

WAIPU COVE RESERVE(S) BOARD

Tuesday 9th February 2021, 7pm
Camp Waipu Cove all-weather room.
ALL WELCOME

OPENING KARAKIA

AGENDA (E & OE)

PRESENT: A. Trist, L. Trist, R. Pullan, R. Stolwerk, P. Baker, E. Cook, B. Hopkins (minutes secretary), R. King

APOLOGIES: K. Manning (Surf club liaison)

MINUTES OF THE LAST MEETING: Approved

CONFLICT OF INTEREST: None

CORRESPONDENCE:

Inwards:

02/02/2021 – Angus McCulloch – Occupancy over peak season

Outwards:

02/02/2021 – Angus McCulloch – Acknowledgement of email

REPORTS:

- **Management report (attached)**

The fibre WiFi has improved internet in the camp but there are still issues with it being weak/slower in some areas. Diesel boiler has played up over summer – switching off for no particular reason. It is quite old. A technician from Auckland has checked it and it has been fine since then.

- **Financial report**

Overall a very successful summer. Probably the busiest the camp has seen as it went a lot longer. Didn't empty until just prior to Waitangi (for a few days). November and December were also very busy. Laundry upgrade is nearly underway. Is being fully tested before being implemented. Will be complete before end of financial year.

- **WCSLSC Report (verbal)**

Yesterday was final day of 58 days continuous patrolling. Quiz night was a great success. Sump hole out back of surf club was flooding as it filled with sand - has now been fixed. Patrol champs will be at Waipu Cove on 6th March. 2023 will be 95th Anniversary of surf club and they will host a function over Waitangi weekend.

CORRESPONDENCE & REPORTS APPROVED – R.King/E.Cook

GENERAL BUSINESS

- **Meeting review**

These will be carried out after future meetings with Board members taking turns to complete the review. This will include topics such as ensuring whether the Board stays focused on governance level rather than management level issues, response to conflict, time management etc. Rick also suggested taking turns at the delivering Karakia.

- **Annual Board workplan**

Rowan shared a proposed workplan for 2021. This is open for discussion. Anton suggested adding a rates review in March/April. This will be added to the agenda for the April board meeting.

- **Management plan**

Finished and finalised. Waiting on Fiona Watson to contact Rowan before submitting. Louisa Gritt has moved on from the role and there is now a new acting Operations Manager.

- **Approval of cabin tender pricing**

Approval of successful tender to build 3 new self-contained cabins. One cabin to be wheelchair accessible. Work will begin next week. This will mean there will be 16 cabins in the campground.

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

- **New cleaners golf buggy**

The current golf buggy is over 8 years old and is starting to have mechanical/maintenance issues. Managers would like to purchase an additional buggy. New cabin cluster will require an additional buggy for the increased workload. Will purchase a newer model of the same buggy as it has worked very well and only minor modifications are required to make it fit for purpose. Cost estimate is \$10,400+

PURCHASE APPROVED R.Pullan/R.Stolwerk/All in favour

- **Converting North block facilities from diesel to gas**

Following from managers report and issues over summer. There are fuel lines and extra compliance/safety requirements for the current diesel system when compared with a gas system. Peter raised the issue of gas being phased out. Board discussion around solar power. According to the previous contractor, the roof angle of the north block wasn't ideal for solar panels. Current power levels are particularly higher due to increased occupancy. Board are

unanimously in favour of getting rid of the diesel system but would like to review options for replacement including renewable energy sources. Managers will explore options. The free showers have upped hot water costs – the new system will need to be able to generate enough hot water over peak. Gas is far more economical than electricity but has to be carefully positioned so that water doesn't run cold for too long before hot water gets to shower. Cost approx. \$40,000 to convert to gas. Solar with gas as backup could be an option.

