAIPU COVE RESERVE(S) BOARD

Sunday 30th August 2020, following AGM meeting (11am)

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

PRESENT: R. Pullan (Chairperson), B. Hopkins (minute secretary), L. Trist, A. Trist, R. Stolwerk, A. McCulloch, J. Whyte, P. Baker, K. Baker, R. King

APOLOGIES: E. Cook

MINUTES OF THE LAST MEETING: Approved R.King/P. Baker/All in favour

MATTERS ARISING: None

CORRESPONDENCE:

Inwards:

06/08/2020 – DoC – ASH consent

06/08/2020 – Bream Bay Sliders – Postpone mid-winter festival of surfing

27/08/2020 – M. Bell – Apologies, unable to attend AGM

Outwards:

27/08/2020 – M. Bell – Invitation to provide written comments to be read at AGM

REPORTS:

- **Management report**

Contact tracing is carried out as part of the business (all guest's details are recorded as part of booking process) but QR code and manual sign in are currently being used (this also covers people who are not staying as guests). Will need systems in place in case of lockdown at short notice over busy periods. HAPNZ are very helpful and provide information and advice. The camp will need contingency plans for each level. Discussion about whether this should be publicised in advance or could be added to policy on website. Currently at level 3 camp would be closed. Government requirements change frequently at the moment, so managers are keeping up to date and health and safety policy is a living document. Most scenarios are reliant on guests and the public making the right choices. Pre-stay emails can be used to share information regarding health and safety plans for COVID-19.

Management would like to make camp waipu cove smoke free into the future. Probably wouldn't be many who would object, particularly as smoking is a risk over dry summer months. Would want to give people advanced warning so could be initiated for summer 2021.

Rick commented that site occupancy was up 4% and he thinks that will continue.

- **Financial report**

Mostly covered during AGM meetings. Covid-19 impact apparent on year on year comparison graphs.

- **WCSLSC Report (verbal)** See AGM minutes

MOTION to approve reports - R. King/R. Pullan/All in favour

GENERAL BUSINESS

- **Management Plan**

Rowan has been in discussion with Fiona from DoC. We would like someone from Patuharakeke to join the Board. Someone was recently appointed but was unfortunately unable to fulfill the position. Currently finalising last of changes to Management plan submissions table and correspondence to DoC.

- **Information notice board**

Discussed TV notice board on reserve. Quote provided. Expensive due to need to be so robust for full weather exposure. Quote does not include getting power or internet to site. Software allows for customising and updating what is shown on screen. Would need separate software to current TV. Originally discussed as solution to signage pollution. If going to invest money, need to discuss what will be displayed. Can't be too long as people won't stand and watch for long. There is a lot of information that needs to be conveyed. Offers opportunity to provide more up to date accurate information. Would still need some separate signage – no fires, dog signage etc. History of the area could be included, tide times, weather forecast, news headlines etc. There is concern about vandalism, damage, harsh weather conditions. Will need to investigate guarantee. Lights and camera could be put on it to deter vandalism. Needs to be positioned in visible area. Roger feels only 1/100 will stop to look at it and with information overload, not worth cost. Rowan suggested it would be beneficial for new visitors. Angus mentioned most public spaces have line of universal symbols which minimises visual pollution but keeps information available. Peter suggests deciding what would be displayed hypothetically before making decision to go ahead. Feels there are advantages for new visitors. Review of TV outside all weather room – people like it but isn't used by everyone. Angus suggested something that pops up on

location enabled cell phones when people enter the area. Will consider value and usage vs. cost. Managers will get 2 more quotes. Cove café may wish to be included in this signage.

- **Power Edge**

Power Edge provided power to Camp Waipu Cove but over a 13-month period, billed incorrectly. The new owner of Power Edge now claims Camp owes money for this period. Ongoing dispute. No solution yet. Currently considering going to the Utilities Disputes Tribunal. Anton has checked with various power companies to get best deal. Continued relationship with Power Edge not likely after this dispute. All solar equipment is owned by camp so can end contract at any time. Ongoing lawyer costs are a consideration if dispute continues.

