

## WAIPU COVE RESERVE(S) BOARD

Minutes Monday 27<sup>th</sup> July 2015

7.00pm All Weather Room Camp Waipu Cove

**ALL WELCOME**

### AGENDA (E & OE)

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

**APOLOGIES:** R.King

**ATTENDING:** K.Baker, R.Stolwerk, C.Young

John formally welcomed Cole Young on behalf of the Board, Cole is the new Assistant Manager of Camp Waipu Cove.

**MINUTES OF THE LAST MEETING: 29<sup>th</sup> June 2015**

**E.Cook/R.Pullen Carried**

**MATTERS ARISING:**

**CORRESPONDENCE:**

**Inwards:**

- **5/7/15 Waipu Cove SLSC** - Call for Nominations\_Mid Winter Dinner RSVP- IRB
- **15/7/15 Letter from Justin Knops** – Emma to respond to Justin to acknowledge receipt of his letter and to inform him that we will be in touch when management plan has been drafted.

**Outwards:**

- **8/7/15 Letter to Justin Knops**

**REPORTS:**

- **Management report (attached)** – The new cabins are looking great and are now only a few weeks away from completion. J. Henderson would like to see top & bottom line variances also expressed as percentages. They are currently flowing through at more than 20% which is good. The board is in agreement that moving forward it would be great to introduce some more recreational activities for older children and adults when funds are available.
- **Financial report (attached)**
- **WCSLSC Report (quarterly)**
- AGM was on Saturday, they did a tribute to Ian McClean who built the 4 Square in Waipu, he has quite a legacy in Waipu and was responsible for building the current Surf Club with 52 years involvement.
- The Surf club has some 3 Regional and National events being held at the Cove in the next couple of years. Which is prestigious for the Surf Club and a positive for the community and surrounding businesses. The Regional Junior Surf Camps is always held here with the Regional IRBs the following day.
- Rick & the Club really appreciate the funding for the body boards, these will be available for the junior surf programme and the rest of the time when there is a life guard on patrol they will be available for use by general public. It is recommended that fins are always used with the boards.
- Over the Christmas period there is a 2 week programme run every second day for children and early teens. Anton suggested it would be great to promote this in the Camp newsletter over the summer
- Rick invites the board to come and see the completed renovations to the Surf Club which have made the facility more user friendly, opening up the space for larger groups and insulating so it is warmer are two of the main improvements.
- Fiona Ryder from Bigfoot is continuing to bring in many groups over the summer which is a real positive for the Club.
- NRC proposes cutting into the bank in front of the surf club. However, Rick believes we are in the building stage after several years of erosions, and would recommend pushing the sand back up this season rather than cutting into the bank at this stage. The consent to do this has been granted, the regional council just needs to be given 10 working days notice before doing so. Rick would appreciate the Boards support on going ahead with this. The Board are supportive of Ricks decision.

**MOVED** that all reports accepted

**P.Baker/R.Pullen Carried**

**GENERAL BUSINESS:**

None at this time

### **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** – 24 August, 21 September

Meeting Closed at 7:45pm

## **Managers Report – July 2015**

As July comes to a close, the builders are only a couple of weeks from finishing. The sub-contractors will be in next to install plumbing and electrical fittings. On the 1<sup>st</sup> of July, we were very happy to welcome our new Assistant Manager Cole Young to the camp.

This month we launched our new Staff Incentive program, as a way of rewarding and formally recognising exceptional work by Camp Waipu Cove staff. We have an “Employee of the Quarter” award, which is decided on by management with input from all staff. Robert Dalebrook is this quarter’s (April – June) “Employee of the Quarter. He received vouchers of his choice and an Employee of the Quarter certificate at a special lunch.

We have been busy ordering furnishings for the new self-contained cabins, with some help from an interior designer from Urban Interiors. She specialises in commercial work, and has done similar work with some of the other top-end holiday parks.

This month we’ve had Reserve Group conduct an audit of our website to see if we are maximising our on-line opportunities. We are now implementing some of the recommendations, as it is crucial to keep up with our growing on-line business.

