

## WAIPU COVE RESERVE(S) BOARD

Monday 29<sup>th</sup> January 2018, 7pm.  
Camp Waipu Cove all-weather room.

**ALL WELCOME**

### **AGENDA (E & OE)**

**PRESENT:** A. Trist, L. Trist, G. French, B. Hopkins (minutes secretary), R. Pullan, P. Baker, J. Henderson, E. Cook, R. King

### **APOLOGIES:**

**MINUTES OF THE LAST MEETING:** Carried P. Baker, E. Cook

### **MATTERS ARISING:**

### **CORRESPONDENCE:**

#### **Inwards:**

25/11/2017 – Mackenzie Hita, DOC – Reminder of WCRB appointments expiry

29/11/2017 – WCSLSC – Invitation to WCRB to attend sponsors event

18/12/2017 – Radio NZ – Request for comment on paddling pool ban

14/12/2017 – Body Conceptz – Request to run massage business over summer

04/01/2018 – Mackenzie Hita, DOC – Update on nominations for board membership

10/01/2018 – Mackenzie Hita, DOC – Existing Board all requested to be reappointed. 6<sup>th</sup> application received and supported.

10/01/2018 – Audit New Zealand – Update and request for contact information

17/01/2018 – Tony Baker (via managers) – Request to use reserve to host Loggerheads surfing competition on 27<sup>th</sup> January.

23/01/2018 – Eco Pod Concepts – Product information (fwd. to management)

23/01/2018 – Northland Regional Council – Request for information

23/01/2018 – Greg & Debbie Moore ASH 67 – Response to email Re. Camp rules

25/01/2018 – Stan Good ASH 68 – Response to email Re. Camp rules

26/01/2018 – NRC – Query Re. name of Waipu Cove Reserve Board

#### **Outwards:**

18/12/2017 – Radio NZ – Interview arranged

20/12/2017 – Body Conceptz – Response via managers

10/01/2018 – Mackenzie Hita, DOC – Response via Board Chairman

10/01/2018 – Audit New Zealand – Response with requested information

18/01/2018 – Tony Baker (via managers) – Response to request to host surf competition

23/01/2018 – Northland Regional Council – Information supplied by Board Chairman

18/01/2018 – Stan Good ASH 68 – Camp rules

18/01/2018 – Greg & Debbie Moore ASH 67 – Camp rules

23/01/2018 – Greg & Debbie Moore ASH 68 – Acknowledgement of letter

26/01/2018 – NRC – Response to query Re. WCRB name

26/01/2018 – Stan Good ASH 68 – Acknowledgement of letter

### **REPORTS:**

- **Management report**
- **Financial report**

December profits were slightly down due to a number of weather events. Accountant has recommended re-investing \$150,000 for 240 days at 3.4%. Rates to be researched.

- **WCSLSC Report (verbal)**

Next weekend is the Jackman classic. The event starts at Mangawhai and then travels back to Waipu Cove. The event will be weather dependant. The following weekend, 10<sup>th</sup> and 11<sup>th</sup> February is the North Island IRB championships. This will involve Friday setting up and then Saturday & Sunday competing. Managers will try to block out sites behind camp sites for scrutineering. Rick usually gets boats down on beach 1<sup>st</sup> thing. Expecting a few hundred competitors. Rules have changed re. landing due to injuries at a previous event. 90<sup>th</sup> anniversary celebrations will be in October.

**Correspondence & Reports - Carried E.Cook, R. King**

### **GENERAL BUSINESS**

Application to run a massage business on the day reserve was turned down. No future businesses will be allowed to operate from this area. The surf school is historic and has been here for many years so will be allowed to continue. Peter suggested asking the surf school to apply on an annual basis to allow for review by the Board. Roger pointed out that it is a great service, particularly for young children. It promotes good safety and water skills. It is a great community activity. John suggested writing to Mackenzie Hita at DOC after the summer to check whether it is ok to continue on an informal basis or whether a permit is needed.

- **Multi-purpose sports surface**

Ready to start work in late Feb. Completion hopefully before Easter. The surface will be astroturf with moveable tennis net and netball/basketball hoops. There have been a lot of cricket matches over the summer, so the multi-purpose court will provide an area for cricket as well.

- **Amendment to no pet policy**

Board authorises Managers to give selective written approvals to ASH (only) based on written requests to keep small caged domestic birds on their sites. Managers will be selective when considering each request and some may be declined. Permission will be withdrawn if valid complaints are received from neighbouring sites.

As this doesn't affect casual campers it will not be included on the camp rules but will be added to the annual site holder contracts.