- **Career development of staff**

Keen to upskill staff with basic courses such as horticulture, amateur landscape gardening, arborist. This would give staff further levels of responsibility and negate need to hire professionals in some cases. Beneficial to camp and staff. Planting fruit trees has not previously been successful as people picked all leaves off young trees. Skill development is discussed at regular team meetings. Rowan suggested asking staff their interests as well as investigating Northtec courses to provide options. Will be left to Managers.

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** - Postponed

Meeting ended: 1.50pm

Next meeting: Tuesday 22nd September, 7pm.

Managers' Report August 2020

August has been a quieter month than we had in July. The weather has been wet and rainy and occupancy levels have dropped considerably. Since moving to COVID alert level 2 at 12.30pm on Wednesday 12th of August, we have had very few guests in the camp. Aucklanders (who make up most of our customers) are unable to travel at alert level 3, and those south of Auckland are unable to get here by driving. Once again, we have had many booking cancellations. Fortunately, we were prepared to move into level 2, reinstating our previous H & S protocols we had in place for reopening under the level 2 alert level. This includes heightened cleaning protocols, social distancing measures and contactless check-in. We had already set up the now mandatory COVID QR code back in May upon reopening our doors. We will continue to review our COVID 19 Health & Safety policy regularly to ensure we are keeping up to date with current government guidelines.

We were recently awarded with the Traveller's Choice award from Trip Advisor for 2020, which we have mentioned in more detail in our AGM report. As a thank you to staff for their hard work put in by the whole team in reaching this high standard, we celebrated with a meal out at the Pizza Barn, which was enjoyed by all.

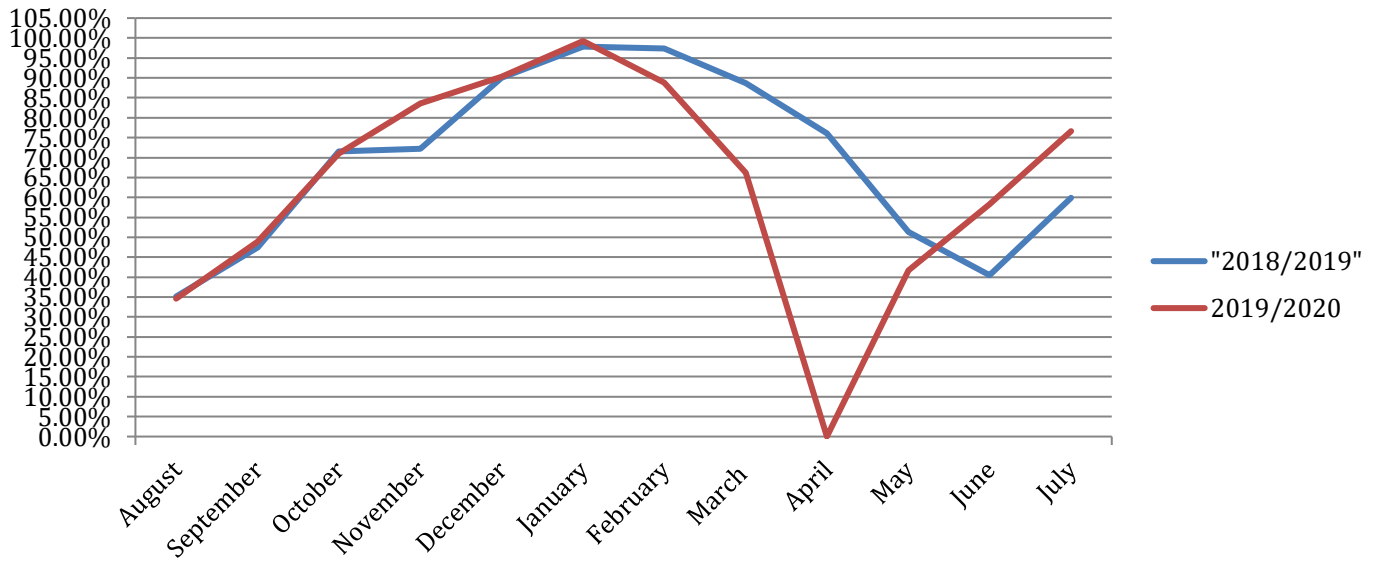
At the beginning of September we will be switching to a new chemical company, after using Ecolab for the past 7 years. The cleaning chemicals will be supplied by Northland Cleaning Supplies. The product is comparable to Ecolab in quality but at a reduced cost, and we are especially keen to make savings where we can in this current economic climate. It also has the bonus of being a local company.

