

**WAIPU COVE RESERVE(S) BOARD**  
Monday 1<sup>st</sup> August 7pm 2016  
The All Purpose Room Camp Waipu Cove  
**ALL WELCOME**

**AGENDA (E & OE)**

**PRESENT:** J. Henderson, P. Baker, R. Pullan, R. King, B. Hopkins (minutes secretary)

**APOLOGIES:** E. Cook

**ATTENDING:** A. Trist, L. Trist, K. Baker, S. Abercrombie, G. French, J. Melsop, R & A Stolwerk (arrived 7.05pm, left 7.50pm)

**MINUTES OF THE LAST MEETING:**

**MATTERS ARISING:**

R. King/R Pullan **Carried**

**CORRESPONDENCE:**

**Inwards:**

- **05/06/2016 – Frances Good** – Query annual site holder payments
- **14/06/2016 - Anton Trist** – Evaluation report for Qualmark assessment. Rating increased to 4 star plus
- **15/06/2016 - Anton Trist** – List of improvements undertaken – for management plan.
- **20/06/2016 - NRC** – Draft consent to cover seaweed removal
- **06/07/2016 – Waipu cycleway and walkway** – invitation to official opening

**Outwards:**

- **07/06/2016 - Frances Good** – Response to annual site holder payments query.
- **07/06/2016 - Grant Dixon** - (via phone) Response to issues raised at committee meeting 6<sup>th</sup> June 2016.
- **08/06/2016 - Angela Stolwerk** – Invitation to speak at next committee meeting regarding Waipu cycle way.

MOVED Inwards correspondence received, outwards approved

R. Pullan/P. Baker **Carried**

**REPORTS:**

- **Management report**
- **Financial report**
- **WCSLSC Report (to include IRB availability and training for Camp Waipu Cove management)**

Gordon French has offered to attend meetings on behalf of the Waipu Cove Surf Club. Following a recent incident involving an after-hours rescue, Rick has offered to provide training in starting an IRB to camp ground staff. At present it would take response personnel approximately 40 minutes to get to the beach, get the IRB out and started and ready to perform a rescue. If camp staff were able to efficiently get the boat ready for use it would save time and potentially lives. Training is to be offered to staff but no one is not part of regular camp duties so no one should feel compelled to participate if they do not wish to. Local police are also keen to be involved in this training and would like to be kept up to date. A discussion took place over the possibility of keeping one of the boats in a nearby shed for easier access in emergencies. It has been noted that people who wish to complete full training in IRB usage can do so through the surf club.

Work on the bunk house is due to commence Thursday 4<sup>th</sup> August.

The Waipu Cove Surf Life Saving Club AGM is to take place Sunday 14<sup>th</sup> August, 2pm at the Waipu Cove Surf Club. Board members have been invited to attend.

ALL REPORTS

R. Pullan/P. Baker **Carried**

**GENERAL BUSINESS:**

- **Waipu Cycle & Walkway – Angela Stolwerk to attend meeting on behalf of Waipu Cycleway**

The Waipu Cycleway AGM is to take place Friday 5<sup>th</sup> August 7.30pm

Angela would like to thank WCRB for support and use of reserve. A huge number of people and businesses have been involved so far in cycleway, it's been a real community effort. The bridge now has code of compliance. The aim has been to complete first section before discussing next step. The bridge opening will take place 14<sup>th</sup> August, 10am at the NSP carpark. At the opening there will be an info stand at to begin gather opinions for next step. Ann Neal from NZTA is on the board and is compiling the consultation plan. The council is continuing to support the project and has just pledged a further \$30,000. There is currently no definitive answer as to where exactly the route will go next but options will be presented and suggestions will be asked for. They have been advised to ask what community want before going further.

- **New commercial fridge / freezers for ablution block kitchens**

The 3 camp amenities blocks currently have residential fridges and freezers for guest use. The chest freezers are not ideal as people stack food on top of each other, making it hard for guests to get to the food at the bottom. The fridges

struggle to maintain a constant temperature when being repeatedly opened and closed over the busy summer months. Anton has presented quotes for commercial fridges and freezers and proposes to install 1 of each in 2 smaller blocks (middle block and lock block) and larger versions in busier north block. The proposed fridge and freezer display the temperature and have clear doors. The current, residential fridges and freezers have to be replaced almost yearly due to wear and tear whereas the proposed commercial ones can be serviced on a contract, come with a 3 year warranty and would be hard-wired. Commercial fridges/freezers may be more energy efficient as they are designed to be opened more often. The capacity of the proposed fridges/freezers is much larger which would help deal with the high demand for space. Most campgrounds have commercial fridges and freezers. The proposed fridges/freezers have not been budgeted for.

