



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 30th April 2024, 7pm
Camp Waipu Cove all-weather room.
ALL WELCOME

OPENING KARAKIA

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tatou I te rangi nei
Aroha atu, aroha mai
Tātou i a tatou katoa
Hui e! Tāiki e!

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

AGENDA (E & OE)

PRESENT R.Pullan, L.Trist, C.Bartlett, R.Stolwerk, H. Kereopa, P.Baker, E.Cook, A.Trist, R.King, L.Minhinnick, G.Mclean, B.Hopkins

APOLOGIES:

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

CONFLICT OF INTEREST: Discussion regarding Patuharakeke proposal and potential perceived conflict of interest for Hollie and Lisa.

CORRESPONDENCE:

Inwards:

20/03/2024 – J. Pascual (via managers) – ASH 100 nights
4/4/2024 – M. Bell – Request for minutes
11/4/2024 – R & P Murray – WCSLSC funding

Outwards:

16/02/2024 – L. O’Neill – Cove Road concerns
25/03/2024 – J. Pascual – ASH 100 nights
4/4/2024 – M. Bell – Copy of minutes
17/4/2024 – R & P Murray – WCSLSC funding (cc WCSLSC)

Motion to Accept- R.Stolwerk, R.King All in favour

REPORTS:

- **Management report**

Managers discussed the impact of the Brynderwyn closure on Camp visitors and the potential that the extended closure will continue to have. Easter was a really busy time, this was impacted positively by the fact that the Brynderwyns being opened helped! The north



Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

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

carpark has been metalled to make it more user friendly and usable throughout winter. New golf buggy is arriving this week.

- **Financial report**
- **WCSLSC Report (verbal)**
- Good season wrap up with the easter dinner and prizegiving. WCSLSC are hosting the IRB Nationals for 2025 at the end of March 2025; hosting 120 teams & 300 competitors.

Motion to accept the reports R.King/E.Cook All in favour

GENERAL BUSINESS

- **Managers Credit Card**

Motion: That the Camp Waipu Cove Credit Card be paid off in full at the beginning of every month.

Motion P. Baker/ Seconded R. Stolwerk, All in Favour

- **Term deposits**
Further discussion required regarding use of the TD funds. Board to investigate TD rates.
- **Flooding issue.**

Motion: That the board approve the cost of a culvert behind sites 6-19 to alleviate flooding in weather events.

Motion to accept R.Pullan/P.Baker All in favour

- **Kaiteriteri visit update**
Trip have been postponed due to weather, cancelled flights etc.
- **Audit NZ 2013- 2024**
 - **Following a meeting with Audit NZ on the 20th March 2024**
 - **Audit NZ has advised they will audit year 2022 immediately.**
 - **Audit NZ has advised they will return in May 2024 for the audit of the year 2023.**
 - **Audit NZ has advised they will return in November 2024 for the audit of the year 2024.**

Motion: The WCRB to approve the letter of representation to Audit NZ regarding years 2013 - 2021 requesting that these years be disclaimed for the reasons indicated in the letter.

Motion to accept R.Stolwerk, R.King All in favour

- **Board nominations**
 - Following recommendation from DOC the board will reconsider the two candidates for the board position and work towards a nomination for a candidate for appointment to the board when the process is complete.
- **Update of Risk Matrix**
Presentation by Peter and Belinda of the Board matrix. This will be a living document that will be reviewed as required but active at each board meeting.
Managers to bring their management risk matrix to the strategic hui for consultation and following that, board members to create and contribute to board risk matrix.



Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

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

• IN COMMITTEE – EXCLUSION OF THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting on the following grounds –The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 :

Out of committee 8.47pm

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

Meeting ended: 8.56pm

Strategic Meeting: Tuesday 28th May at 6pm

Next meeting: Tuesday 25th June 2024, 7pm

Managers' Report for April 2024

Since our last meeting in January, we've had a busy couple of months, in fact our busiest February and March ever. This is the time when we host most of our school groups. As well as this, weekends were consistently busy. Finally, Easter took place at the end of March this year. We have been fortunate enough to have good weather which has certainly helped.

