

## WAIPU COVE RESERVE(S) BOARD

Tuesday 15<sup>th</sup> December 2020, 7pm  
Camp Waipu Cove all-weather room.  
**ALL WELCOME**

### OPENING KARAKIA

#### AGENDA (E & OE)

**PRESENT:** R. Pullan, P. Baker, E. Cook, R. Stolwerk, L. Trist, A. Trist, B. Hopkins, R. King

**APOLOGIES:** None

**MINUTES OF THE LAST MEETING:** Approved

**CONFLICT OF INTEREST:** None

#### CORRESPONDENCE:

##### Inwards:

10/11/2020 – Aotearoa Surf – Re. Letter regarding commercial activity at Waipu Cove (plus further correspondence)

10/11/2020 – NZ Surf Academy – Re. Letter regarding commercial activity at Waipu Cove (plus further correspondence)

19/11/2020 – NRC – Decision Notice for Resource Consent Application

##### Outwards:

04/11/2020 – Surf Waipu Cove – Invitation to speak at November meeting

10/11/2020 – Response to request to hold wedding on reserve

10/11/2020 – Aotearoa Surf - Letter regarding commercial activity at Waipu Cove

10/11/2020 – NZ Surf Academy - Letter regarding commercial activity at Waipu Cove

13/11/2020 – NRC – Draft conditions for application for works in the Pariwaka Stream at Waipu Cove

**MOTION to approve inwards/outwards correspondence – P. Baker/E. Cook**

#### REPORTS:

- **Management report**

Two additional annual site holders have now removed their accommodation from their sites. One may put a caravan on their site for the remainder of the contract year. The team are getting the camp ready for a busy summer. There will be approx. 20 additional staff members. The laundry development has been postponed until next year – currently booked for 1<sup>st</sup> week in February.

- **Financial report**

- **WCSLSC Report (verbal)**

Paid guards started on Monday. Training is being carried out. Downstairs toilet renovations have been completed. They will be hosting quiz nights and happy hours over the summer – both have been very popular in previous years. January 3<sup>rd</sup> is Club Day.

**MOTION to approve reports – R. Stolwerk/E. Cook**

#### GENERAL BUSINESS

- **Management Plan**

Willy has all required documentation and he is compiling everything to have it sent to DoC before Christmas.

- **Follow up on governance training**

Some changes are being implemented in the way the Board is run after the Board members undertook the governance training. A Board governance document should be created. Meeting procedure is important in a public forum. Rick will share some agenda examples that could be adopted. There will be some strategic sessions and workshops throughout the coming year as alternating with regular Board meetings. Meetings can also be critiqued. Evan has volunteered to critique the February meeting.

- **Zoom with Steven Chambers, Architect (7.15pm, 30 mins)**

A detailed discussion was held on the future of the entrance and reception area at Camp Waipu Cove. No decisions have yet been made and further discussion will be held in the new year.

The Board agreed to dedicate a workshop/meeting in March to the consideration of this proposed plan and the overall broader strategic vision that was discussed in the Governance training. This will not be a public meeting.

- **Cabin tenders**

E. Cook – conflict of interest so will not contribute due to relationships with Builders submitting some of the tenders. Tender prices will be submitted within the next week. Roger questioned whether in future it is possible to use preferred suppliers (who have proven themselves) rather than having to tender and get 3 quotes. The full tender process is documented for audit purposes.

- **Algae plan 2020/2021**

There is a plan in place for the coming season. Anton has contacted NRC and Hanson Contracting who will remove the algae if necessary. David Brown will provide a dumping site. Consent will need to be triggered to go ahead but this can be done very quickly if necessary. Anton has all relevant paperwork, plans and contact details from last time.

## **CLOSING KARAKIA**

**Meeting ended: 9.00pm**

**Next meeting: Tuesday 9<sup>th</sup> February 2021**

### **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

## **Managers' Report November 2020**

November has continued to be a busier than expected month, with the camp experiencing higher than usual occupancy levels – especially on weekends. The great weather has certainly helped with this. Waipu Township seems to be bursting at the seams with people on weekends and business in the area is booming, which is great to see given the year we have all had. We are looking forward to a busy summer!

We have had two Annual Site Holders move their leisure-built dwellings offsite just prior to summer. Site 95 has left the camp, with the site now in the process of being re-grassed for summer campers. Site 244 has moved their leisure-built offsite also but will have a caravan and awning onsite over the summer, currently there site is just sand.

