

CONFIRMED MINUTES



WCRB COMMITTEE MEETING - 24TH MARCH 2026

At the **WCRB Committee Meeting - 26th May 2026** on **26 May 2026** these minutes were confirmed as presented.

Name:	Waipu Cove Reserve Board
Date:	Tuesday, 24 March 2026
Time:	7:00 pm to 8:44 pm (NZDT)
Location:	Default Location, 869 Cove Road, Waipu, New Zealand
Board Members:	Rowan Pullan (Chair), Evan Cook, Hollie Kereopa, Lisa Minhinnick, Patrick Hilton, Paula Alexander, Peter Baker, Rick Stolwerk
Attendees:	Anton & Lucy Trist
Apologies:	Belinda Hopkins, Grace Mclean
Guests/Notes:	Maureen Bell, Laurie Bell, Greg Shanaghan, Nick Brothers

1. Opening Karakia

1.1 Karakia

2. Opening Meeting

2.1 Confirm Minutes

WCRB Committee Meeting - 27th January 2025 27 Jan 2026, the minutes were confirmed as presented.



Motion to accept the minutes of the last meeting 27th January 2026 as true and correct

Minutes accepted

Decision Date: 24 Mar 2026
Mover: Hollie Kereopa
Seconder: Evan Cook
Outcome: Approved

2.2 Interest Register

3. Correspondence

3.1 Inwards & Outwards Correspondence



That the Inwards and Outwards Correspondence be accepted as true and correct

Inwards and outwards correspondence true and correct

Decision Date: 24 Mar 2026
Mover: Rick Stolwerk
Seconder: Paula Alexander
Outcome: Approved

4. Reports

4.1 Management report

Operationally both February and March were extremely busy with school camps and high occupancy at weekends with several weekends at full capacity. Managers attended HAPNZ North Is meeting, welcomed Kaiteriteri staff (CEO & People & Safety Manager) to a tour and overnight experience at Camp Waipu Cove. New wooden directional signage installed around camp for easier navigation day and night. Thrilled for Waipu Cove being named Best Overall Beach in NZHerald competition and Best Camping Beach, and runner up in both Best Surf Beach and Best Family Beach.

4.2 Financial reports

January financials delivered an outstanding result reflecting both strong peak season demand and continued operational discipline.

4.3 Approval of reports



Motion to accept the Reports (Management Report and Financial Report) March 2026

Management Report and Financial report accepted

Decision Date: 24 Mar 2026
Mover: Rowan Pullan
Seconder: Rick Stolwerk
Outcome: Approved

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner(s)
27 Jan 2026	Liaison with Trackies Status: In Progress	Evan Cook
27 Jan 2026	Stakeholder document circulation Status: Completed on 31 Mar 2026	Paula Alexander
27 Jan 2026	Commercial activity policy Status: In Progress	Rowan Pullan
17 Feb 2026	Wedding email reply Status: Completed on 2 Feb 2026	Rowan Pullan

6. General Business

6.1 Maureen Bell - 7pm - speaking rights (10 minutes)

Maureen invited to address the board.

6.2 Nick Brothers - 7.15pm - Waipu Rugby Club sponsorship proposal



Motion to approve the Platinum sponsorship request for Waipu Rugby Club for the 2026 season.

This sponsorship support's the Reserve Board's vision to support community engagement, help to support local clubs and support young rangitahi to be a part of community groups.

Decision Date: 24 Mar 2026
Mover: Rick Stolwerk
Seconder: Hollie Kereopa
Outcome: Approved

Evan Cook stood down from voting due to a conflict of interest.



Sponsorship Policy

To develop and create a sponsorship policy that is appropriate for the Reserve Boards intention to support youth and local community groups.

Due Date: 26 May 2026
Owners: Paula Alexander, Peter Baker, Rowan Pullan

6.3 Approval of design cost for new group accommodation



Motion to approve expenditure for the working drawings for the shared group accomodation.

Board discussion. Resource consent received alongside the front entrance development with 5 years to begin works. Request to approve next step in working drawings with Maxar.

Decision Date: 24 Mar 2026
Mover: Rick Stolwerk
Seconder: Hollie Kereopa
Outcome: Approved

6.4 Glamping proposal



Motion to approve associated expenditure for 2 Yurts ready for the 2026/2027 summer season.

Anton and Lucy presented research to date to support the proposal for 2 yurts. These are durable, unique, in demand and able to be used year round. While latest pricing exceeds original costings, payback will be within 2 years and annual income will match self contained cabins.

Decision Date: 24 Mar 2026
Mover: Rick Stolwerk
Seconder: Evan Cook
Outcome: Approved

6.5 Front Entrance (standing item)

Update on the Front Entrance Development Project from Peter and Anton.

The contract with A-Line was signed on Friday 20th March 2026. Work will commence immediately.

The project will take place in 3 stages:

1. Trees will be removed, security fences will be erected around the site and a de-watering system will be installed. The foundations will be established while the building is built off site.
2. New building moved to site and interior will be completed in place.
3. Move from existing building to new building. Existing office/reception will then be renovated to accommodate a staff lunchroom and better laundry storage, and at the same time the civil works/driveway, footpath and crossing will be established.

Once this contract is complete the landscaping will begin. The proposed completion date is set for September 2026.

6.6 Wedding/Functions on the Reserve Policy



Create a Wedding/Function Policy for the Reserve

Create a Wedding/Function Policy for future reference for the Reserve.

Due Date: 26 May 2026
Owner: Rowan Pullan

6.7 Commercial Activity Policy

Commercial policy in draft form needs to be amended according to the relevant legislation - refer Kaiteriteri & DOC concession's.

7. IN COMMITTEE

7.1 Exclusion of the public

8. Policy Review

9. Close Meeting

9.1 Closing Karakia

9.2 Close the meeting

Next meeting: WCRB Committee Meeting - 26th May 2026 - 26 May 2026, 7:00 pm