

## WAIPU COVE RESERVE(S) BOARD

Tuesday 1<sup>st</sup> June 2021, 7pm  
Camp Waipu Cove all-weather room.  
**ALL WELCOME**

### OPENING KARAKIA

Whakataka te hau ki te uru  
Whakataka te hau ki te tonga  
Kia mākinakina ki uta  
Kia mātaratara ki tai  
E hī ake ana te atakura  
He tio, he huka, he hau hu  
Tīhei mauri ora!

Cease the winds from the west  
Cease the winds from the south  
Let the breeze blow over the land  
Let the breeze blow over the ocean  
Let the red-tipped dawn come with a sharpened air  
A touch of frost, a promise of a glorious day

### AGENDA (E & OE)

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

**APOLOGIES:** None

**MINUTES OF THE LAST MEETING:** Motion to approve - R. Stolwerk/E. Cook

**CONFLICT OF INTEREST:** R. Stolwerk – Mule access

### CORRESPONDENCE:

#### Inwards:

29/04/2021 – T & G Hoffmann – Red weed  
06/05/2021 – Bream Bay Sliders – Request to hold mid-winter festival of surfing  
15/05/2021 – K. Bush – Length of stay inquiry  
19/05/2021 – K. Bush – Re. Length of stay inquiry  
20/05/2021 – L. Rooney – Algae on the beach

#### Outwards:

07/05/2021 – Bream Bay Sliders – (via managers) Response to request to hold mid-winter festival of surfing  
10/05/2021 - I & C Penno – Response to 100 night request  
14/05/2021 – T & G Hoffmann – Red weed  
18/05/2021 – K. Bush – Length of stay inquiry  
19/05/2021 – K. Bush – Re. Length of stay inquiry

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

### REPORTS:

- **Management report**

Algae is now gone from the beach. Stream partly flushed out after storm. Dunes held up nicely. The planting has helped a lot. Laura (DoC) would like to move dunes 2m further back – will approach Board in next year or 2. Contractor will come to spray weeds in dunes. Partial upgrade to reserve is complete. A lot of upcoming changes with policy and procedures over next 12 months. 100% self-contained occupancy in April – fantastic!

- **Financial report**

Hard to compare YOY because of lockdown last year. Occupancy has been very good.

- **WCSLSC Report (verbal)**

Patrolling has now finished but the club has still been busy. Training and exams have been taking place. Won regional award for emergency call out team, great innovation which includes camp staff! Regional awards coming up. The club has nominated one of its members for u19 lifeguard of year and another for chief instructor. They have also been put forward for a national innovation award. Received grant for repairs and maintenance. Bookings still strong – thanks to managers. Beach-friendly wheelchairs have arrived. Biggest use will probably be for access to beach but can also be used in water. Would like to discuss advertising and procedure for hire. Will compliment new accessible cabin (camp will put promotional material up). 19<sup>th</sup> June training with coast watchers, camp staff invited to attend as part of the callout squad.

**MOTION to approve reports – R. Stolwerk/R. King**

### GENERAL BUSINESS

- **Meeting review**
- **Budget 2021/2022**

Managers shared operating budget for the camp for the 2021/2022 year. Projected ASH revenue is up due to discount they received last year. Projected cabin revenue is up as there will be 3 new cabins generating revenue. Accountants have looked over the budget and are happy with it.

**MOTION to approve budget for 2021/2022 year – R. Stolwerk/P. Baker/All in favour**

- **Algae**

Board has received letters from concerned members of public regarding algae. Will consider a meeting between WDC, NRC, Patuharakeke, Ngati Wai and the Cawthron Institute to discuss. Reserve Board holds consents to move algae and fill in holes but are not wholly responsible for action. Discussion about options. Next summer action will be taken pre-summer, but one weather even can undo anything that has been done. Discussion about further monitoring of river and working with Waipu Water Watch however, it is not the Boards role to do water monitoring. Issue cannot be dealt with by Board alone. The algae is a problem around New Zealand and around the world. Research is being done around the world, at Waipu Cove it is a relatively recent problem. There is not yet a definitive answer to the cause. Rowan to respond to recent letter.