Our annual staff Christmas party took place on the 30<sup>th</sup> of November. We went ten pin bowling in Whangarei and then onto The Quay restaurant for a meal. We had a lovely meal and staff exchanged “Secret Santa” gifts. A lot of fun was had by all.

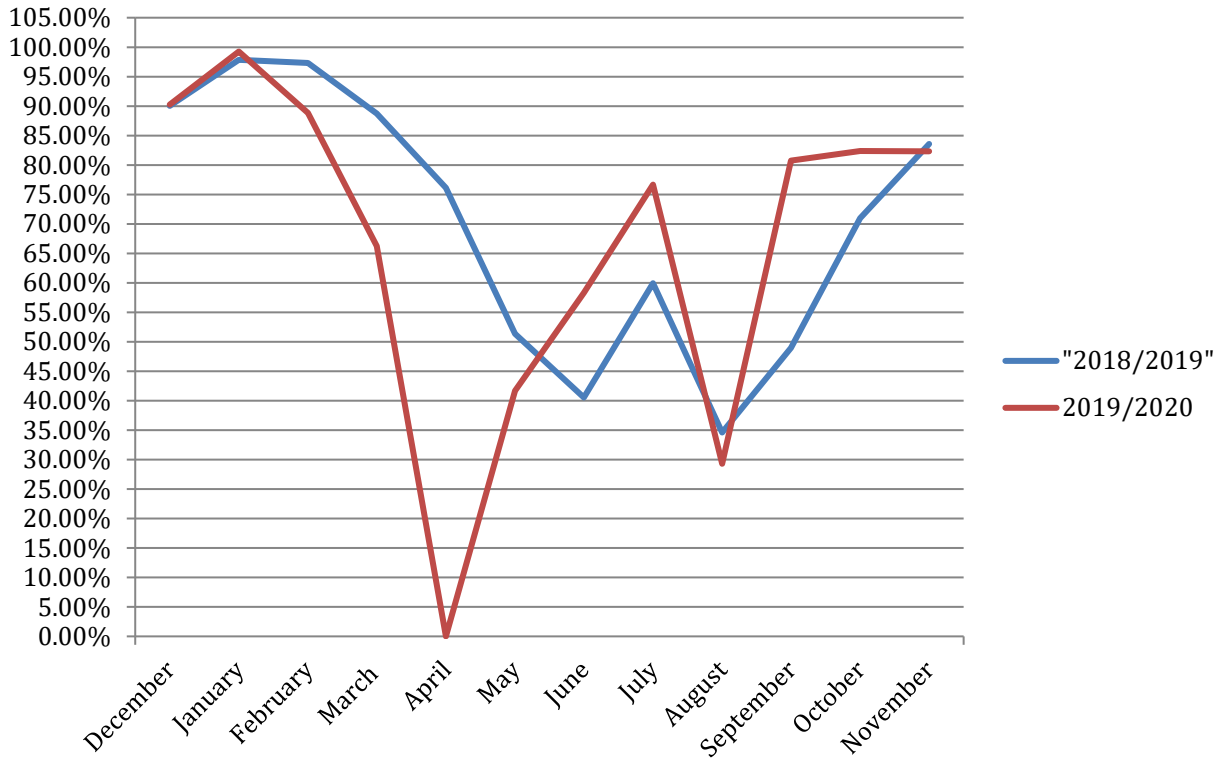
On the 8<sup>th</sup> of December we hosted a famil for the Waipu Business Association to showcase the new developments at the camp that members may not be aware of – i.e the tennis court, new cabins etc. Around 40 members attended. We started the evening with a tour of the camp and concluded with drinks and some amazing finger (from the Cove Café) and a chance for some networking. It was a successful evening with some great feedback from the association members.

The entire camp has now been completely sprayed for weeds by local contractor Tony Mayo. This will keep things under control and looking tidy over the summer months.