We were fully booked for Easter, despite poor early weather forecasts (which never helps) that promised rain. There was some rain, mostly on Good Friday, but the rest of the long weekend the weather was reasonable. The women's fishing competition was a huge success, after a two-year hiatus. This was well-organised by one of our neighbours, Marie Ackland, and very well received by campers.

Unfortunately, ever since the State Highway 1 detour has been in place, we've been noticeably quieter. Other businesses in the area have also remarked they are much quieter than expected for the time of year. It's disappointing coming off the back of a very good summer but the work must be done at some point.

Painter Dan Mills came to stay in March and spent about a week touching up his murals on the ablution blocks. These are looking nice and fresh once again.

We will soon be busy re-grassing ASH sites who have departed. We estimate around 15 ASH will leave this year, leaving around 20 for the final contract year. Again, we will be harvesting grass from our North carpark and also a locals lawn which they have kindly offered us.



Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

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

Earlier this month, the north carpark area was metalled in parts, to provide year-round parking for users. Much of the car park turns into mud over winter, which makes it unsightly, and users can get stuck along with it not being mowed.

We are currently looking at running a culvert out behind sites 6- 19 to help with water flow out to the main culvert and this will also increase volume of water that can be held. We are hoping this may help in some way with the flooding situations experienced in December when large down pours occur, although it won't fix the issue.

One of our golf buggies is on its last legs, so a replacement has been ordered which will arrive around the 30th of April.

In our recent January managers' report, we mentioned we were working through the process of becoming a carbon zero business. We were recently officially certified as a carbon neutral business through carbon management organisation EKOS. It has been great to be able to publicise this on our website and inform our guests.

On the 20th of March we had an onsite meeting with Audit NZ where we made a plan to progress audits, with the aim of getting up to date with the current audit year by the end of November. This involves finishing audits for financial years 2022, 2023 and the current year 2024 all within the next 7 months.

Unfortunately, our recent planned visit to Kaiteriteri Holiday Park had to be postponed until June, due to severe weather cancelling our flights. We are looking forward to catching up with them in a couple of months. Kaiteriteri are one of only three other holiday parks in New Zealand like us that are on Department of Conservation land and governed by a reserve board. Earlier this month we attended a HAPNZ North Island meeting at Hahei. Such events are helpful for keeping up with trends in the industry.

Matt Ennor from Dubzz Digital Marketing came to stay at the camp in late March. While he was here we met with him to discuss our digital marketing for the year. Now having visited the camp and experiencing what it is like to be a guest here, he has come up with some excellent marketing ideas and put together a monthly marketing plan going forward.

We have recently released a short video for our social media sites that is a quick teaser to entice customers to book a break with us. It uses some of our video tour footage, but is short and punchy, only lasting 45 seconds. It shows the best of what we have to offer and quickly shows (and tells) the viewer why we are a special place to visit.

