

WAIPU COVE RESERVE(S) BOARD
Tuesday 29th November 2022, 7pm
Camp Waipu Cove all-weather room.
ALL WELCOME

OPENING KARAKIA

AGENDA (E & OE)

PRESENT: R.Pullan, A.Trist, R.Stolwerk, H.Kereopa, P.Baker, E.Cook, John Tapper (Coastal Walkway),

APOLOGIES: L.Minhinnick, R. King, G.McLean,

MINUTES OF THE LAST MEETING: Motion to approve – P. Baker, Second E.Cook, All in favour

CONFLICT OF INTEREST:

CORRESPONDENCE:

Inwards:

Mark Hurley- Seaweed Strandings in Bream Bay

David Jacobsen- Termination of my payments and site 231 at the Waipu Cove Camp

Outwards:

Mark Hurley – Managers replied

David Jacobsen- Board replied

Motion to approve inwards/outwards correspondence – E. Cook, Second H.Kereopa, All in favour

Waiarahi Coastal Walkway – John Tapper

The coastal walk (Waipu Cove to Langs) is currently closed to the general public as it is deemed unsafe. Johns volunteer group is working alongside the council to repair the track. They have employed NorthPark to carry out repairs and get it open by Christmas.

There are 39 spots along the track that need repairs and additions. Discussion around the benefit for stakeholders and visitors to the reserve, the significance of the walkway for visitors to CWC and local community who utilise the track, as well as TA walkers whose numbers have significantly increased this season.

Motion to contribute \$10,000 to the Waorahi trust to assist and help complete the upgrade and repair of the coastal walkway to ensure it is open in time for summer visitors.

Move the motion: R.Pullan, Second: R. Stolwerk, All in favour

REPORTS:

- **Management report (attached below)**

We have had a very wet past couple of months, one school camp has been rained off, another school camp braved the weather. Currently getting ready for the summer rush and training staff for the peak period.

- **Financial report**

Financials are picking up as we are entering the summer peak period. Cabin occupancy significantly up over October and November,

- **WCSLSC Report (verbal)**

Patrol started last weekend and go through every weekend until easter. Junior surf starts Sunday 4th December. Paid guards start from 14th December through to Waitangi Weekend, patrolling hours are 10am-6pm during the week and 11am-5pm on the weekends, exchange guards from America staying in the first week of Jan. Northland surf lifesaving tour 8 -11th of January.

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

GENERAL BUSINESS

- **ASH leaving policy**

ASH leaving policy procedure needs to be clear. No removal during peak period. Guidelines required regarding how they are going to vacate their site, requirement for a health and safety plan to safely remove the structure. The board will work on drafting up a document to be sent out to ash in March 2023.

- **Front Entrance Re-development Update**

The board have now received the engineer's reports. Based on the findings a motion was passed to proceed with the project. Board to obtain advice from insurers based on section 72 notice.

Motion to continue to progress with the front entrance re-development.

E. Cook, Second R.Stolwerk

- **Increase credit card limit and \$5,000 max spend limit**

Managers requested an increase in limits for credit card and capex. Discussion around financial audit procedures and ensuring all audit checks are in place.

Motion to approve the increase limit on the credit card from \$5,000 to \$10,000.

Moved R.Stolwerk, Second E.Cook

Motion to approve the increase max spending limit for Managers of Camp Waipu Cove for Capex from \$5,000 to \$10,000.

Moved R.Stolwerk, Second E.Cook

Blue Sky Strategic Thinking – Next meeting

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: 8:28pm

Next meeting: Tuesday 31st January 2023 @ 7pm

Managers' Report for November 2022

The wet weather has continued this month, with plenty of rain occurring. We had severe surface flooding on the 11th of November, which affected the entire Northland region. This did not cause any damage for us but did result in a school camp departing early. We are experiencing good occupancy levels despite the wet weather, and Waipu is noticeably busier with visitors.

Belmont Intermediate School held two camps over consecutive weeks in November. Unfortunately, as mentioned earlier, the first one was rained off after only two nights, which was disappointing for them. The second camp did last the full week although the weather wasn't great. It has been great to finally welcome back the school camps – we've missed having them.

Several staff have attended training courses in Auckland this month, with Robert and Jemma attending the EMA Puzzle People Communication course in mid-November. Victoria and Tania will be attending the EMA Emerging Team Leader course towards the end of the month. In addition, we have a Fire Safety (Warden and Extinguisher) training scheduled for all staff this month.

We are currently in the process of hiring additional staff for the busy summer season. We will be taking on additional cleaning and grounds staff to work over the peak period. Training and induction will commence for these roles in December.