### **MOTION CARRIED J. Henderson/R. Pullan, all in favour**

- **Concept design of new cabin**

Two roof pitch designs have been provided. The alternative plan is the preferred one as it allows for more privacy. This shouldn't affect the cost much, but managers will check on this. Internal of cabin will be very similar to original self-contained units to allow for same inventory. Anton suggested sound-proofing the wall against the road as this would be a great benefit for minimal extra cost. The architect would like to come and peg out the site prior to the next Board meeting to allow the Board to get an idea of the size etc. The proposed cabin car park is only 5m so this will be discussed with architect prior to next meeting. The Board and managers are very happy with the architect's work so far. A free concept plan was provided by the architect who designed the last cabins, but this will not be used. John will write to him to update and also query some issues that have arisen with vinyl planking on the roof of the previous cabins. The Board are happy to proceed with the new plans. Roger feels interior should be kept simple and classic, not using 'trendy' design features. As the camp receives builder's rates at ITM, Anton queried whether it would be a good idea to purchase materials directly and pay a builder for labour only. Roger feels as a Board they are obliged to get a fixed price quote. The outside cladding will be married with other cabins in that area. The managers have suggested a double BBQ area for the use of the 4 cabins in this area. The Board are happy to go ahead with this. Peter suggested a cover over the BBQ so that it can be used year-round. The new cabin will be priced at \$240 per night peak.

- **Purchase of a new trailer for removal of green waste from site**

The managers propose the purchase of a \$12,500 trailer seen on trademe. Paul Kelpland has offered to go to Auckland with Anton to inspect the trailer. Peter may also go to advise. This has become necessary due to increased green waste needs. Trailer doesn't appear to have hydraulic brakes, so funds will need to be allowed for this as well as modifying the tail gate to allow the mower to drive on. If purchased the trailer will be kept on the gravel area next to shed during winter months and near the multi-purpose court during summer. Would be approx. \$20,000+ to get a custom-made trailer. Board approves.

- **Waipu Primary beach evening on public reserve – 14<sup>th</sup> February 2018**

Waipu Primary School would like permission from the Board to hold their beach evening on the reserve. This will be replacing their Christmas event. The camp will sponsor by providing bottled water, sausages, a bouncy castle etc. Total cost will be less than \$1000. Board approves this event.

- **Dog signs**

The set-up location of the recent surf competition (to the north side of the surf club) led to an increase in dogs on the beach. Peter feels that all event organisers should be advised of the rules regarding dogs, alcohol consumption etc. Managers will implement this for future event requests, advising of council bylaws.

### **General signage**

Board also feels a sign should be put up on/leading to the area north of the surf club showing that this is also a public reserve area. Also a sign at the south of the surf club advising access to public reserve so that

### 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
- **Logger Heads 5 surfing competition** – 28<sup>th</sup> January, Waipu Cove beach

### Upcoming Surf Life Saving Events Waipu Cove SLSC

**Future Meetings – Monday 26<sup>th</sup> February**

Meeting Closed at 8.30pm

## **Managers' Report January 2018**

The summer holidays will soon be ending, with just Auckland Anniversary weekend to go before its back to school again. It's been a busy holiday season. The camp has experienced high occupancy, even though there has been several bad weather events occurring during this period.

This summer we have trialled using a day guard for the busiest two weeks of the summer holidays. The idea was for the day guard to act as more of a friendly ambassador role, while at the same time, still making sure rules were adhered to. This is a slightly different approach to the one taken by the night guards, who have to take a more authoritative tone. The day guard focussed on making sure kids on bikes were riding at a safe speed and wearing helmets and keeping speed of cars going through the camp at a slow pace. These have been safety issues brought to our attention in previous summers that we needed to deal with. They also were checking cars parked on site were allowed to be there. This worked well overall, and the majority of feedback received was positive. We experienced less problems in relation to these issues this summer, so would definitely look at employing a day guard next summer.

Unfortunately, the weather has not been so consistent this summer. We've had very hot weather, with several weather bombs in between. This bad weather has led to a few campers either packing up early or delaying their arrival. Some hardy campers managed to stick it out in the poor conditions.

We've had a number of new casual staff commence work over the summer to cover the extra cleaning and reception shifts. Some are staff returning from previous summers, others are completely new. We've also promoted Lisa Gordon to a Receptionist position. She has been working for us as a cleaner for over three years and is now looking forward to moving into a different area of the business.

