

WAIPU COVE RESERVE(S) BOARD

27th March 2017, 7pm.

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

PRESENT: J. Henderson, E. Cook, P. Baker, R. Pullan, R. King, B. Hopkins (minutes secretary), A. Trist, L. Trist, K. Baker, R. Stolwerk (left 7.25pm), J. Melsop, L. Melsop.

APOLOGIES: None

MINUTES OF THE LAST MEETING: Approved

MATTERS ARISING: None

CORRESPONDENCE:

Inwards:

- **8/2/2017 – Laura Shaft (NRC)** - application to the Coastal Restoration Trust's annual award for restoration projects.
- **8/2/2017 – Camp managers** – concept design for new staff room/storage area and makeover for existing house.
- **13/2/2017 – Blair Chant (Thundercat racing)**- Apologies for damage and request to address board at next meeting.
- **14/2/2017 - Grant Dixon** – Thank you to board members for winter boat parking decision.
- **20/2/2017 – Chris Scullin** – Request for clarification
- **18/3/2017 - Orewa Longboard Surf Club** – Request for information re. Holding even at Waipu Cove 8th & 9th April.
- **23/03/2017 – Carl Pamplin - site 236**– Application for new ASH transportable dwelling

Outwards:

- **14/2/2017 – Grant Dixon** – Outcome of discussion re. Winter boat parking
- **16/2/2017 – Chris Scullin** – Response re. drainage at North-west end of camp.
- **20/2/2017 – Chris Scullin** – Clarification on board position
- **17/3/2017 - Blair Chant** – Response re. Damage and future events.

MOVED all inwards correspondence received, outwards approved

Carried E.Cook/R. King.

REPORTS:

- **Management report**

New cabins are being sold at \$320 per night (peak) and are already over 50% booked for the coming summer. Prices were set based on similar cabins at similar camp grounds and other local accommodation.

- **Financial report**

Casual sites and cabin occupancy up on last year which account for increase in profits. Overseas visitor numbers are up country-wide.

- **WCSLSC Report (verbal)**

NZ IRB champs is this coming weekend. Teams will start arriving on Thursday and will compete on Saturday and Sunday. Any surf clubs staying at camp will need to get an accommodation form signed. The area behind the surf club has again been put aside for scrutineering FOC. Between 70 and 100 boats are likely to be competing. Rick has applied to host the Nationals and North Island champs for the next 6 years. The event is well organised and there are no parties associated with these events. There will be an un-avoidable amount of disruption with boats coming and going and the boat ramp gate will need to be open while the boats are moved to the beach. The event will hopefully be held to the left of the surf club but this depends on the algae as the IRB boats cannot race in the algae. It should be a good spectator event.

The fence to the side of the surf club is to be shortened (as per new draft management plan) at the discretion of the surf club.

Easter dinner and prizegiving will be held on Easter Sunday. As always, the Board members and camp managers are all welcome. The season will finish on the following Monday.

There will be some work being carried out in surf club after the season finishes but Rick will keep the camp up-to-date on this.

Rick thanked Anton for help in providing fridges for school groups that were using the surf club.

There was an incident at the surf club recently, where a fight broke out between a surf club member and a relative of his. Police were called and parents took them away. They are expected to pay for the damage. Rick will inform Anton and Lucy of the name of the person in case of future problems and Anton will talk to Martin Geddes (local police) for advice on whether a trespass order is appropriate.

ALL REPORTS

Carried R. Pullan/P. Baker

GENERAL BUSINESS:

- Re. Award issued for work done on sand dunes. Roger is co-ordinating publicity.
- **Possible sale of 'Cove Bach'**

The Cove Bach was originally purchased in 2013 (from a departing ASH) to meet demand for cabin bookings. It has done its job and averaged \$19k a year in revenue but is no longer in keeping with the rest of the camp/cabins. There has been some leaking which has been repaired but further work may be needed. It could potentially be sold to a current annual site holder and kept in its current location or relocated elsewhere in the camp. It complies with all new ASH regulations apart from the awning not being on wheels. If it were sold and removed from the camp its current site would work as casual site although it probably wouldn't be the most popular due to location by camp entrance. Bookings that are currently in place for the Cove Bach for next summer could be upgraded to the new self-contained cabins.