- **Beach access for surf club mule and ramp access for wheelchairs**

Driving the surf club mule through the public area is not ideal for safety reasons and because of disruption to public. Surf club has applied for a grant for the purchase of 2 wheelchairs that can be used on the sand and in the water. They would be stored under Surf club and available for use during patrol hours only and with lifeguard assistance. The surf club propose a ramp beginning between the playground and the public toilets (lower than Surf club) The Surf club is getting pricing for the ramp. It would be dual purpose for wheelchairs and for the mule, creating a much better response time for the mule in an emergency. There would be maintenance requirements. Wheelchair access to beach would compliment the soon-to-be-constructed accessible cabin. Anton raised the issue of the public reserve not being very accessible. The ramp would also provide access for people that aren't steady on their feet and don't like to use the stairs. Roger suggested physically marking out the proposed ramp to test whether it's feasible for the mule carrying the IRB. The Board is happy to support the concept and would like further investigation. Rick will get pricing.

- **Camp name change**

The managers have created a great brand but feel "Waipu Cove" should come first in the name. Anton suggested "Waipu Cove Beach Holiday Park", "Holiday Park" would encompass the variety of accommodation styles available. "Waipu Cove Campground" was another suggestion. This keeps more similarities to the current name. Roger and Peter would like to continue include the word "camp". Managers will investigate cost to re-brand. Board will consider this further at the Strategic workshop.

- **Front Entrance Upgrade (Strategic workshop March 2021)**
- **Board only time for 5-10 minutes (deferred next meeting)**
- **Board tenure – best practice nationally is 3 x 3 terms (deferred next meeting)**
- **Therefore need to discuss future recruitment and possibly the idea of youth/trainee interns (deferred next meeting)**

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**

CLOSING KARAKIA

Meeting ended: 8:40pm

Next meeting: Thursday 29th April

Managers' Report January 2021

Our summer peak season is coming to a close, with just Waitangi Weekend still to come. It has been the busiest peak season we have ever experienced, and a continuation of the record numbers we saw over the shoulder season prior to Christmas. Staff have been incredibly busy over this time and we are proud of how hard the whole team has worked (at times short-staffed) to deliver a great experience for our campers. We have had very happy campers overall this summer. It seems that most people are feeling grateful and relieved to be able to take a holiday after an unsettling year.

We are fully booked for the upcoming Waitangi weekend, as well as Easter. February and March look to be busy, with cabins especially, heavily booked.

The new cabin cluster will hopefully commence construction in late February. We are currently finalising the exact start date with Arise Builders, who were the successful tenderers for the building contract. There is a definite demand for more cabins, with plenty of customers enquiring about the new cluster. These will not be bookable until construction and fit-out is completed.

As mentioned earlier in this report, we have been short-staffed over summer due to one cleaner leaving at short notice, and another being off work with a shoulder injury. Other staff pitched in to cover shifts where they could, and we have just employed a replacement cleaner, so should be less stretched from now on.

