



Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

www.waipucoverserve.co.nz email: waipucoverserveboard@gmail.com

WAIPŪ COVE RESERVE(S) BOARD

Tuesday 28th November 2023, 7pm

Camp Waipu Cove all-weather room.

ALL WELCOME

OPENING KARAKIA

AGENDA (E & OE)

PRESENT H.Kereopa, L.Trist, A.Trist, E.Cook, R.Stolwerk, R.Pullan, P.Baker, I.MacKay, M.Bell

APOLOGIES: R. King, L.Minhinnick

MINUTES OF THE LAST MEETING: Motion to pass P. Baker, H. Kereopa all in favour

CONFLICT OF INTEREST:

CORRESPONDENCE:

Inwards:

30/08/2023 – S. Shirkey – Election process

04/09/2023 – W. Swann – Fire safety

15/09/2023 – E. Oldridge – Waipū Cove footpath and crossing

24/10/2023 – G. Shanaghan – Boat ramp discussions

28/10/2023 – R & P Murray – Power off

13/11/2023 – H. Walls – Pigeon Bay Reserve query (response via P. Baker)

18/11/2023 – M. Bell – Request speaking rights

Outwards:

05/09/2023 – W. Swann (response via managers)

17/09/2023 – S. Shirkey – Election process

01/11/2023 – G. Shanaghan – Boat ramp discussions

8/11/2023 – R & P Murray – Power off

19/11/2023 – M. Bell – Speaking rights

Motion to Accept- E. Cook, R. Pullan, All in favour

REPORTS:

- **Management report**

Group bookings and camp groups coming through. The Jumping Pillow is installed, shade sails installed, fencing in progress. All blocks have been water blasted & sprayed. We are currently going through a carbon audit with a focus on what we would need to do to become carbon neutral in the future. Fergus Brown from Holiday Parks came to visit. .

- **Financial report**

October was a disappointing month, revenue down and expenses up.

- **WCSLSC Report (verbal)**

Junior Surf starts on Sunday 3rd December, this includes a “have a go” session which we hope will get some local families in to see what it's all about. Patrols started last week. Paid guards will begin on the 16th December and continue right through until the 11th February. We are in for a busy summer season, overseas lifeguards and NZ Surf Clubs visiting over the summer.

Motion to Pass Reports - P. Baker, H. Kereopa

GENERAL BUSINESS

- **M. Bell – Requested speaking rights (5 minutes)**



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Requested update regarding ongoing discussions regarding the ongoing flooding issues. Rowan advised we are currently co-ordinating a meeting with NRC, DoC, WDC & WCRB. An update from this will be communicated to local community members interested in outcomes. .

- **Waipu Cove Speed restriction update**

Update regarding public footpaths connecting the dairy and the Reserve. Query regarding public submissions due to open to discuss 30km area.

- **Motion: To contribute to footpath costs to widen and improve the footpath access from Cove Dairy to the Reserve Carpark.**

Motion to Pass P.Baker, R.Stolwerk, all in favour

- **Motion: To extend and improve footpath access to the day reserve at the northern end of the carpark, from the new and improved dairy footpath, at Board cost.**

Motion to Pass P.Baker, R.Stolwerk, all in favour

- **Fire safety - W. Swann**

Board discussion regarding fire safety, camp safety, health and safety risks, risk matrix, most holiday parks enforce disconnect from power.

No change to decision. Rowan to reply to W.Swann

- **Casual camping rates 2024/2025**

Managers presented a rate table for local comparable campgrounds. Waipu sits lower than everyone else. Managers recommendation to the Board:

Peak rates to increase \$60 for 1 or 2 people (\$2 increase per person),

Child rate to increase to \$12 (increase of \$2).

No change to shoulder and winter rates as we want to encourage camping.

Motion: 2023/2024 casual camping rates. No change to shoulder and winter season rates. Peak rates to increase \$60 for 1-2 adults and increase child rate to \$12 year-round.

Motion to Pass R.Stolwerk, E. Cook, All in favour

- **Term deposit re-fixing**

Motion: To increase Term deposit amount (reinvest two term deposits due and contribute further funds) & reinvest total funds for 180 days @6.05%

Motion to Pass R.Pullan, R.Stolwerk, All in favour

- **Governance Training 2024**

Rick would like to continue making progress on Governance and improving board efficacy.

Peter to continue working with Steve McDowell on Risk.

- **Meeting schedule 2024**

Rick suggested scheduling 2024 meetings for better planning.