We are happy to have our new Assistant Manager Cole on board. He is fitting in very well. Cole is booked to attend the HAZTECH Hazardous Substances course on the 28<sup>th</sup> July.

ASH site 179 has moved off site, and we are undertaking site repairs so it will be ready for the summer rush.

Arborists came on the 20<sup>th</sup> of July to remove and trim a number of trees that were identified as hazardous by the recent H & S Tree Audit.

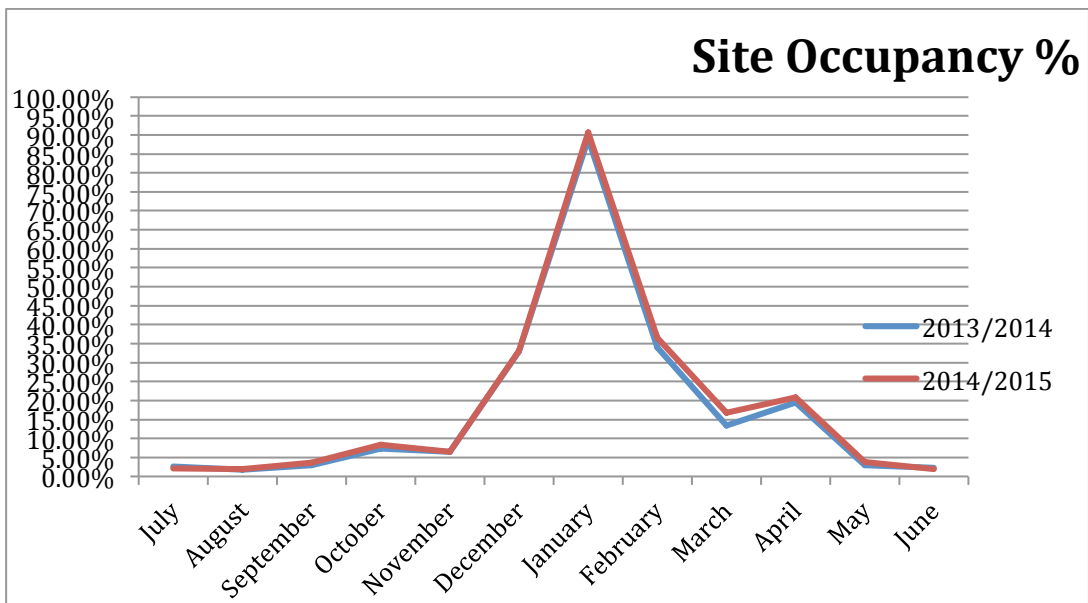
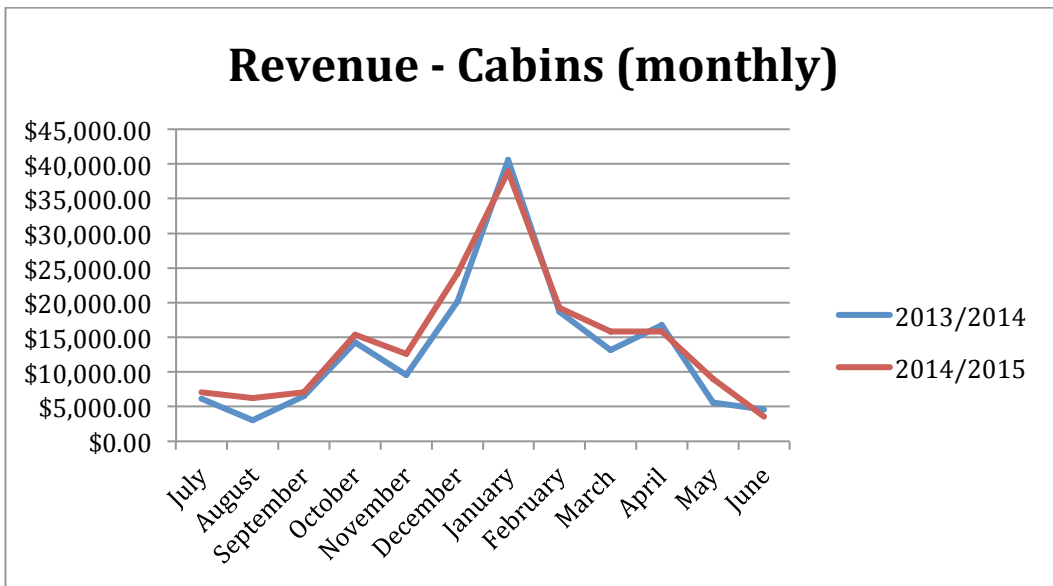
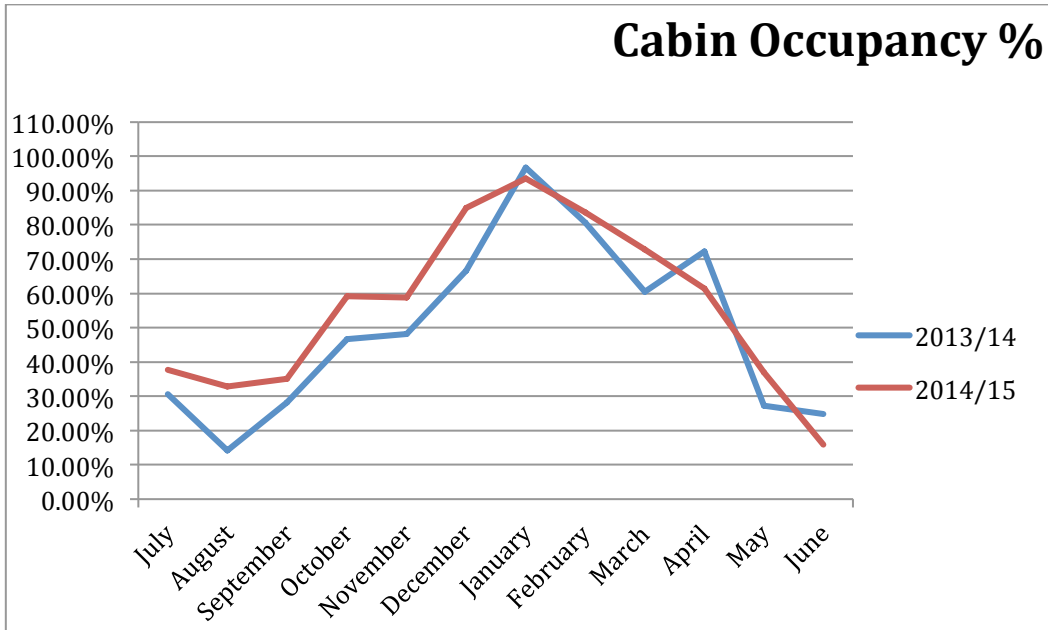
During our week off we visited Orewa Top 10 camping ground as part of our ongoing market research in comparing our facilities with other holiday parks. Their bathroom facilities were really well set out, with lots of shelving, hooks and seats in the cubicles. It would be easy to install something similar in our bathrooms. Another observation we have made from our visits of other holiday parks is that we are probably lacking in recreational facilities. Some future consideration should be given to putting in a tennis court/basketball court or other recreation facility which caters to both older children and adults.