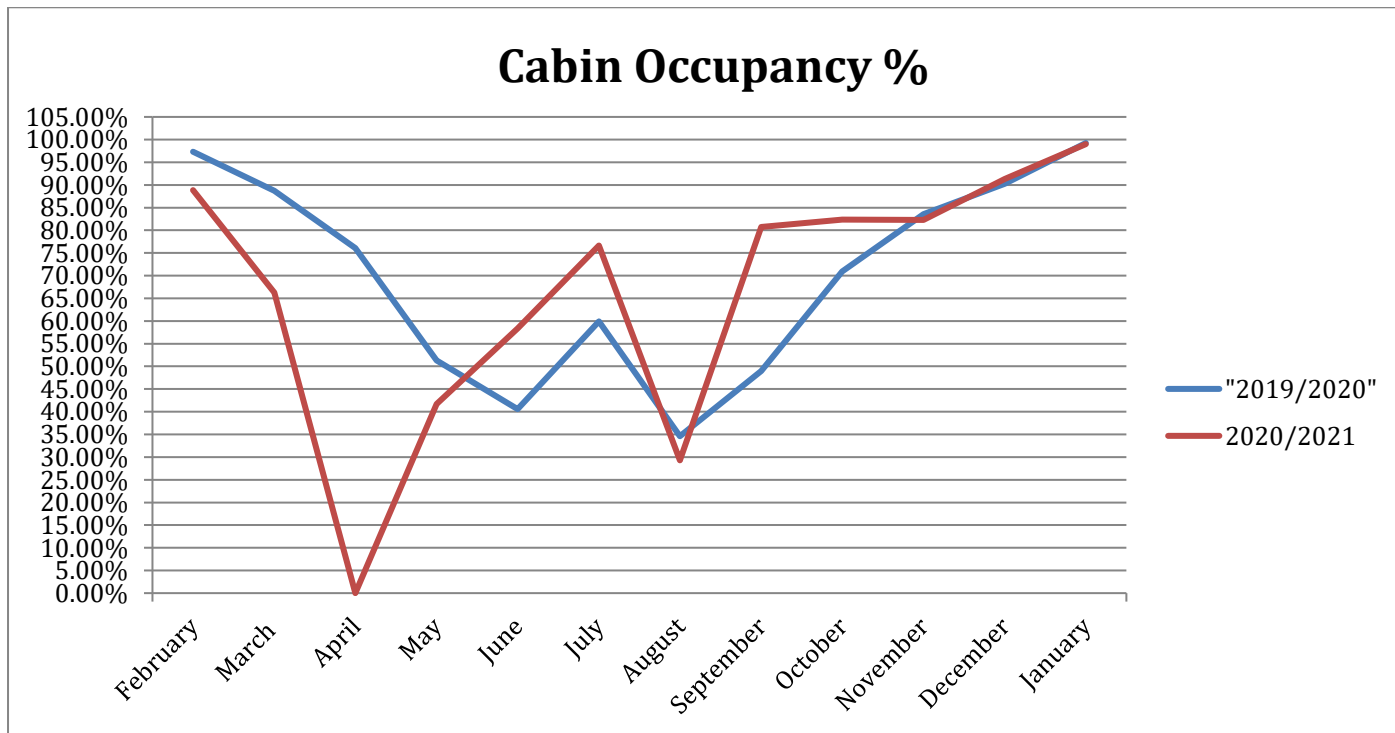
This summer the camp held a tennis competition for the first time, the event was called “King & Queen of the Cove”, with separate divisions for men and women. The event was a great success, with campers and locals alike enjoying the friendly (yet competitive) event. Thanks must go to Sean McCoombe for all his help with organising the event, which will no doubt be an annual fixture from now on. Another successful event was the Waipu Cove Surf Club Quiz night, which was sponsored by the camp. Once again this was a sell-out event. It was enjoyed by all and raised approximately 2.5K for the surf club. Due to its popularity, next year we are considering holding a second quiz later in January.

After the recent internet upgrade, the quality of the WiFi in the camp has improved. Campers seem to appreciate that it is now free of charge. We have had both positive and not so positive feedback from campers about the speed/reliability of the WiFi. There are certain areas of the camp getting faster/better connectivity than other areas. We are continuing to work with HQWiFi to iron out some of the teething issues we are experiencing to improve it further. We do advise customers at peak not to expect the same experience as they would get at home, there are up to 500 connections at one time over a 30 acres area to our fibre.