Our staff Christmas party has been organised for Wednesday 23rd of November and will be held at the Pizza Barn in Waipu. Board member Hollie has very kindly offered to cover reception for a few hours while we have our celebrations - thanks Hollie!

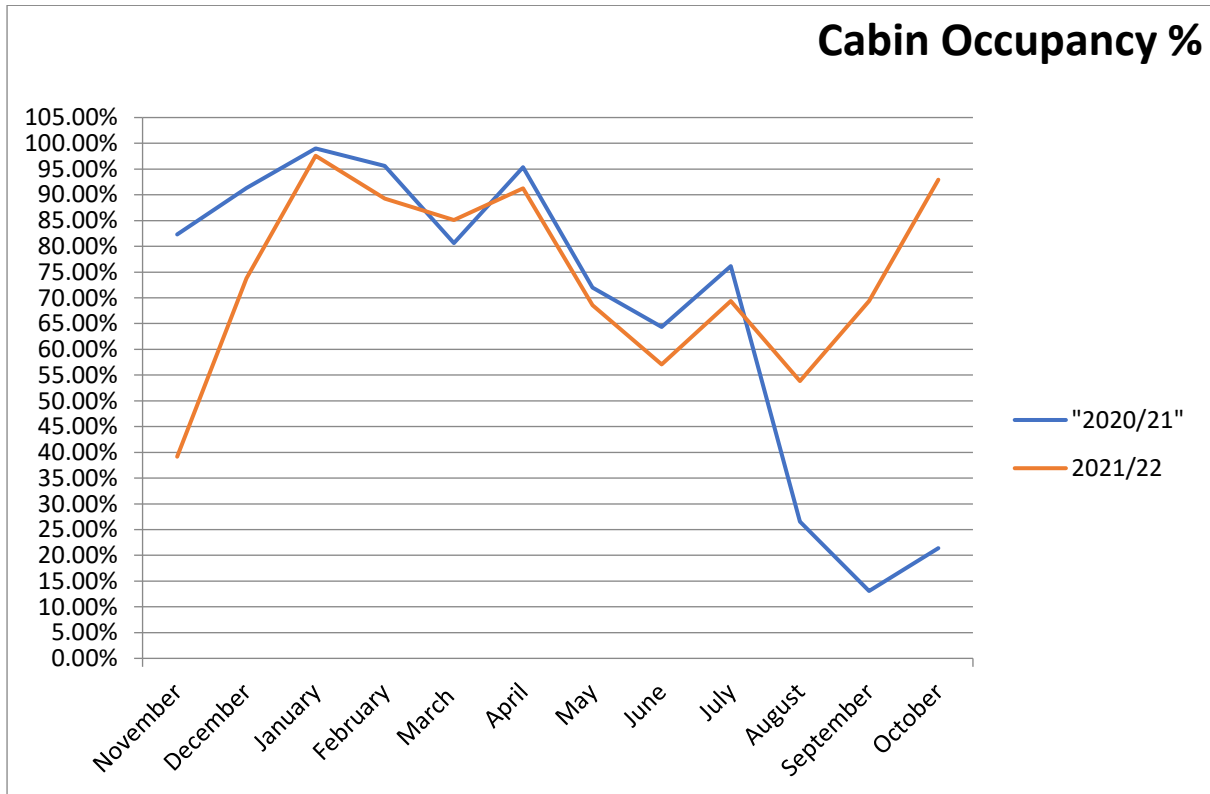
We have just received the flood report we had commissioned from RS Eng. The purpose of this report is to provide an initial assessment of the building site and proposed construction in relation to the potential coastal flood hazard. The findings will guide the proposed construction of the new reception building and have been forwarded to the architects Stufkin + Chambers.

An additional VAC laundry top-up card unit has been installed in the middle block laundry in preparation for heavy usage over peak. This is the same as the VAC machine located in reception.

