

WAIPU COVE RESERVE(S) BOARD

Tuesday 7th June 2022, 7pm

Camp Waipu Cove all-weather room.

ALL WELCOME

OPENING KARAKIA

AGENDA (E & OE)

PRESENT: A. Trist, E. Cook, R. Pullan, H. Kereopa, P. Baker, G. Mclean, B. Hopkins (minute secretary), K. Baker, R. Stolwerk, L. Trist, L. Minhinnick (zoom)

APOLOGIES: R. King

MINUTES OF THE LAST MEETING: Signed as true and correct – E. Cook

CONFLICT OF INTEREST:

CORRESPONDENCE:

Inwards:

Outwards:

Motion to approve inwards/outwards correspondence – n/a

REPORTS:

- **Management report (attached below)**

Rowan acknowledged managers for their most recent trip advisor award. Steven Chambers has provided the managers with an update that has been passed on to the Board.

- **Financial report**
- **WCSLSC Report (verbal)**

Kitchen rebuild is currently happening. Another container is being installed next to the surf club to hold non-patrolling gear.

Motion to approve reports – P.Baker/E.Cook/All in favour

GENERAL BUSINESS

- **Patuharakeke input for our response to the stream (preparation for algae)**

Discussion of options to deal with the algae sitting and rotting in the stream over summer. Initial consent was granted in 2017. A few options have been tried and the Board would like to consult with Patuharakeke in planning for the coming summer. Hollie will consult with Patuharakeke.

- **Board Succession**

Rick suggested there should be a governance item on the agenda for each meeting. He suggested a succession plan, policy reviews. Rick will take the lead on this. Risk matrix on agenda for next meeting.

- **Public access gate**

Anton provided an engineer's work-up of what the gate would look like. It would be open during the day and closed at night so as not to limit access. Security has been an issue in this area

MOTION to install security gates at the northern carpark entrance. Open by day, closed by night allowing for continued public access – R. Pullan/P. Baker/All in favour

- **2022/2023 Budget**

Difficult budget to do as covid has impacted last few years. Managers provided budget for the coming year for Board discussion.

MOTION to approve the 2022/2023 budget – R. Pullan/E. Cook/All in favour

- **Dog Information Sign**

Discussion regarding dog signage. Ideas to be sent to Hollie to collate/design. Further discussion at next meeting.

- **Quote for clearing out North end green waste area**

Managers shared quotes for clearing north end green waste area to make the area usable.

MOTION to accept the quote and commence clearing the north green waste area – R.Stolwerk/H.Kereopa/All in favour.

- **ASH request to go over 100 nights**

Board approved request. Managers will respond to ASH with decision.

CLOSING KARAKIA

Upcoming events on the reserve and local area

- **Waipu Boutique Sunday Market** **HYPERLINK "**<http://www.waipumarket.co.nz/>**"&**
HYPERLINK "<http://www.waipumarket.co.nz/>**" Café: 2nd Sunday of the Month, Waipu
Coronation Hall 9-1pm**
- **Waipu Street Market** – Saturday or Sunday on Long weekends 9-1pm
- **Waipu Antiques and Collectables Fair** – Sunday of Long weekends 9-4pm

Meeting ended: 8.17pm

Next meeting: Tuesday 5th July, 7pm

Manager's Report – May 2022

We've definitely seen things slow down as we get into May, after a busy April. Easter was busy as usual, and led onto the term one school holidays. The weather was ok until towards the end of Easter, when it turned rainy – and this continued through much of the school holidays. We had decent occupancy levels over the school holidays despite the weather.

Recently we received another award from Trip Advisor. It was a "Traveller's Choice" award for 2022, our 9th year in a row winning this award. We are thrilled about this as these are only awarded to those properties that consistently earn great reviews and are ranked in the top 10% of properties listed by Trip

Advisor. It is even more pleasing that we have improved our rating in the last twelve months – it has gone from 4.5/5 to 5/5. We plan to organise a celebration for all staff in the near future, as it is only with such a great team effort that we can continue to receive such awards.

