

WAIPU COVE RESERVE(S) BOARD

Tuesday 5th July, 7pm

Camp Waipu Cove all-weather room.

ALL WELCOME

OPENING KARAKIA

AGENDA (E & OE)

PRESENT: G.Mclean (Minutes), A.Trist, L.Trist, H.Kereopa, R.Pullan, R.King, P,Baker, R.Stolwerk,

APOLOGIES: E.Cook, L,Simperingham

MINUTES OF THE LAST MEETING:

CONFLICT OF INTEREST:

CORRESPONDENCE:

Inwards:

Harlicks ASH 201 Contract

Swann - Wedding on Reserve

Outwards:

Motion to approve inwards/outwards correspondence – R.Stolwerk, Second R.king

REPORTS:

- **Management report (attached below)**
ASH contracts returned. Qualmark rating 4+ star rating awarded to the Camp. First Matariki long weekend at the Camp went well. Jemma assigned Health and Safety co-ordinator. North Gate has been newly installed, yet to be completed with its lock.
- **Financial report**
- **WCSLSC Report (verbal)**
Won Service awards at Regional SLS awards. Rookie of the Year awarded to Laura Manning. Renovations coming along well.

Motion to approve inwards/outwards correspondence- P.Baker/R.King/All in favour.

GENERAL BUSINESS

- **Risk Matrix**
Governance and management plan to read over. Looking over Rick's 1 Year – 10 year plan on what we should do as a board as best practice. First looking at a Board induction for new board members. Board Induction on agenda for next meeting.
- **Refixing of term deposit \$500,000**
Motion to add funds to maturing term deposit, then reinvest for 90 days
- **Dog Sign**
Hollie to liaise with the Managers to go forward with a draft to complete and install dog sign.
- **Wedding**
More information required, Rowan to draft a reply.

CLOSING KARAKIA

Upcoming events on the reserve and local area

- **Waipu Boutique Sunday Market** [HYPERLINK "http://www.waipumarket.co.nz/"](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: 8.31 pm

Next meeting: Tuesday 9th August, 7pm.

Managers' Report for June 2022

We are nearing the end of June as I write this report, and it is finally getting cold here in Waipu. This month has also been a very wet one compared with previous June's – hopefully it's not a sign of a wetter than usual winter this year!

The first ever Matariki public holiday took place just this weekend gone - only three weeks after Queen's Birthday weekend. Both weekends were busy for winter weekends in the camp although the weather was mixed. Outside of these weekends we are seeing the effect of the borders opening and people going overseas as our occupancy levels have dropped a little compared with the same time last year.

We have picked up a few group bookings, such as the Northland Caravan Club who stayed with us earlier in June. We also have some business and sports groups booked for early July, such as Maritime NZ and North Harbour Women's Rugby. It's nice to be getting these group bookings back as these were some of the first things to be cancelled due to COVID in the last couple of years.

Qualmark conducted our 2022 assessment earlier in June, with their assessor coming to site and spending half a day going through the camp and its operations. We have not had an assessment since April 2019 (due to COVID of course, and the resulting backlog they've had to get through) so there were plenty of improvements to show the assessor, such as the cabins that were completed in 2021. We are pleased to advise that we have retained our four star plus rating and Enviro Silver rating. The assessor remarked we were extremely close to being upgraded to an Enviro Gold rating, which we will aim for next year. It was also highlighted to us the continued focus on Health and Safety in our industry with Worksafe taking an increased interest in the accommodation sector at present.

Still on the topic of H&S, Jemma has just completed the Health and Safety Representative Stage One course through the EMA as she takes on the role of H&S Administrator for the camp, under the close guidance of management. Over the next couple of months while it is quieter, staff will undertake various training and development. Several staff will attend the Newbook training seminar in Christchurch in early August.

There is plenty of site maintenance happening around the camp as a number of ASH sites have been cleared. There will be large areas of regrassing that need to be completed before we start to pick up again in spring. There are lots of areas roped off due to this, as well as some sites being too wet to camp on.

The north entrance gate is close to completion and should be fully completed by early July. Steven Chambers has given ourselves and the board an update on the main entrance development progress, this was emailed 28/06/2022.

So far, we have had a number of ASH contracts returned and deposits paid. The due date for this is the 1st of July so we should have an update with final numbers by the time the board meeting takes place but it's looking like the total number of ASH will be 46 for the 2022/23 contract year.

