

**WAIPU COVE RESERVE(S) BOARD**  
Minutes Monday 29<sup>th</sup> June 2015  
7.00pm 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)

**ATTENDING:** A & L.Trist, K.Baker, R.Stolwerk

**APOLOGIES:**

**MINUTES OF THE LAST MEETING: 18<sup>th</sup> May 2015**

**R.King/R.Pullen Carried**

**MATTERS ARISING:**

**CORRESPONDENCE:**

**Inwards:**

**18/5/15 WCSLSC:** IRB&CanoeTraining Date: AGM and Mid-Winter Dinner: Pre Season Camp

**27/5/15 Joseph Henahan:** Richie Guy Subdivision - access strip

**4/6/15 Keith Good:** In regard to site 130 thanks for considering proposal

**5/6/15 Anton Trist fwded letter from Geoff & Wendy Newton:** application for dispensation site 132

**17/6/15 WCSLSC:** Awards of Excellence Evening

**21/6/15 David Caruso:** Business Marketing Session

**Outwards:**

**31/5/15 Joseph Henahan:** Richie Guy Subdivision - access strip

**29/5/15 Keith Good:** In regard to site 130 thanks for considering proposal

**29/5/15 Geoff & Wendy Newton:** application for dispensation site 132

**MOVED** Inwards correspondence received outwards approved

**E.Cook/P.Baker Carried**

**REPORTS:**

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

There is currently some alterations taking place at the club rooms. AGM 25<sup>th</sup> July, it would be appreciated if a member of the board could attend. Big Foot has just been staying and have booked for 5 weeks next year.

**MOVED** that all reports accepted

**R.Pullen/R.King Carried**

**GENERAL BUSINESS:**

- **Casual campers rates proposal:** There is currently no shoulder period rate only peak and off season. There has been no increase in the cabin fee in 4 years over which time there has been improvements made. With the proposed increased rates the pricing is still competitive compared to similar accommodation options. Discussion around the financial forecast for 2016-2017 with the rate increase. ASH rates to be reviewed annually. All board members in agreement with the changes in pricing.

**R.King/E.Cook Carried**

**Upcoming events on the reserve and local area**

- **Waipu in Tartan July 2015:** Full event calander on [www.breaybay.co.nz](http://www.breaybay.co.nz)
- **Art n Tartan Wearable Arts:** 17<sup>th</sup> & 18<sup>th</sup> July at the new Celtic Barn Waipu
- **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**

- **Ruakaka Charity Race Day:** 11 July
- **AGM & mid-winter Dinner:** 25<sup>th</sup> July
- **Waipu Tartan Mid-Winter Swim:** 26<sup>th</sup> July
- **Pre-season Camp:** 9-11 October

**Future Meetings – July 27<sup>th</sup> , August 24<sup>th</sup>**

Meeting Closed at 7:45pm

## Managers Report – June 2015

June has been a quiet month with the often rainy, cold weather. Construction on the new cabins has commenced, and as it is quiet, it has been the perfect time to get on with other maintenance work around the camp.

We have been awarded a Trip Advisor Certificate of Excellence for 2015, to go with the one we were awarded in 2014. This is a great marketing tool for the camp, so we are having a sign made up for the camp entrance displaying our awards.

The health and safety tree audit has been completed, with the resulting recommendation that a number of trees need to be removed and trimmed. The audit did not uncover any serious issues, it is all minor work. An arborist is coming back to complete the work before the end of the month.

Cabin construction began on the 25<sup>th</sup> of May and both are coming along nicely. We are now preparing for their fit-out, so we are busy working out what furnishings we need to order. We will also take the opportunity to update some items in the existing cabins that may need replacement due to wear and tear.

The BBQ area is now complete and looks very tidy. It has already had some use by those in the cabins, as well as campers' staying down at the south end. The laundry in the northern ablution block has had new washers and dryers installed. Roading works at the North end of the camp are due to start mid-July

We have appointed a new Assistant Manager Cole Young to replace Gary Stephens who finished mid-June. Cole will start on the 1<sup>st</sup> of July, and brings with him a background in building plus hospitality/tourism/Management – making him a perfect fit for this role.