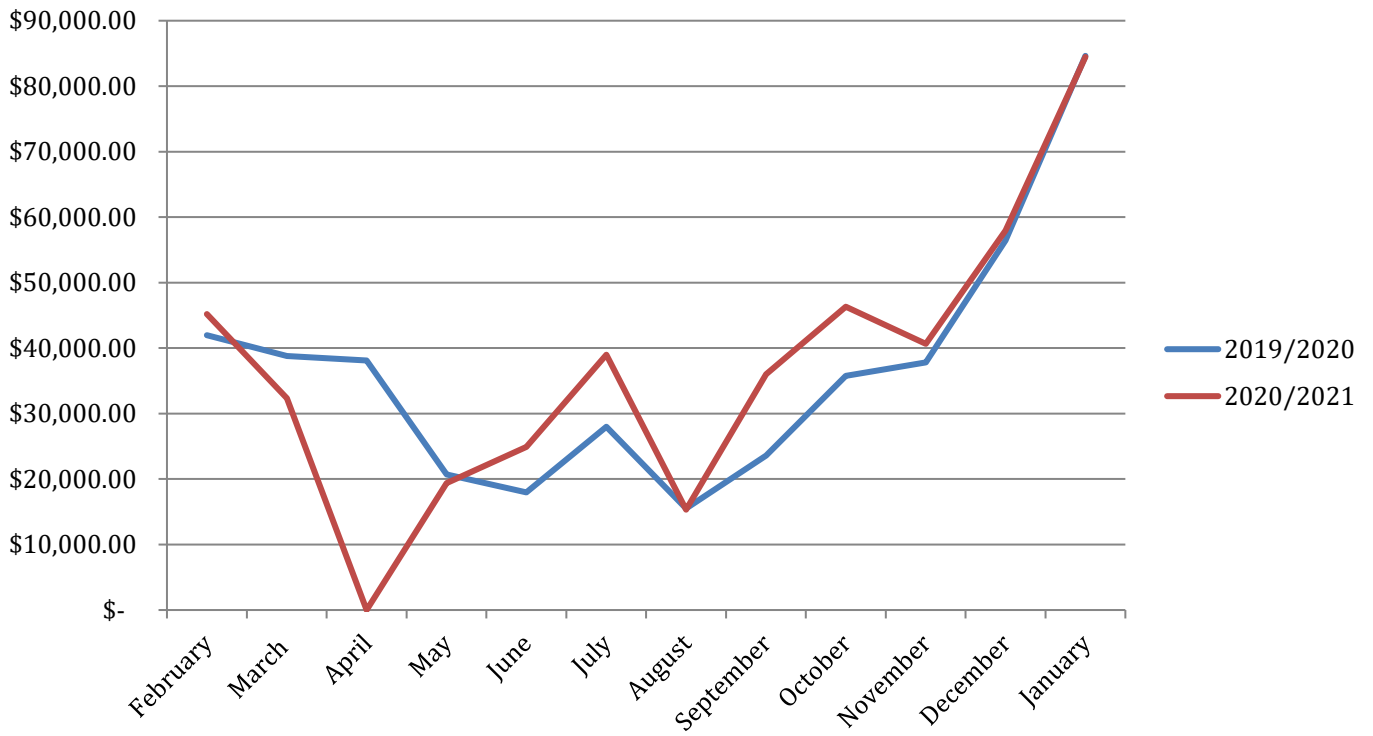
The laundry upgrade is getting closer. Gooder Equipment is ironing out the finer details and will then be in a position for installation to take place. This will be before the end of the financial year.

Over summer we had issues with the diesel boiler which is responsible for heating water in the northern ablution block. This has been fixed for the time being, but the reality is we will have to look at replacing this in the future as it will only continue to further deteriorate. We would look to replace the diesel boiler with a gas water heating system, like the ones we have in the other ablution blocks.