MOTION: Board authorises management to dispose of Cove Bach after Easter with the 2 summer bookings to be upgraded to new cabins.

CARRIED All in favour

- **ASH fees for budgeting 2017/18**

Current standard campsite fee is \$4816.

Board policy is to look at fees for the next year at similar campgrounds around NZ before setting our fees. The average annual site charge for 2017/18 at 9 campgrounds we surveyed is \$4921.

Two options were considered: Option 1: a 3.8% increase (+\$184) which would take standard sites fees to \$5000 per year. This is \$79 above the average of next year's fees at 9 similar campgrounds we surveyed. Option 2: a 2.2% increase (+\$105), taking standard fees to \$4921 per year. This would set the fees exactly as at the average of the similar campgrounds.

Both proposals recognise that following two years of quite large fee rises to catch us up to "market pricing", this year we are able to hold down the increases.

MOTION: Increase fees for 2017/18 to \$5,000 per year for standard sites and maintain the existing +14% mark-up for premium sites to \$5700.

J. Henderson, R. Pullan, unanimous vote. As per existing Board protocol, P. Baker agreed to abstain from voting to avoid any potential conflict of interest concerns because he is an annual site holder.

CARRIED All in favour

P. Baker would like to see a better process in place for setting all of our fee categories in the future rather than informally researching other campgrounds. He is concerned that some casuals and ASH aren't so concerned with the cost of fees at CWC. J. Henderson pointed out that our goal is to maintain "market pricing" across our entire camp fees structure so that we continue to offer "fair value for money" in each category. We are not wanting to push our pricing beyond that point. While we are offering a small number of high priced self catering cabins, we want to maintain ASH and our casual sites as key majority components to preserve the personality of the camp. R. King feels it is important not to increase ASH fees too much so as to create a "rich-man's camp". He also pointed out

that ASH fees were previously hugely undervalued so fees have been brought into line and should be kept at a similar level. Casual rates and ASH fees should not be linked so as to keep the campground available to people with all budgets.

J. Henderson will research into a firm that will be able to undertake an independent survey into site fees for 2018/19.

Anton will email ASH with update on site fees.

- **New fence behind sites 100-107**

Currently there is an old wire fence behind these sites which is very deteriorated. Proposed new fence is estimated at less than \$6k.

MOTION Board support the building of fence.

CARRIED All in favour

- **Application for transportable dwelling**

Very good, detailed application. All required information has been provided. H&S management plans supplied for works to be carried out. Regulations have made it clear what is required. Board would like to use this application (anonymously) as example/template for future applications. Anton and Peter will sign off the design and Anton will thank the applicants for their patience on this matter.

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
- **Ladies fishing competition** – Easter Saturday
- **Orewa Longboarders memorial club contest** - 8th & 9th April, Waipu Cove

Upcoming Surf Life Saving Events Waipu Cove SLSC

Future Meetings – Monday 24th April, 7pm.

Meeting Closed at 8.02pm

MANAGERS' REPORT MARCH 2017

March has been a busy month for the camp with school groups in almost every week keeping us busy. We've had Kristen School, Belmont Intermediate and De La Salle College all come back for another year, plus Fonterra hosting a conference later on in March. In and amongst the school groups we've had plenty of casual campers also.

The weather has been kind to us all summer except for the recent storm which unfortunately occurred during one of the school camps. Belmont School understandably opted to leave half-way through as it was impossible to camp. We haven't charged them for the early departure under the circumstances.

The two new self-contained cabins commenced construction at the beginning of March, which is very exciting. We've had to block out some of the sites around the construction area as they won't be suitable for camping at the moment due to both noise and potential health and safety issues.

