

WAIPU COVE RESERVE(S) BOARD
Minutes Monday 18th May 2015
7.00pm All Weather Room Camp Waipu Cove
ALL WELCOME

AGENDA (E & OE)

PUBLIC FORUM:

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

APOLOGIES: R.Stolwerk

ATTENDING: K.Baker

MINUTES OF THE LAST MEETING: 20th April 2015

P.Baker/R.Pullen Carried

MATTERS ARISING:

CORRESPONDENCE:

Inwards:

24/4/15 Anton Trist – forwarded message regarding site 236 leniency from Jenny Pamplin and Bob Hornburg. Discussion around the Boards firm stance on leniency of this kind in the future.

29/4/15 Rick Stolwerk WCSLSC - Concession Application

4/5/15 WCSLSC – Treasurer Vacancy

4/5/15 WCSLSC – End of Season Newsletter

6/5/15 Adam Twose Whangarei District Council – Invoice Request for Drain Clearing - Stream

7/5/15; 8/5/15 & 11/5/15 WCSLSC - Passing of Ian Maclaine, Tribute and Obituary & funeral information

Outwards:

29/4/15 Jenny Pamplin and Bob Hornburg response to site leniency

29/4/15 Rick Stolwerk WCSLSC – Response to Concession Application

MOVED Inwards correspondance received outwards approved

E.Cook/R.Pullen Carried

REPORTS:

- **Management report (attached)**
- **Financial report (attached)**
- **WCSLSC Report (quarterly)**

MOVED that all reports accepted

R.King/P.Baker Carried

GENERAL BUSINESS:

- **Camp Site boundaries** – P.Baker has collected all the information from Justin Knops regarding the outlines of the boundary as pegged out in 1996 boundaries laid down by Reyburn & Bryant. Last year we made 3 new camp sites available at the North Head End and they are fully booked over the 6 week peak season next summer. As a part of the new Management Plan, these new campsites will be formally included in our new Management Plan that will go to DoC. There will be public submissions. The area in question was previously a dump site. John Henderson will contact Sue Reed to discuss Mr. Knop's request for the Camp to vacate this area.
- **New Management Plan** – P.Baker will scan and send guidelines from DOC for management plans for Reserves to the rest of the Board. The previous plan was put together by an independent consultant. R.King will contact Angus McCulloch regarding the consultant used, the Board consensus is that it would be best to use him again.
- **Drain Cleaning** – Waste was dumped in the camp ground although it was agreed that it would not be. The council has not yet fulfilled their commitment to clear the pampas grass. There still is very little flow of water as the drain is still predominantly blocked.
J.Henderson will contact the Council in regards to the mechanical removal of the pampas grass as previously specified. The Board intends to fence both sides for safety reasons, and the Pampas must be cleared in order to do so.
- **Stream Clearing** – Southern end of Reserve. The Board will investigate a more permanent solution to prevent the weed coming up the stream or a quicker way to remove it. It has been an ongoing issue over the previous couple of years which does need to be addressed. This may need to be also refered to the Regional Council. John Henderson will include a request for the Council to look at the stream if they appoint a consultant to look at long term water table issues at the North end of the Reserve.

In Committee 8:12pm

- **In committee**

- The public is excluded from the following part of the proceedings of this meeting on the following grounds – Agenda items: Managers Performance & Salary Review

Upcoming events on the reserve and local area

- **Waipu Saturday Market:** First Saturday of the Month in Presbyterian Church Hall 9-1pm
- **Waipu Boutique Sunday Market & Café:** 2nd Sunday of the Month, Waipu Coronation Hall 9-1pm
- **Waipu Street Market** - Saturdays of long weekends 9-1pm
- **Waipu Antiques and Collectables Fair** – Sunday of Long weekends 9-4pm

Upcoming Surf Life Saving Events Waipu Cove SLSC

Future Meetings – June 29th, July 27th

Meeting Closed at 8:42pm

Managers Report – May 2015

May has been a much quieter month with a significant drop in guest numbers when compared with April. This is expected and following a similar pattern to previous years. Anzac weekend was pretty quiet - the weather was not that good which may have kept a few campers away. This month we have had a chance to catch up on our planning, and organising tasks/projects that need to be completed over the off-season.