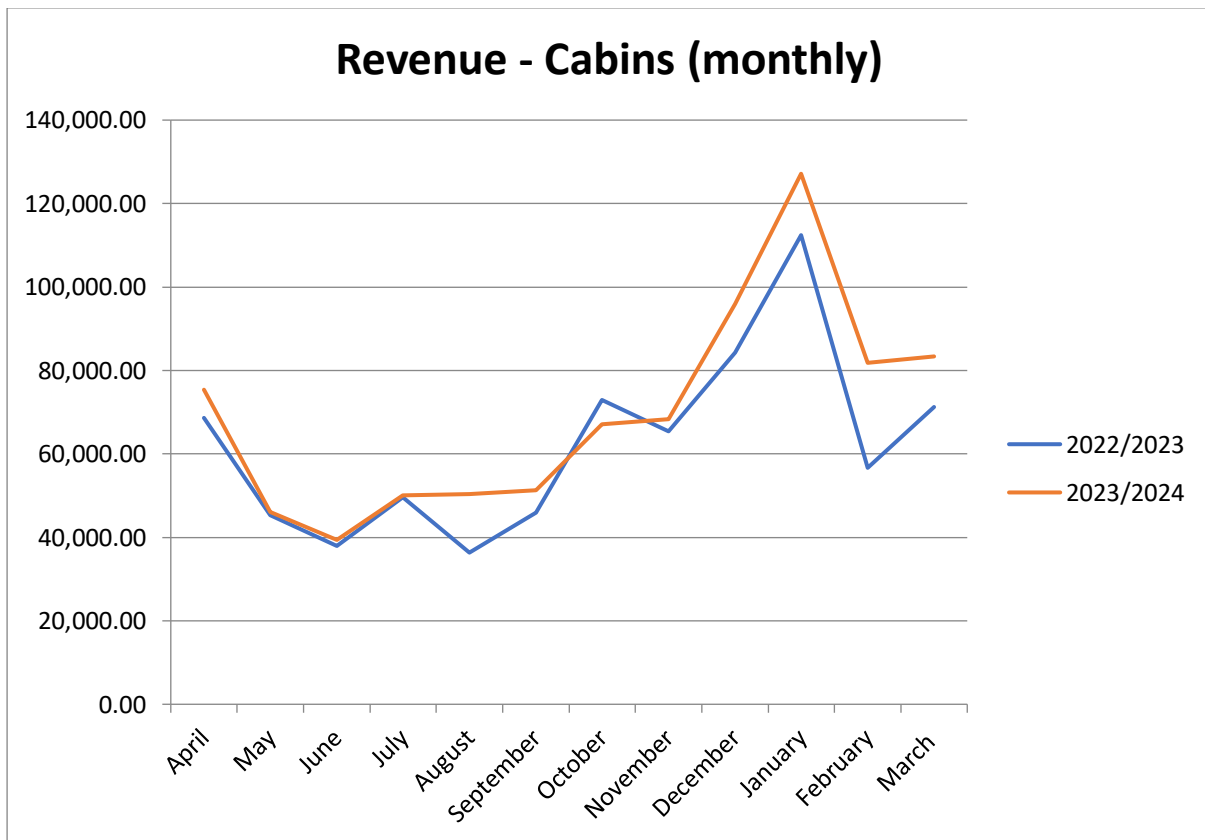
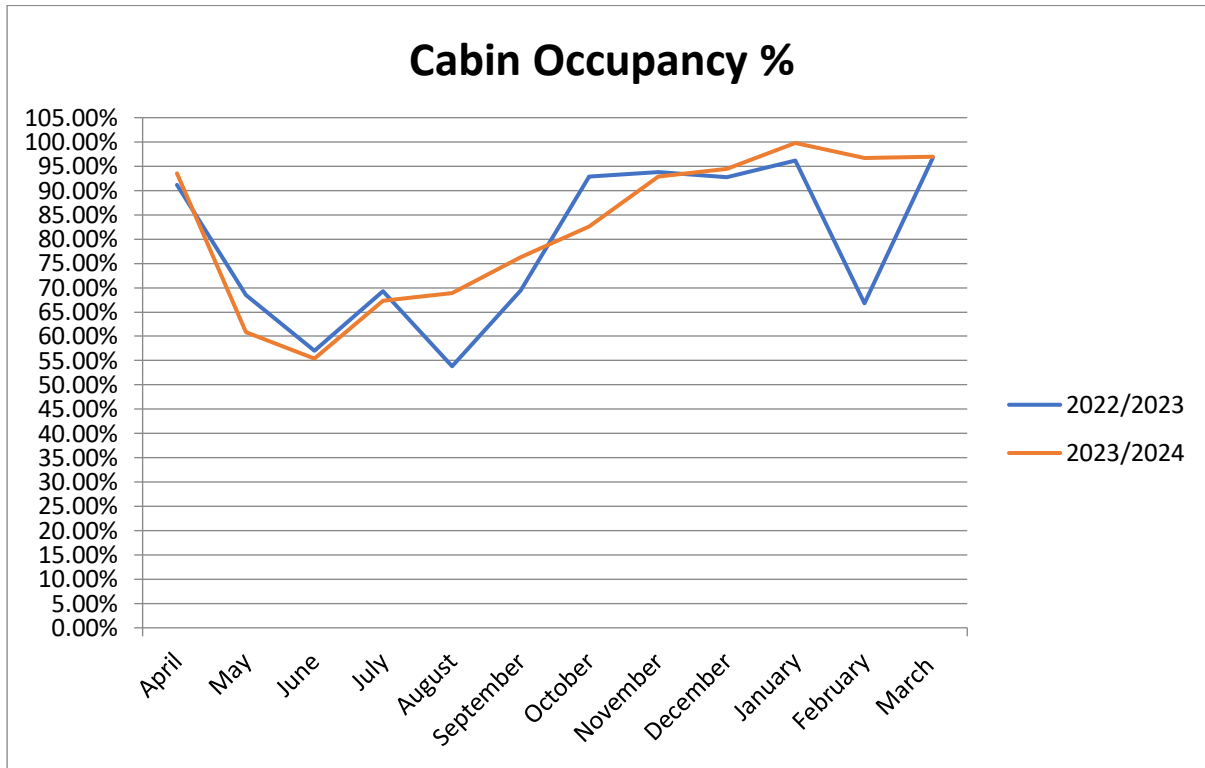


Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

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

OCCUPANCY & REVENUE FOR MARCH 2024



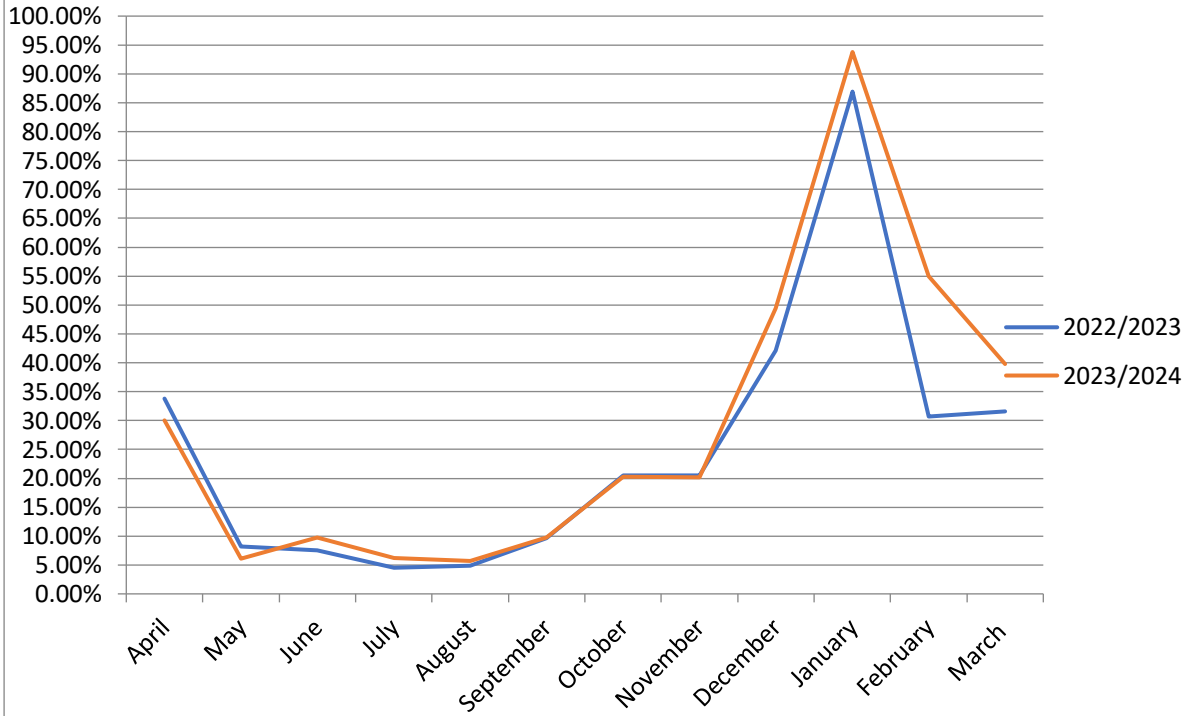


Waipu Cove Reserve Board

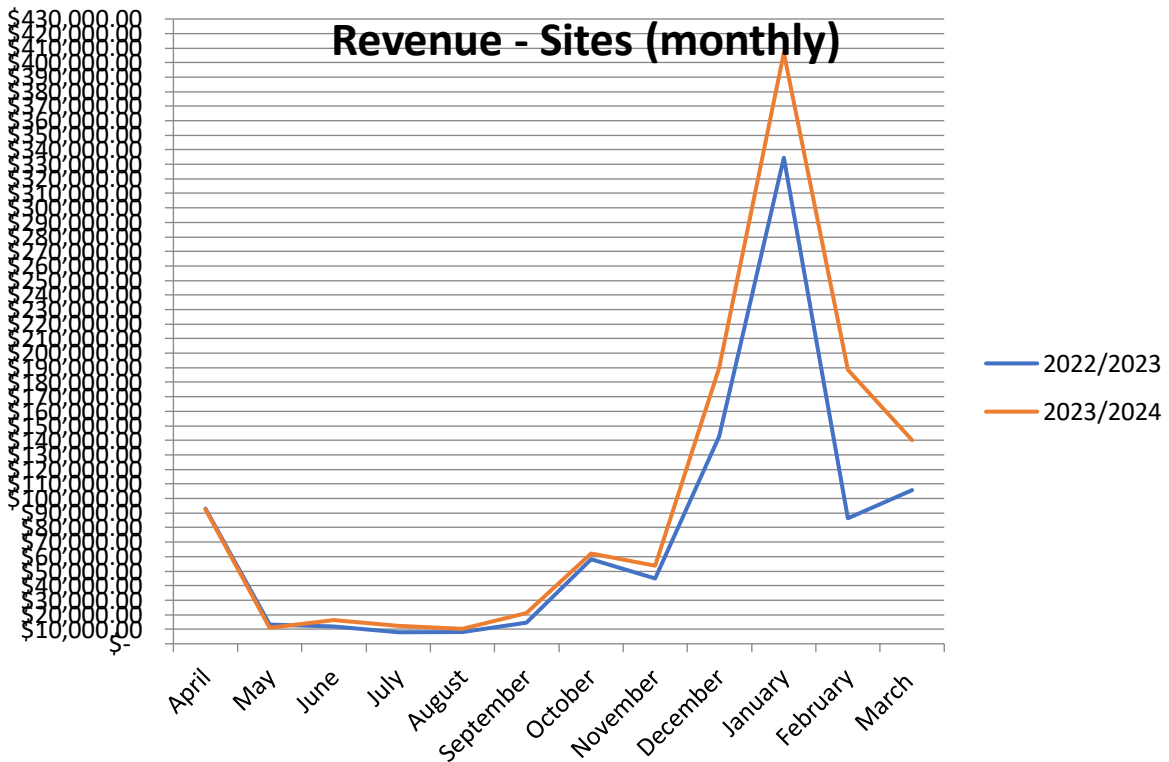