There have been a number of ASH departures this month, more to move off site over the coming weeks. In total fourteen ASH will be moving offsite as they have not renewed their contracts for the 2022/23 ASH contract year. These sites who have moved/are about to move off are ASH sites 62, 70, 74, 93, 103, 117, 143, 204, 208, 210, 217, 225, 227 & 233. Fifty ASH remain and have been offered contracts for the 2022/2023 contract year.

These departures have kept us busy due to the sheer volume of them this year, as compared with previous years. We have been assisting with organising the move, as well as repairing the sites once they have been vacated. These sites should be in good condition to receive bookings once we get busy again, around October. In the meantime they will be roped off and regrassed.

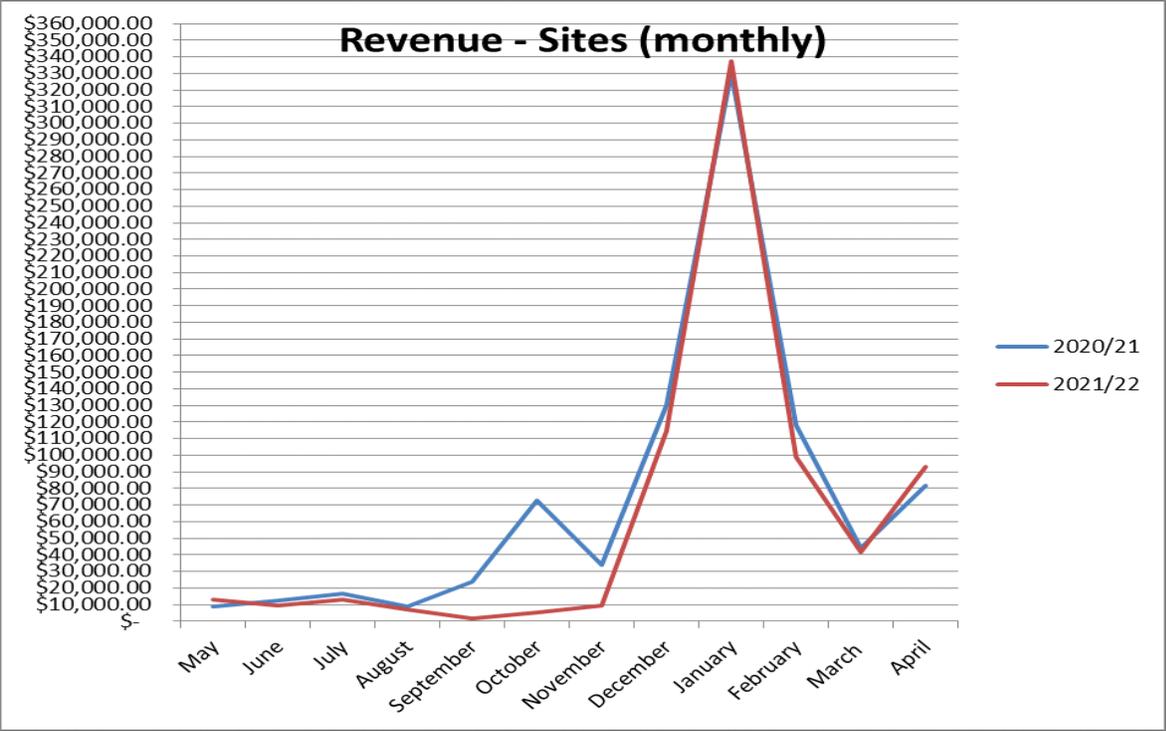
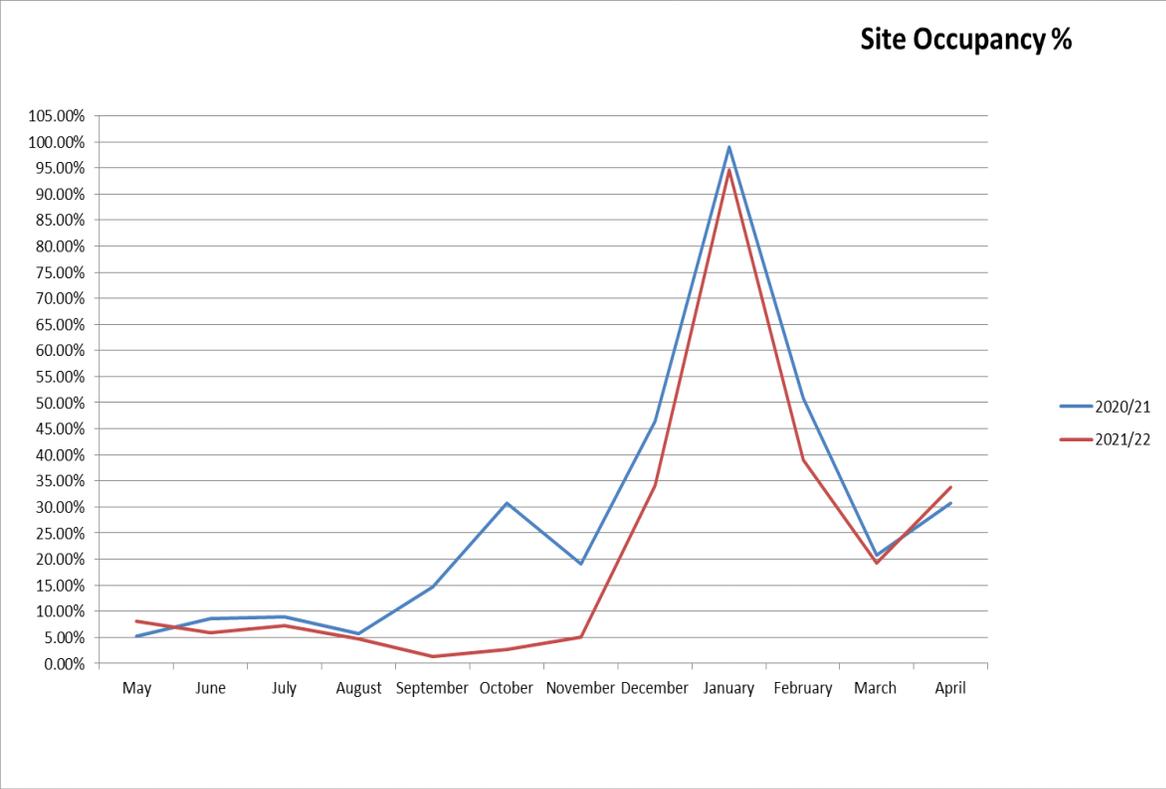
Covid and other illnesses have continued to impact our staff this month. It has meant everyone has needed to be flexible in order to keep things functioning. We have appreciated the general willingness of our staff to cover shifts for others at short notice – it definitely doesn't go unnoticed and is a huge help. Most staff seem to have already had covid by now, but we are bracing ourselves for the second wave that seems to be coming through Waipu. Fortunately is a lot easier to manage now that we are quietening down a bit.