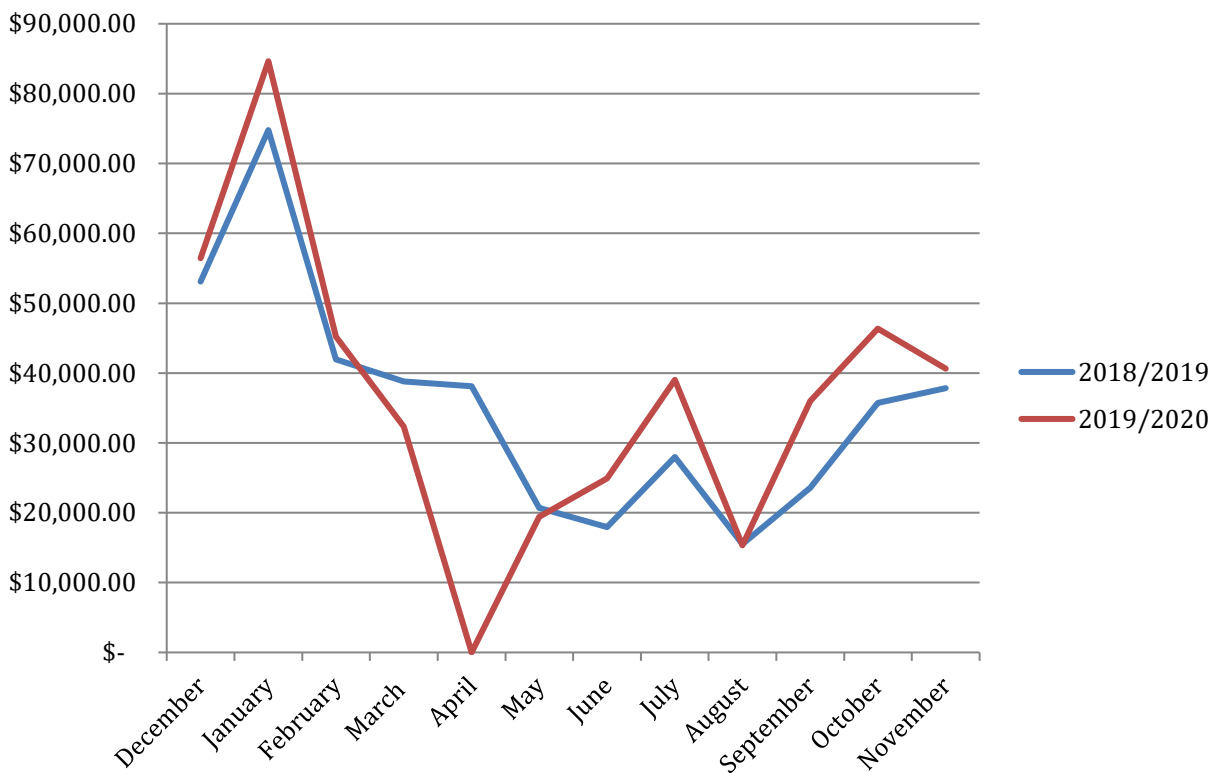
We will be spending the rest of the time pre-Christmas getting organised for the influx of campers on Boxing Day. Deliveries of supplies are arriving, so we are stocked up and ready to go. Summer cleaning staff will be starting on the 21<sup>st</sup> of December, with induction and training taking place. The Beach Ambassadors will begin on the 27<sup>th</sup> of December on the reserve daily until the 10<sup>th</sup> of January (and every weekend thereafter until February). Our summer events calendar has been finalised with activities including yoga, movie nights, a tennis tournament, kid's face painting, and the Surf Club Quiz Night. All these events are listed in our summer newsletter that will go out to all campers and is available on our website, Roll on summer!