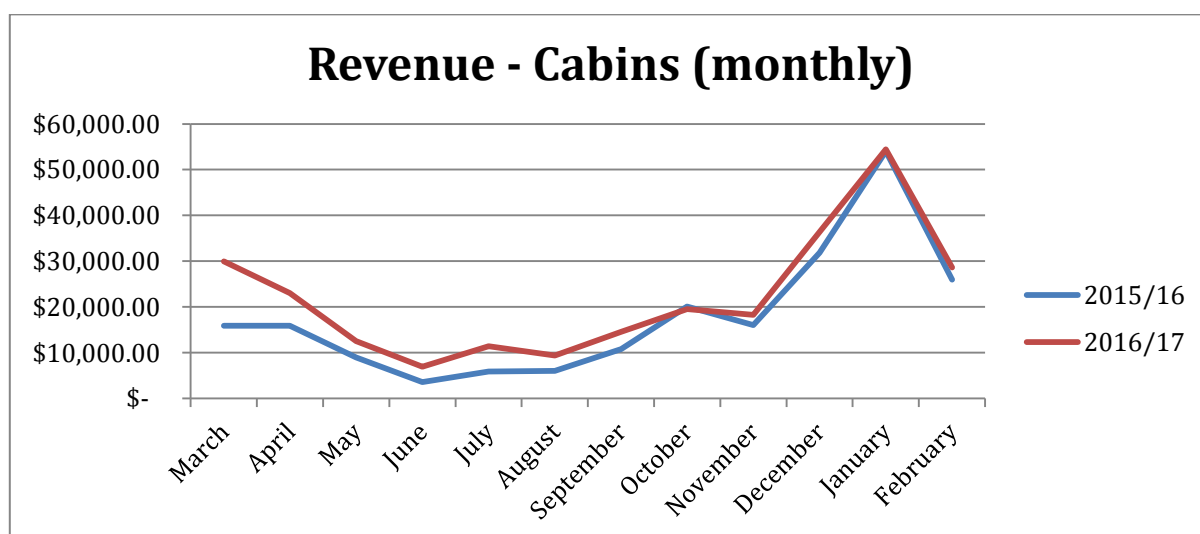
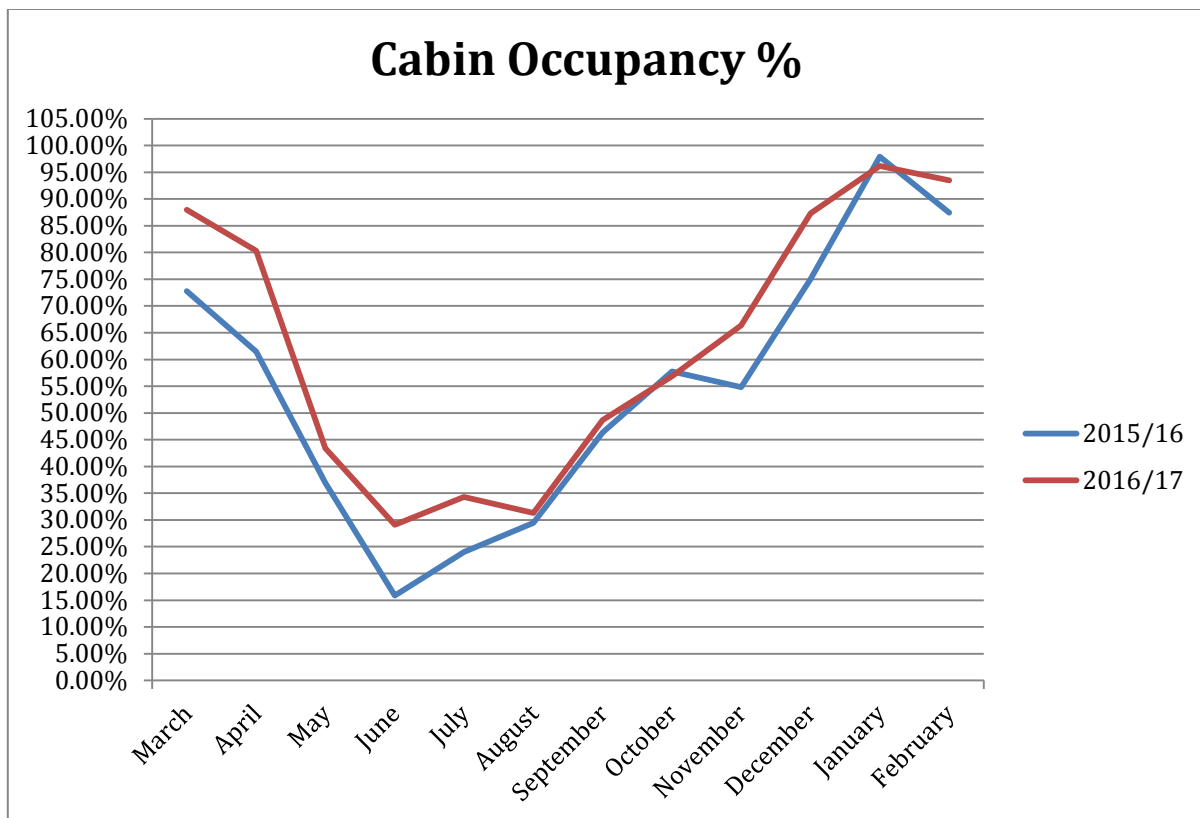
This month we've got a number of staff taking leave at some stage. Maree, Cole, and ourselves either have, or are about to, take some time off. Belinda has her last day on the 31st of March.

