



Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

www.waipucoverserve.co.nz email: waipucoverserveboard@gmail.com

WAIPŪ COVE RESERVE(S) BOARD
Tuesday 13th February 2024, 7pm
Camp Waipu Cove all-weather room.
ALL WELCOME

OPENING KARAKIA

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tatou I te rangi nei
Aroha atu, aroha mai
Tātou i a tatou katoa
Hui e! Tāiki e!

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

AGENDA (E & OE)

PRESENT

APOLOGIES:

MINUTES OF THE LAST MEETING: Motion to pass

CONFLICT OF INTEREST:

CORRESPONDENCE:

Inwards:

20/03/2024 – J. Pascual (via managers) – ASH 100 nights

4/4/2024 – M. Bell – Request for minutes

11/4/2024 – R & P Murray – WCSLSC funding

Outwards:

16/02/2024 – L. O'Neill – Cove Road concerns

25/03/2024 – J. Pascual – ASH 100 nights

4/4/2024 – M. Bell – Copy of minutes

17/4/2024 – R & P Murray – WCSLSC funding (cc WCSLSC)

Motion to Accept-

REPORTS:

- Management report
- Financial report
- WCSLSC Report (verbal)

GENERAL BUSINESS

- Managers Credit Card



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Motion: That the Camp Waipu Cove Credit Card be paid off in full at the beginning of every month.

Motion Peter / Seconded Rick

- **Term deposits**
- **Flooding issue.**

Motion: That the board approve the cost of a culvert behind sites 6-19 to alleviate flooding in weather events.

- **Kaiteriteri visit update**
- **Audit NZ 2024- 2021**
 - **Following a meeting with Audit NZ on the 20th March 2024**
 - **Audit NZ has advised they will audit year 2022 immediately.**
 - **Audit NZ has advised they will return in May 2024 for the audit of the year 2023.**
 - **Audit NZ has advised they will return in November 2024 for the audit of the year 2024.**

Motion: The WCRB to approve the letter of representation to Audit NZ regarding years 2014 - 2021 requesting that these years be disclaimed for the reasons indicated.

- **Board nominations**
 - Following engagement with DOC the board will consider the two candidates for the board position and nominate a candidate for appointment to the board when the process is complete.
- **Update of Risk Matrix**
- **IN COMMITTEE – EXCLUSION OF THE PUBLIC**

CLOSING KARAKIA

Upcoming events on the reserve and local area

- **Waipū Boutique Sunday Market:** 2nd Sunday of the Month, Waipū Coronation Hall 9-1pm
- **Waipū Street Market** – Saturday or Sunday on Long weekends 9-1pm
- **Waipū Antiques and Collectables Fair** – Sunday of Long weekends 9-4pm

Meeting ended:

Next meeting: Tuesday 25th June 2024, 7pm

Managers' Report for April 2024

Since our last meeting in January, we've had a busy couple of months, in fact our busiest February and March ever. This is the time when we host most of our school groups. As well as this, weekends were consistently busy. Finally, Easter took place at the end of March this year. We have been fortunate enough to have good weather which has certainly helped.

We were fully booked for Easter, despite poor early weather forecasts (which never helps) that promised rain. There was some rain, mostly on Good Friday, but the rest of the long weekend the weather was reasonable. The women's fishing competition was a huge success, after a two-year hiatus. This was well-organised by one of our neighbours, Marie Ackland, and very well received by campers.



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Unfortunately, ever since the State Highway 1 detour has been in place, we've been noticeably quieter. Other businesses in the area have also remarked they are much quieter than expected for the time of year. It's disappointing coming off the back of a very good summer but the work must be done at some point.

Painter Dan Mills came to stay in March and spent about a week touching up his murals on the ablution blocks. These are looking nice and fresh once again.

We will soon be busy re-grassing ASH sites who have departed. We estimate around 15 ASH will leave this year, leaving around 20 for the final contract year. Again, we will be harvesting grass from our North carpark and also a locals lawn which they have kindly offered us.

Earlier this month, the north carpark area was metalled in parts, to provide year-round parking for users. Much of the car park turns into mud over winter, which makes it unsightly, and users can get stuck along with it not being mowed.

We are currently looking at running a culvert out behind sites 6- 19 to help with water flow out to the main culvert and this will also increase volume of water that can be held. We are hoping this may help in some way with the flooding situations experienced in December when large down pours occur, although it won't fix the issue.

One of our golf buggies is on its last legs, so a replacement has been ordered which will arrive around the 30th of April.

In our recent January managers' report, we mentioned we were working through the process of becoming a carbon zero business. We were recently officially certified as a carbon neutral business through carbon management organisation EKOS. It has been great to be able to publicise this on our website and inform our guests.

On the 20th of March we had an onsite meeting with Audit NZ where we made a plan to progress audits, with the aim of getting up to date with the current audit year by the end of November. This involves finishing audits for financial years 2022, 2023 and the current year 2024 all within the next 7 months.

