

## WAIPU COVE RESERVE(S) BOARD

Tuesday 22<sup>nd</sup> September 2020, 7pm  
Camp Waipu Cove all-weather room.

**ALL WELCOME**

### **AGENDA (E & OE)**

**PRESENT:** R. Pullan (chairperson), A. Trist, B. Hopkins (minutes secretary), R. King, E. Cook, L. Trist, R. Stolwerk, P. Baker, K. Baker, J. Curran, A. McCulloch

**APOLOGIES:** None

**MINUTES OF THE LAST MEETING:** Approved

**MATTERS ARISING:** None

### **CORRESPONDENCE:**

#### **Inwards:**

02/09/2020 – Waipu Cycle & Walkway Trust – Thank you for donation

#### **Outwards:**

**APPROVED P. Baker/ R. King**

### **REPORTS:**

- **Management report**

The new camp video tour has now reached over 50,000 people on facebook. It is live on the website homepage. WiFi upgrade for fibre has taken place (washing machines upgrade can now go ahead – to be completed pre-christmas). The camp has been sprayed for Onehunga weed. It is currently very dry for this time of year – it is possible there may be problems with dry, sandy sites over summer. The grass on the sites has been fertilised but obviously can't be watered. Now we are in COVID-19 alert level 1, the camp office and toilet blocks are fully open. The managers noticed big difference in bookings/occupancy when Auckland came out of level 3. School holidays are approaching which are usually a busy time. If we were to be moved back to Level 2 it would have implications for the camp over summer. At Level 3 the camp would have to be closed.

- **Financial report – Not through in time**
- **WCSLSC Report (verbal) (Jane Curran)**

Rick introduced Jane Curran to give the report. Jane will alternate with Gordon to give the reports. Jane is chief instructor at the surf club. COVID-19 has put a big stopper on everything. No training has been possible as close proximity between participants is required. Lots of meetings have been held remotely. The AGM in August was late due to audited accounts and COVID-19 restrictions. Many attended via zoom when it was able to be held. This was very successful. New families are involved in the emergency callout squad. Induction and orientation was carried out. Local community are now involved as part of the callout squad. This includes camp staff who can open surf club to save time. Prize giving will now be on the Sunday of Labour weekend as it couldn't be done earlier due to COVID-19. Refresher weekend and patrols will be happening over Labour weekend and on Nov 28<sup>th</sup>/29<sup>th</sup> regular patrols will begin. Rookie camps, training camps etc. will happen in between. They may open the training up to other Bream Bay Clubs. They have worked a lot with Mangawhai IRB drivers. Jane mentioned that above COVID-19 alert level 1, the surf life savers are tasked by police, they cannot just respond unless directed to do so by police.

**APPROVED E. Cook/R. Stolwerk**

### **GENERAL BUSINESS**

- **Rick Stolwerk appointed as Board member**

Welcome to Rick who is appointed as new member of WCRB. This is Rick's 43<sup>rd</sup> season involved with the surf club and camp. He was on camp Board around 15 years ago. He wanted to be involved as he feels he has something to offer with governance experience and historical background with camp and surf club. Rick and his family have lived here for many years. Governance experience – started chairing museum board in 1999, starting in 2001 he was on school board for 16 years. He was on the Northland Conservation board for 3 years. In 2014 he was on the Surf Lifesaving New Zealand national board (2 years). He is currently serving his second term on the Northland Regional council and has been on the Sport Northland Board for 1 year. Having served on so many Boards he feels he has some good suggestions to offer. Rick raised the issue of his potential conflict of interest regarding the Surf Club. The Camp does support the surf club financially and in other ways. Rick feels he should leave the room if any business regarding the surf club comes up. Potentially he could stay and not be involved with vote but he feels it would be better to leave to room and not influence the discussion at all. Rick has suggested some Board training – he has done some in the past and found it useful. Would recommend 4-5 hours with an independent trainer. This would cover conflict of interests etc. His appointment is only until February. In NZ the maximum time you can sit on any board is 9 years but this only applies to listed companies. This could be discussed at a later meeting.