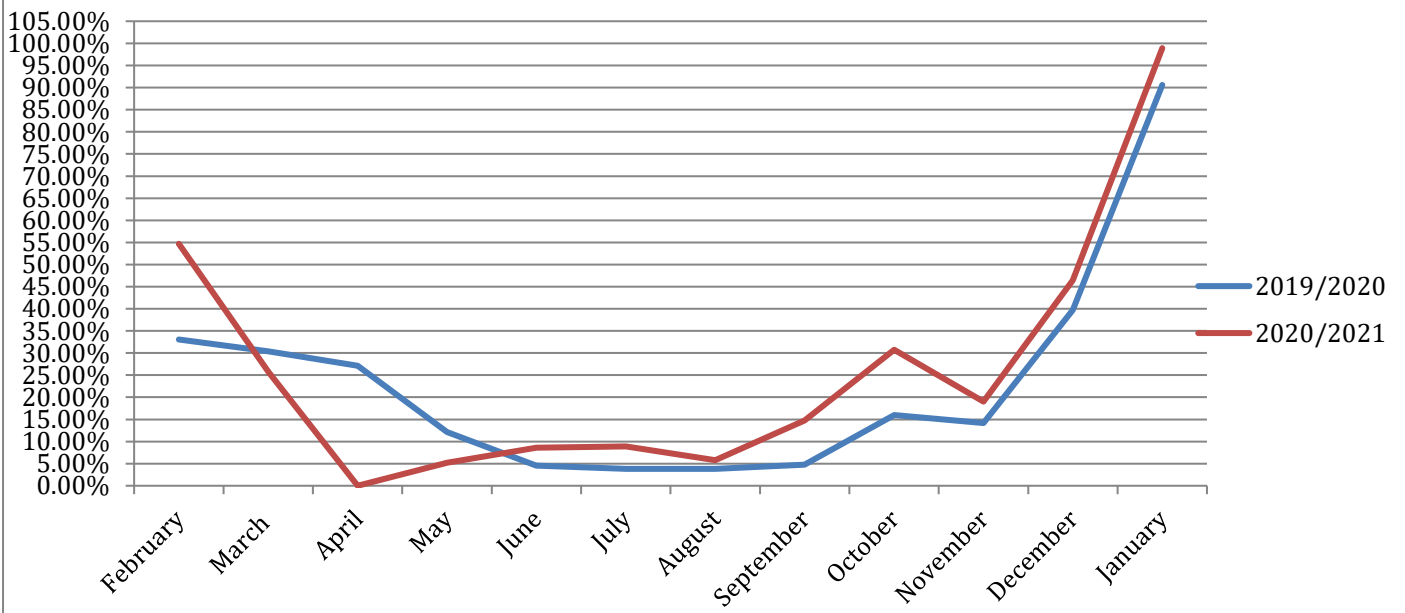
Occupancy and Revenue – January 2021



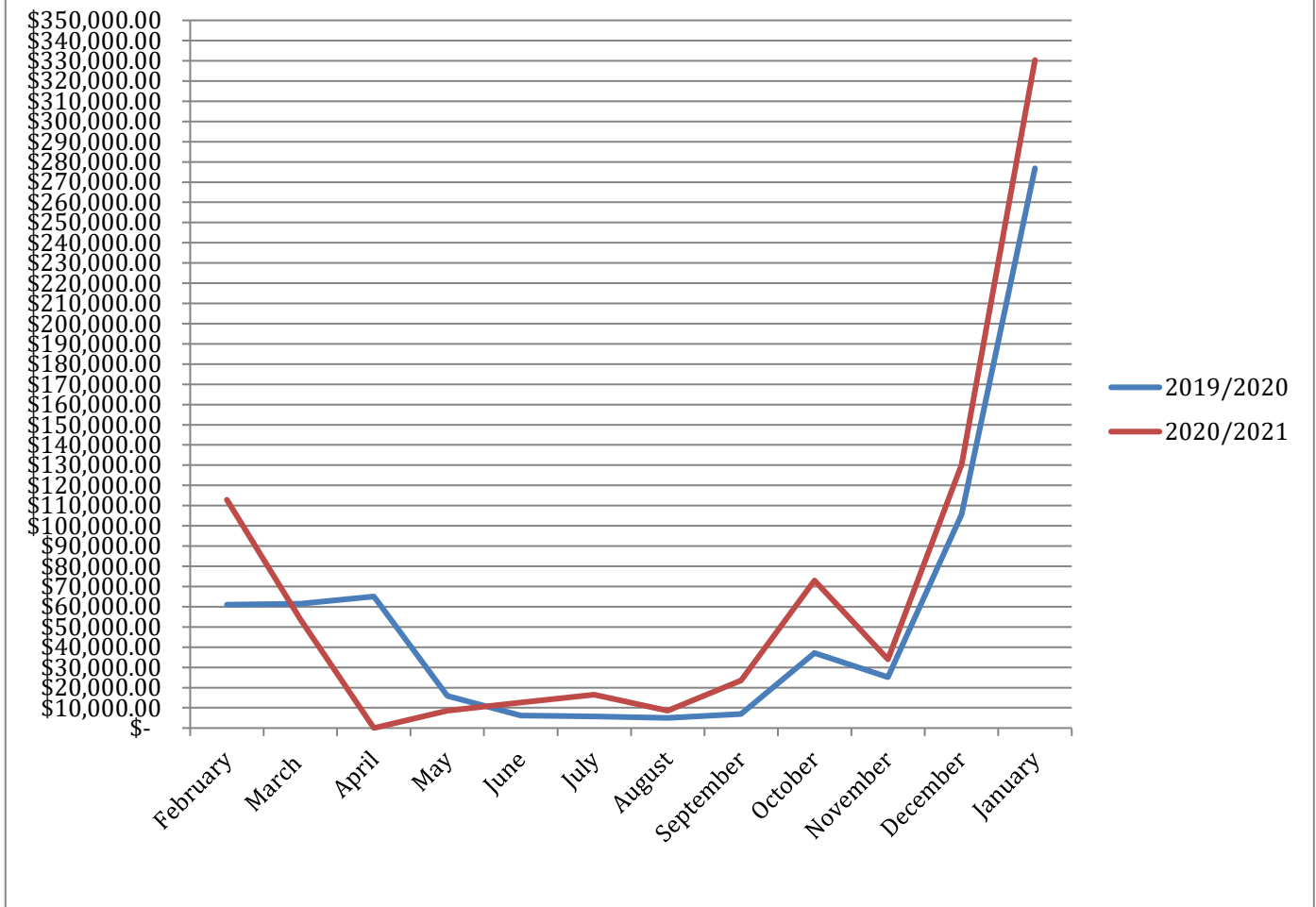
Revenue - Cabins (monthly)



