

## WAIPU COVE RESERVE(S) BOARD

Tuesday 4<sup>th</sup> May 2021, 7pm  
Camp Waipu Cove all-weather room.  
**ALL WELCOME**

### OPENING KARAKIA

#### AGENDA (E & OE)

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

#### APOLOGIES:

#### MINUTES OF THE LAST MEETING:

**CONFLICT OF INTEREST:** Peter acknowledged the rates review conflict of interest. Rick acknowledges the ramp/beach access as a conflict of interest.

#### CORRESPONDENCE:

##### Inwards:

11/02/2021 - Dana Owens – Women's Easter Fishing Competition  
12/02/2021 – Pauline Murray – Enquiry about meeting  
15/02/2021 – Angus McCulloch – Occupancy figures  
04/03/2021 – Angus McCulloch – Reserve signage  
12/03/2021 – Jill Pascual – ASH nights  
15/03/2021 – NRC - New Fee Structure for Coastal Structures  
24/03/2021 – Angus McCulloch – Reserve Signage  
08/04/2021 – Michael Cunningham – Thank you (Cove Fish Fry)  
09/04/2021 – Annie Hall-Judge – Memorial Plaque  
21/04/2021 – Gavin Sims, Waipu Lions Club – Request to speak at meeting  
27/04/2021 – I & C Penno – 100 night request

##### Outwards:

11/02/2021 – Angus McCulloch - Occupancy over peak season  
12/02/2021 – Pauline Murray – Information about meeting  
15/02/2021 – Dana Owens – Women's Easter Fishing Competition  
22/02/2021 – Angus McCulloch – Occupancy figures  
16/03/2021 – Jill Pascual – ASH nights  
24/03/2021 – Angus McCulloch – Reserve signage  
23/04/2021 – Gavin Sims, Waipu Lions Club – Re. Request to speak at meeting  
23/04/2021 – Annie Hall-Judge – Memorial Plaque

APPROVED R. Pullan/E. Cook (minutes/inwards/outwards)

#### REPORTS:

- **Management report**

Laundry upgrade installed and going well. Cabins progressing. Hired new receptionist. Recruiting for cleaners.

- **Financial report**

Forecasting very well despite Covid-19 lockdowns. Domestic visitors have been excellent.

- **WCSLSC Report (verbal)**

Welcome Kath. Over 160 junior surf members. Qualified 15 lifeguards and 2 patrol support – more in training. Was a busy summer for the surf club. Peak is always easy to manage but shoulder is more challenging with members away at university/schools etc. First season of government funding. Still applying for grants and fundraising. New grant manager. Huge effort into call-out squad. Recommended to be put forward for innovation of the year. Recognised by northern region as callout squad of the year. Having campground staff on board has been very helpful.

MOTION – R.Stolwerk/E.Cook

#### GENERAL BUSINESS

**Rowan acknowledged the work and time that the Board contribute. Acknowledge Anton & Lucy – results speak for themselves. Thank you.**

**Peter thanked Rowan on behalf of the Board for all the additional work she has been doing.**

- **McKenzie Coastal Track - Gavin Sims (Waipu Lions Club) to speak (7pm, 10 mins)**

Gavin thanked Evan for providing information on Weir consent. Waipu Cove to Langs coastal trail has always been difficult getting across beaches at either end – tide dependant. Ding bay will always be an issue. A weir at Cove end would provide all tide access. Now annual event of algae causing problems which wasn't an issue in the past. Weir would prevent weed washing further up the creek and rotting due to lack of water flow, allow access to the trail and allow children to continue to play in the stream. Lions club very keen to persue a joint venture to exercise consent to put weir across the creek to create all-tide access and prevent weed washing up stream. Gavin has spoken to Duracreet (based in Kauri) who create blocks that could be used. Lions club willing to contribute funds and man-power & would like to work with the Board. Location would be upstream of culvert that runs under Cove Rd. 30m long running from sand ledge over to rocks. Consent is currently with WDC (issued by NRC). Patuharakeke were previously not in favour which is why it did not go ahead in the past. Gavin will approach Patuharakeke.. Blocks that could be removed within a day would mean it was not a permanent structure. Conveyer belts would mean the gates open with tide going to sea and close with anything else going back up the stream. Gavin will research examples of similar Weirs. Consent states it must be partially removed for most of the year – would probably need to apply for variation as algae is now coming later in the year. Reserve Board to liase with Gavin on possible next steps.

