

WAIPU COVE RESERVE(S) BOARD
Minutes Monday 21st March 7pm 2016
The All Weather Room Camp Waipu Cove
ALL WELCOME

AGENDA (E & OE)

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

APOLOGIES:

ATTENDING: A. Trist, L. Trist, K. Baker, R. Stolwerk, T. Bates, J. Melsop

MINUTES OF THE LAST MEETING: J. Henderson/E. Cook **Carried**

MATTERS ARISING:

CORRESPONDENCE:

Inwards:

- **25/2/16 – Anton Trist** – Farmers donation to surf club
- **29/2/16 – Rick Stolwerk** – Farmers donation to surf club: Donation is to be spent on replacing a surf club vehicle. Signage will be put on side of vehicle to recognise the donation and all involved have been invited to the Easter Prizegiving dinner at the Surf club.
- **9/3/16 – Glenys Hoffmann** – Support for annual sites at campground: Discussion around it being good to see the point of view of local residents. Letter from G. Hoffmann and other future correspondence of this nature will be published on the camp website and it has been suggested that it also be sent to Bream Bay news.
- **10/3/16 – Anton Trist** – Holiday parks annual site comparison
- **14/3/16 – David Farquhar** – 30 day requirement for annual site holders
- **15/3/16 – Pauline Murray** – Request for agenda for next meeting

Outwards:

- **13/2/16 – Angus McCulloch** – Annual Site Application
- **15/3/16 – Pauline Murray** – Publish date for agenda for next meeting

MOVED Inwards correspondence received outwards approved

J. Henderson/P. Baker **Carried**

REPORTS:

- **Management report** – The reserve is getting more popular however people are not aware that they need to advise the board of events that are to take place on reserve. Although the council is sometimes advised of these events/contacted for permission, they are not advising camp when this happens. Suggested Anton contact council and ask them to inform camp of events to avoid double bookings. Information to be added to website and notice board regarding holding events on reserve.
- **Financial report** – Clarification that 2016/15 revenues are for the month.
- **WCSLSC Report** – In addition to the farmers who made a donation Craig Brown, Andre and Robin La Bonte and Aaron McCauley have been invited to Easter dinner (Ali McKay will also be invited) in recognition of their help over previous months. No more single night bookings are to be taken for surf club over Term 1 to keep this time available for longer school group bookings. Managers agree with this suggestion. The bunk house is being looked at for upgrades which hopefully are to happen over winter. Surf club Easter dinner is being held on Sunday night and all board members and camp managers are invited.

MOVED that all reports accepted

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

GENERAL BUSINESS:

- **Seeking board's clarification on number of nights the current annual site holders contract covers as it is for 14 months.** - The usual 75 nights for a 12-month contract will be extended proportionately for the longer contract to 87 nights.
- **Annual site holders guest list** - Current arrangement is difficult as there are a huge range of family sizes. Based on research of other camps and what would be best for the majority of site holders it is suggested that site holders should be able to nominate 8 named people (in addition to site holders) to

stay on their site for free. Site holders must apply in writing and a copy of photo ID or similar must be provided for each person. Proof of ID can then be asked for on arrival/during stay if necessary. A maximum of 8 people per night (plus site holders) will now be able to stay on any one night rather than the previous 6 guests.

- **Number of nights** – Maximum number of nights will be increased to 100 per site including all named persons on the guest list. After the 100 nights, everyone pays the reduced ASH rate for casual camping. Visitors not on the guest list staying on the site pay this casual rate from day one.
- Site holders must do 30 nights minimum themselves. Single site holders can still nominate 1 person to contribute towards 30 nights.
- **Fee setting** –The precedent has been to set our annual site fees at the average of similar camp grounds. Based on 8 relevant campgrounds surveyed, the annual site fees average \$4551 for non-sea view and \$5081 for sea view sites. \$4816 is the combined average fee at the 8 campgrounds. Motion to set annual site holder fees for the 2016/17 year at this amount. This is a 9.45% increase on current fees. The Board has determined that P. Baker will not vote due to a potential conflict of interest. R. King not present. He supports the fee increase.

J. Henderson/R. Pullan, 3 in favour. **Carried**

Motion – Re. Annual siteholders guest list. To change from current family list to maximum of 8 nominated people to be designated by site holder and for maximum nights to be increased from 75 to 100.

