

WAIPU COVE RESERVE BOARD

AGM Minutes

Sun 20th September 11am All Weather Room Camp Waipu Cove
Waipu Cove

PRESENT: John Henderson (Chairperson), P.Baker, R.King, R. Pullan, E.Cook, E.Harrington (Minutes Secretary)

APOLOGIES: Nil

ATTENDING: K.baker, L.Trist, A.Trist, R.Stolwerk, C.Young, A. McCulloch, D.Auid, J.Mellsop

MINUTES OF THE LAST AGM MEETING Sun 24th August 11am -

Minutes of the last meeting as circulated and published

J.Henderson / P. Baker Carried

MATTERS ARISING: Nil

John Henderson made formal recognition of Anton & Lucy's great work at the Camp Ground. He also made formal acknowledgement of the recent passing of Groundskeeper Dave Lindsay and his contribution to Camp Waipu Cove and the Reserve.

AGM Managers report, September 2015 (Read by Lucy Trist)

It has been another busy 12 months at Camp Waipu Cove, with plenty of projects completed and a number of major staffing changes occurring. We are working through our current business plan and the reserve board's management plan, which will see further projects taking place in 2016. Here are a few of the projects to be completed over the last 12 months:

- The construction of the replacement implement shed, and all-weather room
- All annual sites now have greywater connections
- The construction of two new self-contained cabins
- New washing machines and dryers (Maytag brand) throughout the camp
- Our existing cabins have had all beds replaced along with any other furniture items that needed replacing
- Road works in the northern end of the camp are now complete
- A new BBQ area (with electric BBQ's) outside the lock block kitchen - to replace those down where Cabin 10 now stands

The two self-contained cabins have just finished construction and fit out. They are already heavily booked for the coming summer season, and are looking very nice. These new cabins are a much needed addition so we can keep up with the current demand. The new all-weather room has been very well utilised by both groups and individual campers. It is a great asset to the camp, as it can also be used as a meeting room.

We received the final landscaping plan earlier this year from Dr David Bergin, and have now set about putting phase one into action. A tree safety audit was conducted in May which identified a number of trees which needed attention or removal if they were deemed hazardous. An arborist came in June and completed any work that had been identified.

Dune work has continued this year, with planting days involving Waipu Primary School and more dune scraping took place in June under the guidance of NRC. There have been a number of storms that have tested the planting, but overall the dunes have still come out on top.

Information also available on www.campwaipucove.com Reserve Board and Events.
Board can be emailed direct at waipucoverserveboard@gmail.com

We attended the HAPNZ conference in June and heard a number of speakers talk about the importance of paying close attention to your online presence. As such, we are continuing to focus our time and energies on developing this side of the business. Once again this year, we received a certificate of excellence from Trip Advisor. This is only awarded to businesses that consistently demonstrate a commitment to hospitality excellence. To be eligible for the award you must maintain an overall rating of at least 4 out of 5, as reviewed by travellers, and there must be a certain volume of reviews to qualify. Trip Advisor continues to be a valuable marketing tool, as such online review sites now have an increasingly strong influence on people's decision-making when deciding where to stay. Facebook continues to be key in building brand awareness, and having a social media presence increases your visibility to a larger number of potential customers. This year has seen a number of changes on the staff front. The Assistant Manager role has changed hands with Gary Stephens resigning, to be replaced by Cole Young. Sadly, our long-standing Groundsperson Dave Lindsay recently passed away. This has been a real shock to everyone at the camp, and he will be missed a great deal by everyone at the camp. Belinda Browning, our senior Receptionist, is now also our Health and Safety Representative. She is keeping the camp up to speed with the new legislation that has been passed recently, and making sure we are compliant. We have enlisted the help of a new online Health and Safety system called PeopleSafe, to make sure we stay up-to-date in this important area. All camp staff have training and development plans in place, with the aim of continuously upskilling.

In 2016, we plan to investigate further the possibility of constructing more cabins around the camp, and we are considering building a tennis/multisport court. This will provide more recreational opportunities for older children and adults that are currently lacking. We will continue with the next phase of our landscaping plan and further dune and foreshore work.

Anton & Lucy Trist

- Angus asked that local community is consulted with the development of the tennis courts & that a skate park may be a positive addition to the plan
J.Henderson confirmed any plans would definitely be made in consultation with the local community who are also affected by the development.
Discussion around the site of the development

Financial Report 2014/2015 to Year end June 2015

Total revenue: \$1,071,11 up \$47k on last year

Total expenses: \$845,680 up \$64k on last year

Total Surplus/deficit: \$225,431 surplus, down \$17k on last year

A pleasing financial result achieving a surplus of \$225k with revenue up on last year by \$47k. Revenue's which were up on LY were kitchen cabins up 21%, Casual site fee's up 5% and Cove Bach up 56%. Decreases on LY were ASH extra campers down 6% and annual site holders fee's down 2%, these were the only 2 revenue streams that decreased. Overall we achieved an increase year on year in revenue of 4%. Expenses: although up on LY depreciation accounted for \$37k of this increase, Commissions up \$2.5k as we are now receiving more on-line business that demand a commission fee, cleaning consumables up \$3.5k due to higher cabin occupancy and increased cleaning with improvements made around the camp and staff training up \$3k as a number of training development and compliance courses have been attended by all staff, with H & S courses being a large part of this cost.

Moved that report be accepted

J.Henderson/E.Cook **Carried**

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GENERAL BUSINESS:

- **ASH fee's** - Angus McCulloch raised the ASH fee's in relation to land value and equal access for the general population. Angus enquired if the sites will be balloted so everyone has an equal opportunity.

John discussed how the fee's will be addressed in the future. The Board is looking at how to value the product in relation to similar products in the country rather than land value.

An independant consultant's report will be commissioned prior to setting of next year's fees. Discussion around equitable access of the public to the Reserve.

- **Conflict of interest on the Board** - A.McCulloch raised the issue of conflict of interest of an ASH site holder being a Board member and having had active involvement in discussions about site fees. Angus believes the Board has not implemented its conflict of interest policy correctly.

J.Henderson - does not believe there is a conflict. All Board members have disclosed their positions in relation to areas where there may be a conflict of interest and P.Baker did not participate in the vote on fees. Peter did record his support for the fee increase.

- **Waipu Cove Surf Life Saving Club** - Rick Stolwerk expressed his appreciation of the Board on behalf of the Surf Club. The Surf Club value's the Board's on going support and the positive relationship they maintain with it's members. Rick invited the Board to attend the sponsors lunch on Saturday Nov 7th 2pm. He also acknowledged Lucy and Anton and their contribution. Rick distributed a mug as a token of appreciation to the Board members. In response the Board acknowledged Rick's pro-active contribution to the Surf Club and the positive relations maintained between all parties.

AGM CLOSED 11:25am