- **Algae**

**MOTION to approve Javier proposal from Cawthorn institute to begin monitoring. Move that we proceed with the Cawthorn institute to being an algae monitoring programme to begin building a long-term picture of the algae activity at Waipu Cove. R. King/P. Baker**

- **Refurbishment of cabin 6 & 7 bathrooms and kitchens**

**Move that we proceed with the refurbishment of the kitchen and bathrooms of Cabins 6 & 7. R. Pullan/ P. Baker**

- **Rubbish Truck**

Discussion of alternatives moving forward, consideration from a sustainability perspective. Will continue this discussion.

**Move that we proceed with the replacement of the Camp Waipu Cove Rubbish Truck due to increasing issues with rust and failure to pass COF. R. Pullan/E. Cook**

- **Camp Waipu Cove Ute**

**Move that we proceed with the replacement and upgrade of the Camp Waipu Cove Ute. R.Pullan/R.Stolwerk**

- **North block boiler upgrade**

Anton has received quotes for various options. Looked at gas conversion \$28k, heavy-duty hot water heat pump conversion \$46k. Solar to run heat pumps \$35k (topped up with electricity), over engineered to not run out of water. Running cost would be less with solar. Moving to solar would be in keeping with the existing solar upgrades throughout the camp.

**Move that we proceed with the installation of solar in the north block to begin the replacement of the current boiler. R. Pullan/R. Stolwerk**

- **Strategic Planning**

Board discussion about strategic direction of the reserve and the level of support required moving forward. Board agreed to invite Steven McDowell to deliver a follow-up governance workshop for board members.

- **Ramp beach access**

Rick left meeting (COI). Kath representing surf club. The surf club's application for a grant for wheelchairs was approved. Board met on reserve to discuss the proposed wheelchair access ramp. The surf club Mule is currently

travelling through the reserve above the ablution block to the boat ramp, creating a track and this has caused damage to the grassed area. This area is also used by campers and members of the public making their way to the beach from the camp and the public carpark. in an area with a lot of people. A wheelchair friendly ramp could potentially pose safety issues and also require consents. These would likely need to be publicly notified which would add considerable cost. Best result for surfclub would be to have the ramp. With the proposed re-grassing of the area around the ablution block and south towards the boat ramp, it was agreed that if the ramp did not go ahead, the best route for the Mule would be between the carpark and the ablution block via a dedicated track that could be paved or marked in some way. Rowan to ask Dan Welch (did original concept plans) whether it's feasible to have ramp north of playground, if not can boat ramp be dual purpose and made wheelchair friendly.

- **Reserve re-grassing**

Managers are progressing with this. This area will be sectioned off while grass establishes.

- **Conflict of interest policy**

Discussion acknowledging that what could have been difficult, was not. We are a small board, each member offering perspective and opinions which are valued. We all share a common goal and want positive outcomes. There are topics where we each feel strongly. Rick stepped down from ramp discussion. Peter was stepped down from ASH discussion. In line with the conflict of interest policy, the chair will have the final decision regarding participation in discussion and voting.

Peter – All would like to increase size of Board. We are a diverse group. Believes everyone's opinion is valuable, whether they are entitled to take part in a particular discussion should be up to Chairperson and Board members. Peter felt Rick should be part of the ramp discussion as his opinions are valuable on that topic. Feels should have as many people involved in discussion as possible even if they aren't all able to vote.

Roger – You have to take each case on it's merits. Monetary interest is huge so if the conflict of interest is monetary the voice cannot vote or take part in discussion. As per Crown Entities Act 2004 No. 115.

Rick – Minister of conservation must be informed if a conflict of interest is not declared.

- **Rates Review (including ASH over 100 nights rate and length of stay)**

Peter left meeting (COI).

Board discussion regarding ASH rates. Due to unknown times and COVID-19, in 2020/2021 ASH were given a 10% discount on rates and a planned 2% increase was waived. Discussion regarding discount, CPI, free hot showers, free internet, appreciation for ASH and all that they bring to the camp experience and culture of the camp.

Board discussion regarding 3%, 4% or 5% increase on ASH rates.

