

WAIPU COVE RESERVE(S) BOARD
Sunday 18th September 2016 (After AGM at 11am)
The All Purpose Room Camp Waipu Cove
ALL WELCOME

AGENDA (E & OE)

PRESENT: John Henderson, Roger King (left 12.40pm), Peter Baker, Rowan Pullan, Evan Cook, Belinda Hopkins (minutes secretary)

APOLOGIES: Stuart Abercrombie

ATTENDING: Anton Trist, Lucy Trist, Kerry Baker, John Melsop, Rick Stolwerk

MINUTES OF THE LAST MEETING:

MATTERS ARISING:

CORRESPONDENCE:

Inwards:

- **11/08/2016 – Rick Stolwerk** – IRB familiarisation postponed due to forecast
- **22/08/2016 – Northland Volleyball** – Request to hold 2 volleyball competitions at Waipu Cove
- **08/09/2016 – Gavin Rodley (Statutory Land Management (SLM) - Kaitohu Matua Ture Whenua Department of Conservation – Te Papa Atawhai)** – Information request from NZ taxpayer's union
- **08/09/2016 – Geoff Woodhouse (Whangarei District Council)** – Note of intention to make submission regarding Waipu Cove Reserve management plan
- **08/09/2016 - Juliane Chetham (Trustee on Patuharakeke Te Iwi Trust Board)** – Request for copy of current management plan and note of intention to make submission regarding future management plan.
- **12/09/2016 – Robin Rawson (Whangarei District Council)** – comments from WDC Infrastructure and Services team re. Waipu Cove Reserve management plan
- **18/09/2016 – Stuart Abercrombie** – Apologies, unable to attend meeting.

Outwards:

- **23/08/2016 – Northland Volleyball** – Request accepted via camp managers
- **07/09/2016 – Waipu Cove Reserve stakeholders** – Pre-draft request for information
- **09/09/2016 – Gavin Rodley** – NZ taxpayer's union requested information
- **10/09/2016 – Juliane Chetham** – Copy of current management plan

MOVED Inwards correspondence received, outwards approved

Carried P. Baker, R. King

REPORTS:

- **Management report**

P. Baker queried the remaining ASH friends and family IDs that are outstanding. All ASH have been contacted and given date to have ID's submitted by. After this date guests will be removed from friends/family list.

- **Financial report**
- **WCSLSC Report**

The season starts on Saturday 22nd October. Sunday 23rd October is open day involving refresher course and registration for junior life guards. The Waipu Cove SLSC is now registered with Surf Lifesaving Norther Region. 26th November is norther region carnival (seniors). 3rd December is the Jackman classic race. The regional life guard patrols will start 19th December which is the same time the NZ Warriors are staying at the camp. The highland games will be help on New Year's Day in Waipu and the Waipu Cove SLS Club day will be on 3rd Jan. Friday 6th is the trans-Tasman tri series between northern region and 2 clubs from Australia (semi-international). The Junior carnival is being held at Ruakaka this year instead of Waipu Cove. NZ IRBs will be held in April and the Northland interclub will be on good Friday, 2-4pm with BBQ after (5 northland clubs).

ALL REPORTS

Carried R. Pullan, E. Cook

GENERAL BUSINESS:

- **Improvements/developments 2011-2016 (management plan)**
- **Improvements/developments 2017-2023 (management plan)**

Managers ideas for improvements/developments as part of the 2017-2023 management plan:

Note: There will be some carry over projects from the previous plan and some new projects.

Shed at front of camp not useful as can't fit a vehicle, it floods and is not insulated. Our new cabins create more linen, utensil requirements etc and additional storage space is needed. Consensus to remove existing shed and build a new

purpose built utility building for storage space/staff area. Qualmark inspector observed that front office/building appearance does not fit with rest of camp's high standards. House probably due for re-paint. John Henderson queried what is being done about lawn at front that regularly floods. Unusable for many months of the year. Asphalt/gravel not aesthetically pleasing. Drainage needs to be looked at. Will need advice from a drainlayer. Consensus to get expert opinion on how to dress up front area. Staff parking is also an issue that may need to be considered. If it is in approved management plan, resource consent is not required (building consent still required).

MOTION to get opinion from Maxar Architecture to improve visual appearance of front entrance and obtain scope of works including drainage and utility building (including signage). P. Baker/R. King Carried

2 new cabins - continuation. Currently going through pricing. Initial plans provided for Board.

