

WAIPU COVE RESERVE(S) BOARD
Minutes Monday 20th April 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:

ATTENDING: K.Baker, R.Stolwerk (left the meeting at 7:10pm)

MINUTES OF THE LAST MEETING: 23rd March 2015

E.Cook/R.Pullan Carried

MATTERS ARISING:

- **Secretary role:** Discussion around the role on the Board, legal requirements & possible candidates.
- **Board appointment:** John will contact Sue Reid to ascertain DOCs position on new Board appointments.
- **Drain Clearing:** P.Baker: it appears the sludge has been dumped in the Camp ground green waste area. The understanding with WDC was that the whole drain was to be mechanically cleaned, to be repeated every 3 years, with annual spraying by WDC and maintenance by the land owners in between. It does not appear WDC has completed the work as they had specified. Peter will put his observations in an email to the Board for John then to refer to and contact Andrew Carvell at WDC. There has been no further correspondence on the matter.
- **Justin Nopps request:** P.Baker will contact Anton & Lucy and discuss what is involved to have—3 new camp sites approved/what the requirements are. Once this has been completed a response will be made to Justin Nopps.

CORRESPONDENCE:

Inwards:

30/3/15 Waipu Cove SLSC – Committee Notes

10/4/15 Seagate – Partner Survey

11/4/15 Camp Waipu Cove Management – letter from Keith & Margaret Good Anton has advised it is not the right time for the Board to consider purchase of their caravan. Board agrees. John to write to the Goods.

11/4/15 David Farquhar - consideration for ASH 30 day requirement 2015-16

12/4/15 Waipu Cove SLSC – Letter of appreciation

13/4/15 Angela Stolwerk – Race Day 11th July

Outwards –

16/4/15 David Farquhar – response regarding consideration for ASH 30 day requirement 2015-16
MOVED Inwards correspondence received outwards approved **J.Henderson/R.Pullen**
Carried

REPORTS:

- **Management report (attached)**
- **Financial report (attached)**
- **WCSLSC Report** – Planning meeting this Sunday & BBQ, 18th July mid winter swim. In process of doing 10 year DOC lease for land due to expire soon, a letter of recommendation from the Board will be requested.

MOVED that all reports accepted

P.Baker/R.King Carried

GENERAL BUSINESS:

- **New double electric BBQ for Lock block**, requesting \$13,500+ GST, this will replace existing BBQ in cabin area which is soon to be demolished. Need to have more details from Anton & Lucy in regards to the location choice. The area where the school groups stay may be better utilized.
- **New Maytag washers x 4 and dryers x 2 for Northblock ablution block**, requesting \$12,580+ GST.
- **New replacement roading to complete main road to North end of camp, 320 meters**, requesting \$41,196+ GST (3 quotes obtained), commence June 2015. John will site the other tenders.
MOVED washer/dryer & roading projects (subject to audit by John) approved
P.Baker/E.Cook Carried
- **Whangarei Lions charity races to be held 11 July at Ruakaka** – Agreement that this is more of a

corporate / commercial fundraising activity and not appropriate for the Board to sponsor.

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

Voluntary Patrols, weekends only 11.00–4.00pm March /April–11.00 - 5.00

Future Meetings – May 18th, June 29th,

Meeting Closed at 8:15pm

Managers Report – April 2015.

April has been another busy month so far, with Easter rolling into the school holidays, and settled weather encouraging more campers than usual for this time of year.

We had a very busy Easter, which saw the camp at full occupancy with lots of happy campers. The first “Active Attitude” holiday programme was held on Easter Sunday, and seems to have been a success. We will be having a debrief with Ashley from Active Attitude over the next couple of weeks to discuss how viable it will be to go ahead with our proposed kid’s summer programme.

The tree safety audit is booked in for the 4th May. The arborist undertaking the job was recommended by David Bergin and will assess all the trees on the camp and reserve.

We are currently looking at replacement vehicles for the Subaru, and have decided that a Ute will be the most suitable vehicle for the camp’s needs. We will need to purchase something quickly once we get back from annual leave towards the end of April.

WDC came and dug out the stream on the 9th of April at the board’s request. This improved things slightly, and we’re now waiting on some good rain to finish flushing it out.

The camp side of the northern carpark (next to the stream) will be fenced in the next 3-4 weeks. This should provide some peace of mind to those with toddlers and small children camping up in the north end.

Building consent has been received for two new self-contained cabins. Construction of these will commence in 6 weeks’ time. This winter we will probably have reduced cabin occupancy while construction is taking place, as this will put some people off staying in the cabins. We will be advising anyone inquiring about booking cabins that construction is taking place so they can make the decision on whether they are still happy to book with the disruption occurring.

From June onwards we will be outsourcing the linen for the cabins, as with the addition of two new cabins we won’t be able to keep up with the volume of laundry for 11 cabins ourselves. We will be using AlSCO for this - they already service a number of other businesses in Waipu.