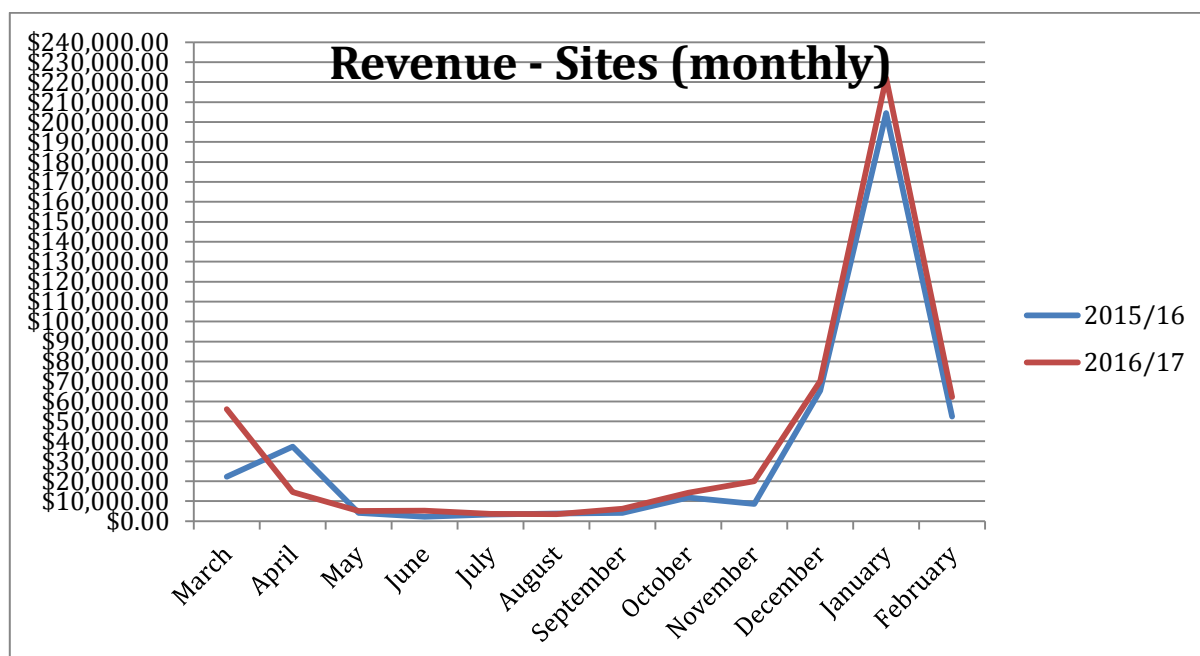
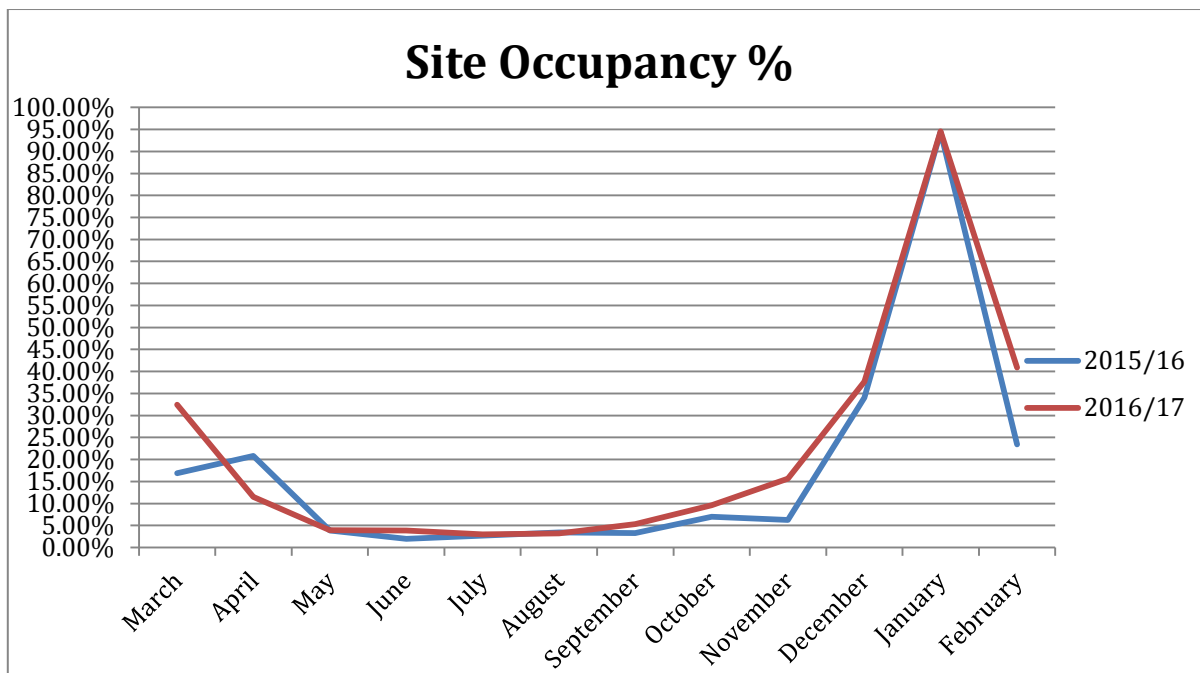
We have spent the last four weeks recruiting for a new Receptionist, while Victoria has been promoted to Reception Manager (Belinda's role). We advertised the position on SEEK and had 103 applications. The applications were of a high standard generally. After going through the applications we narrowed it down to six applicants to interview. We felt that several of the applicants we interviewed would have been suitable for the position, so it was difficult