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

R. King arrived 7.45

Management will draft letter to advise all annual site holders.

- **Management plan** – Current Plan expiring in 2016 plan to be reviewed and used as framework for our new Plan. A consultant will probably not be necessary to formulate the plan this time but could be asked to review it. P. Baker will distribute existing plan to board members and managers for review. The plan needs to be updated with planned and ongoing projects and then sent to DOC who will solicit public submissions. DOC have previously provided guidance. Current plan to be posted to website.

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 Easter Carnival** – Saturday 26th March 9am-2pm
- Northland Primary School surf champs – 16th April
- School holidays – Saturday 16th April – Sunday 1st May (including Anzac Day)

Upcoming Surf Life Saving Events Waipu Cove SLSC

Future Meetings – 2nd May, 23rd May

Meeting Closed at 8pm.

Managers' Report March 2016.

March has been a much better month weather-wise than was February. The sunshine has resulted in high occupancy levels in the cabins, as well as plenty of campers particularly over weekends. As Easter falls in March this year we'll

be easily surpassing revenue and occupancy levels compared to March 15. Each year that passes, the camp is getting noticeably busier in the shoulder months.

At the moment we are still in the middle of school camps and all is going well. The only exception was Belmont Intermediate, who had to postpone their mid-February camp due to the weather bomb that hit as a result of Cyclone Winston, bringing large amounts of rain and wind. They have rescheduled their camp for November 2016. So far we have had Kristin School, another Belmont group, and De La Salle College. We still have Bream Bay College and Maungatoroto School to come in March, with Sacred Heart College coming in April.

We had our general bookings open on the 1st March, which was a busy morning with plenty of phone calls. We even had five eager people waiting outside reception on opening to make a booking. Our bookings for next summer are already very full, with no sites/cabins left for the boxing day to early January period. Easter is fully booked and has been since mid-February. We have turned away 100's of bookings already for Easter.

The middle block eating area is receiving a "facelift" in April by way of a mural that Dan Mills has been commissioned to paint. Dan painted the public toilet down on the reserve that won a Resene Award in 2007, so we are expecting the middle block eating area to be just as spectacular.

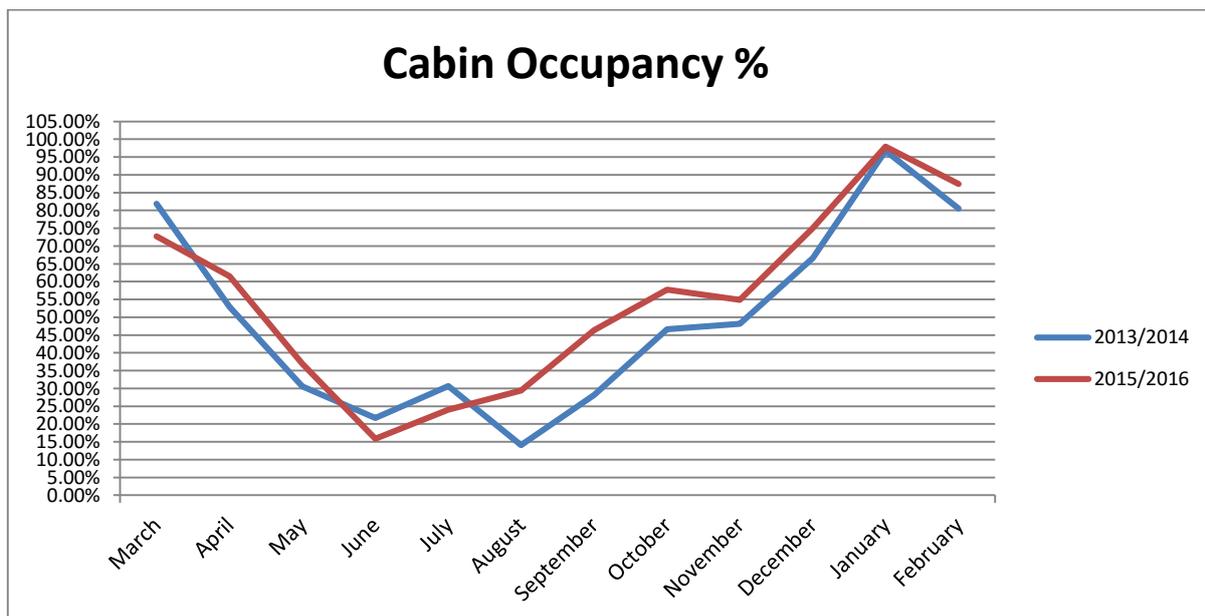
We are meeting with Adam Welford of Maxar Architecture at his office this month to finalise plans for the new cabin cluster. The first two cabins we are proposing to build early next year will be two bedroom cabins.