- **Front entrance update**

Iain Mackay from TMC spoke with us about the WDC tanks on site at the front entrance. We are waiting on a reply as to what the tanks actually are but our first option would be to make tanks trafficable if possible.

- **Board policies**

Rowan, Rick & Hollie to create a sub-committee to work through Policies to bring to each meeting for approval.

CLOSING KARAKIA

Upcoming events on the reserve and local area

- **Waipū Boutique Sunday Market:** 2nd Sunday of the Month, Waipū Coronation Hall 9-1pm
- **Waipū Street Market** – Saturday or Sunday on Long weekends 9-1pm



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- **Waipū Antiques and Collectables Fair – Sunday of Long weekends 9-4pm**

Meeting ended: 8.11pm

Next meeting: February 13th 2024 7pm

Managers' Report for November 2023

Since our last meeting (the AGM) we've had a busy time with various projects on the go, a full camp over Labour weekend, and number of school/youth camps staying.

We have recently hosted a Whangarei Police Blue Light youth camp, St Dominic's Catholic College (both of whom are first timers at the camp) as well as the annual Waipu Cove Surf Club Rookie Camp. We will soon welcome Papatoetoe College and ACG Sunderland school for their first camps here over the next couple of weeks.

The weather was fantastic for Labour weekend, which was certainly enjoyed by the campers. We were at 100% occupancy, with everything going smoothly. Our new jumping pillow (which has been installed next to the tennis court) was installed just in time to be enjoyed by many, young and old, over the long weekend. We are currently in the process of fencing off the jumping pillow and erecting a shade sail over the top of it to keep our jumpers safe from the sun's rays. This will be finished in early December.

The camp was sprayed for Onehunga weed in early October, meaning no prickles for those that like to go barefoot around the camp. We've also completed all site repairs so that the ASH sites vacated this year will be suitable for camping this coming peak period.

The ablution blocks have recently undergone maintenance, with the middle block and lock block showers being tiled with commercial non-slip tiles suitable for wet areas. In addition to this, all ablution block laundries now have their own VAC laundry card top-up stations, so there is now no need to come into reception to purchase a laundry card or top it up.

All buildings in the camp have had a full wash down by a commercial building washer, and all have had their annual bug spray to keep the spiders, midges and other bugs to a minimum.

Spark have recently installed a new VOIP telephone system as copper lines are soon to be obsolete. All office phones and internet are now a fibre connection, which is more reliable as well as faster.

A new swing has been installed in middle block playground replacing the existing swing which had seen better days due to rusting. Also, our new entrance sign has been installed and looking great.

All room compendium books have now been replaced with QR codes to access compendiums. Cards displaying the QR code are in the guest cabin in a prominent place, with instructions on how to use. This means less printing and paper waste, so it's a more sustainable option.

Staying on the topic of sustainability, we are in the process of undertaking a full carbon audit as we aim to reduce waste and ultimately become carbon neutral. This process will also likely result in cost savings. We are working with EKOS to achieve this.

We've also been busy working to supply documents to Audit NZ as they make a start on auditing the years since 2013. So far, our accountant has spent a significant amount of time working on auditors'



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questions (\$5000+cost so far). This is likely to continue for some time to come as they have so many years to catch up on. They are beginning with the most recent year first (2021/2022FY) and will work backward from there.

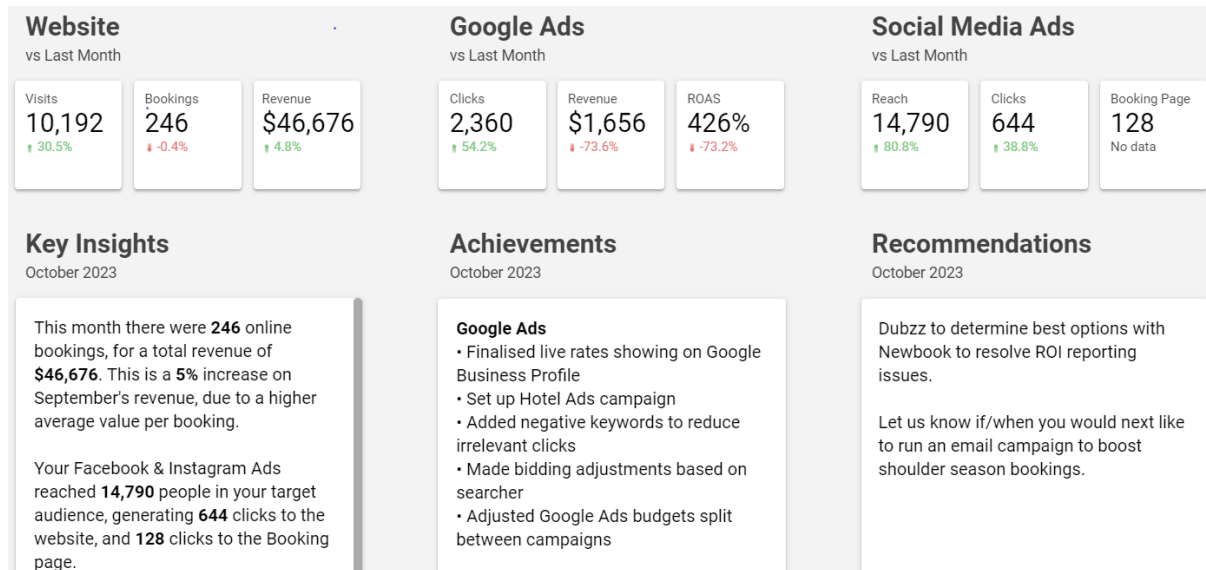
The president of the Holiday Parks Association of New Zealand (HAPNZ), Fergus Brown, is coming for a site visit this week. We are excited to host him and show him around as he is the head of our industry association.