- **Mule access/accessway across reserve for surf club IRB**

R. Stolwerk left meeting due to conflict of interest.

Discussion over route options for Mule to take across reserve. Two options – One through carpark (surfclub opposed to this idea), one through reserve (taking care not to damage new paths or tree roots). Ramp down to beach can go anywhere along sand dunes but the higher the dune, the longer the ramp – the ramp is not likely to be built in the near future so a solution still needs to be found. Boat ramp was repaired after cyclone Luci for approx. \$5000 and has lasted well but now needs some more work. Gobi blocks and concrete strips discussed as access options for the mule. Camp managers/staff need to access southern end of reserve for maintenance multiple times per day. Crossing pedestrians is unavoidable. Limestone discussed as an option for walkway from accessible parking space to beach (sectioned off from boat ramp).

Managers to organise reshaping of boat ramp and installation of gobi blocks for mule route.

**CLOSING KARAKIA**

Kua mutu a mātou mahi  
Mō tēnei wā  
Manaakitia mai mātou katoa  
O mātou hoa  
O mātou whanau  
Āio ki te Aorangi

Our work has finished  
For the moment  
Bless us all  
Our colleagues  
Our families  
Peace to the universe

**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
- **Annual mid-winter festival of surfing at Waipu Cove** – Sunday 15<sup>th</sup> August (29<sup>th</sup> August backup date)

**Meeting ended: 8.42pm**

**Next meeting: Sunday 29<sup>th</sup> August**

**Managers' Report for May 2021**

It's hard to believe we are already halfway through 2021. The year so far has certainly flown by. The camp has continued to be busy all through April and has only just quietened down since the term one school holidays finished

in early May. The cabins ran at 95% occupancy all April (which is unheard of) with self-contained cabins at 100% occupancy. The algae has finally departed (for now at least) courtesy of the big swell and wind we had last weekend.

Now that we are slowing down a little, we have the time to get on with maintenance tasks, planning and general organisation around the camp. Some staff training is taking place over the next couple of months, kicking off with First Aid refreshers for those who need them over the next couple of weeks. These are through St Johns and take place at their depot in Whangarei. We have also organised flu shots for all staff through the Bream Bay Medical Centre. These are optional but we generally have quite a high uptake on this.

We are also reviewing all areas of Health and Safety and Human Resources over the coming months with the help of consultants from Employsure. This is to ensure we keep up to date with several upcoming statutory changes in the areas of H & S and employment relations. We have also implemented a new cloud-based HR system called BrightHR and will soon follow with a partner H & S system called Brightsafe. This will keep us busy over the quieter winter months implementing.

Just an update on the new cabin cluster that is currently under construction. This is all running to schedule with the cladding and roofing now on. The next step is lining the interior of the cabins. We have all our orders in place for the furniture, window coverings and other bits and pieces. There is a longer than normal lead time for lots of products now due to COVID, so we have made allowances for this and got onto ordering earlier than usual.

Some of the shower cubicles have needed a repaint after summer, so this has taken place in the last couple of weeks. It is difficult to get these types of tasks completed until we quieten down, as it can otherwise be too disruptive for guests.

Some concreting has been taking place on the reserve next to the public toilet area. There is now a concrete path from both toilet entrances to the beach access point just behind the public toilets. This will help with access to and from the beach for those who are in wheelchairs or even just unsteady on their feet and has the bonus of helping the bare patches of grass repair. Parts of the reserve that need it are being roped off and prepared for re-grassing, which will take place this week. The reserve itself has been overdue for a little TLC for a while now, so it is good to have the opportunity to get this done, it was planned for last year but due to COVID we needed to delay.

Another job being taken care of this month is the road marking within the camp and the public reserve carpark. This is to take place on the 26th of May. An additional disability car park will be added next to the boat ramp entrance.

The new laundry system is going well, with only a couple of minor hiccups that needed ironing out in the first week or so of operation. We have put up some signage in all three guest laundries with instructions on how to operate the machines and posted to Facebook and Instagram to update our customers on these changes.

It has been great to be able to offer sponsorship to five local Bream Bay College students recently went of the Spirit of Adventure trip from the 18<sup>th</sup> -23<sup>rd</sup> of May. This would have been a trip of lifetime for these teens. Each was sponsored \$100 towards the cost of their trip, and we provided them with T-Shirts and drink bottles for the voyage.

We held our "Employee of the Quarter" lunch on the 10<sup>th</sup> of May, with camp receptionist Grace McLean receiving this award. Well done Grace!

To finish off this report on a positive note, we are pleased to have been awarded the Trip Advisor People's Choice award 2021 and we have received a Certificate of Excellence award for the last 8 years straight. It really is great to get this kind of recognition from our customers.

Regards

Anton and Lucy

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.