**MOTION** that the annual site holder fees increase by 4% from the 2019/2020 year for the 2021/2022 financial year. R.Pullan/R.King/E.Cook Passed. Rick against.

Boat parking is currently adequate – not to charge parking.

Over 100 nights fee will stay as it is.

## **CLOSING KARAKIA**

### **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: 8:50pm**

**Next meeting: Tuesday 1<sup>st</sup> June, 7pm**

### January 2021 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.

	January 2021	January 2020	Comments
<b>Revenue</b>	\$ 311,308	\$ 282,655	Up \$28,653
<b>Payroll</b>	\$ 51,570	\$ 47,748	Up \$3,822
<b>Expenses</b>	\$ 124,773	\$ 113,892	Up \$10,881
<b>Surplus/deficit</b>	\$ 186,984	\$ 169,479	Up \$17,505

### Financial report January 2021

Revenue per ASH (66): \$404

Revenue per camp site (160): \$1,268

Revenue per cabin (13): \$5,051

Actual funds available in all bank accounts 25/02/21 = \$1,459,879,00 which includes \$602,237.00 on term deposit @ varying interest rates and terms.

### Revenue:

Excellent month with revenue up \$28,653 or 10% and YTD up \$173,878 or 16.80% compared to the same period last year. Casual site fee's up \$23,846 and YTD casual site fee's are up a massive \$185,632. Cabin revenue up \$11,165 for the month and YTD up \$50,014. ASH revenue is our only main revenue stream which is down by \$6,317 and YTD \$60,570. Cabin occupancy for the month was 99% at an average rate of \$211.68, site occupancy was at 98.92% at average rate of \$67.75 per night. A record year !!

### Expenses

Expenses up \$10,881 which is a result of the increase in revenue. Cleaning consumables up \$9,202 which is a timing difference of when goods were ordered. YTD expense are up \$75,548 or 13.98%, expenses have gone up mainly due to a big increase in revenue for the year.

### February 2021 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.

	February 2021	February 2020	Comments
<b>Revenue</b>	\$ 139,974	\$ 135,894	Up \$4,080
<b>Payroll</b>	\$ 42,100	\$ 38,838	Up \$3,262
<b>Expenses</b>	\$ 106,646	\$ 84,199	Up \$22,447

**Surplus/deficit**    \$ 33,903            \$ 52,635            Down\$18,732

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**Financial report February 2021**

Revenue per ASH (66): \$0  
Revenue per camp site (160): \$588  
Revenue per cabin (13): \$3,110

Actual funds available in all bank accounts 25/03/21 = \$1,495,647.00 which includes \$602,237.00 on term deposit @ varying interest rates and terms.

**Revenue:**

February revenue largely effected by COVID lockdowns as we had 2 lockdowns that effected February results. Revenue up \$4,080, all revenue's pretty much in-line with 2020 results although should have been considerably better with out lockdowns. YTD we are still up \$177,958 in revenue compared to same time in 2020.

**Expenses**

Expenses up \$22,447. LPG up \$4,365, Electricity up \$2,622 and water rates up \$3,455, this is all due to the impact of increased usage in our showers. We are seeing increases in costs across the board from supplies and service providers

**March 2021 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.

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	March <b>2021</b>	March <b>2020</b>	<b>Comments</b>
<b>Revenue</b>	\$ 124,091	\$ 78,946	Up \$45,145
<b>Payroll</b>	\$ 46,495	\$ 35,917	Up \$10,578
<b>Expenses</b>	\$ 106,412	\$ 86,889	Up \$19,523
<b>Surplus/deficit</b>	\$ 47,331	\$ (7,935)	Up \$55,266

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**Financial report April 2021**

Revenue per ASH (66): \$0  
Revenue per camp site (160): \$461  
Revenue per cabin (13): \$3,698

Actual funds available in all bank accounts 03/05/21 = \$1,306,720.00 which includes \$605,376.00 on term deposit @ varying interest rates and terms.