- **Management Plan**

Rowan has gone back to Patuharakeke for some further information to be included in the plan.

- **Accrual based accounting - pros and cons**

Currently, unlike most businesses of this size, the camp works on a cash-based accounting system. Issues occur with deposits being considered revenue at the time they are made rather than for the time of the booking. This caused issues with the many COVID-19-related refunds. Some expenses, such as insurance, should also be spread over 12-month period rather than accounted as 1 large expense in 1 month. The current system makes the job harder for the accountants. Newbook (booking system) doesn't currently integrate with Xero as they are set up for accrual-based businesses. This creates double handling for the accountants. The main drawback is that it will create difficulty with YOY comparisons for the first year but the accountants can provide cash-based statistics for the year to bridge the gap. Questioned whether they would need to switch at start of financial year – could it be back dated? (Managers will confirm). Accountants have not yet confirmed what the savings in accounting fees would be. Ruakaka DoC camp are accrual based. Board are in favour.

**Motion** to change to accrual-based accounting system (Managers to confirm whether it is necessary to wait until the beginning of the new financial year) - **R. Pullan/R. Stolwerk/All in favour**

### 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

**Meeting ended: 7.35pm**

**Next meeting: Monday 9<sup>th</sup> November, 7pm**

## **Managers' Report September 2020**

The month of September marks the start of spring and we are now starting to see warmer, less rainy weather. Since Auckland's COVID alert level went down to level 2.5 several weeks ago, we have seen another influx of campers, particularly on the weekends. It has been great to see so many New Zealanders getting out and exploring their own back yard. We are anticipating a busy season ahead, given travel of the domestic kind is the only sort that will be taking place until at least next year realistically. Our forward bookings are looking healthy, with all our self-contained cabins fully booked every weekend until next April.

We recently launched our new Camp Waipu Cove video tour online, which updates the previous one which was made quite a few years ago now. The new video tour has been shared on our Facebook and Instagram pages, with over 46K views so far. It has also been added to the home page of our website. The feedback has been fantastic. The video is a great marketing tool, as it showcases the best that both the camp and surrounding area of Waipu have to offer visitors. Another exciting development that has finally come to fruition is that we are now offering free WIFI for guests at the camp. We have been waiting a long time for fibre to finally be installed down Cove Road. Now this has happened, it has enabled us to upgrade our hardware and we now have the capacity to reliably provide WIFI free of charge. We know this will be a welcome improvement, as internet access has been less than ideal in the past, especially at peak times when there are so many campers using the WIFI.