The "Weed Action" group has had their shed delivered to site. This will be where they store their equipment from now on. It is great to be able to help them with their endeavours in some small way.

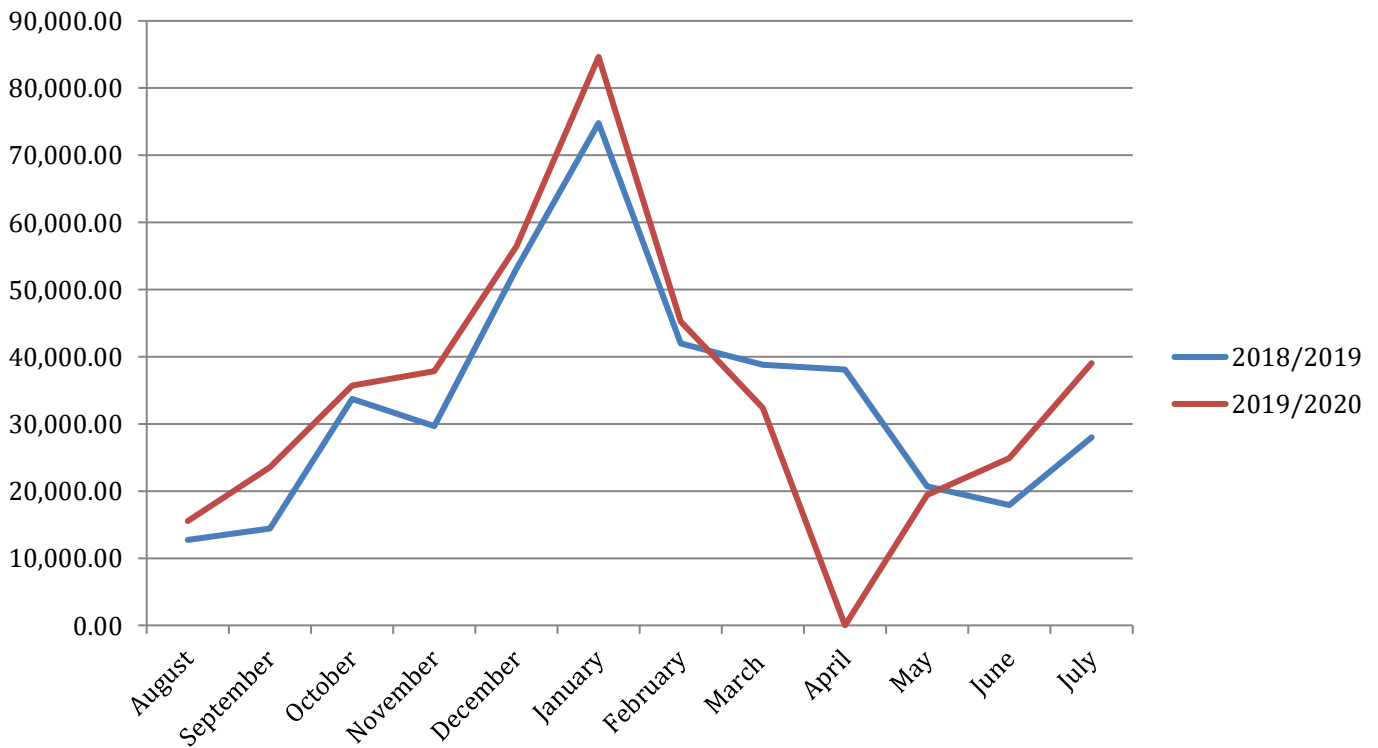
Due to the disruption of COVID, the planned meeting with Steven Chambers from Master Planning regarding the "Front Entrance" development has been postponed. We plan to reschedule this as soon as it is possible for Steven to make the trip from Tauranga.

