

## WAIPU COVE RESERVE(S) BOARD

Minutes Sunday 20<sup>th</sup> September  
All Weather Room Camp Waipu Cove  
**ALL WELCOME**

### AGENDA (E & OE)

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

**APOLOGIES:** Nil

**ATTENDING:** A.Trist, L.Trist, K.Baker, C.Young, D.Auid, J.Mellsop,

**MINUTES OF THE LAST MEETING:** 27<sup>th</sup> July 2015

J.Henderson/R.Pullen **Carried**

**MATTERS ARISING:**

**CORRESPONDENCE:**

#### Inwards:

- **20/8/15 Learn 2 Surf Waipu Cove** – Informing of a small event, Mini Groms Surf Comp, to be held at the Cove on the 19/12/15
- **27/8/15 WCSLSC** - Recruiting lifeguards for paid summer jobs
- **3/9/15 WCSLSC** – Pre season camp
- **3/9/15 Camp Waipu Cove** – Informing of the sad passing of David Lindsay
- **4/9/15 Angela Stolwerk**, on behalf of Waipu walkway/cycleway group – Waipu Cove Beach walkabout event
- **5/9/15 Angus McCulloch** – Improving the usability of the Reserve
- **6/9/15 WCSLSC** – Passing of Dave Lindsay
- **18/9/25 Anton Trist – Email from Peter Ray** - FW: Submission to AGM – wheelchair access  
Discussion around mobility carried out during general business. Anton will write a response to Peter Ray's letter.

#### Outwards:

- **28/7/15 Letter of response to Justin Knops**

**MOVED** Inwards correspondence received outwards approved

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

#### REPORTS:

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

**MOVED** that all reports accepted

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

#### GENERAL BUSINESS:

- **Improving usability of the Reserve:** Two improvements that would be of benefit to the public
  1. A means for people with low mobility to get onto the beach.  
Discussion around current access and usability of the Reserve, and possible improvements that could be made. Anton will write a response to Peter Ray's letter. There is currently a group that uses the Reserve weekly, and they will be consulted.
  2. An anchor point in the boat ramp that could be used winching purposes for vehicles or trailers stuck in the sand along with signage to warn boat ramp users of the sand conditions.  
Discussion around the feasibility of different options. Agreement that the signage should be installed and Anton & Lucy will maintain equipment that can be utilized if need be.
- **New Cabin location, design and relocation**  
Anton showed the Board the proposed map for a new cluster of cabins. Discussion around the type of cabin, location and extra facilities such as BBQ's and spa bath to differentiate cabin selection. Looking at some eco friendly systems such as solar panels. There is currently resource consent for 4 new cabins. The long term plan is to have 6 at this site. This is already a part of the long term management plan. Discussion around how this would affect ASH site holders currently located in this area. New roading would need to be put in. Budget and time frame discussed. Lucy & Anton to look into alternative expressions of interest for drawing up the plans. Nearby ASH site holders to be informed of these plans via phone call from Anton as soon as possible. Drainage discussed.

**MOVED** Lucy & Anton to proceed with a concept plan for the whole area

R.King/P.Baker **Carried**

- **Security patrols for freedom campers in our public car-park areas**  
Anton suggests that this start Labour Weekend through till April, to be patrolled twice each evening. During the 6-week peek period the existing security guards provide this service. The proposed security company already does this in near by areas, including Langs. The cost is \$20 per night, \$600 per month. The end car park is public but managed by the Reserve Board. Enquire to see if a report can be presented at the end to see the effectiveness.  
**MOVED** one season trial with a report quantifying frequencies to ascertain effectiveness  
P.Baker/R.King **Carried**
- **Memorial installation discussed** – P.Baker to oversee

### **Election of Officers**

The Chairperson (J.Henderson) stepped down from the Chair

R. King nominated J.Henderson as the Chairperson, P. Baker seconded this **Carried**

The Chairperson assumed the Chair

No other nominations

### **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**

- **Pre-season Camp:** 9-11 October

**Future Meetings** – 19<sup>th</sup> October

Meeting Closed at 12:15pm

## **Managers Report – September 2015**

This managers' report will cover August and September as we did not have a meeting in August. There has been plenty activity during this time, with the new self-contained cabins now constructed and fitted out. The road works up the northern end of the camp are now nearing completion, and we are looking forward to things getting busier around the camp.

We've had several changes on the staff front. Sadly, our Groundsman Dave Lindsay passed away suddenly on the 1<sup>st</sup> September, which has been a huge shock to the staff and campers. We are going to miss him very much. Dave was due to retire at the end of September, so we already had a plan in place to move Robert Dalebrook into the Groundsman position. In preparation for the extra workload the new cabins will bring, we've offered one of our longstanding cleaners, Maree Bowring, a permanent part-time position. Her position is now Housekeeping Supervisor, which entails more responsibility. We are also beginning to think about our staffing needs for summer, so we are currently recruiting for casual cleaners and a casual receptionist.