This month site repairs are taking pace on those former ASH sites that are now vacant, and also some regrassing on sites that need a little TLC after such a long, dry summer. These sites will be sectioned off until they have the grass coverage they need.

Anton and Lucy attended the Waipu Cove Surf Lifesaving Club planning meeting this month. We are working in with the surf club really well and finding our increased contact and communication continue to improve an already good working relationship.

We met with AlSCO (who provide laundry and linen services) this month and they have put forward an offer of service for articles like towels and sheets that we will struggle to keep up with once the new cabins are operating. There is another company that provides the same service, so we are obtaining a price comparison before we make a decision on this.

The new camp vehicle has been purchased and will arrive later on this month. It is a 2015 Holden Colorado double cab diesel ute which will be ideal as an all-round vehicle for the camp.

Gary Stephens, our Assistant Manager has given his resignation. He will finish at the camp in mid-June. We are currently advertising for the role and have so far received 65+ applications. We intend on interviewing around six applicants, with interviews to take place in the last week of May – once we return from annual leave. The standard of applications has been very high, so we are confident we will be able to appoint someone suitable for the role.

Construction of the two self-contained cabins will commence at the end of this month, taking approximately 10 weeks to complete. Once complete, the cabins will be added to our inventory in our reservation system.

We have received back the vast majority of ASH contracts and deposits already, and are now waiting on just two outstanding contracts and seven deposits. We are currently following these up. 91 ASH contracts were issued this year.