	April 2021	April 2020	Comments
<b>Revenue</b>	\$ 111,985	\$ 21,982	Up \$90,003
<b>Payroll</b>	\$ 39,851	\$ 36,053	Up \$3,799
<b>Expenses</b>	\$ 79,797	\$ 50,923	Up \$28,874
<b>Surplus/deficit</b>	\$ 32,595	\$ (\$4,006)	Up \$36,601

### **Financial report April 2021**

Revenue per ASH (66): \$0

Revenue per camp site (160): \$375

Revenue per cabin (13): \$2,827

Actual funds available in all bank accounts 27/05/21 = \$1,086,396.00 which includes \$602,237.00 on term deposit @ varying interest rates and terms.

### **Revenue:**

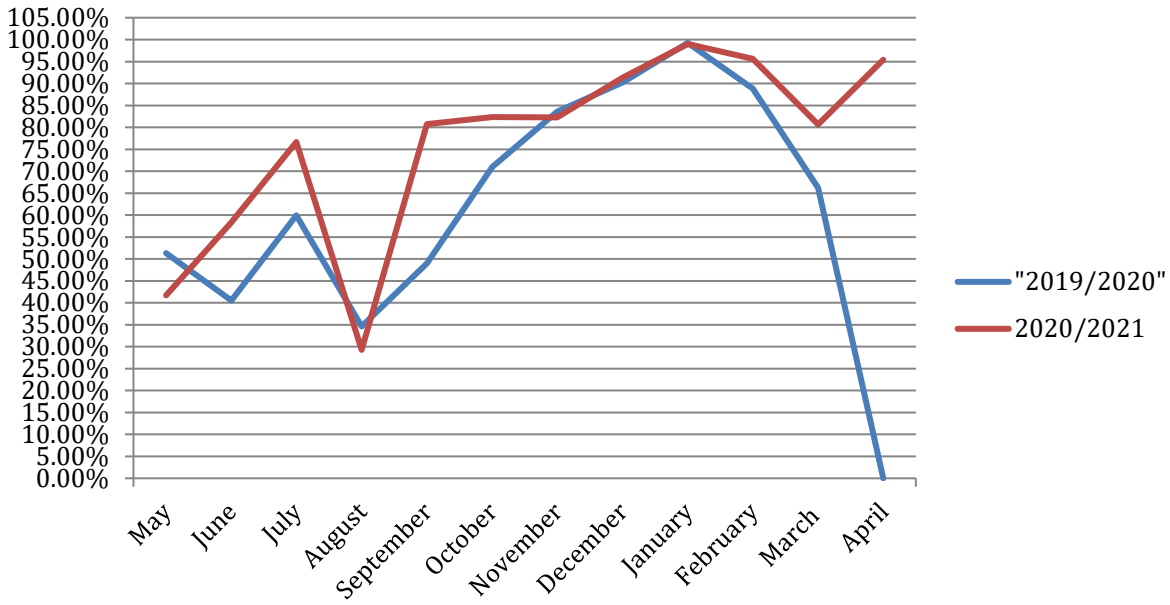
April last year we were in full lockdown so no true comparisons can be made to April’s figures compared to 2020, however April was a very busy month for us. Self-contained cabins were at 100% occupancy for the month and all cabins were at 95.38% at ARR \$142.50. Camping site occupancy 30.73% at ARR \$55.32. Forecasting EOY revenue of \$1,652,000.00. YTD revenue is up \$313,106 on LY and expenses up \$151,411 and net surplus up \$174,910