Some of our staff attended training courses this month. Belinda has been doing an online Facebook marketing course via NZ Tourism that aims to show how businesses can best use social media for targeted marketing and brand awareness. Rob and Cole have attended the Growsafe course at Northtec, which will enable them to undertake chemical spraying at the camp. In the past Dave Lindsay was always did the spraying as he was the only staff member certified to do so.

The rubbish truck has had a reversing camera installed, and reversing beeper alarm. Before this, anyone driving the truck had to be extra vigilant about reversing, as due to the trucks' height, it would not be easy to spot young children.

We've had several caravan clubs stay during this time – the Northland Caravan Club and The Square Wheelers. Both were a success and have told us they plan to return.

The cabin construction project has resulted in the grass around the cabins being dug up and left very patchy. We've had to get some Kikuyu instant turf laid around new cabins, as there is not enough time to get normal seed growing and it's a high traffic area.

This month we enlisted the help of a contractor to spray the Onehunga weed, using our new spray equipment.

The Diesel tank has been sandblasted and re painted, this will ensure it is compliant and will pass inspection by HAZTEC later this year. Without this work it would not have passed compliance.

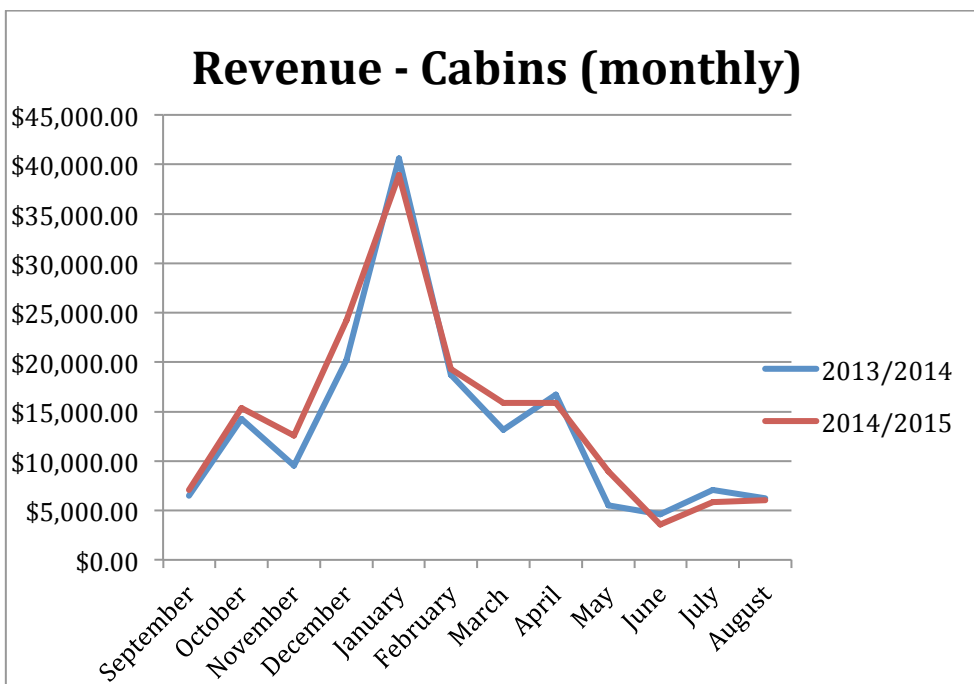
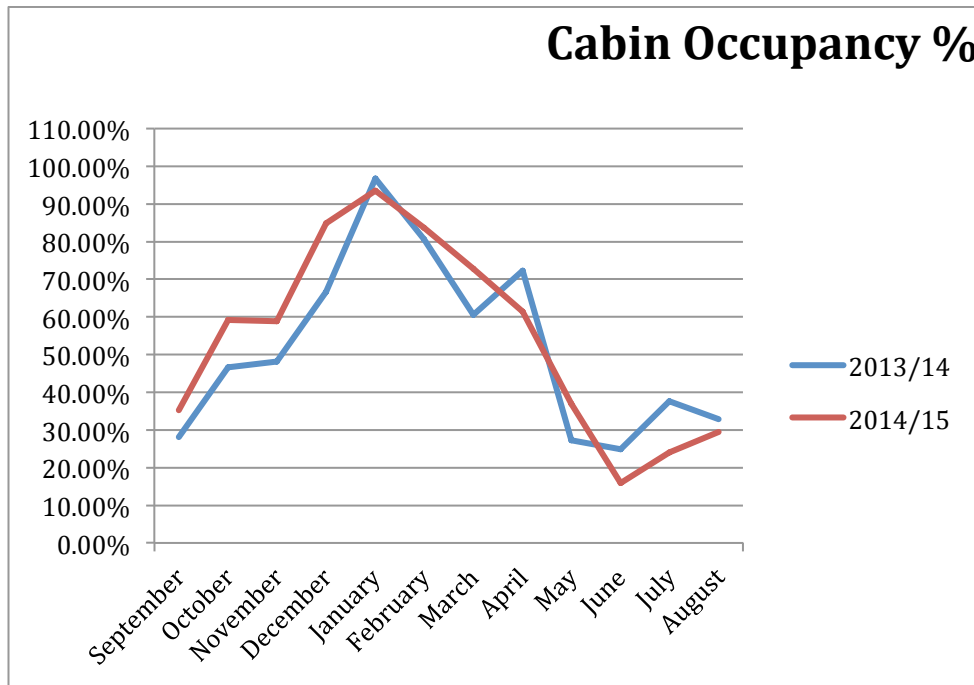
The AlSCO laundry system now up and running. This is going to cut down on the time and cost associated with