Additional cabins – new project. 4 new, 1 bedroom, self-contained cabins. 2 to be built in 2019 and an additional 2 in 2020. This will total up to 17 cabins within the camp. Associated roading will need to be added to this item. At least one of the proposed cabins will be wheelchair accessible.

Landscaping plan – continuation. Winter project during quiet months.

Fixtures – new. Multi-purpose all weather surface/Tennis court. Hope to start in February 2017. Scope of works is being carried out to get price quotes. Levels of camp and soil test completed. The area is mainly comprised of sand with green waste on top. Green waste can be pushed into new area or trucked offsite.

Day reserve space – new. The reserve is becoming more popular and for extended periods of time. To increase space the Pa site south of the day reserve (WDC land) could utilised. The aim would be to make it more accessible with a possible bridge over the stream and additional picnic tables. This would be an area that would be maintained by the camp. High tides/flooding are an issue with a bridge and contemplating doing this is not realistic. Temporary measures could possibly be used, ropes etc. Patuharakeke Trust Board has been consulted about placement of picnic tables at the PA site.

Area to north of surf club is also under-utilised at the moment and is a prime area after the completed dune work. Picnic tables could be added. The fence could be removed/sign added to encourage people to feel happy to cross in front of surf club. As it's a bit further from car park people may need encouragement to get to this area. Beach ambassadors can provide help in this area. Anton and Lucy will commission signs/maps to encourage public to use this area north of the surf club.

Bike track – new. Kids on bikes are becoming a problem internally over the busy summer period. We don't want to ban bikes but do need to keep people safe. To compliment the cycleway project the managers have suggested creating an internal track for kids to use to get them off the camp roads. This could be created at the north car park with a dirt track/small jumps etc and bike usage could potentially be restricted to this area. Some children would still use camp roads to get from A to B but it would provide an extra amenity. Reversing cameras have already been installed on all camp vehicles to keep children on bikes safer. The guards stop kids riding bikes after 9pm over summer but it would be a full time job to police helmet wearing. Helmet requirement will be included in pre-stay emails and the summer newsletter. A t-shirt or cap could be used to encourage kids to use bikes safely but this may need to go hand-in-hand with some safety training (this could be included in kids club). Staff in training t-shirts were very popular so spare bike helmets could be introduced in a similar way. Helmet requirement should be added to rules on back of camp map. John Henderson suggested mentioning this to the Health & Safety consultant who will be developing our camp H&S Plan. The Board are happy for money to be spent on helmets etc. and it may be worth investigating whether any local bike shops would be interested in doing some bike safety lessons/bike maintenance over the summer.

New property management system – new. 'Newbook' has been recommended as a cloud-based system that could be implemented to replace Seekom. It links in to Xero and includes a huge number of features that would be incredibly useful but that are not currently available through Seekom. Many top holiday parks have already switched to this program and would never look back. Phone support is very good. It will be a big process to transfer to new system so it is recommended that we wait until next winter. Newbook also have a linked website company which would be worth considering as the current website is struggling to keep up with mobile technology. Current website is 7 years old. This is probably an internal issue that does not need to be part of the Board management plan.

MOTION to remove this item from management plan and make it an internal decision. Board happy for management to implement the Newbook system. P. Baker/J. Henderson Carried

Bottom 2 items to be removed from future improvements/initiatives list.

Algae removal to be added to improvement/initiatives list along with traffic and health and safety plans.

- **Proposed cabin architectural plans**

Board feedback has been given to architect. Unnecessary items have been removed such as engineered stone bench tops and roller blinds on ranch sliders. An interior designer has looked at the plans and given positive feedback. We now need to consider that future cabins in the same area will have to be made to a similar standard and style. The first construction price quote is \$141,000 per cabin (waiting on more quotes). Peter suggests standard board and batten rather than irregular pattern that is currently on plan that would be more expensive. The new cabins are designed to look different to the current cabins as they will be premium accommodation but will still be cohesive with the rest of the camp. Current decision is to keep plans as they are. A final review of cabin plans will take place at next meeting. The managers will provide a colour image of proposed cabins. The current plans do not have wheelchair access but some of the new cabins will need to be altered to accommodate accessibility.

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
- **Beach Volleyball events** - 5th November & December 7th 2016, Waipu Cove.

Upcoming Surf Life Saving Events Waipu Cove SLSC

Future Meetings – 24th October, 7pm, 28th November, 7pm.