**Revenue:**

Revenue up \$45,145, we lost 2 large Belmont school camps due to Auckland COVID lockdown so the result would have been even better. Casual site fee's up \$24,822 and cabin revenue up \$24,381. Last March we lost the last week of revenue as we were in lockdown again. YTD revenue is up \$223,102.00 and our Net surplus is up \$144,234.00

**Expenses**

Expenses up \$19,523, wages up \$10,578 mainly due to 5 pay this March compared to 4 last March, wage increases and increased revenue. Electricity and water rates up which is a pattern for the YTD. Expenses YTD are up \$115,612.00

## Managers' Report March 2021

As I write this report, term one school holidays are almost over. We have had an extremely busy few months, with things likely to stay busier than normal whilst COVID-19 limits people's travel options. We have seen a significant increase in both occupancy and revenue when compared with last year. This is quite remarkable considering this is despite the fact Auckland went into two lockdowns over this period. Even with many cancellations (including several school camps) due to these lockdowns, we remain in good shape financially.

Unfortunately, the red algae has made an appearance again this summer, waiting until February to show up. It has been washing up on the beach on and off since then. This has marred what has otherwise been a fantastic summer.

Arise Builders commenced work on construction of the three new self-contained cabins in mid-February. These are coming along nicely, and we expect these will be completed around August. Arise will then start on the kitchen and bathroom refurbishments for cabins 6 and 7. These cabins are now over 15 years old so need a bit of a spruce up.

The laundry upgrade has just taken place, with the swipe card system installed in reception. This will allow guests to purchase a swipe card and top it up via a self-service terminal. The washers and dryers have all been converted to card-operated, with guests scanning their pre-loaded card against the machine they wish to use. This eliminates the need to have lots of \$2 coins to hand.

The past couple of months we have been busy recruiting staff for both reception and cleaning. Swas Winton went on maternity leave at the end of March, with her baby boy Louie born on the 17<sup>th</sup> of April. We have employed Jemma Familton to cover her position on reception while she is away. We have been short-staffed in the cleaning department since January due to injuries, a bereavement and general increase in occupancy, but are currently in the process of recruiting additional cleaners. The Managers and Rob have been filling in where needed, with help from some of our receptionists. It is ironic that we have been short-staffed at a time when we are busier than ever. This has meant we have been quite stretched but we have all pulled together as a team to get the job done.