MOTION to purchase proposed units

J.Henderson/All Carried

- **Update on seaweed testing and information – Stuart Abercrombie**

Stuart has sent a sample of the seaweed for testing. The variance shown in the report indicates that it can be used for agricultural purposes. There were 2 different types of seaweed present in the sample both of which are quite different (one very high nutrient value, one low) but both are mixed together so an average has been calculated of useful nutrients. Ideally the seaweed would need to be composted down before use. Alternatively, 1 trailer load could be spread per hectare but this would then need to be mulched in or the seaweed would draw out all of the nitrogen from the soil. To compost the seaweed it would need to be layered in runs, 4 inches deep, with straw and lime and it would need to be kept damp. It would also need flipping while it is breaking down. Moisture and additional nutrients are key to creating a useful product. Composting takes nitrogen from air rather than the soil so can be used as a fertiliser. Ideally there would be a company that is interested in seaweed composting. Stuart is in the process of contacting seaweed companies so see if any would be interested in being involved.

Re. getting it off the beach: A plan of action would have to be decided on the day as it is too hard to predict conditions in advance. Discussions will need to take place with people who could help/supply machinery to get idea of what they can do to help and whether they would want to help on a more regular basis as it is likely that this is not a 1-off situation. We would potentially need to pay people to do the work on beach so ideally if there were a company that would be keen to purchase the seaweed it could offset the cost.

Another option would be to transport the seaweed from the beach to the Uretiti tip site and put it into the green waste.

- **Review of NRC consent/management plan for algae removal**

Andre and Robin are currently overseas so we will wait for their return to plan further. Plans are now in place to react should a situation arise again with just a few details that need confirming.

- **Review of management plan**

The current work will be given to Willy Coenradi for comment so that he can begin a draft. Anton will pass this on along with the additional information he supplied after the last meeting and Rowan's copy of the current plan that contains notes on the changes to be made. Rowan will act as liaison with Willy.

#### **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
- **Waipu cycleway and walkway official opening** – 14<sup>th</sup> August, 10am. NSP car park
- **Bream Bay Sliders mid-winter festival of surfing** – Sunday 7<sup>th</sup> August from 8am

#### **Upcoming Surf Life Saving Events Waipu Cove SLSC**

**Future Meetings – September 18<sup>th</sup> 11am, AGM with board meeting immediately after. To be held in Camp Waipu Cove all weather room.**

Meeting Closed at 7.55pm.

## MANAGERS' REPORT JUNE/JULY 2016

The months of June and July have been fairly quiet, but the cabins bookings have remained steady. We had the Parliamentary Rugby Team staying this month, when they were in Waipu playing the "Men in Kilts" team. We've also had plenty of work such as concreting and painting taking place when the weather has allowed.

The camp's Qualmark assessment took place in June and we were awarded a 4 star PLUS rating, which was an improvement from the 4 star rating we held, and something we had been working towards. The assessor noted the many upgrades and improvements since her previous assessment in 2014. We are very happy with this rating and don't believe it would be realistic to try and further improve on it in the future, as it would involve becoming more of a "resort".

Site repairs have been taking place around the camp ground, in an effort to get sites up to scratch for the coming summer. We had quite a few departing ASH and site moves (ten in total) so this has involved a bit of work.

The camp ute was sign-written in June and looks very professional. This is important in giving a positive impression of the camp when we are out and about.

The northern ablution block BBQ area is currently under construction. Concreting and extension of the current area is now complete, as is the trellis around the area. The BBQ is expected to be installed in the next couple of weeks, along with extra picnic tables. At the same time, the Lock Block BBQ area and Rum Row toilets have had new concrete laid around them. This has tidied up both areas significantly, and will also hopefully keep the inside of the blocks cleaner by preventing some of the mud/grass being brought inside on people's feet.

The north-end public entrance way has now been re-fenced and angled, so there is no wind chute in certain conditions. This needed to happen as per landscape plan. We will be planting plants in the next 2 - 3 weeks with guidance given by NRC.

In June Lucy and Anton attended HAPNZ conference in Rotorua. This was a worthwhile experience (as it was last year also) and we gained some useful information. The trade show and some of the key note speakers were highlights for us.