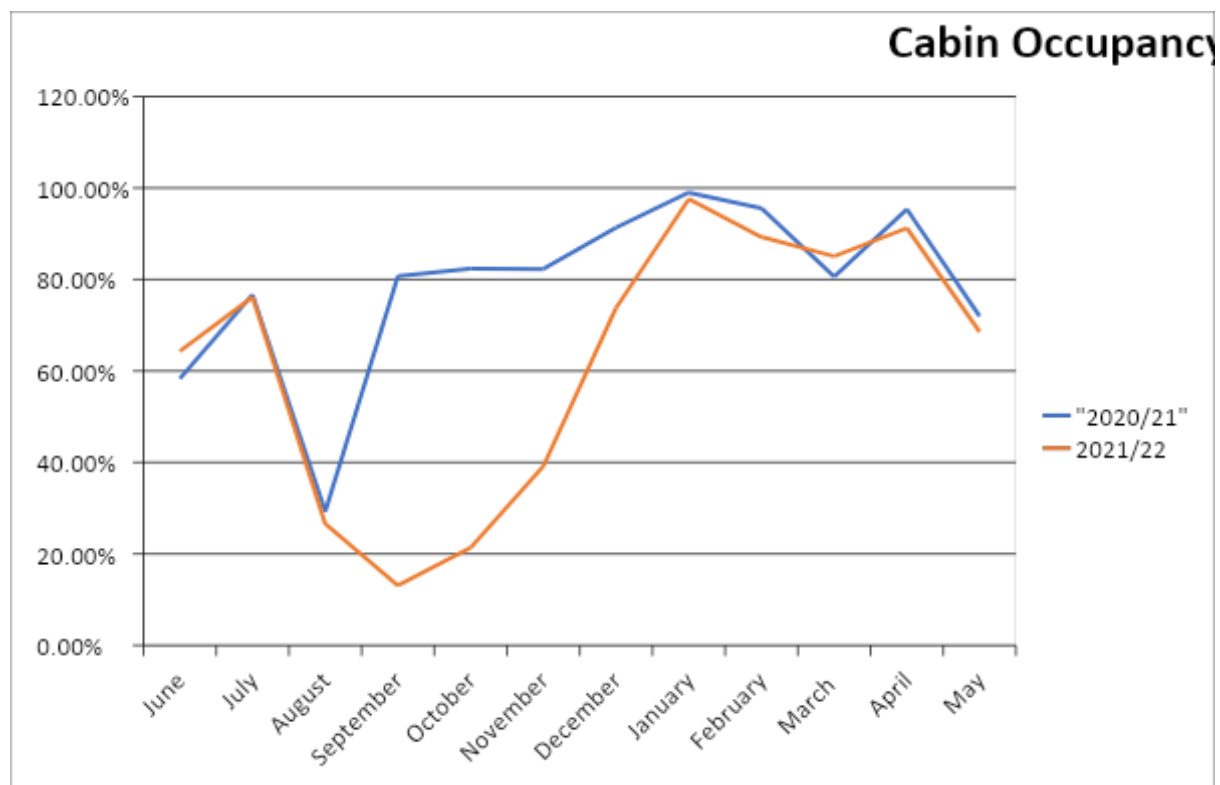
The camp has been extremely short-staffed in June with several staff contracting COVID (one for their second time) and others with a serious flu that has been doing the rounds. Another member of staff has been off for two weeks due to having surgery. Reception has been hit the hardest with illness. We've had to all be very flexible and do whatever is required to keep reception open. Speaking to other businesses, this seems to be the norm everywhere now. Our sick leave paid out this year to date has more than tripled compared with the previous year – there were 13 sick leave days taken by staff from June 2020 -June 2021, versus 43 days taken from June 2021 – June 2022. Unfortunately, we expect illness to be an issue for the rest of the winter but there is not much we can do about that.