c/o 869 Cove Road, Waipu Cove, 0582

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

Site Occupancy %



Revenue - Sites (monthly)





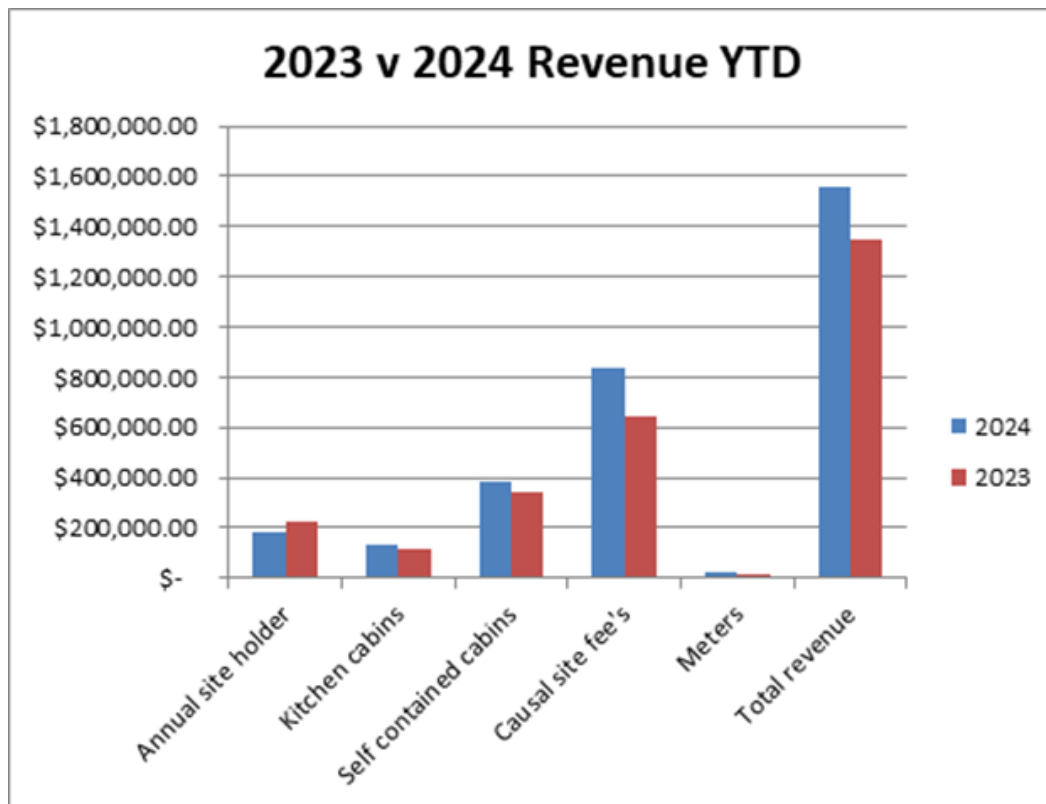
Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