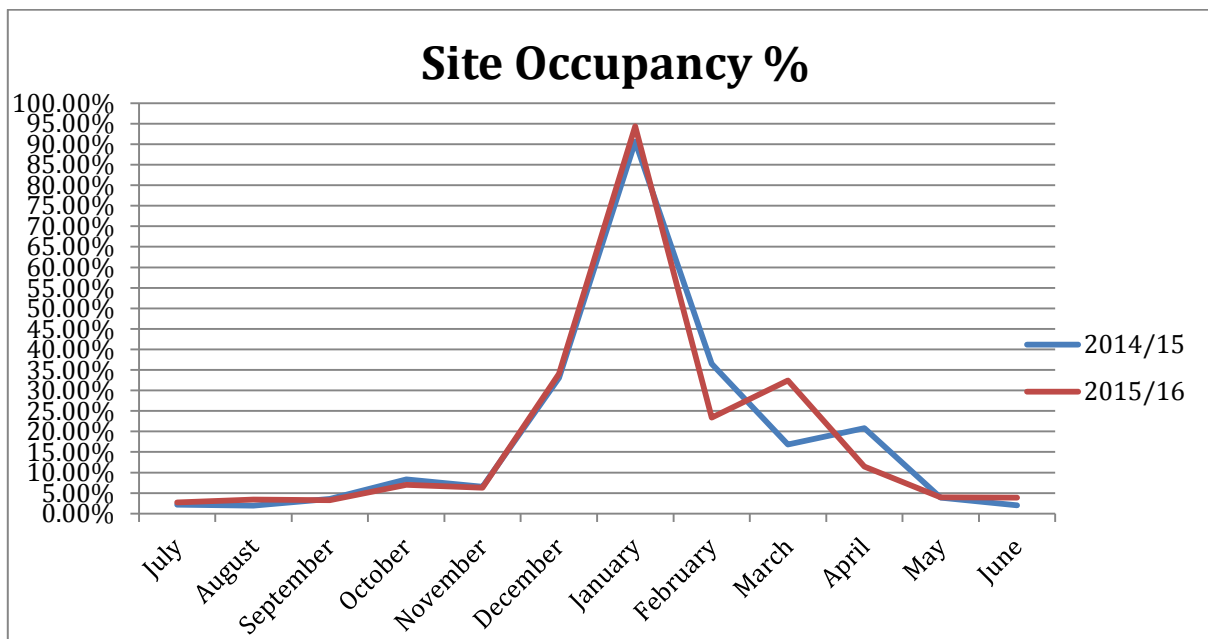
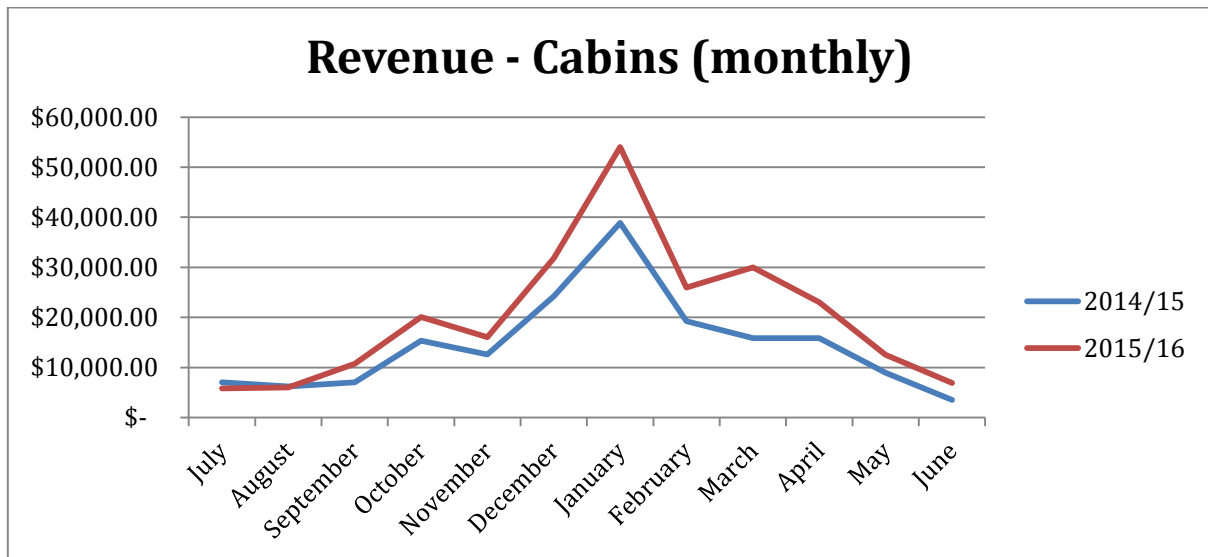
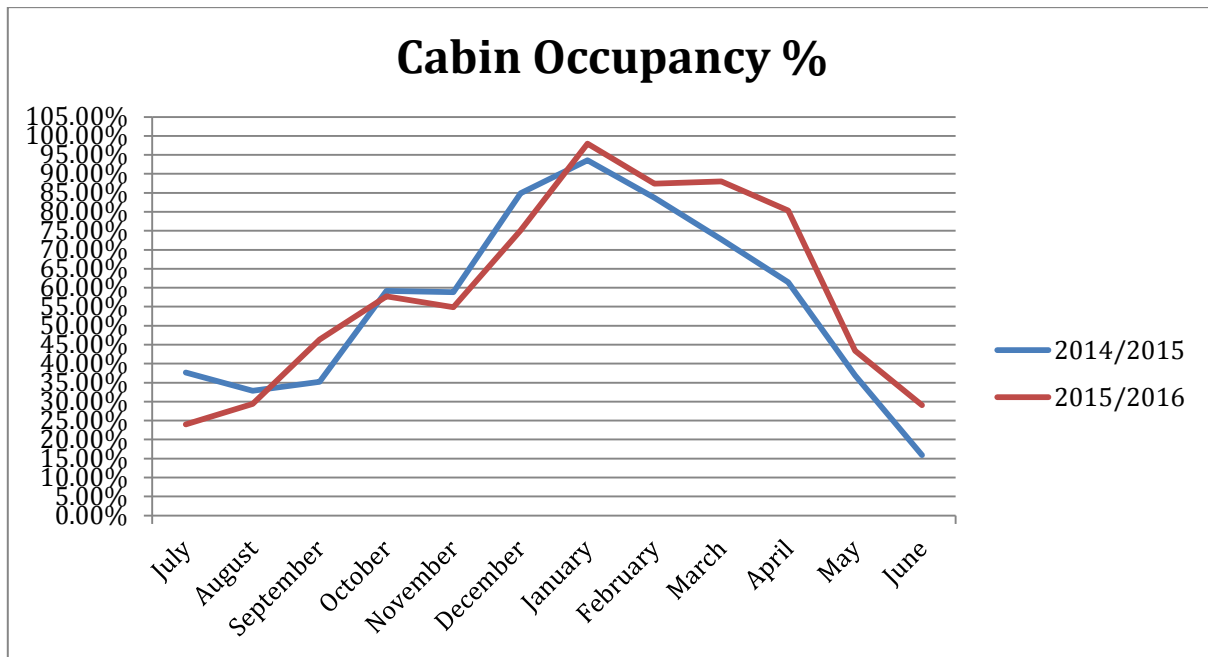
This month Dan Mills has completed the new mural on the Rum Row toilet block. It is looking really great with positive feedback received.