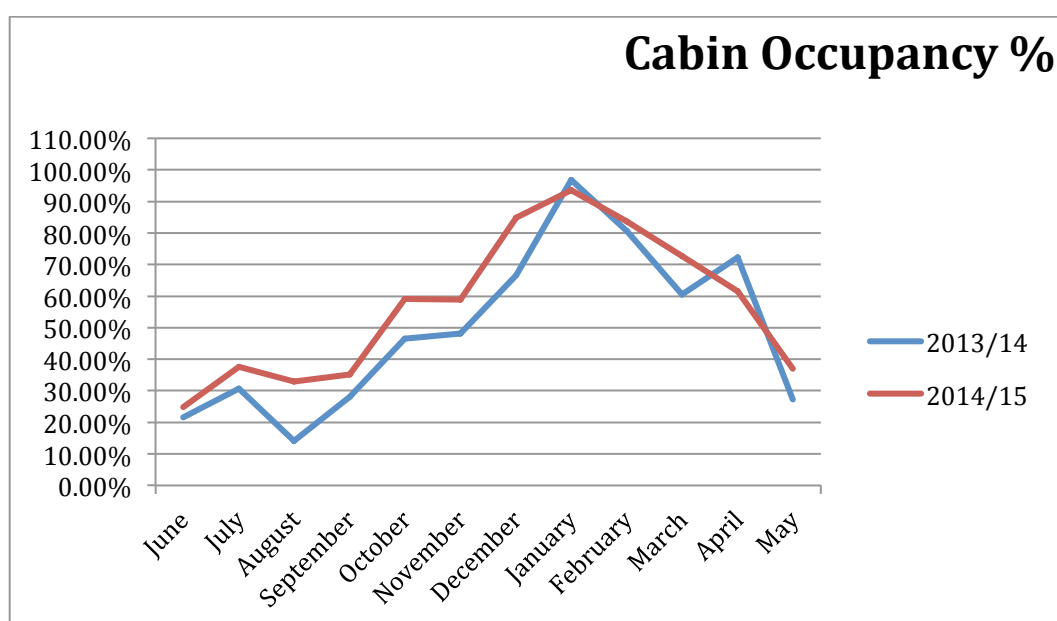
Bigfoot booked in for a training day utilising the Surf Club, with approximately 15 staff attending. This is to allow new staff a famil of the camp, along with activities in the local area. Bigfoot has already booked four school camps for next year, and continues to put a lot of business the camp's way.

The five -wire fencing has been completed down at the north end of the camp on both sides of the stream. This will make the area safer for those with young children. The pampas have been removed and disposed of off-site, this is in keeping with our landscape plan. Dune scraping will take place by the access way in front of the public toilets on the 22<sup>nd</sup> of June. This is covered by our Resource Consent and will be supervised by Laura Shaft from NRC.

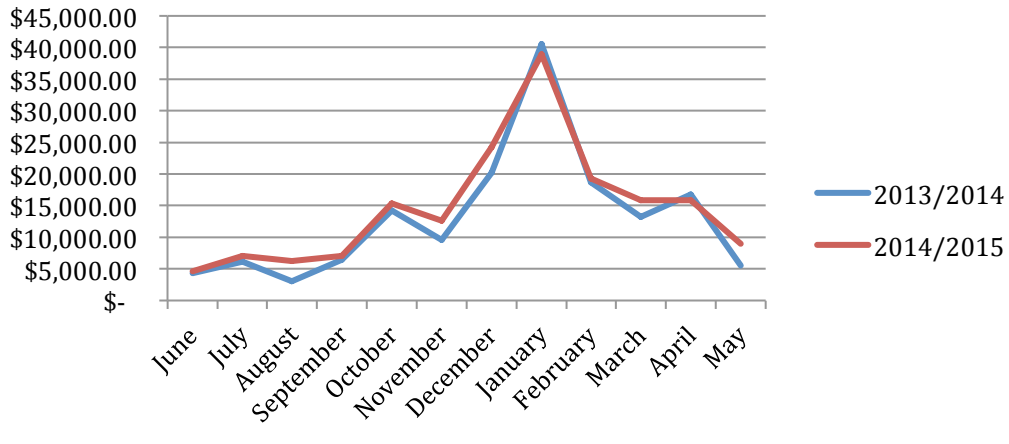
A new property valuation has been undertaken for the camp as requested by AON insurance for re instatement value. The previous valuation (by Mark Aslin also) was in 2011.

Lucy and Anton are attending the HAPNZ Conference on the 24<sup>th</sup> and 25<sup>th</sup> of June, while Lucy and Belinda attended a workplace first aid course on the 18<sup>th</sup> of June.

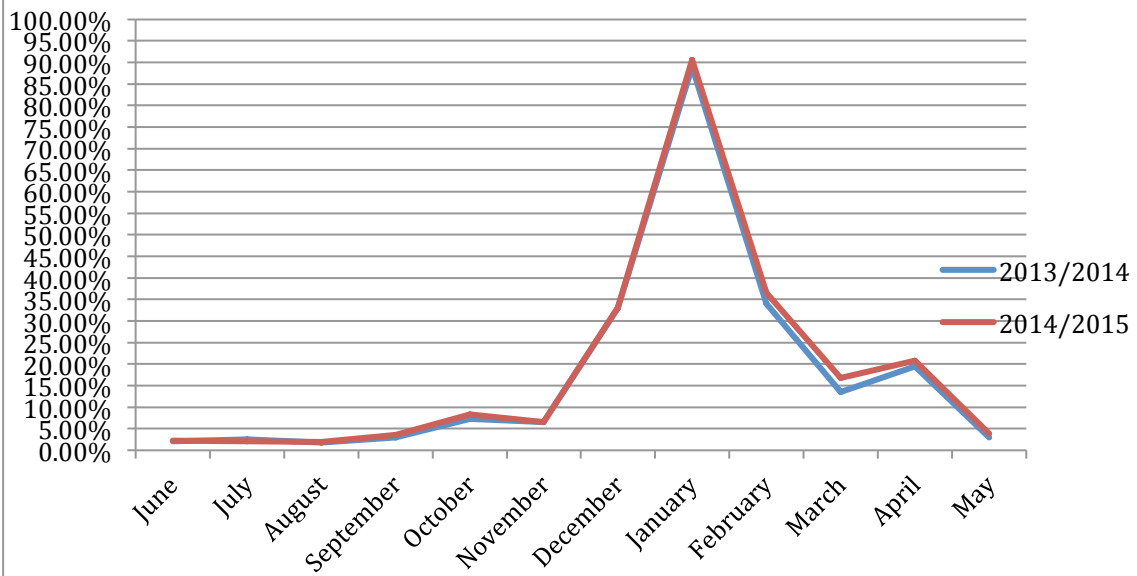
### **Occupancy and Revenue for May 2015**