## **Occupancy and Revenue – November 2020**

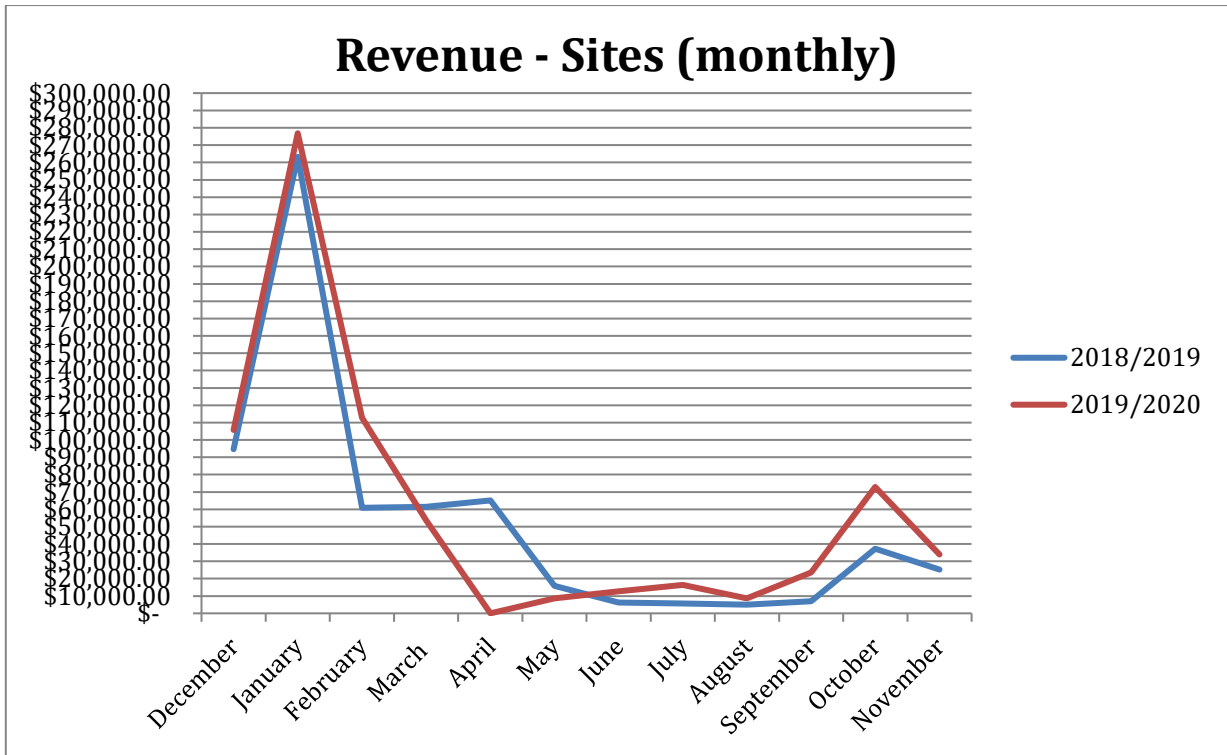
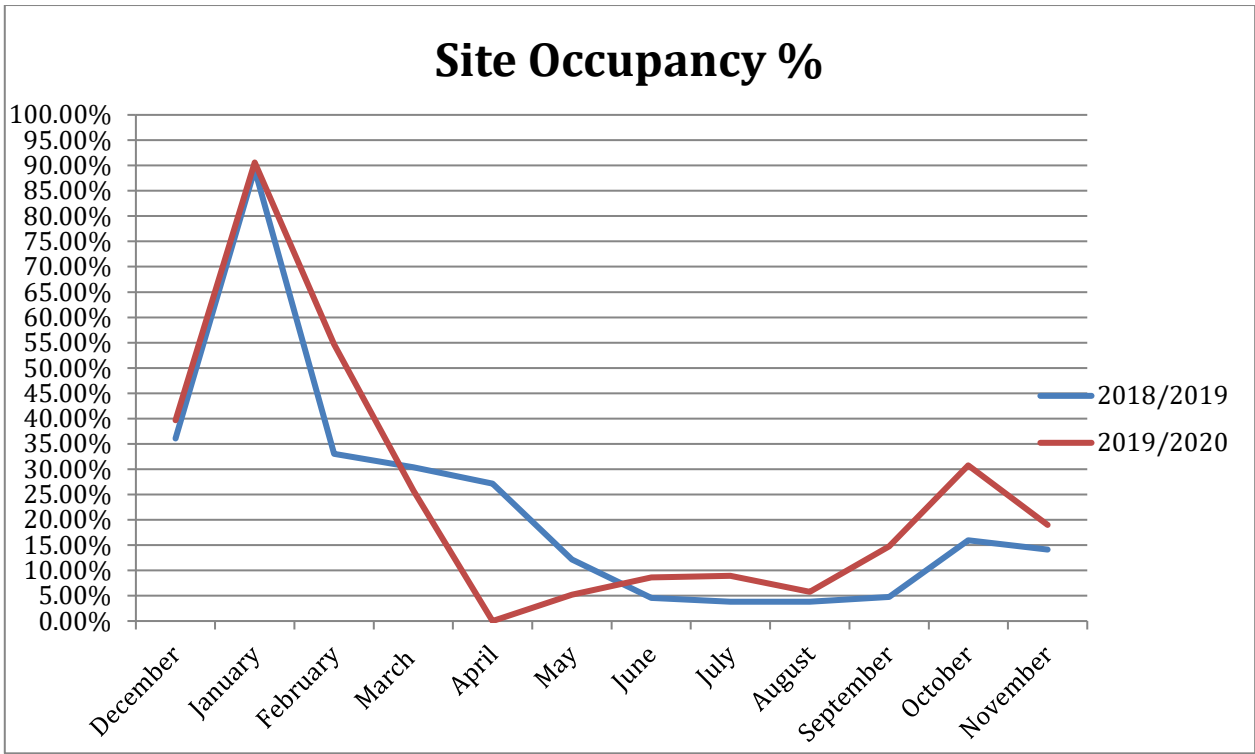
### Cabin Occupancy %