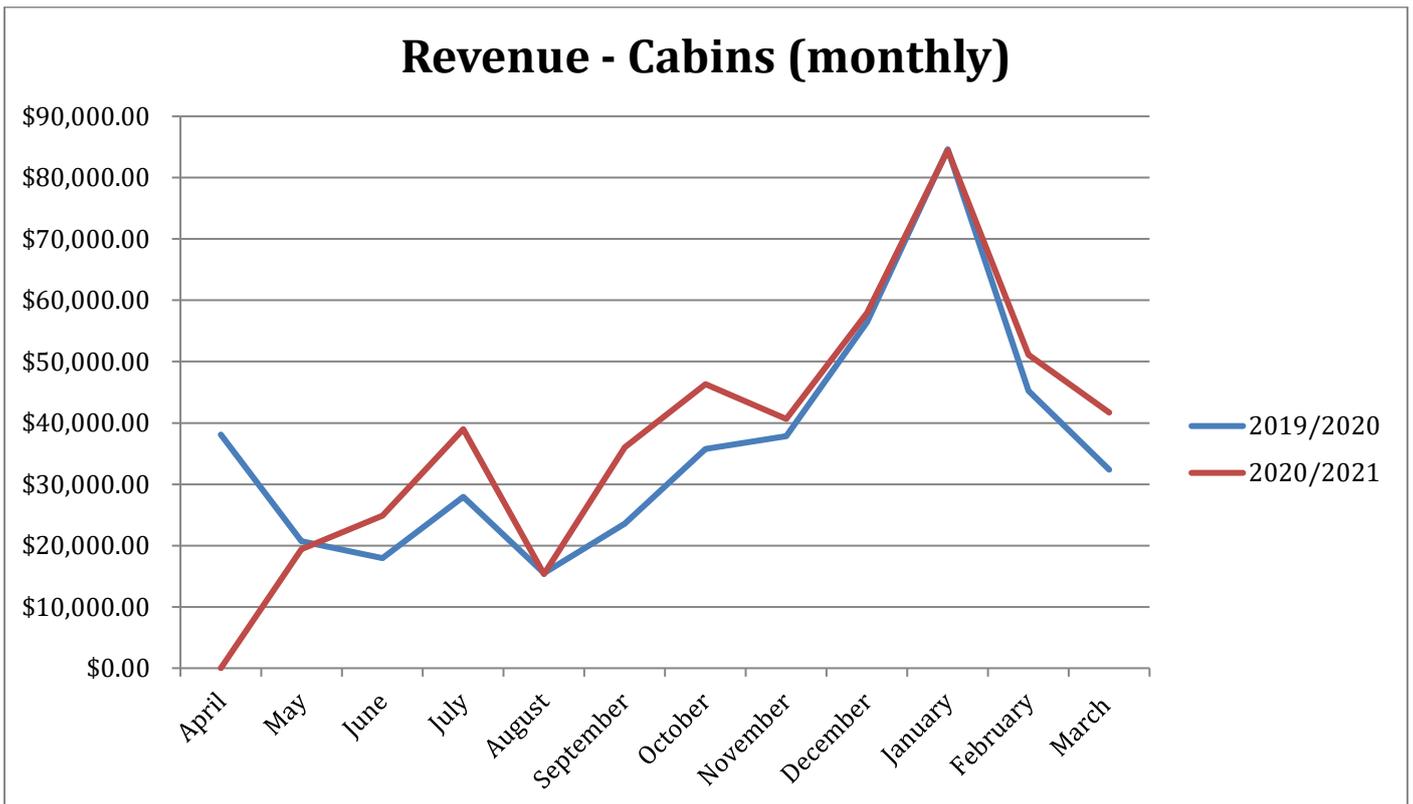
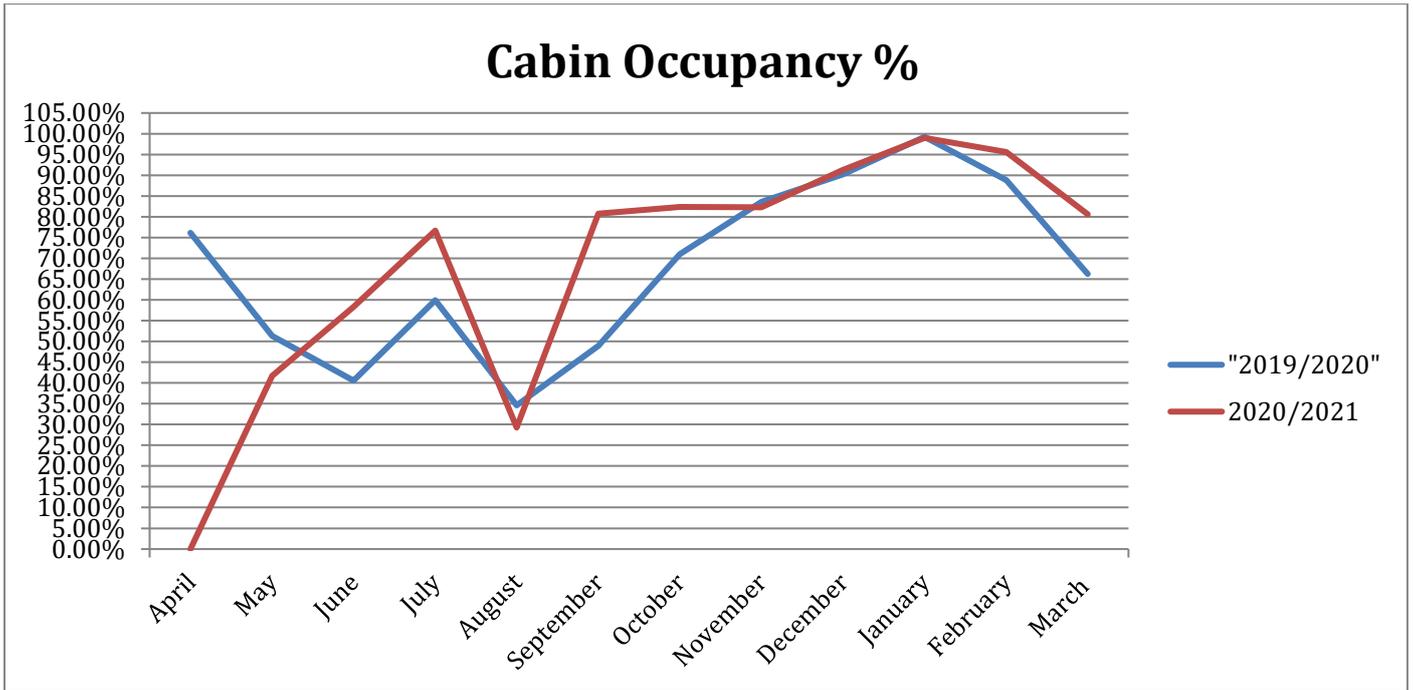
The Easter school holidays have seen the camp heavily booked. Cabins have been at 100% occupancy and a surprising number of guests are still keen to camp (much more than previous years anyway) even given the unpredictable weather we have had.