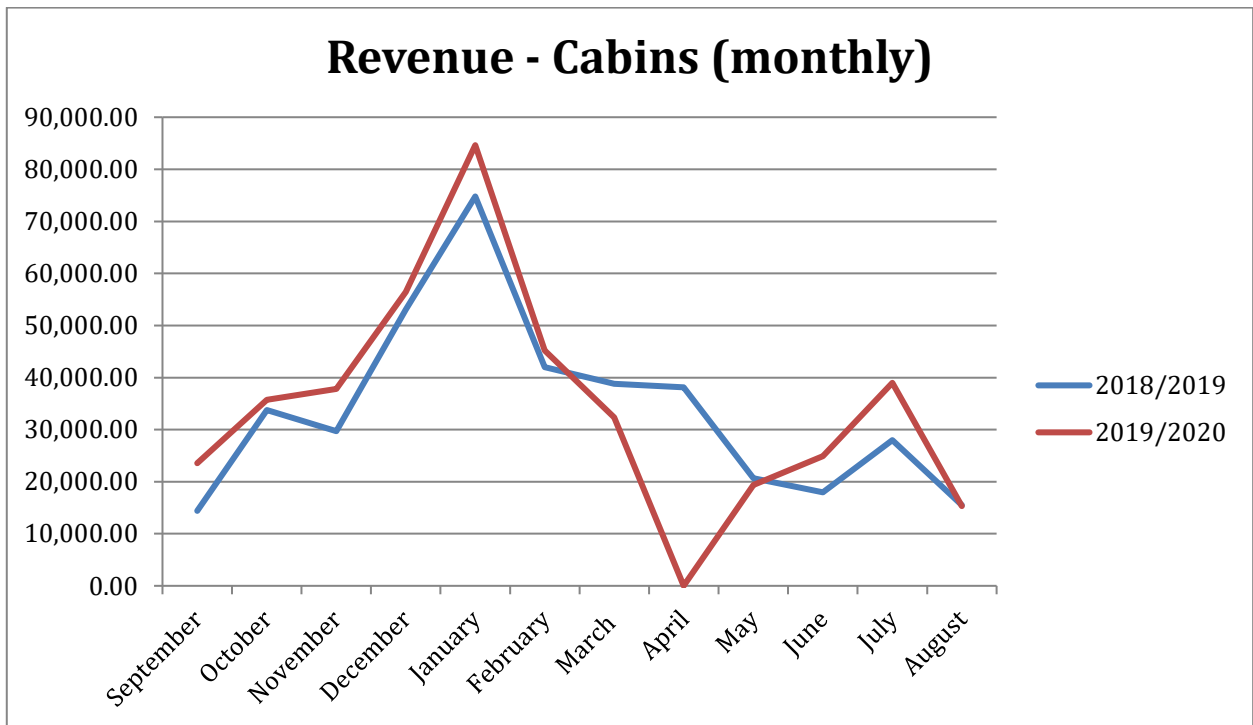
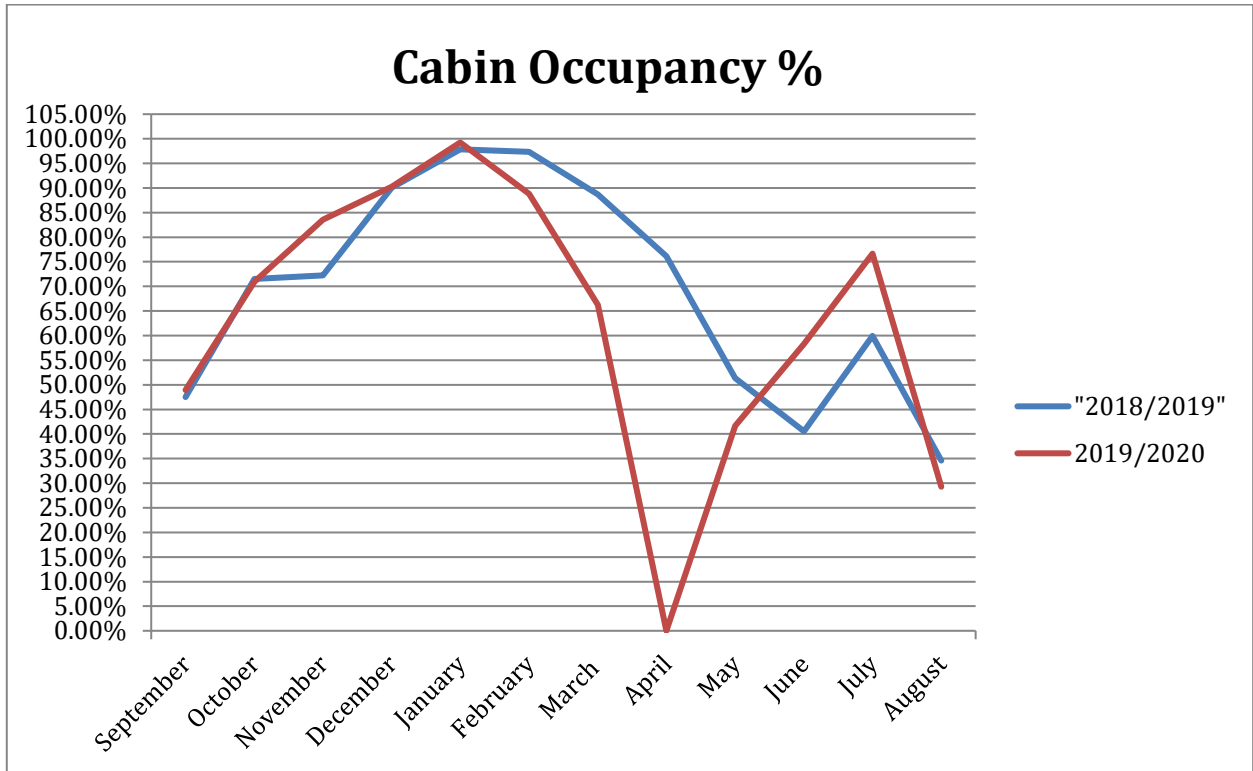
We have just had a contractor spraying for Onehunga weed throughout the camp. This will ensure that the kids (and adults) can happily go barefoot without getting a prickle in their feet. We always aim to have the spraying done around this time, as it is only effective if you get in early before the prickle weed can become established.