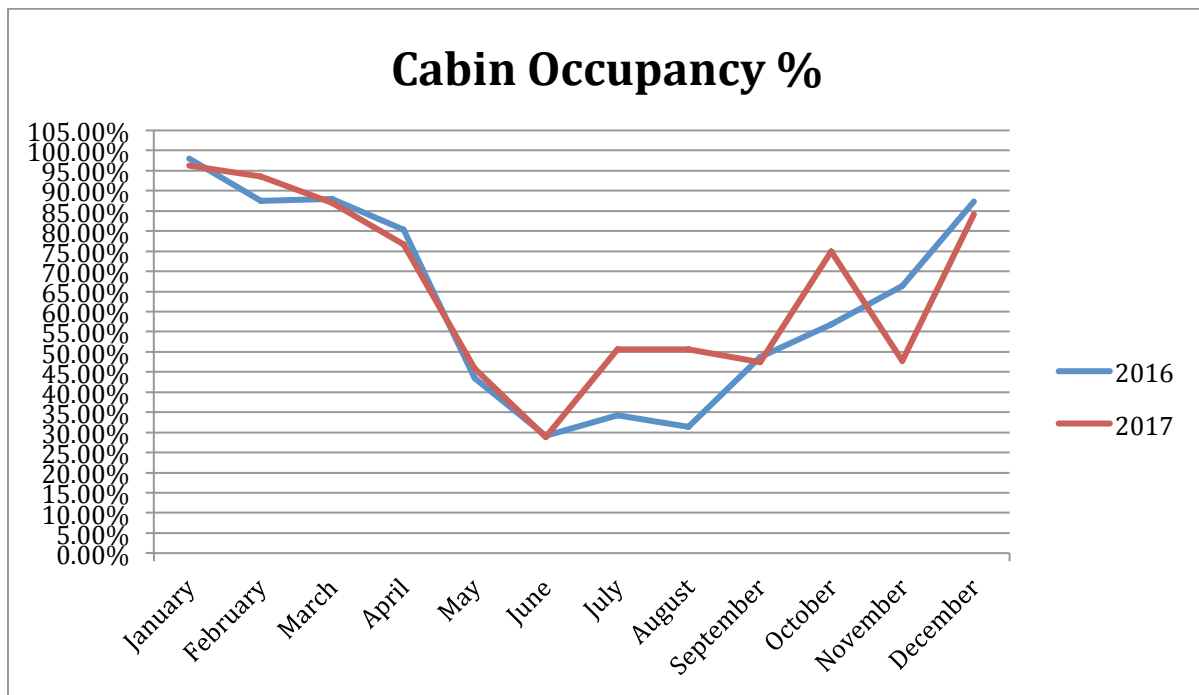
The new golf buggy that was purchased just before the summer has been of real benefit for cleaners and maintenance staff. It has made things far more efficient, especially with the new cabin cluster being located in a completely separate area to the original cluster. We're not sure how we managed without it last summer!

We've been getting a lot of advance bookings for the both the Waitangi and Easter break. Easter is now fully booked, with only a few sites still available for the Waitangi break. Our cabins are already very heavily booked for all weekends between Waitangi and Easter. During this period, we have a number of returning school groups (during the week) for school camps. These schools include Belmont Intermediate, De La Salle College and Kristin School as in previous years.

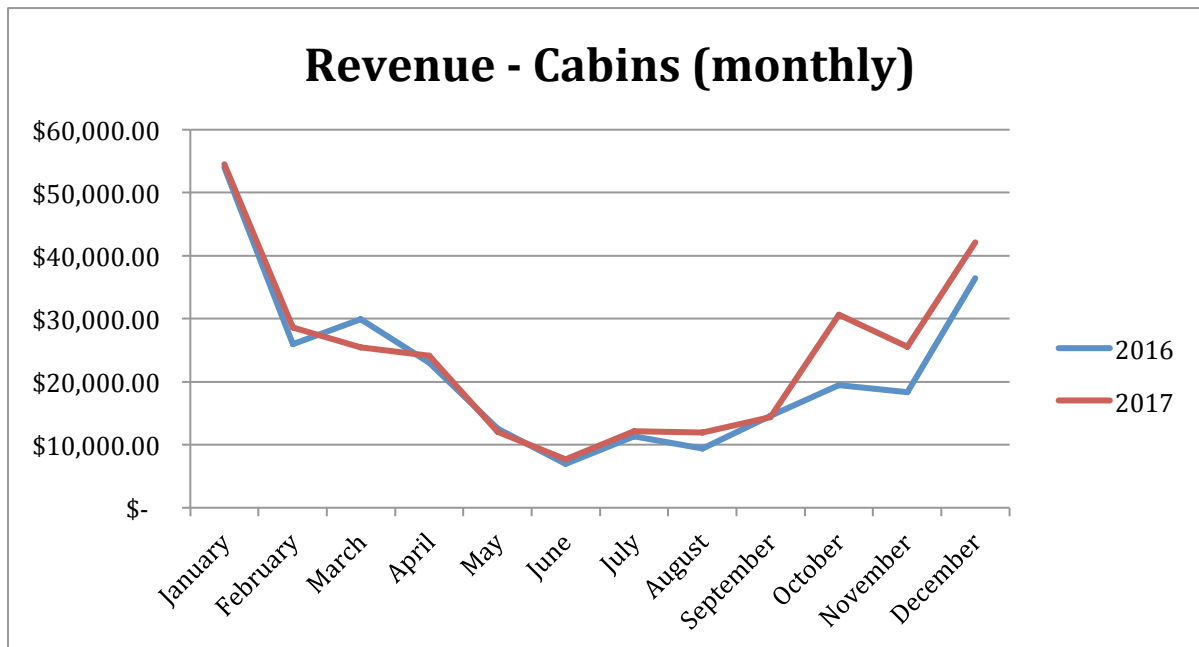
Fortunately, the horrible red algae has not made a return this summer, although there has been small amounts seen in the water. There has been a fair amount of red algae wash up on Langs Beach instead, but not in the same