Unfortunately, our recent planned visit to Kaiteriteri Holiday Park had to be postponed until June, due to severe weather cancelling our flights. We are looking forward to catching up with them in a couple of months. Kaiteriteri are one of only three other holiday parks in New Zealand like us that are on Department of Conservation land and governed by a reserve board. Earlier this month we attended a HAPNZ North Island meeting at Hahei. Such events are helpful for keeping up with trends in the industry.

Matt Ennor from Dubzz Digital Marketing came to stay at the camp in late March. While he was here we met with him to discuss our digital marketing for the year. Now having visited the camp and experiencing what it is like to be a guest here, he has come up with some excellent marketing ideas and put together a monthly marketing plan going forward.

We have recently released a short video for our social media sites that is a quick teaser to entice customers to book a break with us. It uses some of our video tour footage, but is short and punchy, only lasting 45 seconds. It shows the best of what we have to offer and quickly shows (and tells) the



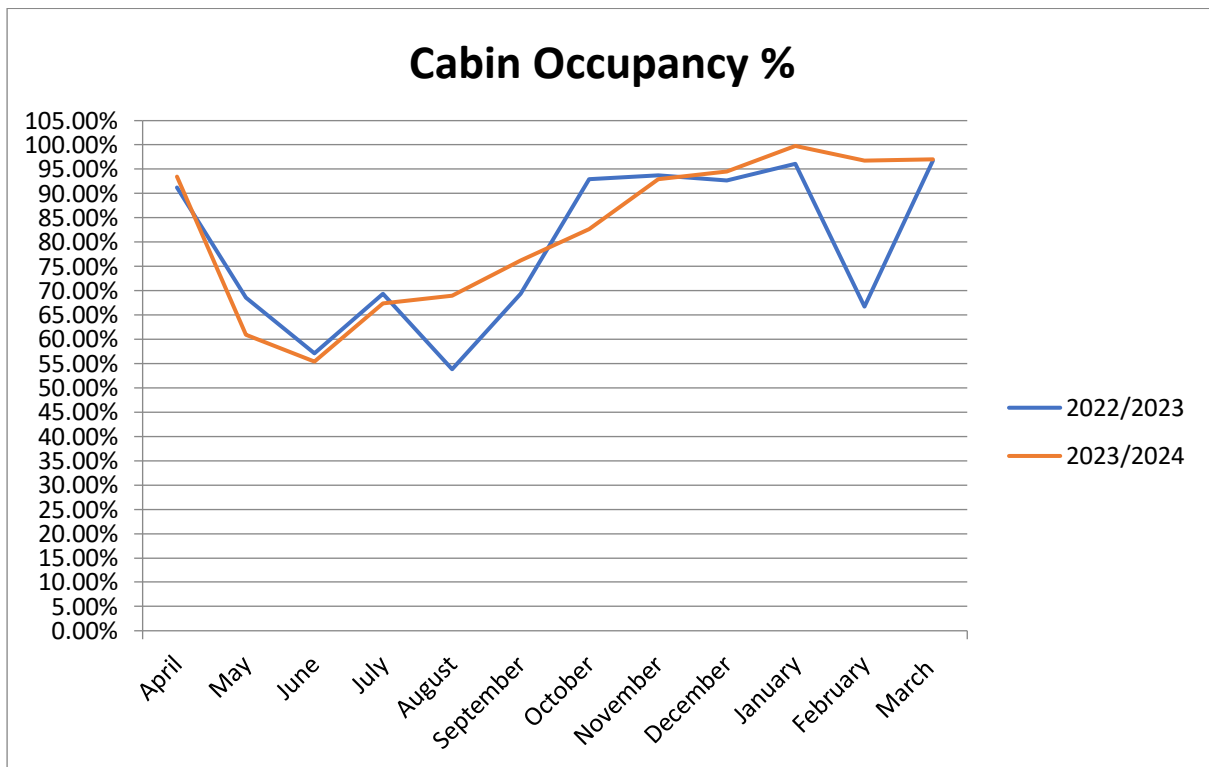
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viewer why we are a special place to visit.