Regards

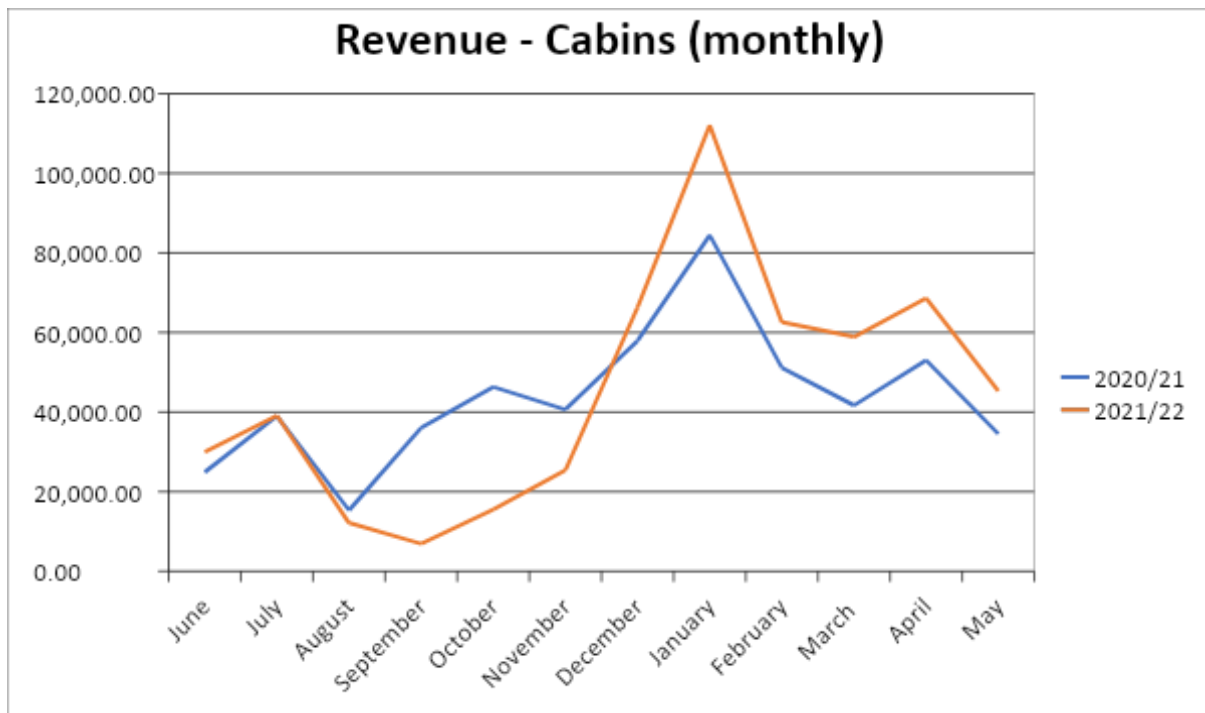
Anton and Lucy

Occupancy and Revenue for May 2022

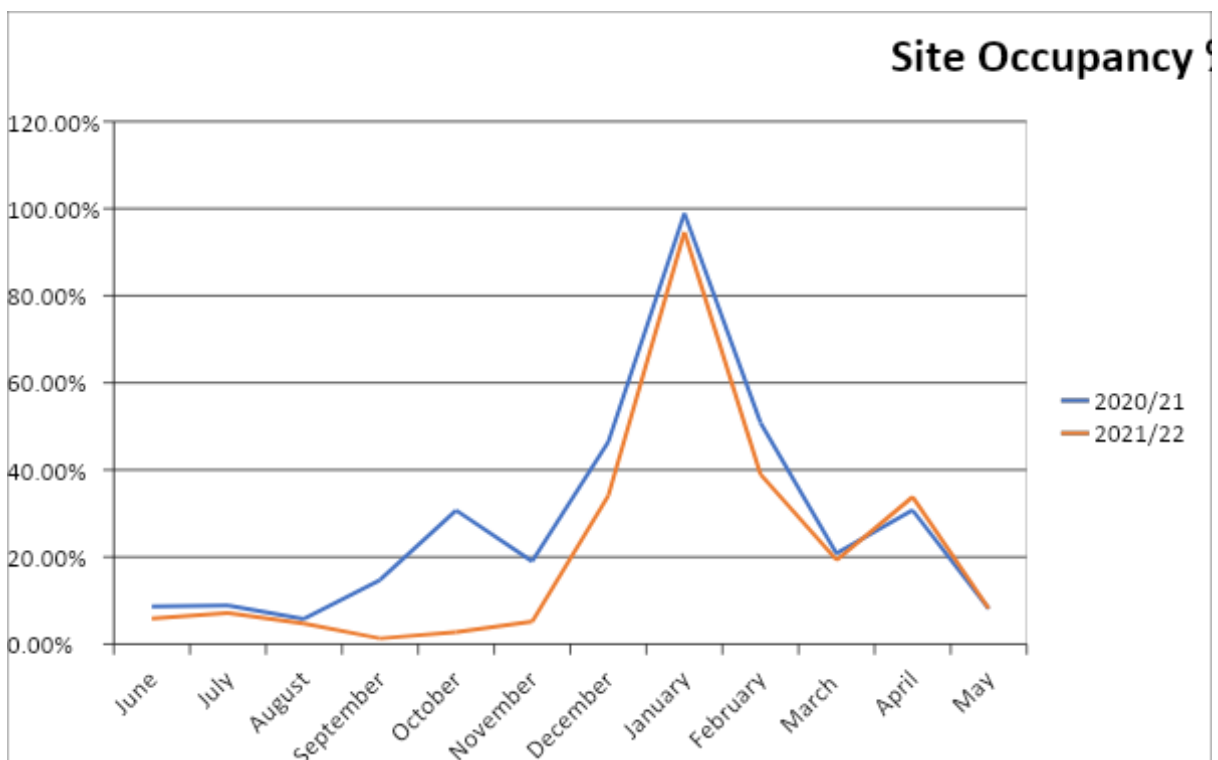
Cabin Occupancy



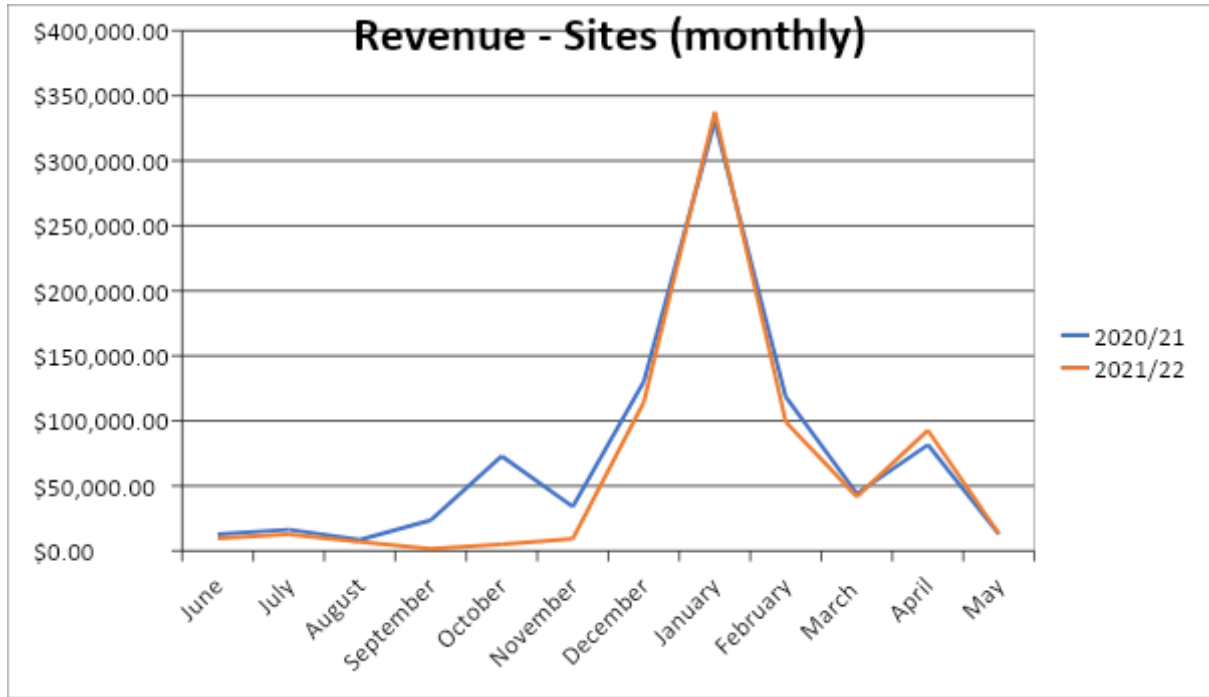
Cabin Revenue



Site Occupancy



Site Revenue



May Financials

	May 2022	May 2021	Comments
Revenue	\$ 53,178	\$ 40,011	Up \$13,167
Payroll	\$ 39,104	\$ 38,423	Up \$681
Expenses	\$ 72,761	\$ 71,467	Up \$1,294
Surplus/deficit	\$ (19,549)	\$ (31,447)	Up \$11,898
Wage Subsidy	\$ 0.00	\$ 0.00	

Financial report May 2022

Revenue per ASH (60): \$0

Revenue per camp site (166): \$69

Revenue per cabin (16): \$2,470

Actual funds available in all bank accounts 21/06/22 = \$1,008,076 which includes \$641,105 on term deposit @ varying interest rates and terms. We have a term deposit of \$500,000 maturing 13th July 2022 @1.20%, we hope to get a considerably higher rate when refixing this sum and possibly increasing this amount to \$600,000.

Revenue:

May has seen the camp quieten down considerably which is reflected in our financial results although considerably better than May 2021. Revenue is up \$13,167 which is mainly due to the new inventory of our 3 self contained cabins which were up \$9,019, all other revenue's are pretty much in-line with last year. This May we made a deficit of \$19,549 however this was an improvement on the \$31,447 deficit made in 2021

Expenses

Expenses are in-line with 2021 at \$72,761. It's good to see continual savings being made in electricity and also fuel and oil, this is because of the North block boiler being converted last year to hot water heat pumps and also solar power added to this block.

Thanks

Anton