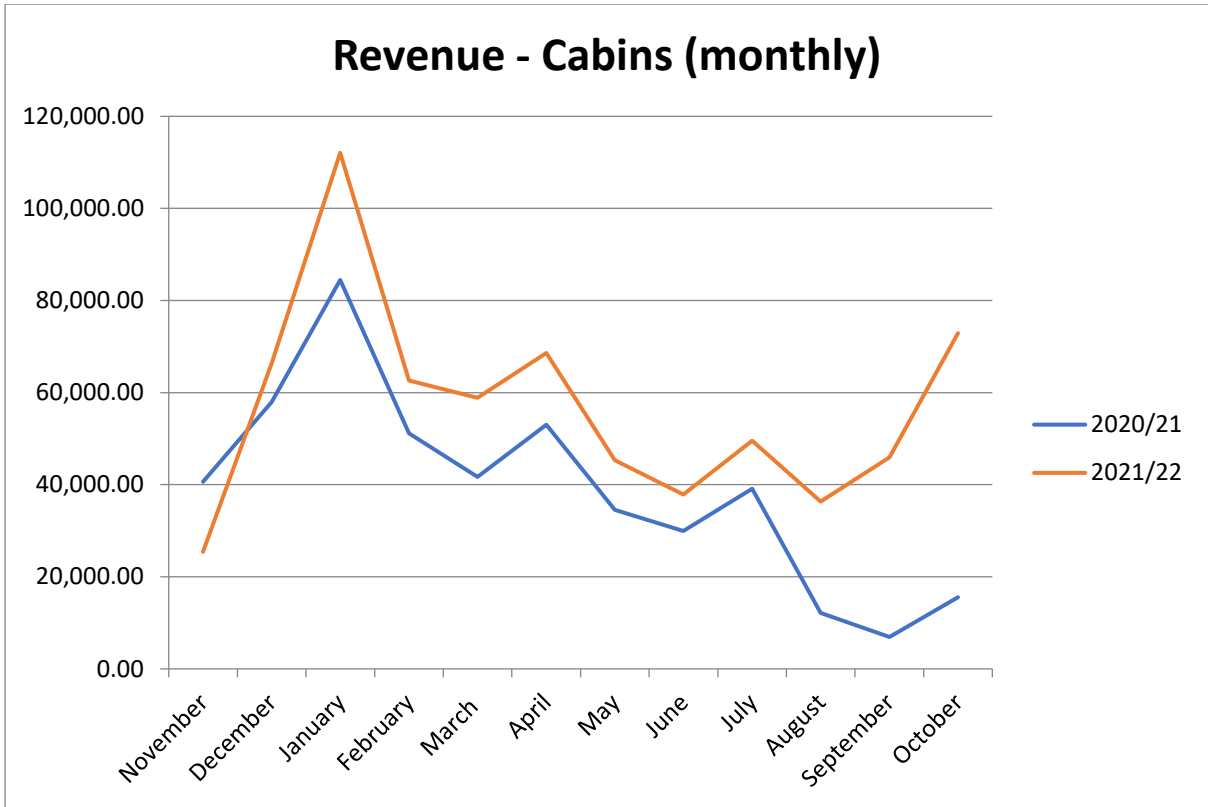
Another ASH (site 231) has departed this month. We are doing our best to get this re-grassed in a hurry for the summer season. All the rain we are currently having is helpful in this regard!