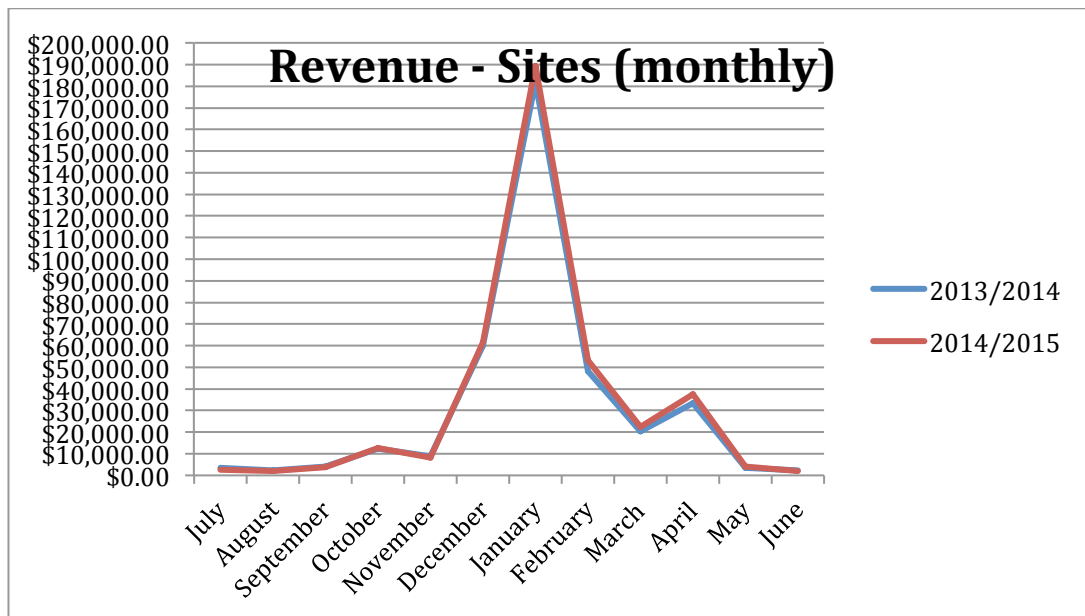
Roading work in the North end of the camp is due to start on the 27<sup>th</sup> of July. This will upgrade the sealed road from the ablutions block down to the end of the camp.