Meeting Closed... 1.05pm

IN COMMITTEE: (1.05pm)

Exclusion of the public

That the public be excluded from the following part of the proceedings of this meeting on the following grounds – Agenda items: Correspondence The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: Reason for resolution: Protect individuals Ground(s) under s 48 (1) for passing resolution: 48 (1) (d) and 48 (2) This resolution is made in reliance on section 48 (1) (a) of the LGOIMA 1987 and the particular interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section (9) of the OIA 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: s.7.(2) (a) protect privacy of natural persons

Board came out of committee at 1:30pm

MANAGERS' REPORT AUGUST 2016

August was a typical, quiet winter month. This allowed us to get on with putting plans in place for the coming summer, which will be upon us soon enough.

We attended the Waipu Cycleway AGM on the 5th August. The first stage is now open and ready for use, with the next stage proposed to be going from the Cove back towards Waipu. The cycleway is going to be a great amenity for the campers as well as residents.

Last month we decided to have our very first “wellbeing Month” which involved staff yoga, health checks and nutrition advice, a circuit class, and a Fit Bit fitness tracking competition. This was all in aid of focussing on staff health and wellbeing in what is traditionally a gloomy, cold month of the year. The staff all enjoyed this and found it a great team exercise and morale booster.

August saw the remaining roading work around the camp being finished off. There will be a little more to do with the construction of the new cabin cluster, but all existing gravel road have now been sealed and kerbed.

The working drawings have come back for the new cabin cluster with construction to commence on the first two of six new cabins early next year. The plans have just been put out to tender from several building companies. In the meantime, we've had a meeting with Christine Morris from Urban Lounge regarding the interior aspects of the new cabins.

The surf club bunkhouse has had a makeover with a sliding door replacing the existing entry door. This now opens out onto a nice decked outdoor area with picnic tables. There are plans to now install a kitchenette next to the lounge area. This will make it a far more comfortable option.

We have participated in the "Gateway" work experience programme with Bream Bay College in August. This involved a having a college student onsite for three days to give her a taste of what it would be like to work here and giving her some valuable experience she can take away with her. It's always nice to be able to help the local students where we can and be involved in the wider community.

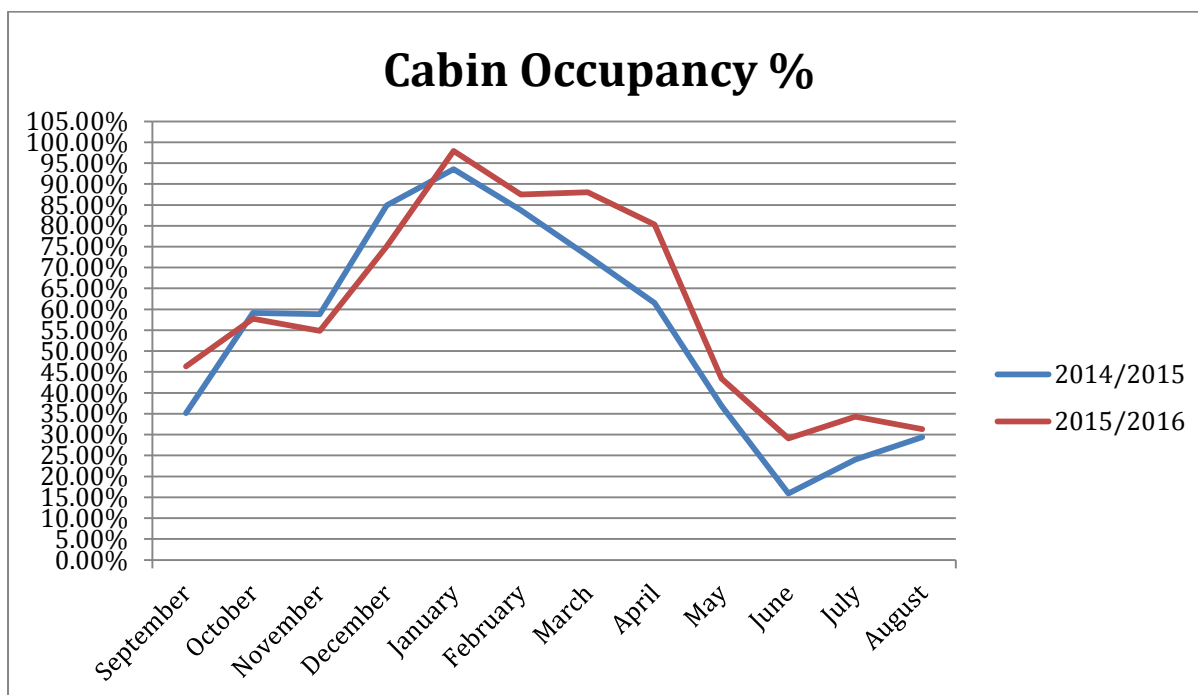
Cole has been busy planting herb gardens around all the kitchen blocks, so that the campers will have fresh herb in time for summer camping. The cabin gardens have all had new plants, and those cabins without built in seating have had that added to their deck area.