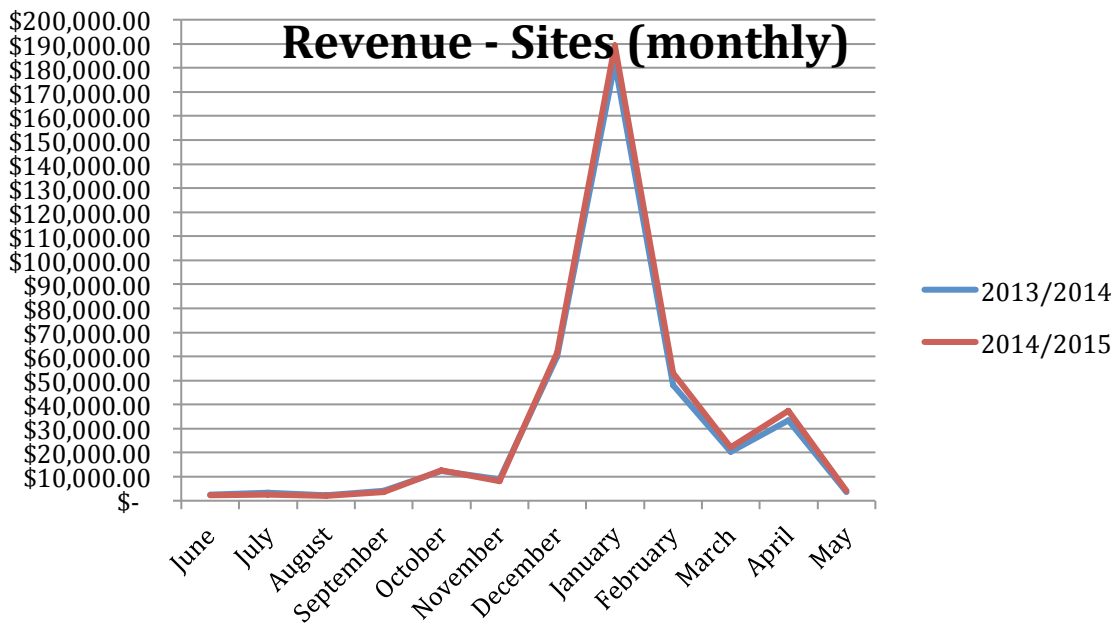
### Revenue - Cabins (monthly)



### Site Occupancy %



### Revenue - Sites (monthly)



Cabin occupancy increased 9% YOY compared to May 2014 which increased cabin revenue by around 60% when compared YOY. Site occupancy and revenue both increased slightly YOY when compared with May 2014. Site occupancy was up 0.9% while revenue was up 19%.

### Financial report May 2015

	May 2015	May 2014	Year end 2014 Actual	Year-end 2015 forecast	Comments
<b>Revenue</b>	\$ 61,997	\$ 53,030	\$ 1,036,608	\$ 1,080,910	Forecasting year end increase of \$54K
<b>Payroll</b>	\$ 33,633	\$ 29,139	\$ 335,082	\$ 327,809	Forecasting year end saving of \$8K
<b>Expenses</b>	\$ 77,905	\$ 58,657	\$ 838,314	\$ 848,245	Forecasting year end increase of \$10K
<b>Surplus/deficit</b>	\$ (15,908)	\$ (5,627)	\$ 198,294	\$ 232,665	Forecasting year end surplus increase \$34K

With June 30<sup>th</sup> being the camps end of financial year we now have good idea on how the year end financials will end up. Forecasting a surplus of \$232K (up \$34K) with year end revenue of \$1,080,910 (up \$54K).

#### Revenue month

Revenue was up compared to last May by 17%, ASH up 34%, kitchen cabins up 32%. Forecasting a 4% increase on last year end.

#### Expenses month

Up 33% compared to last May due to a number of small maintenance projects taking place, Electrical up \$6k due to a 6 month delay in invoices. Forecasting a 5% increase for the year compared to last year end.