Over the long term, we are looking at making the area of the camp that is currently sites 186 – 145 into another group camping area, similar to the one behind the surf club. If ASH vacate these sites they will become casual sites only.

We attended the HAPNZ conference at the end of June for the first time, which was definitely worthwhile. We attended a trade fair, which enabled us to take advantage of some great specials for fitting out the cabins. There also some very interesting speakers from the tourism industry who kept us up-to-date with developments and trends.

## Occupancy and Revenue for June 2015





Cabin occupancy decreased 10% YOY compared to June 2014, which decreased cabin revenue by around 21% when compared YOY with June 2014. Site occupancy and revenue remained almost exactly the same YOY when compared with June 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.

### Year end financials:

	June 2015	June 2014	Year end 2014 Actual	Year-end 2015 Actual	Comments
<b>Revenue</b>	\$ 59,322	\$ 54,594	\$ 1,036,608	\$ 1,081,952	Year end actual up \$45k
<b>Payroll</b>	\$ 25,778	\$ 23,674	\$ 335,082	\$ 327,228	Year end saving \$8k
<b>Expenses</b>	\$ 67,395	\$ 59,519	\$ 812,036	\$ 854,645	Year end increase \$42k
<b>Surplus/deficit</b>	\$ (8,073)	\$ (4,925)	\$ 224,571	\$ 227,308	Year end increase \$3k

### Financial report June 2015

**Year end actuals revenue of \$1,081,952 and a surplus of \$227,308**

#### **Revenue year end:**

It's a positive to see all revenue streams increase YOY except for 2:

Revenue per ASH: \$3,739

Revenue per cabin: \$19,354

Revenue per camp site: \$3,368

#### **Main revenue increases:**

Kitchen cabins \$15,741

Cove Bach \$8,008

Casual site fee's \$22,063

Main (only) revenue **decreases:**

ASH revenue (\$6,438)

ASH extras (\$965)

**Expenses month**

Main expense **increases:**

Commission/payroll fee's \$2,506 – increase in on-line bookings that take commission

Cleaning consumables \$3,666 – increase in cabin and site occupancy

Depreciation \$36,493

R & M plumbing \$5,778 – improved facilities within blocks

Rubbish collection \$3,492 – WDC major tipping fee increase

Staff training \$3,282 – increase of staff attending training courses for compliance and development

Main expense **decreases:**

Legal fee's \$4,333

Cabin item replacements \$1,773

R & M building \$3,384

Security patrols \$4,553 – New security company this year used at lower rates, will look to increase coverage this coming summer