# Occupancy and Revenue – November & December 2017

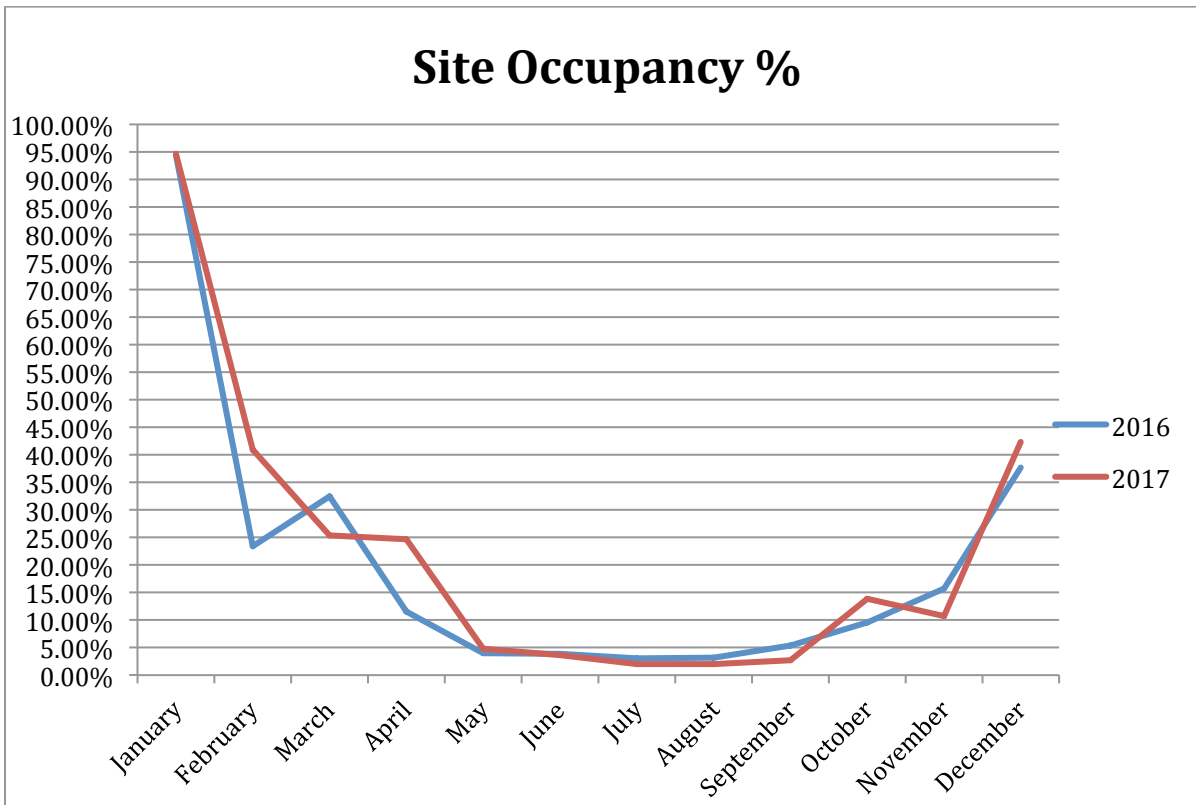
## Cabin Occupancy



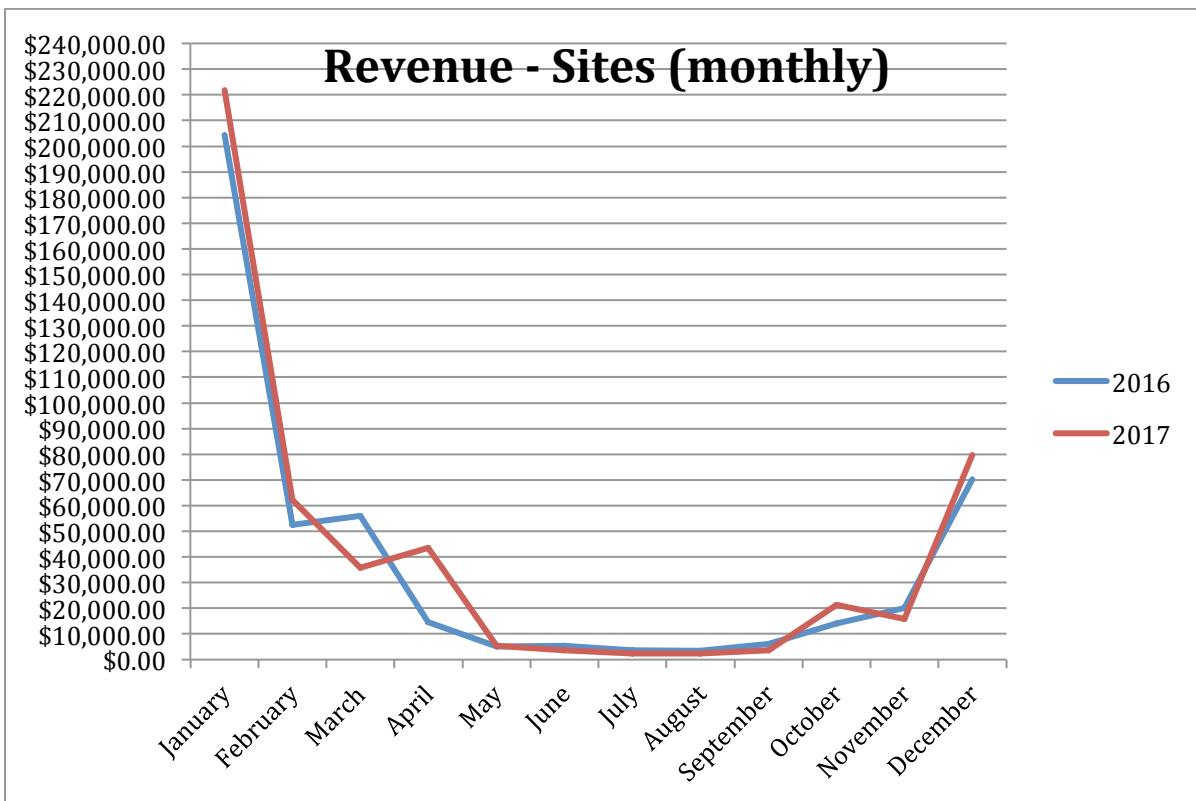
## Cabin Revenue



## Site Occupancy



## Site Revenue



## December financials

	December 2017	December 2016	Comments
<b>Revenue</b>	\$ 185,873	\$ 187,217	Down \$2k
<b>Payroll</b>	\$ 42,981	\$32,429	Up \$10k
<b>Expenses</b>	\$ 91,794	\$ 78,150	Up \$13k
<b>Surplus/deficit</b>	\$ 74,407	\$ 91,594	Down \$17k

### Financial report December 2017

Current debtors: \$1,153 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 \$403,121

Operating surplus down \$17k compared to December last year

Revenue per ASH: \$462

Revenue per camp site: \$706

Revenue per cabin: \$3,425

Actual funds available in all bank accounts 27/1/2018 = \$547,373 this includes \$100,000 placed on term deposit at 3.40% matures 19<sup>th</sup> February 2018.

### Revenue:

Revenue slightly down \$2k on last December, self-contained revenue up \$12k. Year to date revenue is up \$56k in revenue and up \$27k in Operating surplus.

### Expenses

Expenses up \$13k on LY mainly due to casual wages up due to an accrual for December wages of \$4,498, there was no accrual in December 2017, also increased due to staff training and kids club staff members this year when kids club was outsourced last year to a private company. WDC pan charges up \$3,500 on last year, this has been identified as a coding error and will be fixed in the January financials.