### **Expenses**

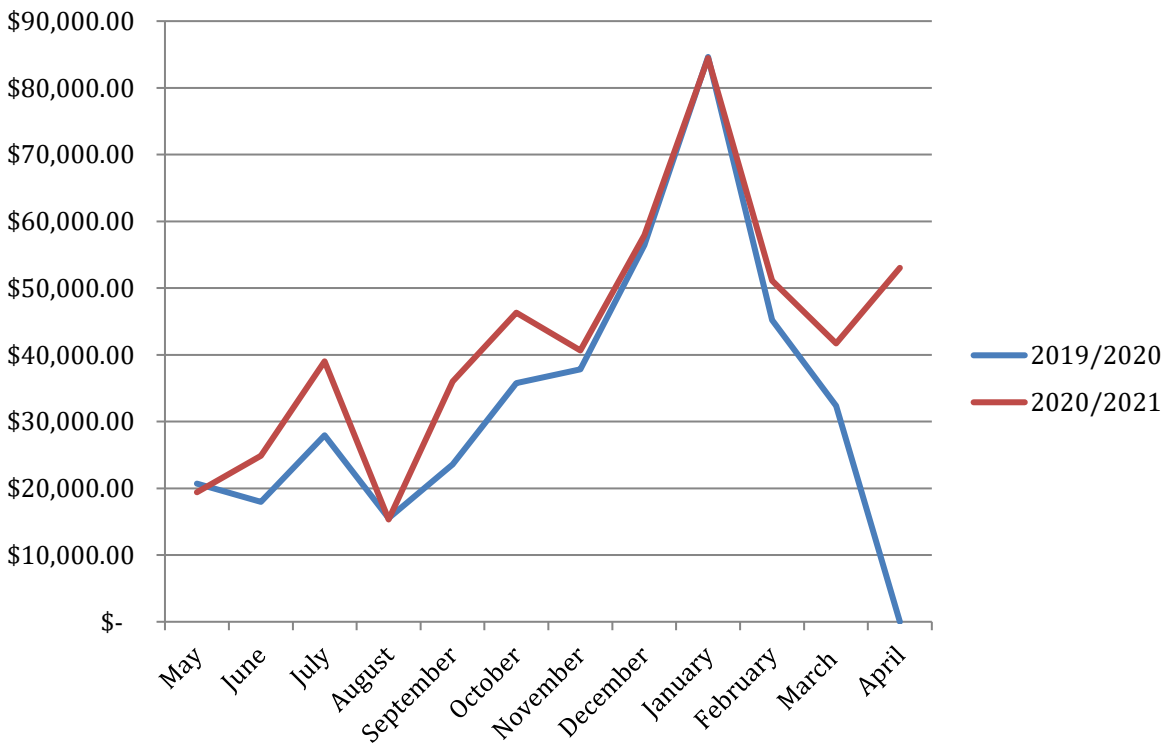
\$79,797, again hard to draw comparisons for April 2020 but expenses are in-line with other years prior to 2020