The reserve has been a busy spot in March with surfing events "Loggerheads" longboarding competition and the annual Cove Fish Fry taking place. These events have been great for bringing more people to the cove and utilising the reserve, and we've spoken to the organisers to ensure that in the future they are notifying the correct people in order to avoid any clash with other events etc.

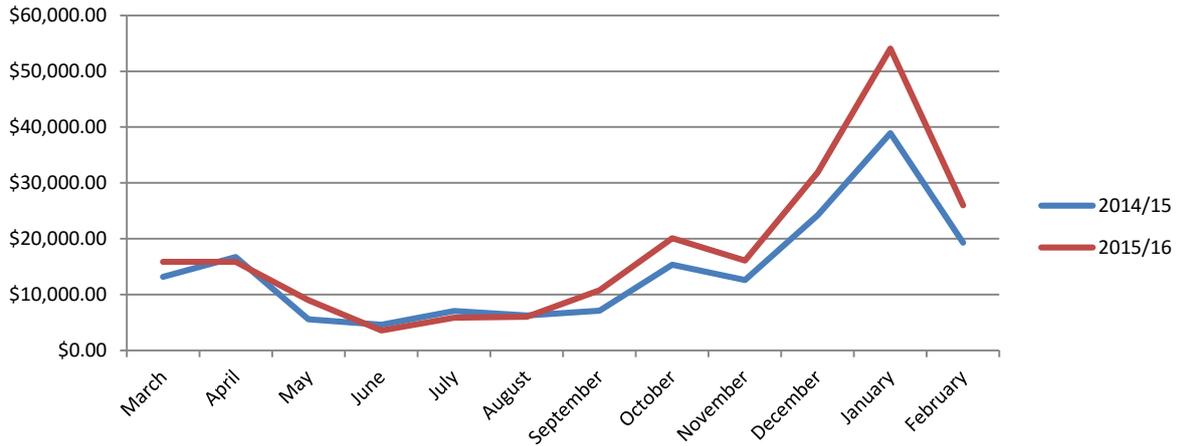
Regards

Anton and Lucy

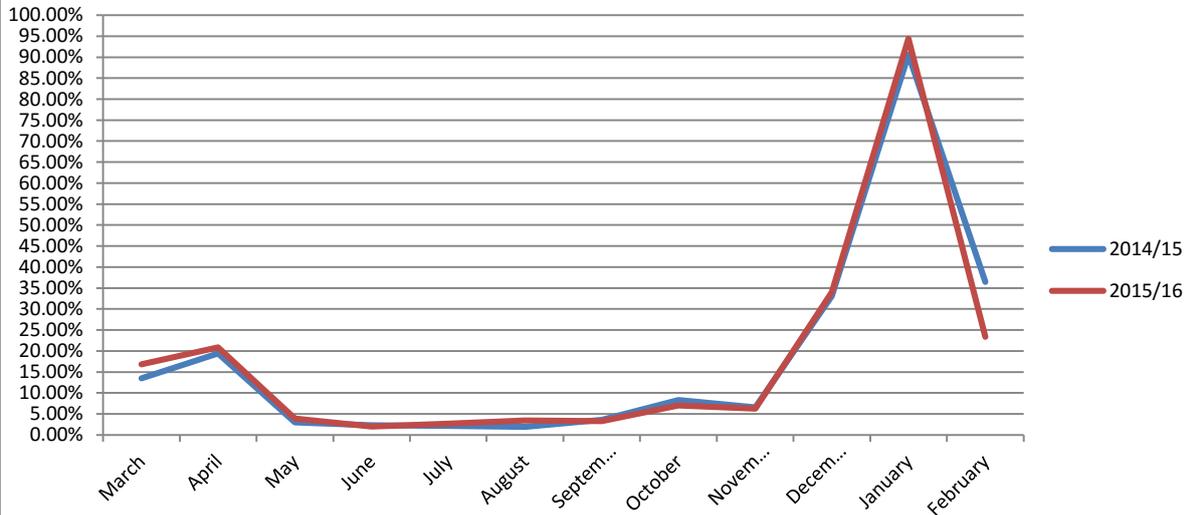
Occupancy and Revenue for February 2016



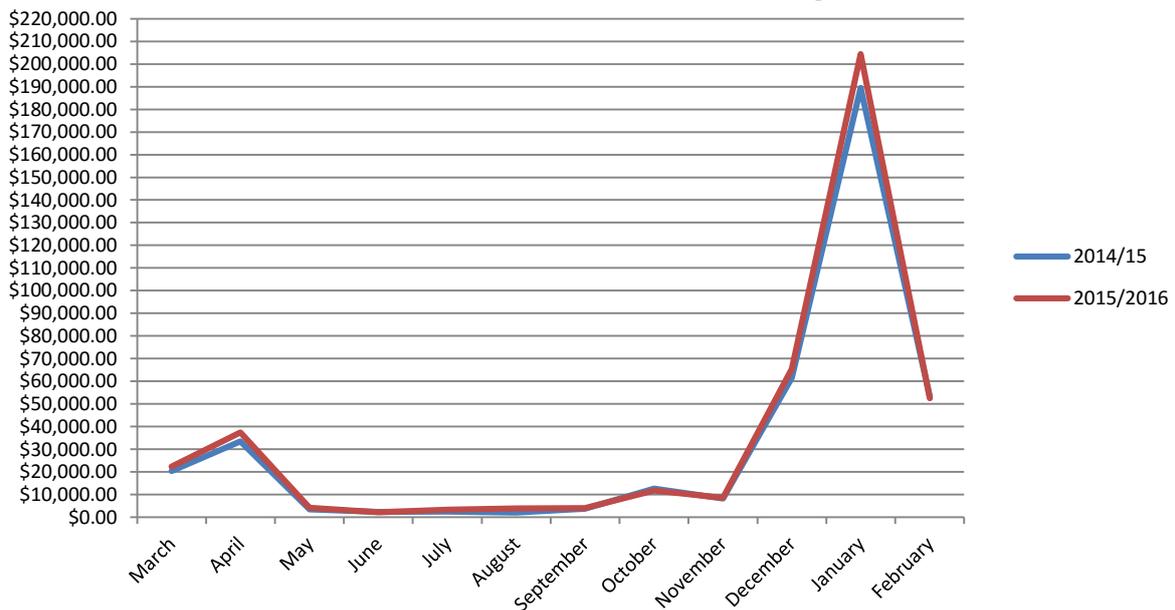
Revenue - Cabins (monthly)



Site Occupancy %



Revenue - Sites (monthly)



Cabin occupancy and revenue is up for February 2016, when compared with the previous February. Cabin revenue went up by \$6676.00. Site occupancy dropped slightly YOY, but revenue virtually the same. An explanation for this is the poor weather in February putting off campers, for example the camp would have been close to full on Waitangi Weekend but unsettled weather led to a number of cancellations.

February financials

	February 2016	February 2015	Comments
Revenue	\$ 123,428	\$ 105,743	Revenue up \$17,955 or 17% increase
Payroll	\$ 30,248	\$ 28,561	Up \$1.5k
Expenses	\$ 91,345	\$ 97,582	Down \$6k
Surplus/deficit	\$ 32,504	\$ 8,832	Up \$23k or 268%

Financial report February 2016

Current debtors: \$16,560 (this is made up of ASH, school groups and 3rd party website providers) we expect to receive all these funds within this financial year

Value of future bookings held in our system with expected revenue of \$377,651

Net surplus up \$23k compared to last February

Revenue per ASH: \$68.17

Revenue per camp site: \$602.70

Revenue per cabin: \$2630.00

Actual funds available in all bank accounts 16/03/2016 = \$515,558

Revenue:

A great result with revenue being up \$18k or 17% on LY, main contributors to this again is the self-contained cabins up \$13k and casual site fee's up \$8k. Year to date total revenue is up \$106,715 or 14.21% compared with last year.

Expenses month

Expenses for the month were down \$6k compared to last year, year to date expenses are up \$78k however depreciation accounts for \$36k of this.