Kind regards,

Anton and Lucy Trist

Managers

Cabin and Site Occupancy and Revenue for April 2022.



April Financials

	April 2022	April 2021	Comments		
Revenue	\$ 150,413	\$ 130,740	Up \$19,673		
Payroll	\$ 45,566	\$ 39,851	Up \$5,715		
Expenses	\$ 92,669	\$ 79,797	Up \$12,872		
Surplus/deficit	\$ 57,977	\$ 54,091	Up \$3,886		
Wage Subsidy	\$ 0.00	\$ 0.00			

Financial report April 2022

Revenue per ASH (60): \$0

Revenue per camp site (166): \$499

Revenue per cabin (16): \$3,712

Actual funds available in all bank accounts 24/05/22 = \$1,016,670 which includes \$641,105 on term deposit @ varying interest rates and terms.

Revenue:

Revenue up \$19,673 on last April, self contained cabins up \$13,220 and casual site fee's up \$11,393. Easter weekend we were fully booked and the school holidays had strong occupancy compared to last year as people seem to be getting out and about more as they are more comfortable with the covid situation. Year to date revenue is down \$145,244, our net surplus before depreciation is currently \$599,563 which is in a strong position. Our self contained cabins ran at 94.31% occupancy and were empty only 17 nights out of a possible 299 nights available.

Expenses

Expenses up \$12,872 on LY, as with most businesses expenses in all areas are going up due to inflationary pressures. We have increased cleaning and cabin supply costs with the 3 new cabins that were built last year, these were not operational until October 2021. YTD expenses are down \$17,388 but this is because revenue is also down YTD by \$145,244.