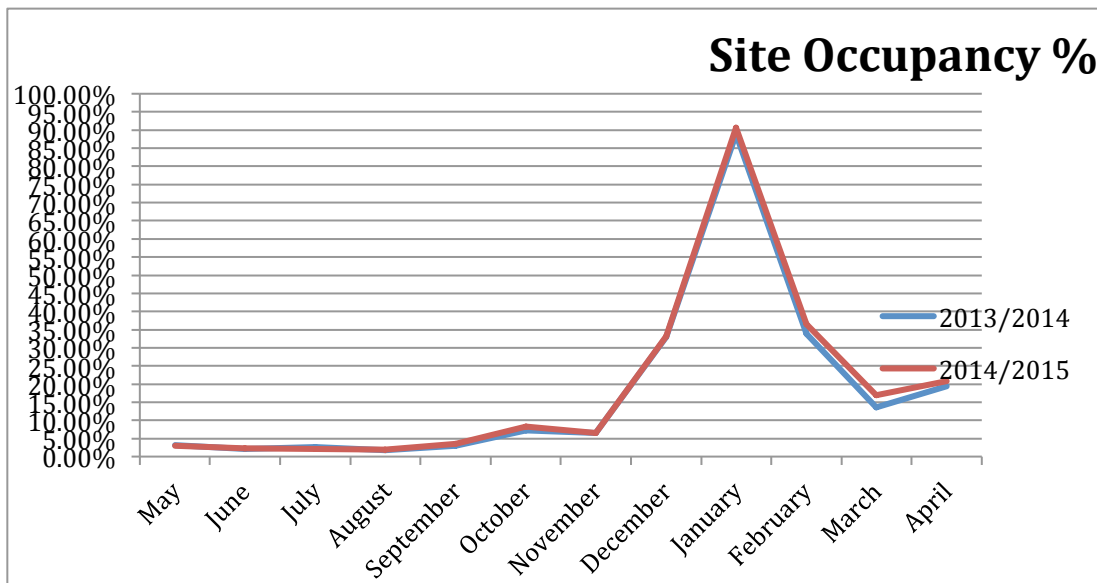
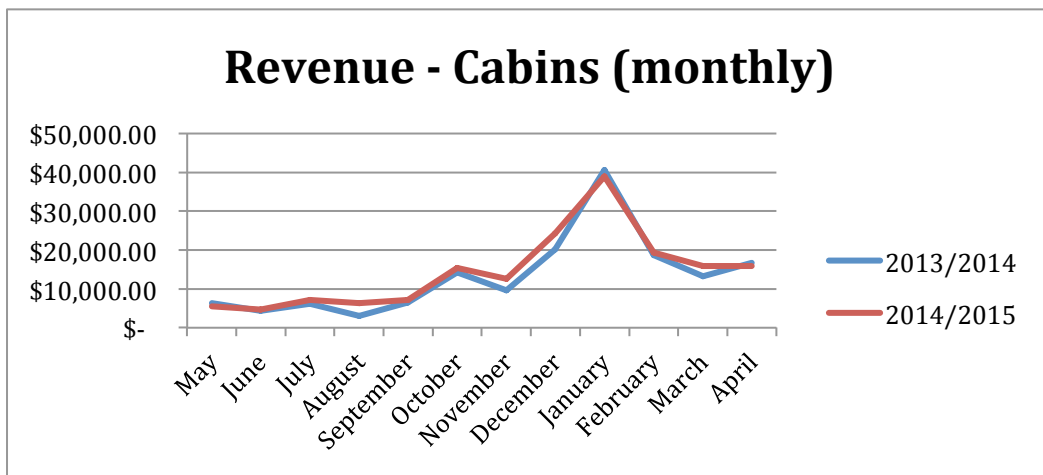
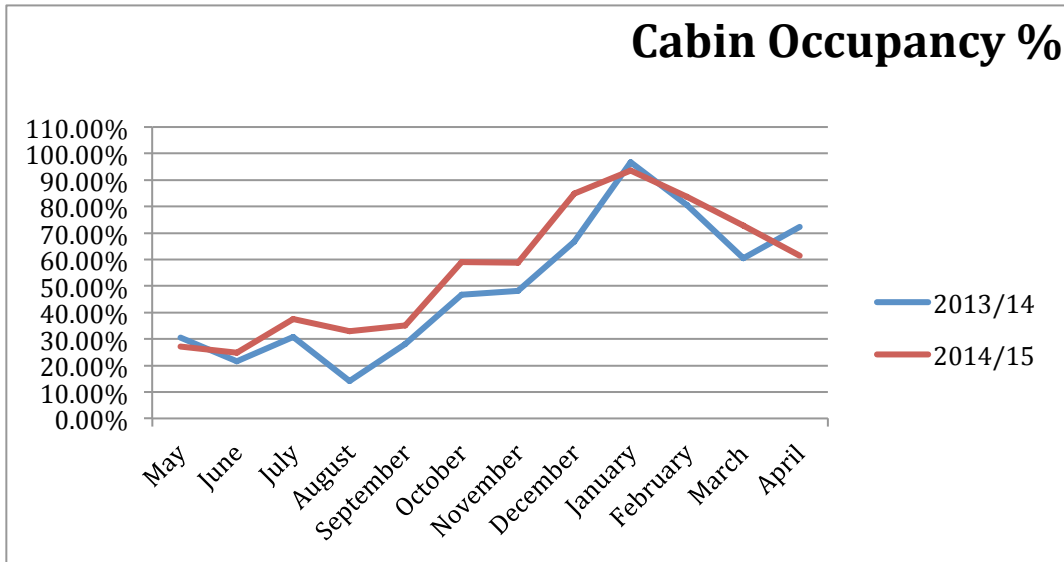
Once again, all camp staff have been offered an optional flu shot, in an effort to keep everyone as healthy as possible this winter. We have found this has reduced the incidence of sickness in past years.