The tsunami evacuation on the 5<sup>th</sup> of March was a bit of excitement we did not need, but fortunately it didn't amount to anything major. We evacuated the entire camp in around five minutes, which we were happy with. All campers were directed to evacuate to higher ground – either St Annes Road or Cullen Road. Guests were communicated with via our PA system and text message alerts sent from our reservations system. If anything, it served as a good real-life exercise in testing the quality of our evacuation plan.

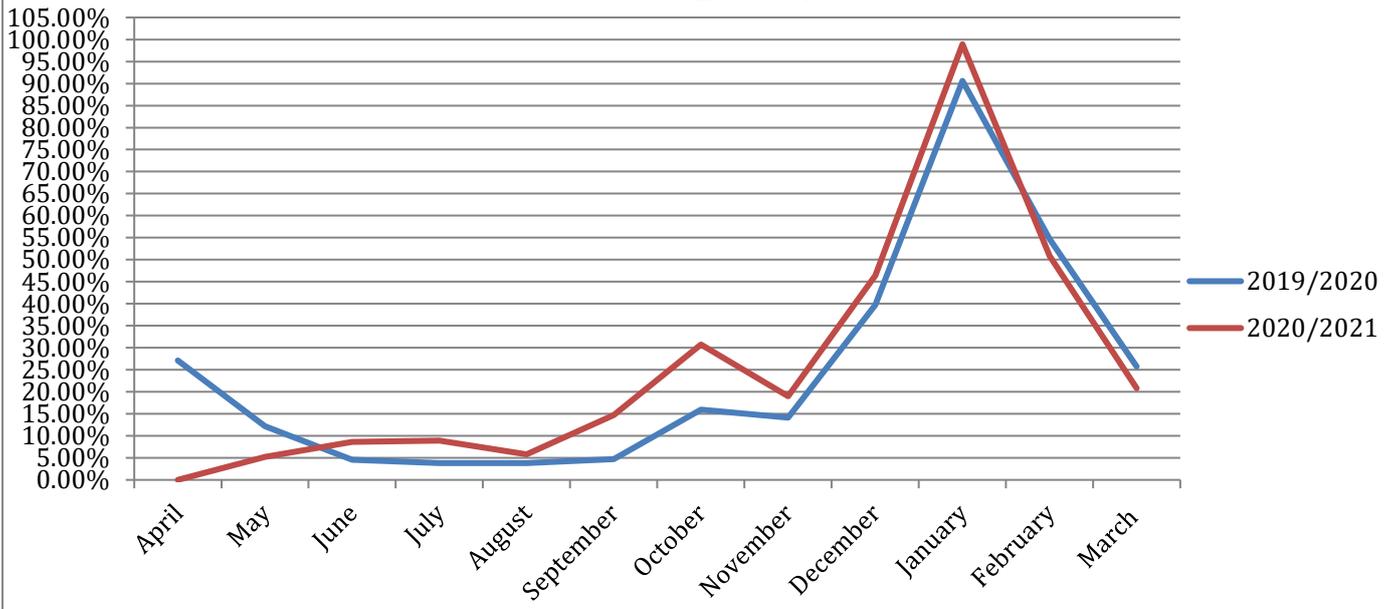
Our general bookings opened on the 7<sup>th</sup> of March, with only three sites remaining over the Christmas/New Year's period once rebooking's were all in place. We already had people queued outside the office from 5am, even though Auckland's COVID lockdown restrictions were only lifted at 6am that morning. We now have just a few spaces available for camping from late January only.

Finally, ASH 118 and 202 have advised us they will be moving off site before the end of the contract year.