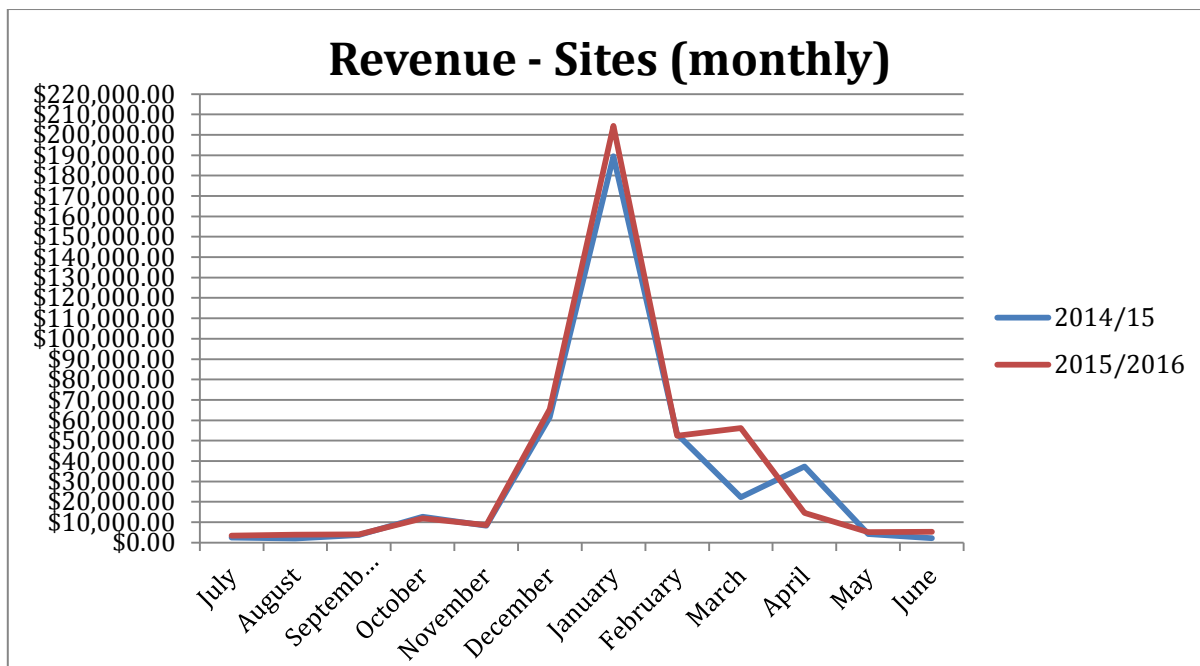
Internal roading is nearing completion, and should be all finished by early August. This will complete all the roading work within the camp, except for the new cabin cluster. This will take place next year.