We have just finished all our staff recruitment for the upcoming peak season. We have been busy with drafting employment contracts, organising staff training, and putting together our summer roster.

Finally, we are all excited for our staff Christmas function on Wednesday 29th of November. We will be starting with a harbour cruise and then onto dinner at Aqua restaurant. As of writing this report there is only 5 weeks until Christmas!

We are continuing to meet via zoom with our architect to progress the front entrance development, they are currently working with Patuharakeke on their design requirements and engineers to working on bridging over the sewer tanks located in the entry area.

Sales and Marketing



OCCUPANCY & REVENUE FOR OCTOBER 2023

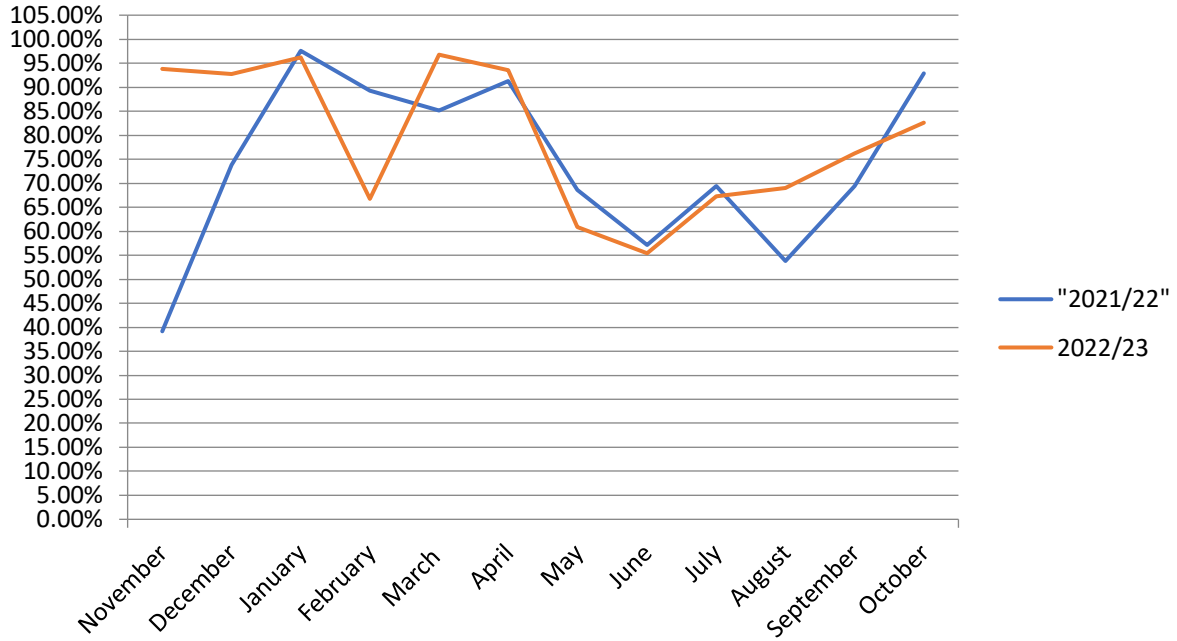


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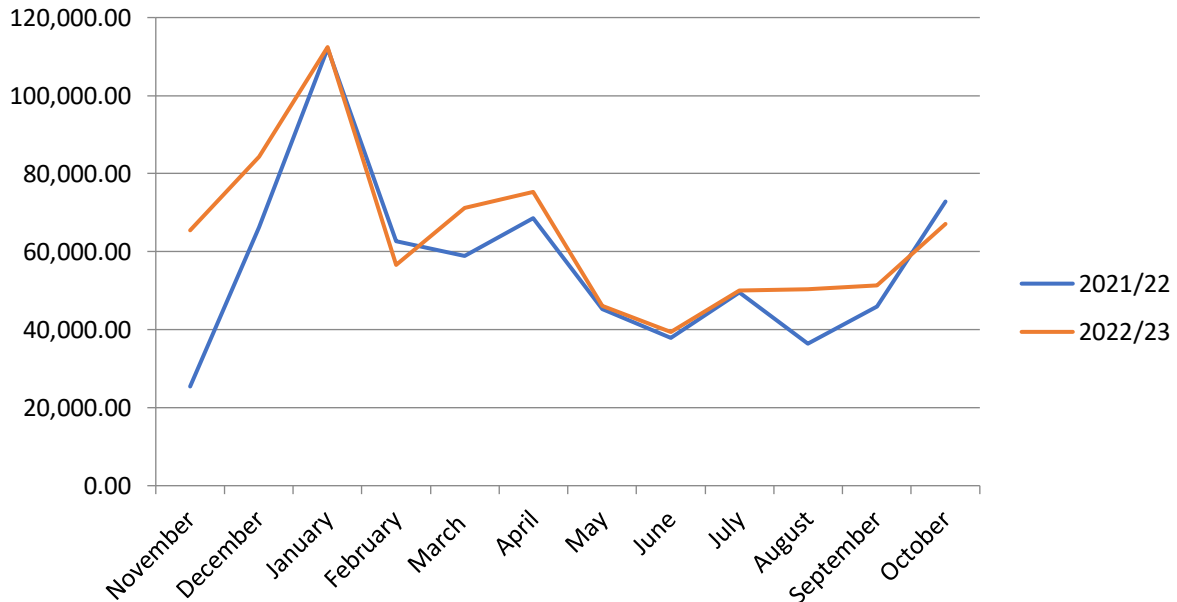
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Cabin Occupancy %



Revenue - Cabins (monthly)