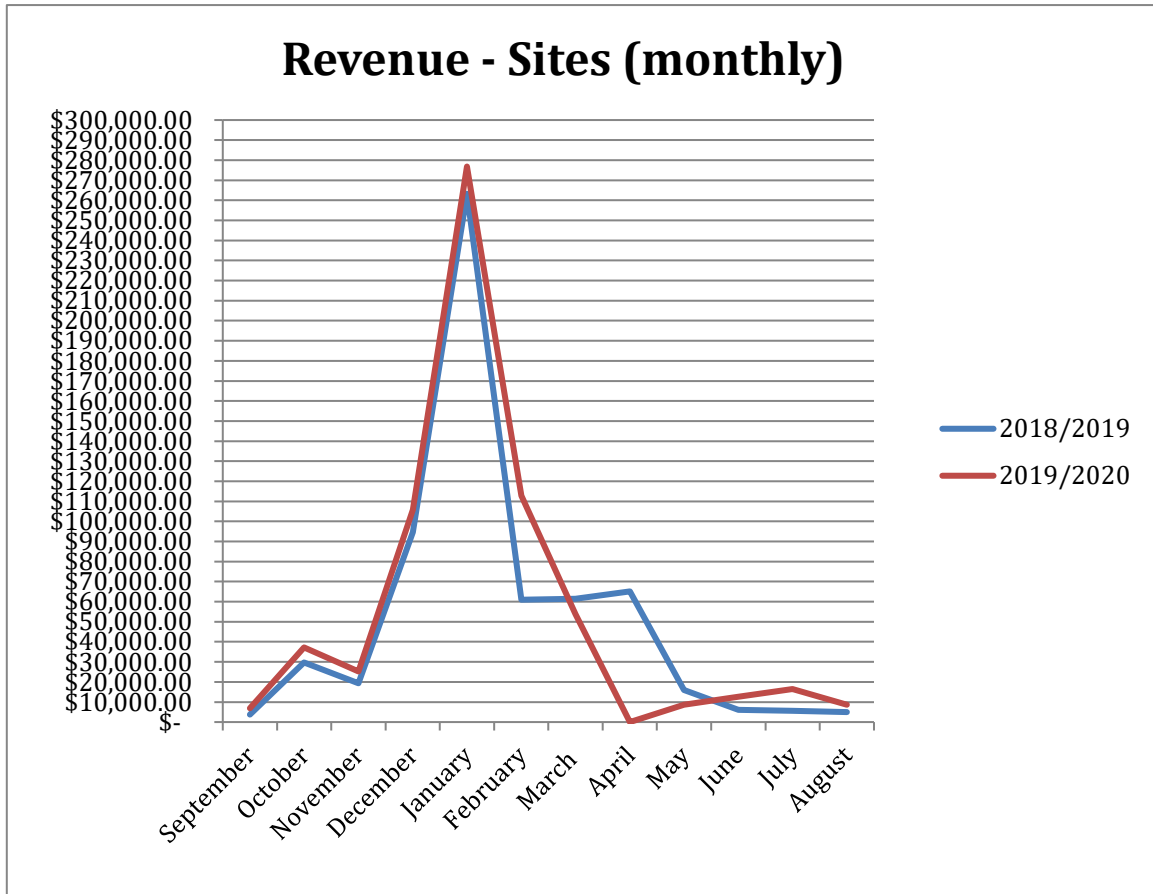
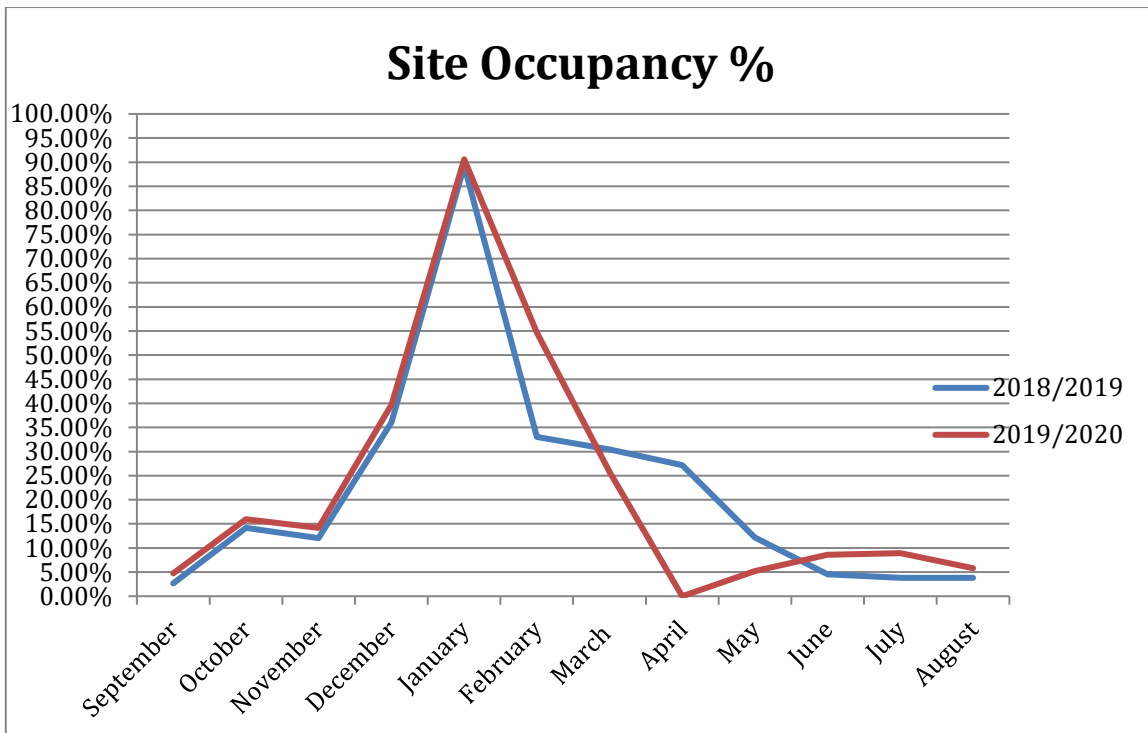
Our receptionist Grace has been busy extending the vegetable garden beside the All-Weather room. All sorts of vegetable have been planted, including broccoli, radishes, and green beans. The garden is really starting to take off and we are looking forward to seeing it continue to grow. The garden is a work in progress, and we plan to continue planting other types of vegetables.

This month Victoria attended an EMA course on leadership and team building. This is relevant for her as she oversees the reception team.

Lucy, Anton, Robert, and Tania attended a workshop at the surf club recently. The aim of the workshop was to see how we can provide support to the surf lifesaving Emergency Call Out Squad (or ECOS for short). ECOS attend emergency rescue callouts on the water that occur outside the times lifeguards are patrolling. These types of situations often occur during the winter/off-season. We can provide support by going and opening the surf club and mobilising the equipment needed (including the IRB and mule). This cuts down around 7 minutes of precious time for the ECOS squad, meaning they can get out on the water more quickly. All users receive notification from surf coms via the Active 911 app, and whoever is on site at the time will respond to the alert.

Occupancy and Revenue – August 2020





Results for August impacted by Auckland going into alert level 3.

Regards  
Anton and Lucy Trist