www.waipucovereserve.co.nz email: waipucovereserveboard@gmail.com

February Financial Report

	February 2024	February 2023	Comments
Revenue	\$ 240,244	\$ 128,786	Up \$111,459
Payroll	\$ 51,349	\$ 51,738	Down \$389
Expenses	\$ 127,370	\$ 102,080	Up \$25,290
Surplus/deficit	\$ 117,317	\$ 27,667	Up \$86,050
Other income	\$ 842	\$ 961	Interest



Financial report February 2024

Revenue per ASH (35): \$0

Revenue per camp site (191): \$872

Revenue per cabin (16): \$4,447

Actual funds available in all bank accounts 26/03/24 = \$2,087,128.00 which includes \$1,737,771.00 on term deposit @ varying interest rates and terms. This is the busiest February the camp has ever experienced, nearly a perfect month weather wise and considerably better than 2023.

Revenue:



Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

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

Excellent month, nearly doubling of revenue from 2023, up \$111,459 on LY (up 86.50%). Massive increase in site revenue up \$84,369 and cabin revenue up \$26,328. We are forecasting total year end revenue of \$2m, which would be a first for the camp, and forecasting a NOPBT of \$752,854. Revenue YTD is up 16% and NOPBT up 22%. Our cabins were at 97.39% occupancy at an ARR of \$182.16 per night, camping sites were at 66.83% occupancy at average rate of \$62.15 per night

Expenses

Well controlled given the large increase in revenue, expenses up \$25,290 for the month. Our wage cost YTD is at 29.10% of total revenue which is pleasing.

March 2024 Financials

	March 2024	March 2023	Comments
Revenue	\$ 215,229	\$ 162,422	Up \$52,808
Payroll	\$ 48,010	\$ 52,422	Down \$4,411
Expenses	\$ 107,341	\$ 95,075	Up \$12,266
Surplus/deficit	\$ 131,681	\$ 67,856	Up \$63,824
Other income	\$ 23,793	\$ 509	Interest and insurance payout

Financial report March 2024

Revenue per ASH (35): \$0

Revenue per camp site (191): \$650

Revenue per cabin (16): \$4,525

Actual funds available in all bank accounts 30/04/24 = \$2,107,141.00 which includes \$1,737,771.00 on term deposit @ varying interest rates and terms. March was again a very busy month with Easter falling in March this year when normally it falls into April.

Revenue:

Up \$52,808 on LY, casual camping sites is the main area for growth which was up \$26,554 on LY. There was a further insurance settlement payment from last years Cyclone relating to our business interruption claim, which was \$16,739. YTD our revenue is up \$266,492 on LY and we are forecasting for the first time ever to break the \$2 million in revenue by year end with a surplus before depreciation of \$790,132



Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

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

Expenses

Up \$12,266 on LY, this is to be expected with the growth in revenue. We have seen significant increases in rubbish removal, Gas, Security, Linen hire and Wages, all have increased between 10% – 25%. YTD our account fee's (Financial administration) are up \$10,169 this is because of the work our accountant has had to do with the auditors.