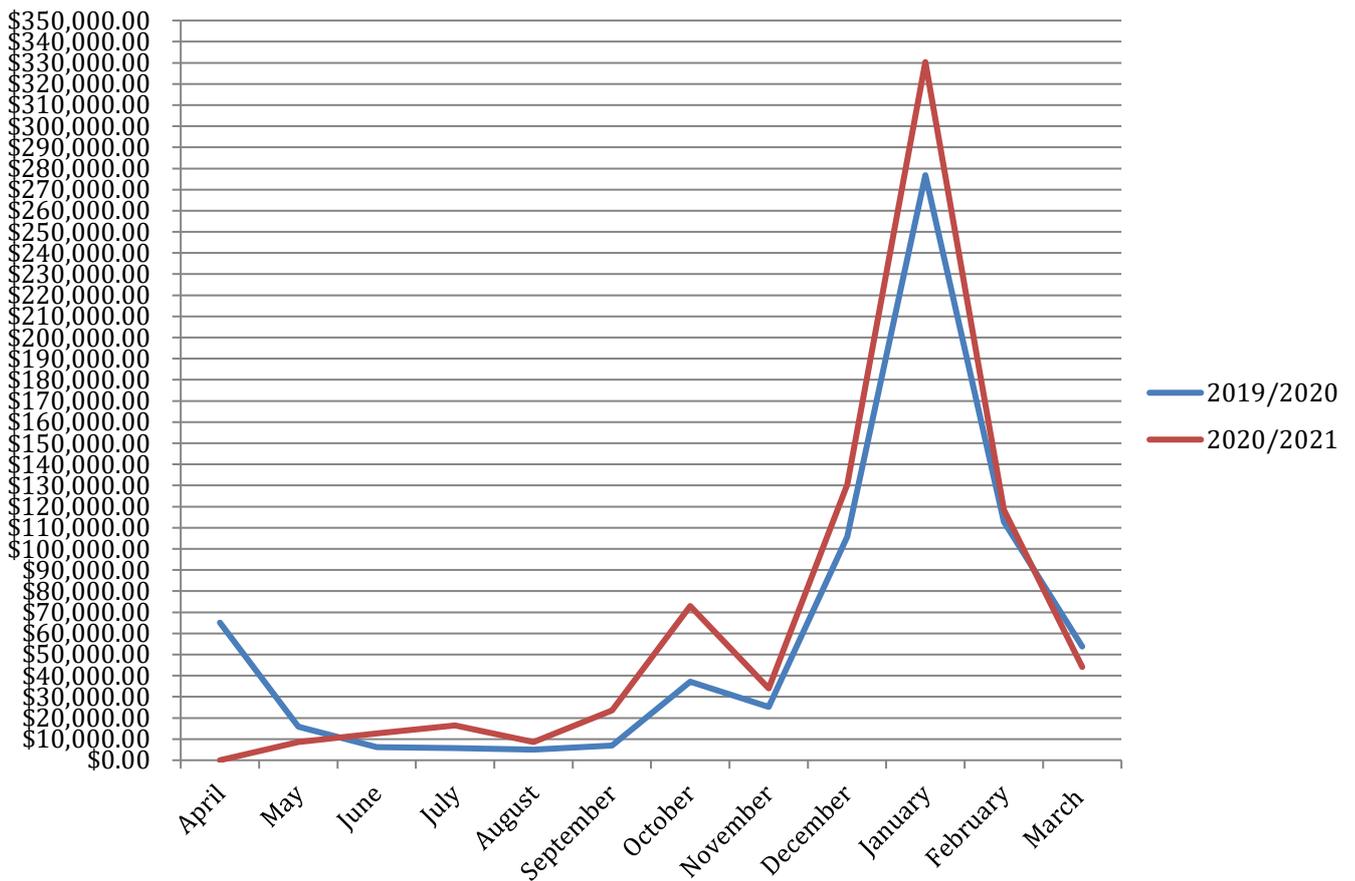
**Occupancy and Revenue – February & March 2021**



## Site Occupancy %



## Revenue - Sites (monthly)



Site revenue impacted in February and March due to Auckland COVID lockdowns, we also lost 2 large Belmont school camps because of this.

Regards

Anton and Lucy Trist