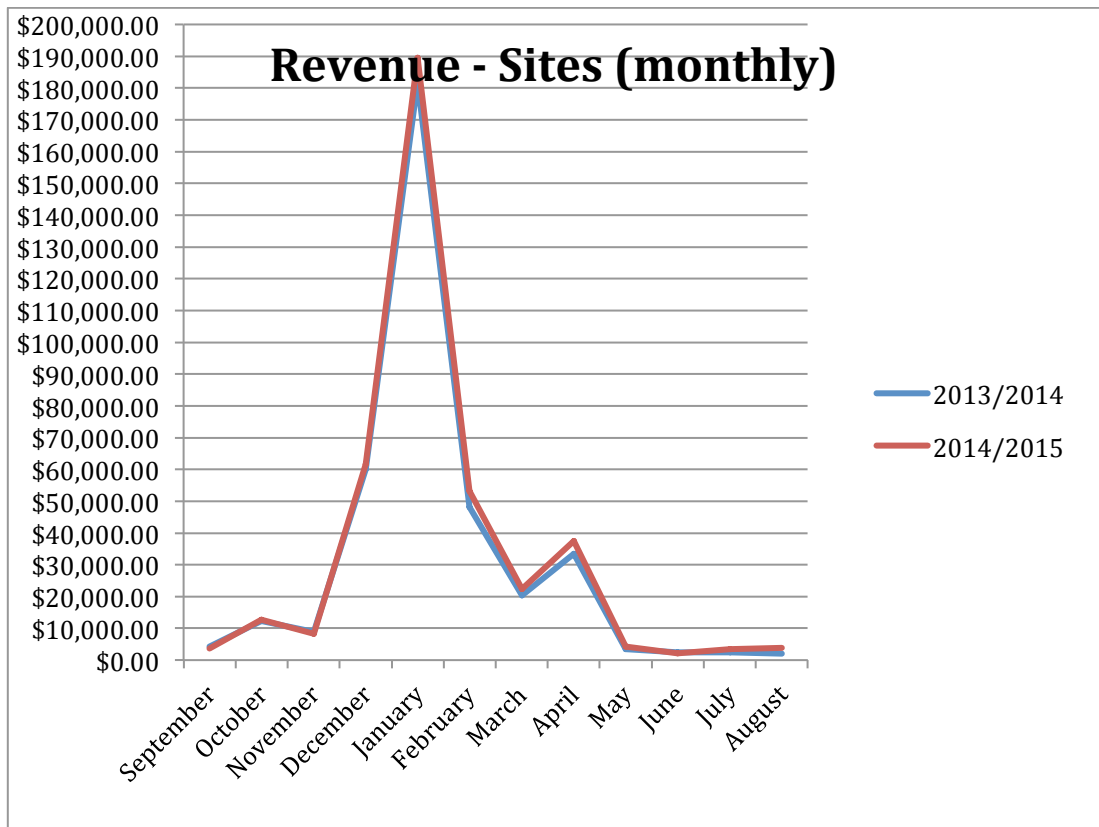
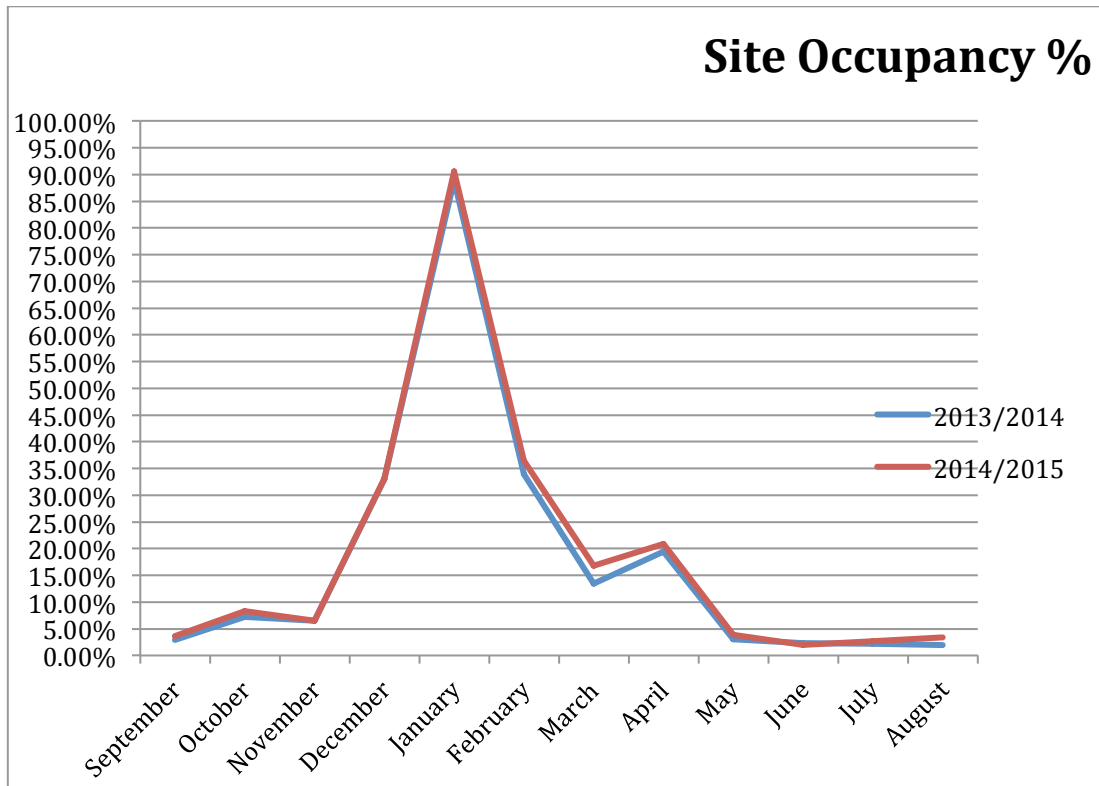
laundering the cabin linen - this would have been unmanageable with the extra cabins over the busy summer period.