Occupancy and Revenue for October 2022

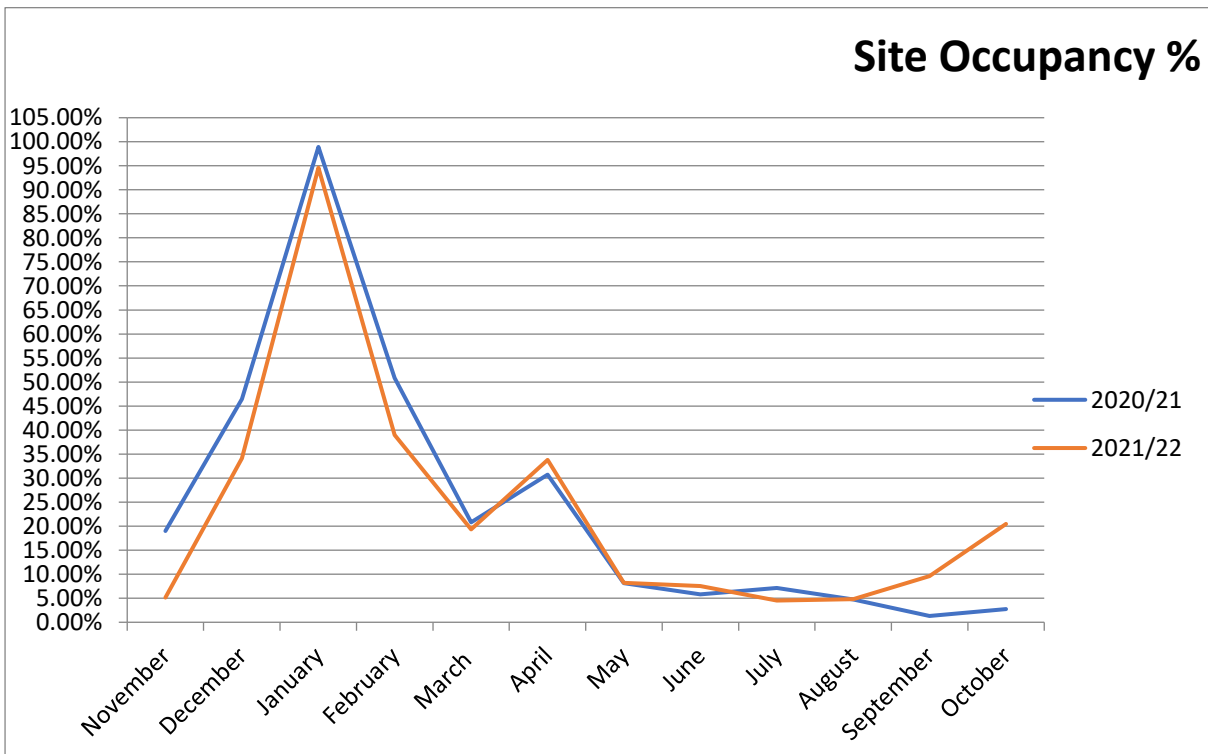
Cabin Occupancy



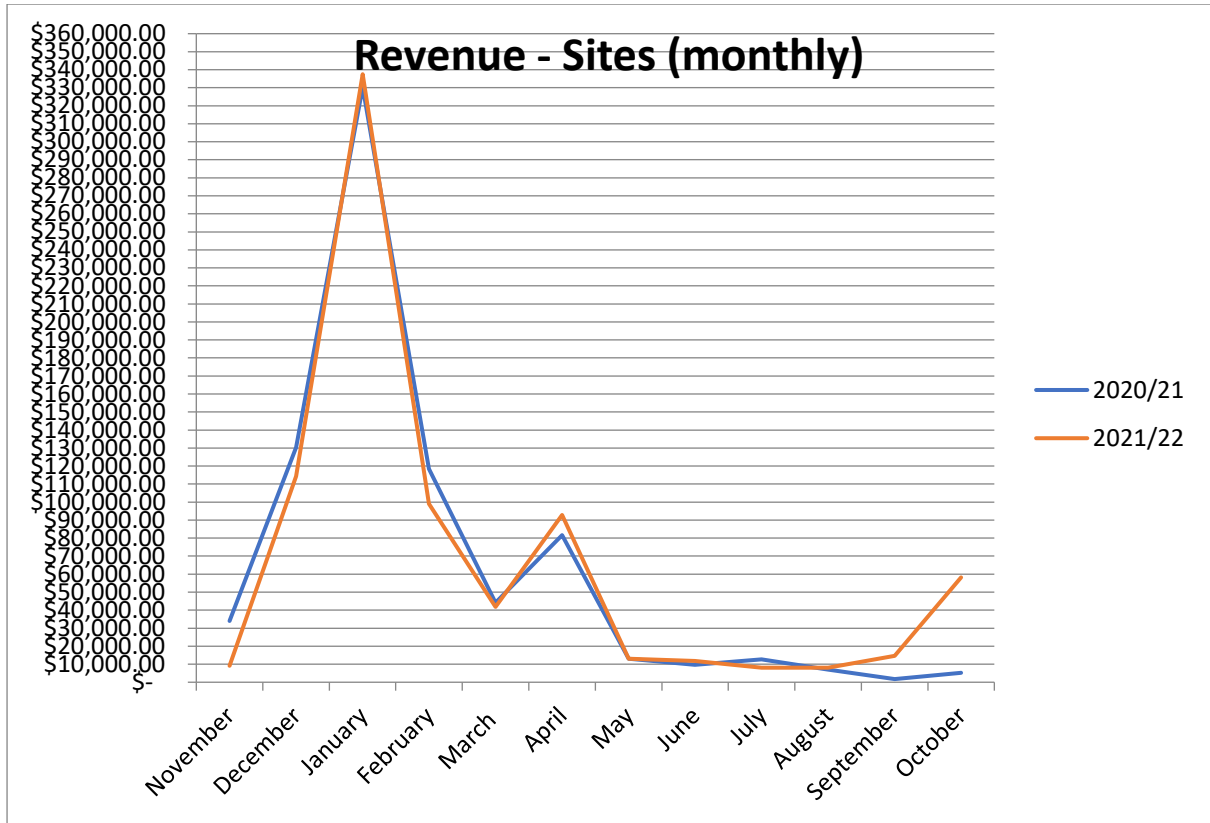
Cabin Revenue



Site Occupancy



Site Revenue



Ngā mihi nui,
Anton and Lucy