Site Occupancy %



Revenue - Sites (monthly)



December 2020 figures show a slight increase in cabin occupancy and revenue (just over 1% and \$1k respectively) when compared with December 2019. January 2021 cabin occupancy and revenue remained virtually the same as the previous January (at over 99% occupancy). Site occupancy and revenue increased YOY in both December and January. Occupancy was up by over 6% and revenue up over 25K in December 2020, with January 2021 occupancy up by over 8% and revenue up over 53K .

Regards

Anton and Lucy Trist

November 2020 Financials

November 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.

	November 2020	November 2019	Comments
Revenue	\$ 133,003	\$ 109,948	Up \$23,055
Payroll	\$ 32,982	\$ 33,109	Up \$127
Expenses	\$ 77,739	\$ 69,188	Up \$8,551
Surplus/deficit	\$ 55,267	\$ 40,763	Up \$14,504

Financial report November 2020

Revenue per ASH (67): \$545
Revenue per camp site (159): \$366
Revenue per cabin (13): \$2,750

Actual funds available in all bank accounts 29/12/2020 = \$1,251,178.00 which includes \$601,372.00 on term deposit @ varying interest rates and terms.

Revenue:

November revenue up \$23,055 mostly due to casual camping up a massive \$22,481. Revenue YTD up \$136,044 or 24.28%

Expenses

Expenses up for the month \$8,551. Electricity up \$2,546, R & M grounds \$2,043 due to site repairs, R & M building up \$2,155. YTD expenses are up \$57,154 which is expected with the increase in revenue.

December 2020 financials

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	December 2020	December 2019	Comments
Revenue	\$ 202,289	\$ 193,107	Up \$9,182
Payroll	\$ 48,221	\$ 45,879	Up \$2,342
Expenses	\$ 98,711	\$ 96,914	Up \$1,797
Surplus/deficit	\$ 103,581	\$ 96,197	Up \$7,384

Financial report December 2020

Revenue per ASH (67): \$414
Revenue per camp site (159): \$802
Revenue per cabin (13): \$2,914

Actual funds available in all bank accounts 27/01/2021 = \$1,482,172.00 which includes \$601,372.00 on term deposit @ varying interest rates and terms.

Revenue:

Revenue up \$9,182 for the month and year to date revenue is up \$145,226 or 19.27%. Casual site revenue up for the month \$23,053 and a massive \$161,786 for the year to date so far or 73.55%.

Expenses

Expenses up \$1,797 for the month. R & M Plumbing up \$5,771 and cleaning consumables down \$5,500 which is timing of invoicing. YTD expenses are up \$61,267 which is in line with our revenue increases.

Regards
Anton