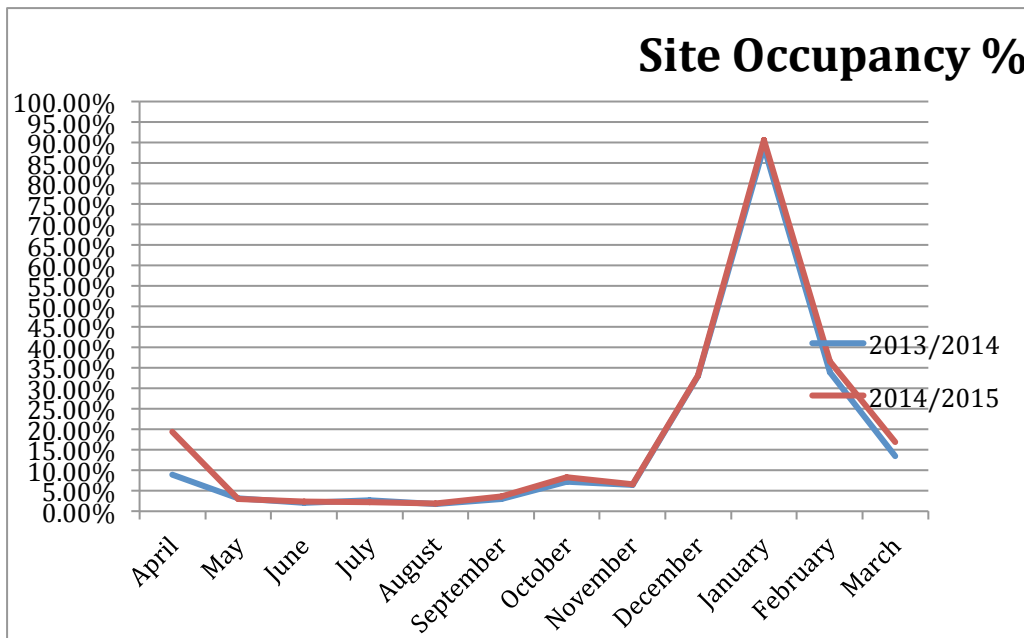
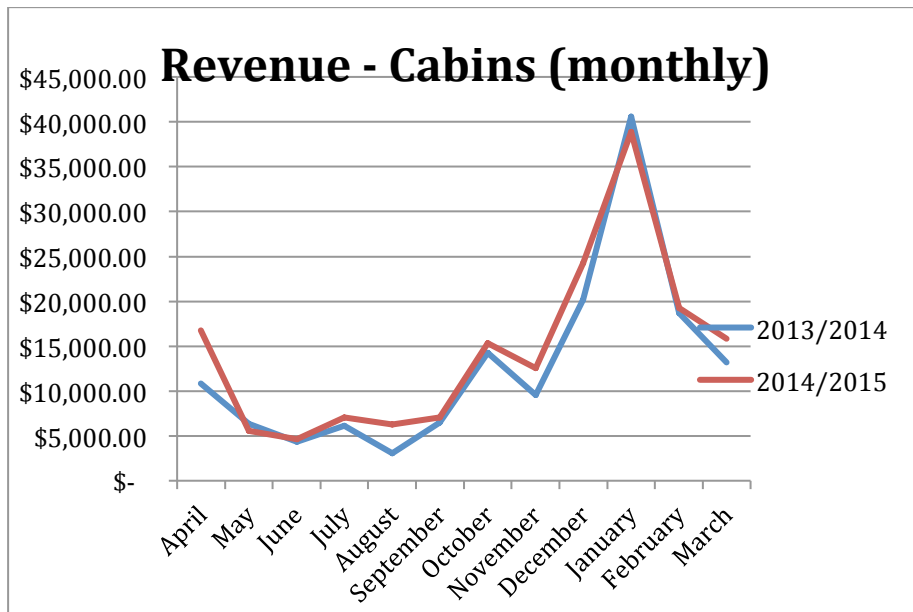
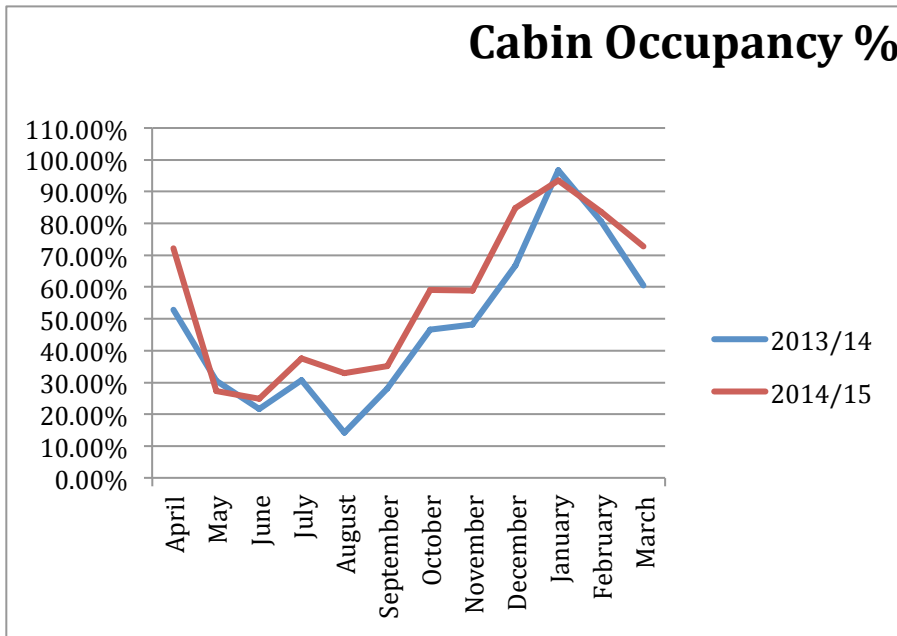
Over the coming weeks, the BBQ area next to the cabins will be removed (where one of the new cabins will be constructed) and a new double electric BBQ will be installed next to the lock block eating area.