making the final selection. We've offered the position to someone with previous holiday park experience in a similar role.

This month we've also had a Leaky Home inspection done on the camp residence/reception office. We're still awaiting the results of this. We've also obtained a quote for the Solar Energy Proposal. This will need to be discussed in depth at some stage to see if/how we proceed with this initiative.

OCCUPANCY AND REVENUE FOR FEBRUARY 2017





Cabin revenue/ occupancy has increased YOY when compared with February 2016 as has site occupancy and revenue.

February financials:

	Feb 2017	Feb 2016	Comments
Revenue	\$ 138,998	\$ 123,428	Up \$15,570
Payroll	\$ 32,371	\$ 30,248	Down \$2,123
Expenses	\$ 90,142	\$ 91,250	Down \$1,108
Surplus/deficit	\$ 49,418	\$ 32,579	Up \$16,839

Financial report February 2017

Current debtors: \$21,930 this is made up of ASH and 3rd party website providers.
Value of future bookings held in our system with expected revenue of \$407,144
Operating surplus up \$17k compared to last year
Revenue per ASH: \$76
Revenue per camp site: \$705
Revenue per cabin: \$2587

Actual funds available in all bank accounts 26/03/2017 = \$608,565 this includes \$200,000 placed on term deposit at 3.30% matures 14th August 2017

Revenue:

Excellent result with revenue up for the month by \$15,570 and up YTD by \$138,000 or 19.2% compared to last year. Fantastic growth seen in casual site revenue, up YTD by \$92,275 or 18.4%. Cabin revenue is still increasing with excellent occupancies of 93.5% for the month of February, demand for cabins is still extremely high proving our new cabins will be a welcomed addition by many families.

Expenses

Down for the month compared to last year by \$1k which is a good result considering revenue was up \$15k. Expenses up \$51k YTD with nett surplus up \$115,472 for the year compared to LY. We are on target to achieve budget revenue and exceed by approx. \$40k.