### Revenue - Cabins (monthly)



### Site Occupancy



Strong occupancy for the month of November, cabins occupancy @ 82.30% and camp site occupancy @ 19.02% with camp site revenue up \$8,766 compared to last year.

Regards

Anton and Lucy Trist

**SEPTEMBER FINANCIALS**

For the 2020/2021 financial year we have moved to an accrual-based accounting system from “cash” based, for the purposes of reporting we will continue to report on a “cash” based system until the end of the 2021 financial year so comparisons are accurate.

	September 2020	September 2019	Comments
<b>Revenue</b>	\$ 125,472	\$ 89,705	Up \$35,767
<b>Payroll</b>	\$ 39,676	\$ 27,858	Up \$11,818
<b>Expenses</b>	\$ 100,412	\$ 82,154	Up \$18,258
<b>Surplus/deficit</b>	\$ 30,563	\$ 7,246	Up \$23,317

### **Financial report September 2020**

Revenue per ASH (67): \$517  
Revenue per camp site (159): \$312  
Revenue per cabin (12): \$3181

Actual funds available in all bank accounts 19/11/2020 = \$1,149,917.00 which includes \$601,372.00 on term deposit @ varying interest rates and terms.

#### **Revenue:**

September revenue was up \$35,767 or 39.87% on LY, casual camping sites were also up a massive 201% or \$32,320. Self contained cabins up 16.80% or \$3,891. A really busy month compared to 2019, which looks to be continuing for the foreseeable future. We turned a nice surplus for the month of \$30,563 compared to \$7,246 last year which is a 321% increase.

#### **Expenses**

Expenses up \$18,258 or 22.22%, payroll is up by \$11,818 as there was 5 payrolls in September 2020 compared to 4 in 2019, also some wage increases. R & M grounds up \$4,732, \$1,000 was for Onehunga weed spraying and \$1789 was for clearing out our green waste areas, these were done in different months last year. Other smaller increases are mainly due to our increases in revenue during the month

### **OCTOBER 2020 FINANCIALS**

September 2020 financials. For the 2020/2021 financial year we have moved to an accrual based accounting system from “cash” based, for the purposes of reporting we will continue to report on a “cash” based system until the end of the 2021 financial year so comparisons are accurate.

	October 2020	October 2019	Comments
<b>Revenue</b>	\$ 129,205	\$ 107,526	Up \$21,679
<b>Payroll</b>	\$ 33,920	\$ 33,947	Down \$27
<b>Expenses</b>	\$ 78,075	\$ 70,676	Up \$7,399
<b>Surplus/deficit</b>	\$ 51,554	\$ 39,578	Up \$11,976

### **Financial report October 2020**

Revenue per ASH (67): \$390  
Revenue per camp site (159): \$391  
Revenue per cabin (13): \$2,838

Actual funds available in all bank accounts 27/11/2020 = \$1,109,609.00 which includes \$601,372.00 on term deposit @ varying interest rates and terms.

### **Revenue:**

October revenue was up \$21,679 or 20.16% on LY, again casual camping sites were up considerably by \$24,302 or 64.12%. Self contained cabins up 58.92% or \$10,325. A really busy month compared to 2019, which looks to be continuing for the foreseeable future. We turned a nice surplus for the month of \$51,544 compared to \$39,578 last year. YTD our revenue is up \$112,988.

### **Expenses**

Expenses up \$7,399. Electricity up \$3,412 due to settlement with Poweredge. LPG bottle up \$2,981 which is timing of invoicing. Other smaller increases are mainly due to our increases in revenue during the month. YTD expenses are up \$46,725 or 13.24%