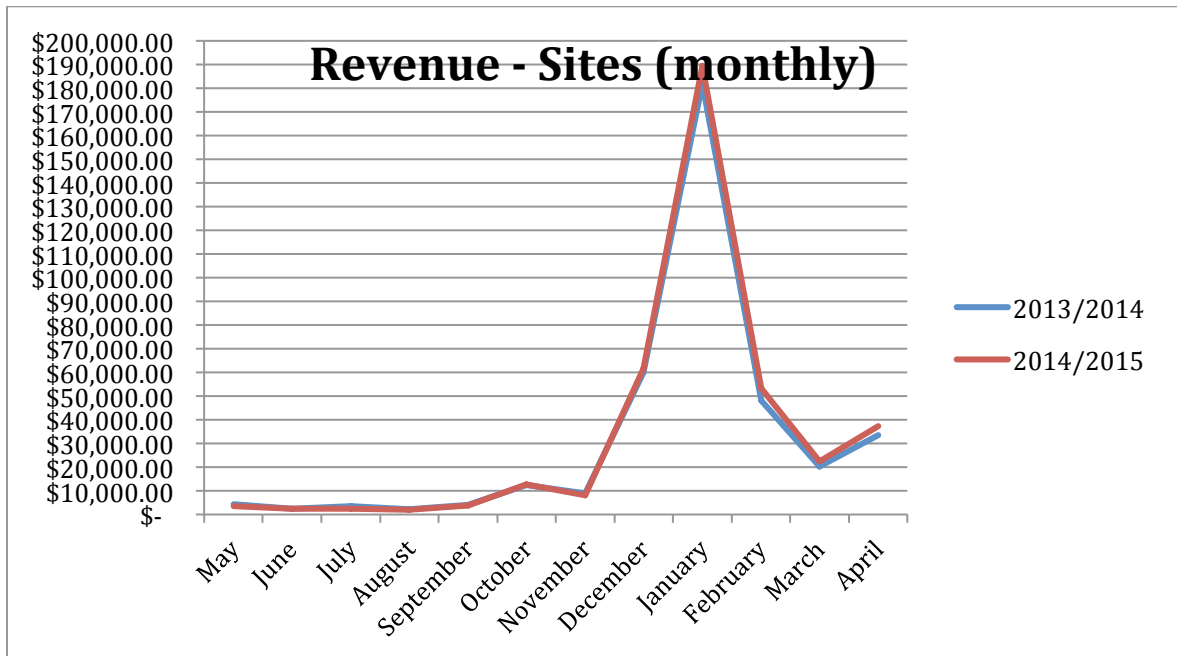
The new BBQ area is almost finished and looking ok. We will shortly be removing the old BBQ area to make way for the new cabins.

Lucy attended the WDC “Summer Safe” debrief as the part of the Ambassador’s role included patrolling the carpark at the reserve, which has done by Summer Safe volunteers in previous years. We received a certificate of appreciation and a cheque for \$1250 from the NZ Police for this work. The car park patrols meant there were zero break-in or incidents of theft reported in the reserve car park, which is a great result.

We are meeting with a representative for the Marsden Oil Refinery this month regarding future shut-down bookings, as we have picked up a number of these so far this month. There is the potential for more business to come our way from the refinery.

April 2015 Occupancy and Revenue





Cabin occupancy decreased 10% YOY compared to April 2014. We put this down to the weekend weather. Cabin revenue however only decreased slightly (4% down) for the same period. Site occupancy and revenue both increased slightly YOY when compared with April 2014. Site occupancy was up 1.5% while revenue was up 10.5 %.

Financial report April 2015

	April 2015	April 2014	Year end 2014 Actual	Year-end 2015 forecast	Comments
Revenue	\$ 115,032	\$ 103,958	\$ 1,036,608	\$ 1,083,629	Revenue up 11% or \$12k on last April
Payroll	\$ 25,819	\$ 35,771	\$ 335,082	\$ 320,922	Wages saved \$10k compared to last April & forecasting \$15k year end saving
Expenses	\$ 59,324	\$ 77,397	\$ 838,314	\$ 844,324	Expenses down 23% or \$18k on last April
Surplus/deficit	\$ 55,708	\$ 26,561	\$ 198,294	\$ 239,306	Surplus up 110% or \$29k on last April

A very good month financially and now forecasting a year end surplus of \$239,306k up \$41k on Last year. ASH fee's up 16% (due to increased deposit amount taken), self contained cabins revenue up 51% compared to last April.

- Revenue per available cabin per year = \$18,814+gst
- Revenue per available casual camping site per year = \$3,394+gst
- Revenue per available ASH per year = \$3,774+gst

Revenue month

All revenue's of note up on last year only Casual campers and Kitchen cabins were down on last April

Expenses month

Good savings made here, salaries/wages saving of \$10k, other expenses in our control are in line.