A number of staff will be attending courses this time of year. Cole and Rob will be participating in a "Tag and Test" electrical course this month. This will allow work be completed internally rather than paying an electrician to do this at a far higher cost. Cole and Rob will also be attending a St John's First Aid course in early August, which will bring our staff first aiders up to four in total. Anton has a Finance and Accounting course in early August.

Finally, an update on ASH contracts for 2016. We have so far 82 contracts returned, and waiting on 1 to come. These will be given to the board ASAP for DOC approval and sign-off.

# OCCUPANCY AND REVENUE FOR JUNE 2016





Cabin occupancy/revenue is up for June 2016, when compared with the previous June. Occupancy levels are up from 15.91% to 29.09%. Revenue for cabins has increased from \$3,555.00 to \$6926.00. This is a revenue increase of 94%. This is due to the continuing popularity of our self-contained cabins, even in the winter months. Site occupancy and revenue also increased slightly compared YOY with June 2015.

**May financials:**

	May 2016	May 2015	Comments
<b>Revenue</b>	\$ 33,880	\$ 62,064	Revenue down \$28k
<b>Payroll</b>	\$ 37,673	\$ 33,663	Up \$4k on LY
<b>Expenses</b>	\$ 69,615	\$ 64,707	Up \$5k on LY
<b>Surplus/deficit</b>	\$ (35,441)	\$ (1,779)	Deficit \$35k

**Financial report May 2016**

Current debtors: \$335,421 this is made up of ASH and 3<sup>rd</sup> party website providers.  
 Value of future bookings held in our system with expected revenue of \$393,953  
 Net profit down \$35k compared to last year  
 Revenue per ASH: \$44  
 Revenue per camp site: \$57  
 Revenue per cabin: \$1,633

Actual funds available in all bank accounts 29/06/2016 = \$398,890 this includes \$200,000 placed on term deposit at 3.30% matures 14<sup>th</sup> February 2017

**Revenue:**

Revenue down \$28k on LY this is attributed the re aligning of ASH fee's. Cabin revenue again is strong during the quieter winter months.

**Expenses month**

Up \$5k on LY mainly attributed to administration which includes fee for consultant used to cut over to Xero accounting system, subscriptions up due to timing of HAPNZ and Qualmark subscriptions.

**June financials:**

	<b>June 2016</b>	<b>June 2015</b>	<b>Comments</b>
<b>Revenue</b>	\$ 12,380	\$ 57,377	See below comment
<b>Payroll</b>	\$ 27,260	\$ 25,778	Up \$1k on LY
<b>Expenses</b>	\$ 52,428	\$ 54,817	Down \$2k on LY
<b>Surplus/deficit</b>	\$ (39,338)	\$ 4,505	Deficit \$39k

**Financial report June 2016**

Current debtors: \$283,486 this is made up of ASH and 3<sup>rd</sup> party website providers.

Value of future bookings held in our system with expected revenue of \$404,220

Net profit down \$43k compared to last year

Revenue per ASH: -\$119

Revenue per camp site: \$75

Revenue per cabin: \$832

Actual funds available in all bank accounts 27/07/2016 = \$418,649 this includes \$200,000 placed on term deposit at 3.30% matures 14<sup>th</sup> February 2017

**Revenue:**

Revenue down \$45k on LY as ASH revenue received in the 2015/2016 financial year has been accrued and will be reflected in the July 2017 financials as this is the new financial year. \$69,732 of ASH fee's and \$6,244 of ASH power fee's have been taken from these June accounts and will be placed in July 2016 accounts.

**Expenses month**

Down \$2k on LY.