In August we started using a new cloud based H & S system called People Safe to help us to be compliant and up to date with any H & S legislation changes as they occur. The importance of this cannot be under estimated, given the implications businesses and individuals will face if there is an incident, especially a serious harm incident. The total cost to use this system is \$50 per month – which is a small amount for peace of mind. Approximately 40,000 other small and large businesses in NZ are using PeopleSafe, including Toyota NZ and many MacDonalDs franchises.

The lock block has had all new washing machines and dryers installed, which completes our roll-out of new washers and dryers throughout the entire camp.

### Occupancy and Revenue for August 2015





Cabin occupancy decreased 3.5% YOY compared to August 2014, which decreased cabin revenue by 3.8% when compared YOY with August 2014. Site occupancy and revenue increased by 48% YOY when compared with August 2014. The cabin occupancy/revenue decrease can be attributed to the fact that we are not promoting the cabins as per previous years (i.e the stay 3, pay 2 promotion we had running last year) due to the construction work taking place.

## August financials:

	August 2015	August 2014	Year end 2014 Actual	Year-end 2015 Forecast	Comments
Revenue	\$ 57,323	\$ 51,823	\$ 1,081,952	\$ 1,003,889	Up 11% on last August
Payroll	\$ 26,616	\$ 25,234	\$ 324,414	\$ 331,509	Slightly up on last August
Expenses	\$ 86,560	\$ 56,213	\$ 854,645	\$ 894,349	Up \$30k on last August
Surplus/deficit	\$ (29,237)	\$ (4,388)	\$ 227,308	\$ 109,540	Deficit \$29k this August

### Financial Report August 2015

Current debtors: \$169,391 (this is made up of ASH and 3<sup>rd</sup> party website providers) we expect to receive all these funds within this financial year

Value of future bookings held in our system: \$402,798 (bookings to date up until mid 2016)

Revenue per ASH: \$403

Revenue per camp site: \$71

Revenue per cabin: \$866

Actual funds available in all bank accounts 13/9/15 = \$243,120

#### Revenue:

Up 11% on last year mainly attributed to increase monthly ASH fee instalments up 18% on last August and casual site fee's up 32% on last August.

#### Expenses month

Up \$30k on last August, Insurance \$18k, insurance was paid in July last year and with improvements around the camp there has been an increase in our premiums. Depreciation up \$5k, R & M grounds up \$4.5k due to arborist work.