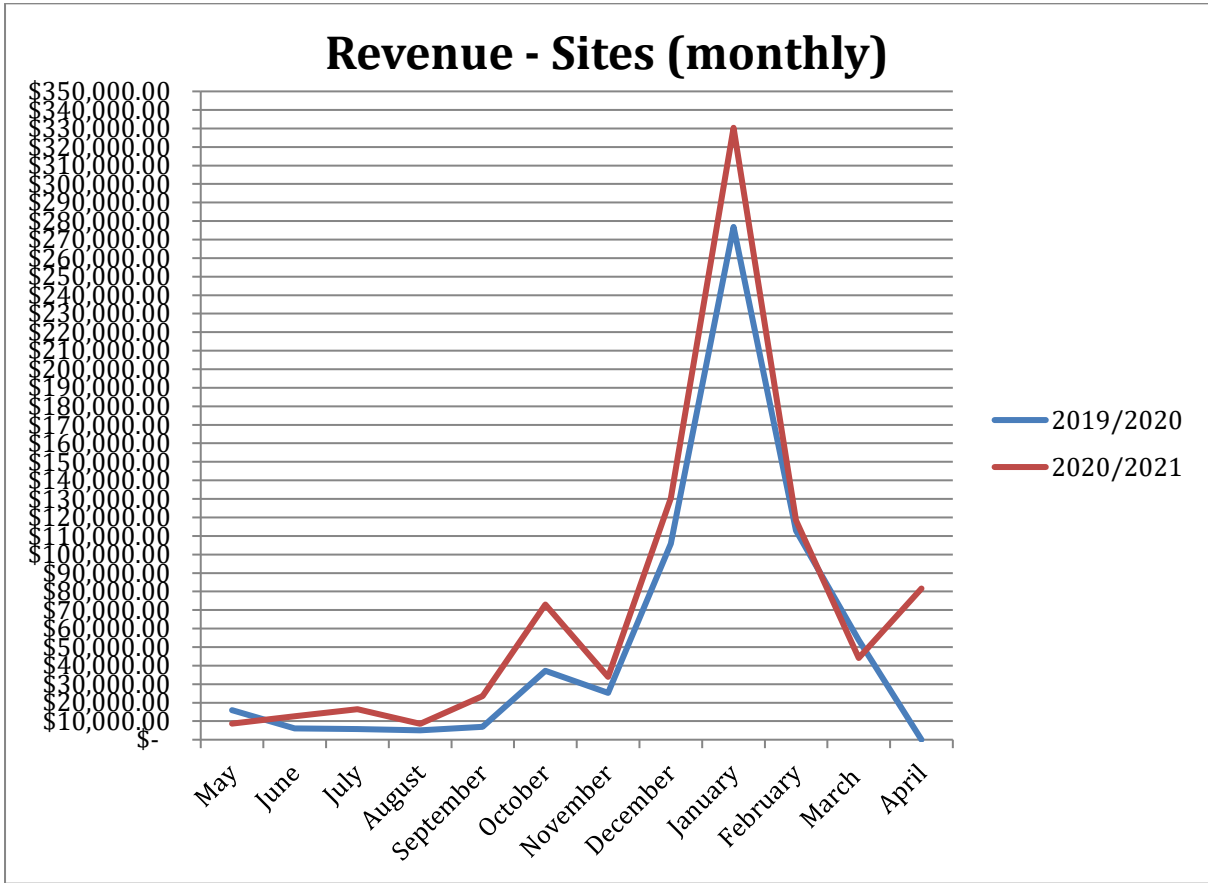
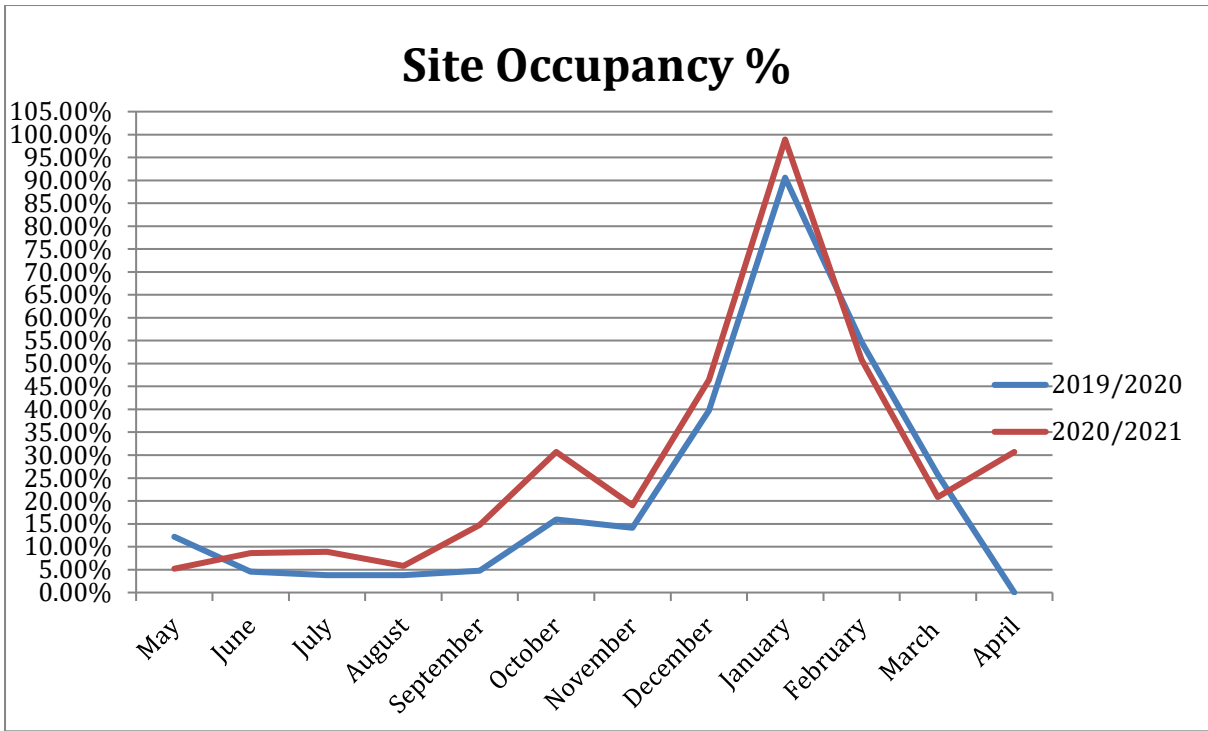
## **Occupancy and Revenue for April 2021.**

## Cabin Occupancy %



## Revenue - Cabins (monthly)





April 2020 we were in lockdown due to COVID, we have since recovered very well and it's been a record April in 2021. Self contained cabins occupied at 100% and all cabins 95.38% occupancy @ an average rate of \$142.50 per night and camping sites 30.73% @ average nightly rate of \$55.32.