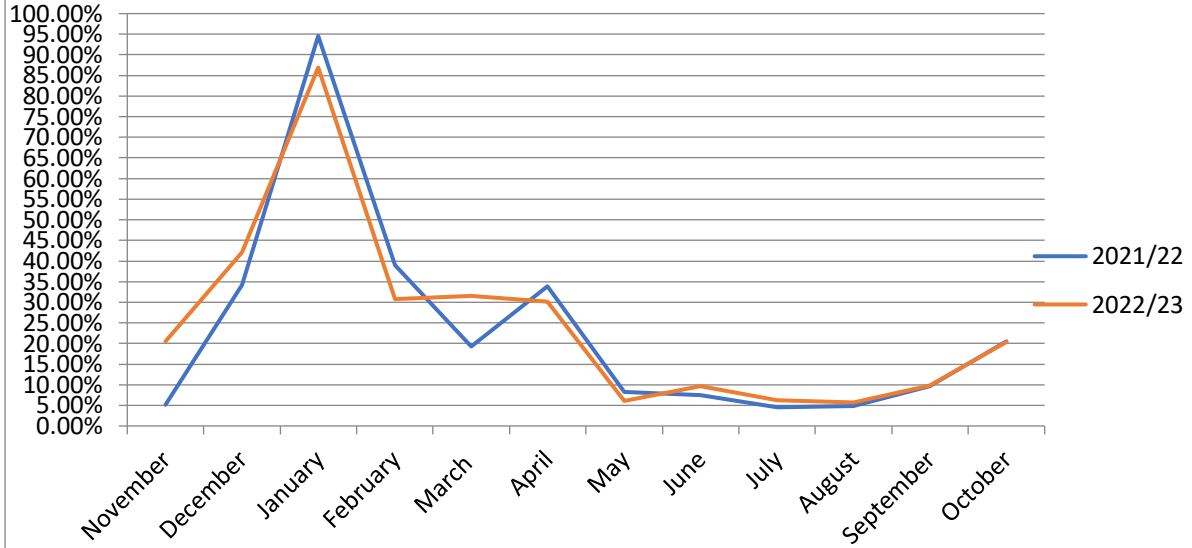


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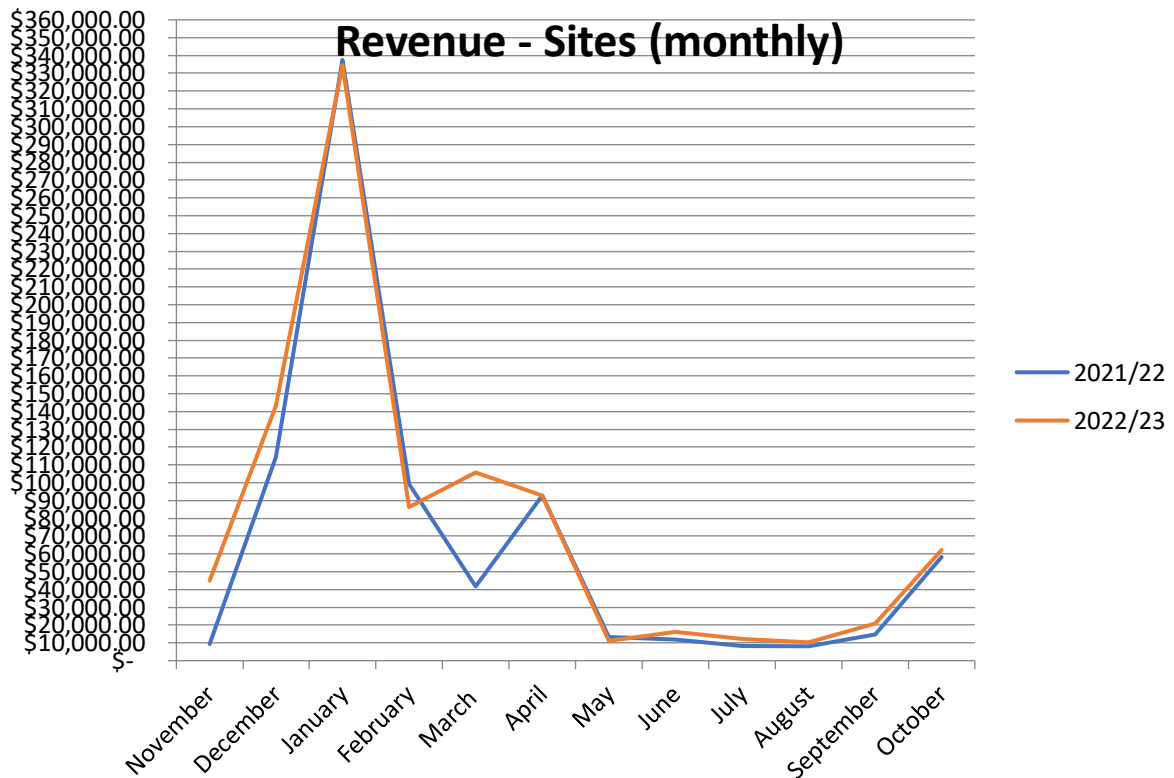
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Site Occupancy %



Revenue - Sites (monthly)



Ngā mihi nui,

Anton and Lucy



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October Financials

	October 2023	October 2022	Comments
Revenue	\$ 133,462	\$ 153,794	Down\$20,332
Payroll	\$ 45,968	\$ 43,278	Up \$2,690
Expenses	\$ 97,528	\$ 87,969	Up \$9,559
Surplus/deficit	\$ 36,781	\$ 68,711	Down\$31,930
Other income	\$ 846	\$ 2,886	

Financial report October 2023

Revenue per ASH (35): \$529

Revenue per camp site (191): \$288

Revenue per cabin (16): \$3,637

Actual funds available in all bank accounts 23/11/23 = \$1,488,319.00 which includes \$1,180,243.00 on term deposit @ varying interest rates and terms. Our next term deposit of \$279,000 matures 11th December 2023 and another \$865,422 matures 13th December.

Revenue:

All revenue streams are down for the month which is unusual, with our revenue being down \$20,332 for the month compared to last year. The very poor weather throughout October is a major contributing factor and we also believe the current economic climate is having an impact. With over a 3rd of our total income about to come in over the next two months, our forecast is looking strong and at least \$30k up on the same time last year.

Expenses

Expenses continue to trend up, being up \$9,559 for the month. R&M building up \$4,861 as we had all our building commercially washed and all abutions blocks treated for spiders and other bugs. Security patrols up \$2,097 as there has been significant increases in this expense. Financial administration up \$1,948 as our accountant is spending many extra hours liaising with auditors, this will continue to be high over the coming months.