Occupancy and Revenue – July 2020

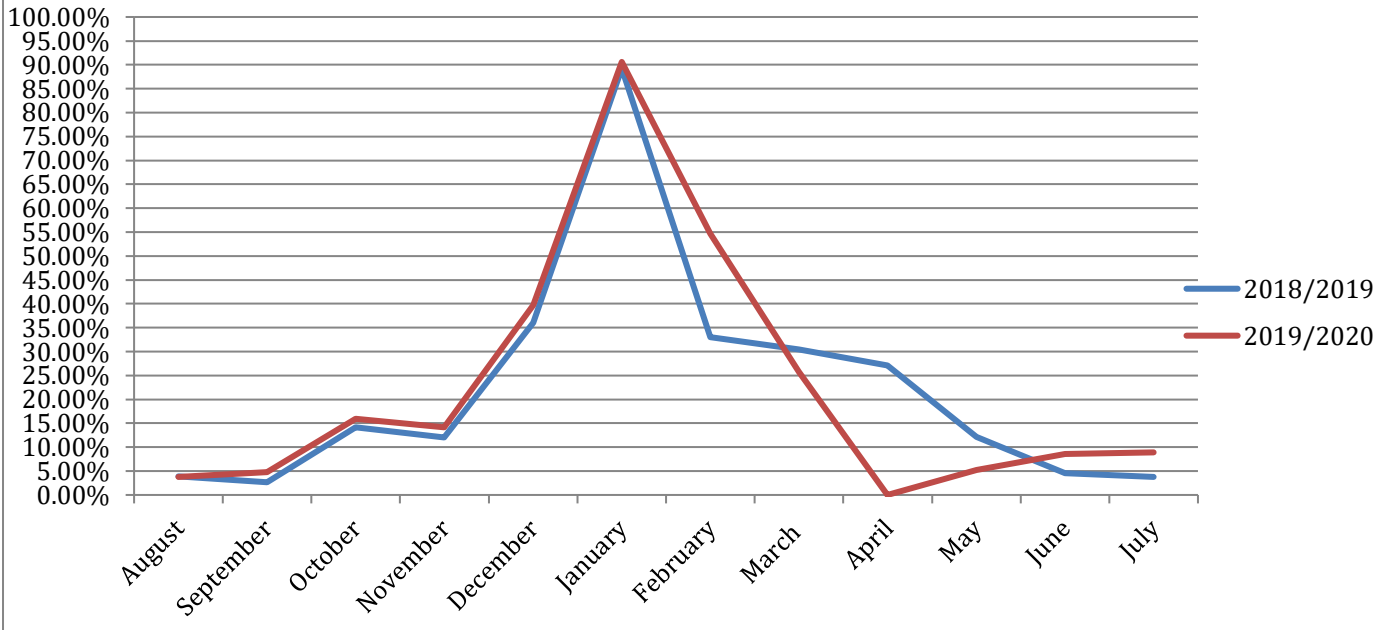
Cabin Occupancy %



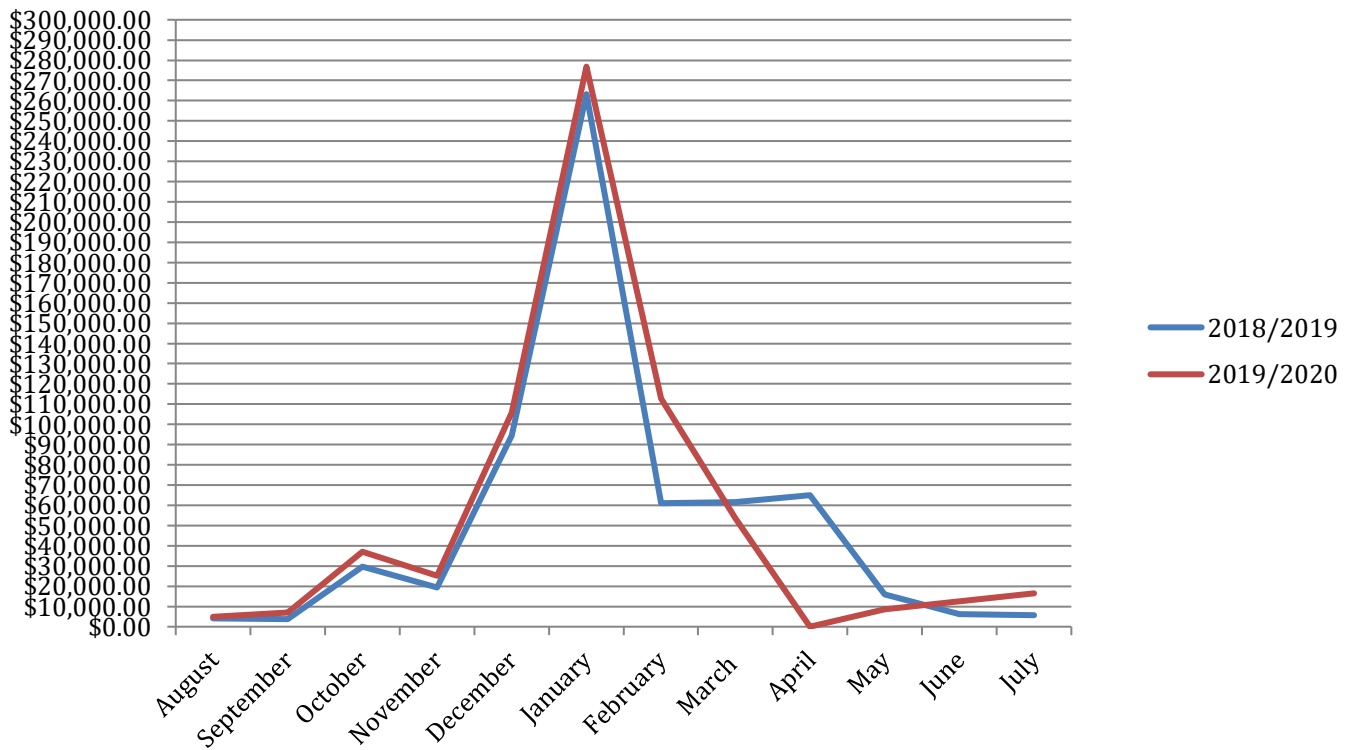
Revenue - Cabins (monthly)



Site Occupancy %



Revenue - Sites (monthly)



July saw healthy occupancy levels. These were higher when compared with occupancy for July 2019. The cabins were at 76% occupancy vs 60% in 2019. Sites were at 8.9% occupancy compared with 3.8% in 2019.

Regards
Anton and Lucy Trist

July 2020 Financials

	July 2020	July 2019	Comments
Revenue	\$ 161,609	\$ 176,577	Down \$15k
Payroll	\$ 35,991	\$ 38,246	Down \$2k
Expenses	\$ 83,034	\$ 68,322	Up \$14k
Surplus/deficit	\$ 79,274	\$ 109,125	Down \$30k

Financial report July 2020

Revenue per ASH (67): \$1,384
Revenue per camp site (159): \$164
Revenue per cabin (12): \$3,405

Actual funds available in all bank accounts 28/08/2020 = \$992,862 which includes \$595,309k on term deposit @ varying interest rates and terms.

Revenue:

Revenue down \$15k, July financials were heavily impacted by annual site holder revenue being down \$36,721 on last year due to the 10% discount given due to COVID situation. All our other major revenue streams are considerably up as this was the busiest July the camp has seen. Self contained revenue up \$5,737, kitchen cabins up \$1,966 and casual camping up a massive \$14,917. Our occupancy's were very strong for this time of year with cabin occupancy at 76.67% @ \$126.22 average nightly rate (up 16.73% on LY). Casual camping occupancy 8.92% @ \$38.33 average per night (up 5.1% on LY)

Expenses

Expenses up \$14,712, annual leave accrual up \$7,958 due to large leave entitlement being taken last year in July, electricity up \$2,377 as this is 2 months power as no account for June. July we were playing catch up on a number of expenses that had been delayed for 2-3 months because of COVID-19