We now have all ASH contracts back but are still waiting on some photo ID's from some, for the guest on their lists. They have been given until Friday 16th September to return these otherwise those guests will not be added to their list.

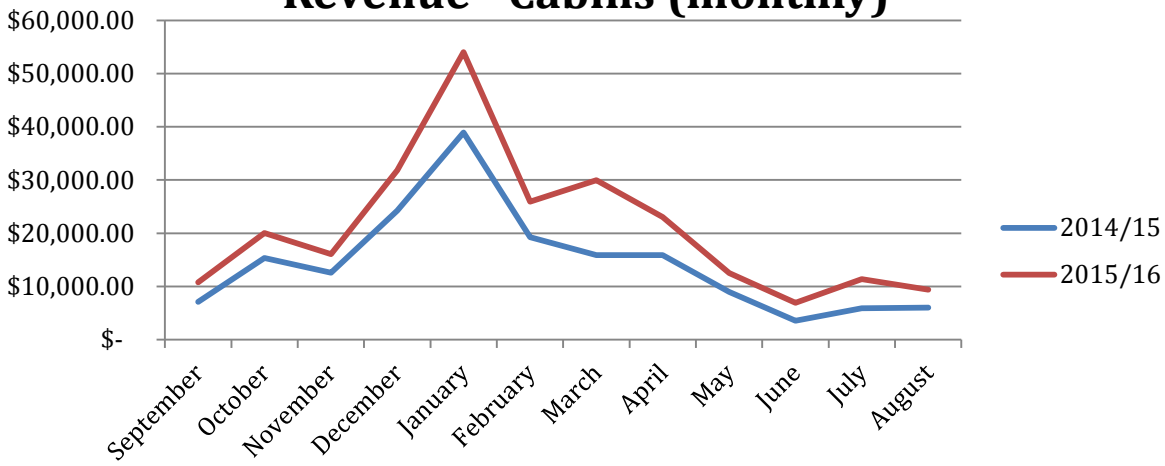
The Lock Block has had all its shower heads and mixers replaced so that people will now be able to control the temperature of their shower instead of having it set at the same temperature. This will be popular with campers who often found the set temperature either too hot or too cold for their liking.

We have now completed all work on the North Block BBQ area. It is ready for use and will no doubt be well utilised by campers up that end.

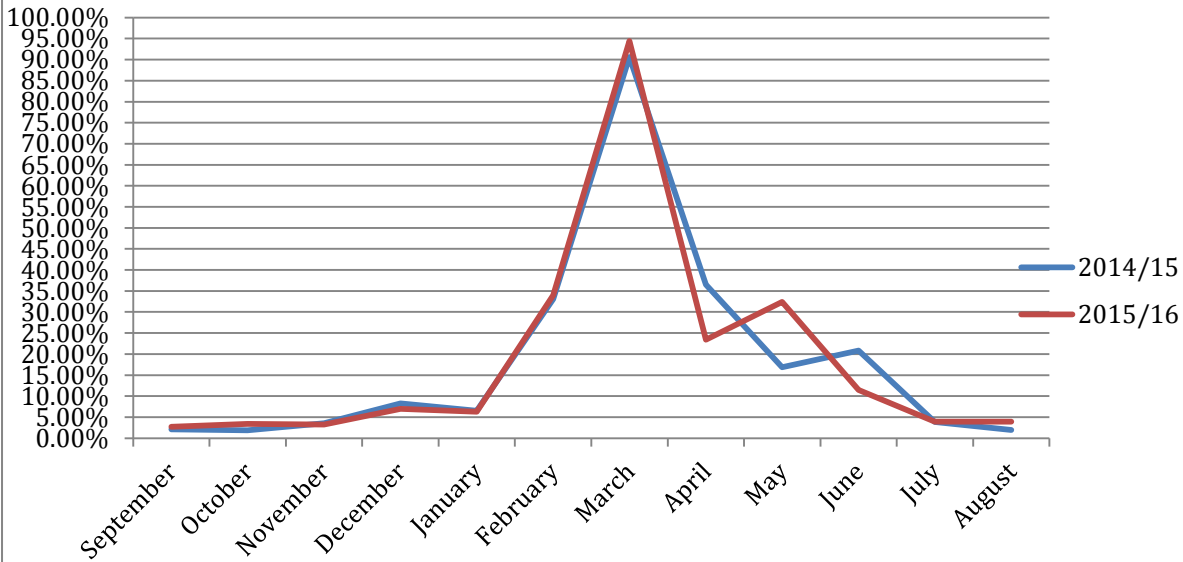
OCCUPANCY AND REVENUE FOR JULY/AUGUST 2016