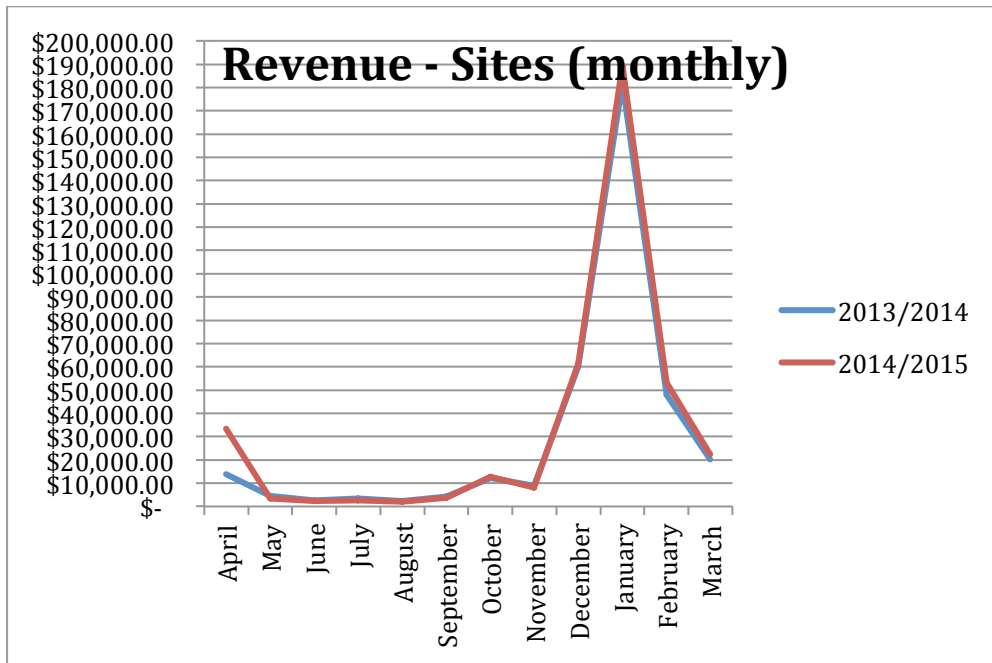
ASH contracts have been issued to those who have completed their 30+ days and returned the new Leisurebuilt regulations. At the time of writing, there are still ten ASH who have not yet complied with these, and therefore their contracts are yet to be issued.

Regards

Anton & Lucy

March 2015 Occupancy and Revenue.





Cabin occupancy/revenue for March have increased YOY compared to March 2014. Cabin occupancy is up 12.25% and revenue up 20%. This can be attributed partially to an increase in school group bookings. Site occupancy and revenue both increased slightly for March YOY.

Financial report March 2015

| | March 2015 | March 2014 | Year end 2014 Actual | Year-end 2015 forecast | Comments |
|------------------------|------------|------------|----------------------|------------------------|-----------------------------|
| Revenue | \$ 86,231 | \$ 82,080 | \$ 1,036,608 | \$ 1,080,264 | Revenue up 5% on last March |
| Payroll | \$ 26,963 | \$ 27,609 | \$ 335,082 | \$ 330,379 | Forecasting \$5K saving YE |
| Expenses | \$ 69,873 | \$ 70,004 | \$ 838,314 | \$ 862,616 | In line with LY |
| Surplus/deficit | \$ 16,358 | \$ 12,076 | \$ 198,294 | \$ 217,648 | Up 35% on last March |

Financial report March 2015

Forecasting a year end surplus of \$217k up \$19k on LY. Casual site fee's up 28% compared to last March and up 8% on last year to date, kitchen cabin revenue up 24% compared to last year, Cove Bach revenue up 50% on same time last year. ASH revenue down 11% on last year and ASH extra campers down 10%.

Revenue month

Pleasing result with revenue being up by \$6k compared to last March and YTD 2% up

Expenses month

In line with last March.