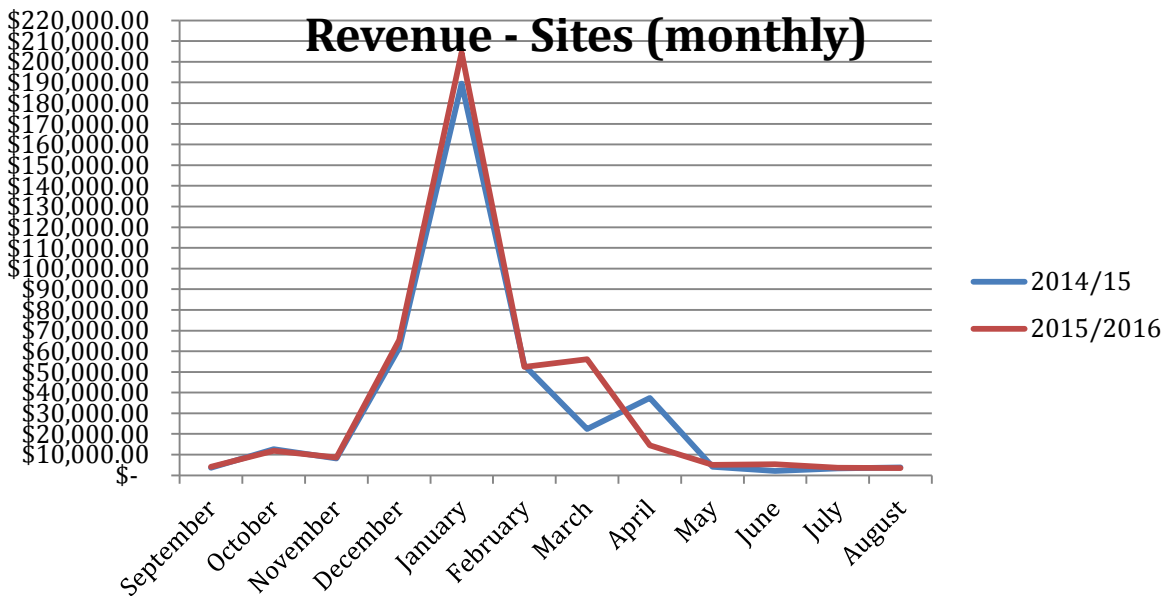
Revenue - Cabins (monthly)



Site Occupancy %



Revenue - Sites (monthly)



Cabin occupancy/revenue are up slightly for July and August 2016, when compared with the previous July/August. Revenue for cabins in August increased from \$6,015.00 to \$9,405.00. We are happy with a small increase as this is traditionally our slowest month. Site occupancy and revenue also increased slightly compared YOY with July/August 2015.

July financials:

	July 2016	July 2015	Comments		
Revenue	\$ 134,442	\$ 55,278	Up \$79k		
Payroll	\$ 31,908	\$ 24,128	Up \$7k		
Expenses	\$ 58,763	\$ 41,281	Up \$17k		
Surplus/deficit	\$ 76,393	\$ 14,575	Up \$61k		

Financial report July 2016

Current debtors: \$245,789 this is made up of ASH and 3rd party website providers.

Value of future bookings held in our system with expected revenue of \$437,451

Net profit up \$62k compared to last year

Revenue per ASH: \$1,211

Revenue per camp site: \$75

Revenue per cabin: \$1,233

Actual funds available in all bank accounts 25/08/2016 = \$357,026 this includes \$200,000 placed on term deposit at 3.30% matures 14th February 2017

Revenue:

A good start to the financial year with revenue up \$79k on LY as ASH revenue received in the 2015/2016 financial year has been accrued and is reflected in the July 2017 financials as this is the new financial year.

All major revenue streams up on LY which includes ASH

Expenses month

Up \$17k on LY. ACC and insurance up \$3k which is timing on when invoices have come in, rubbish collection up \$2.6k due to large purchase of rubbish bags which will last the year, staff training up \$1k due to courses being attended, wages up \$7k due to July have 5 weeks pay where last July there was 4.