OCCUPANCY & REVENUE FOR MARCH 2024



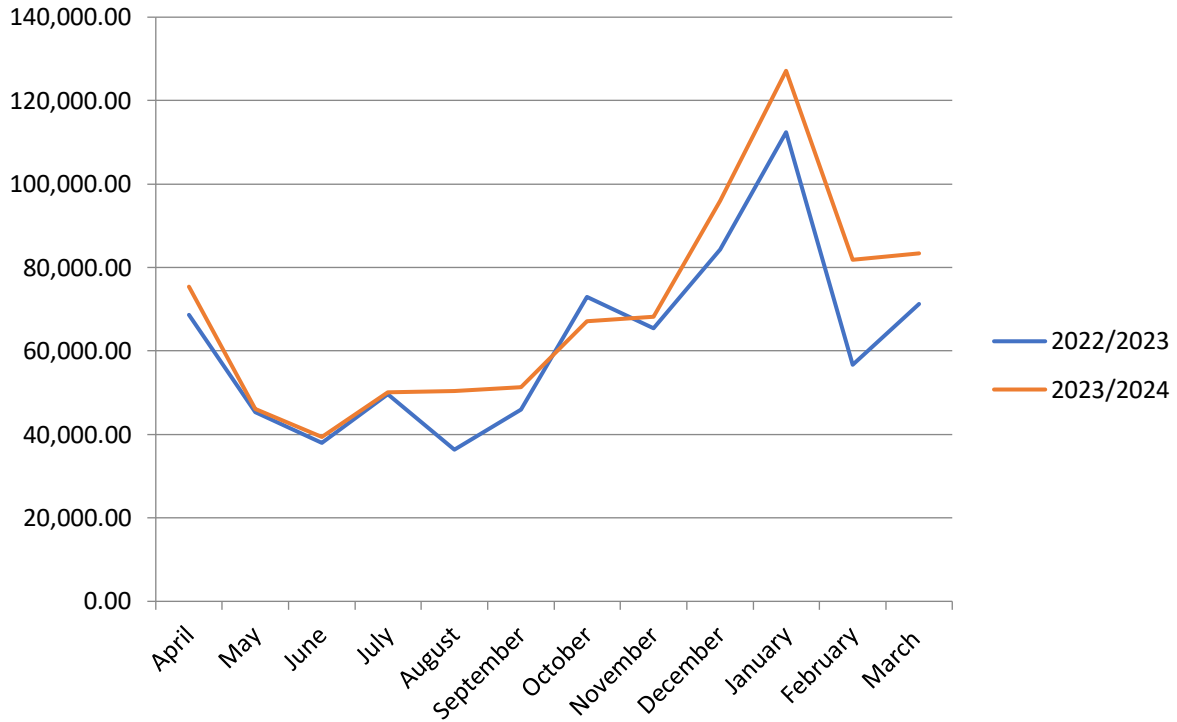


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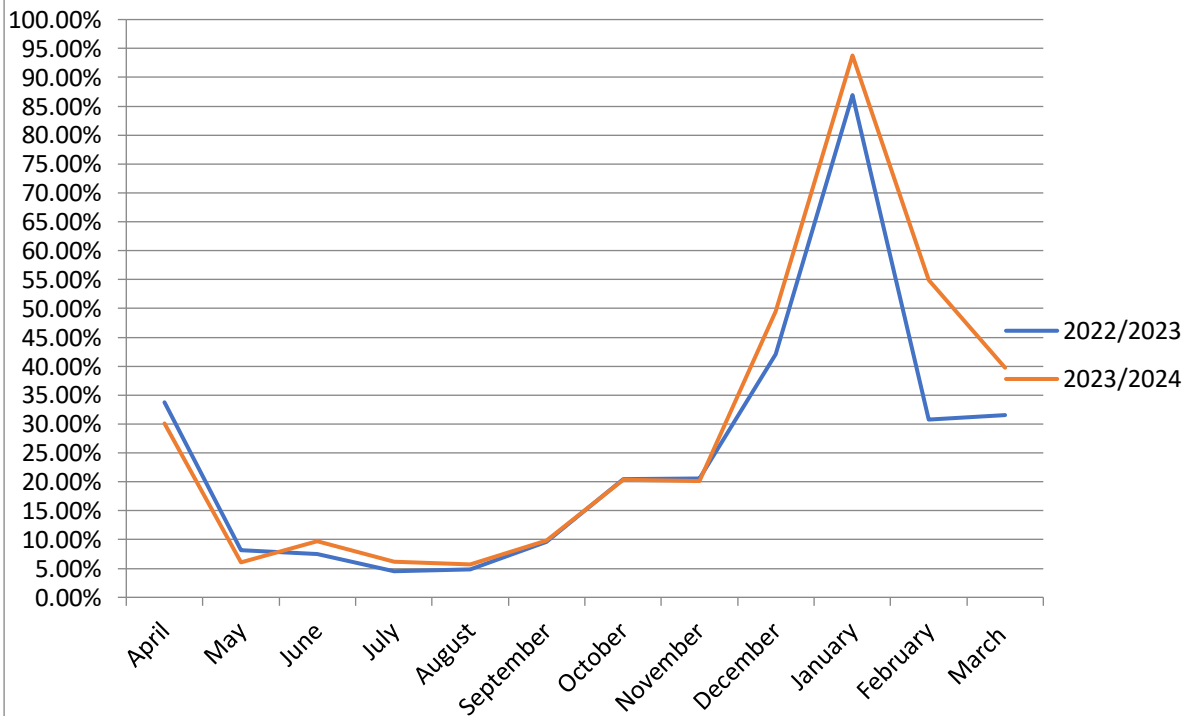
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Revenue - Cabins (monthly)



Site Occupancy %

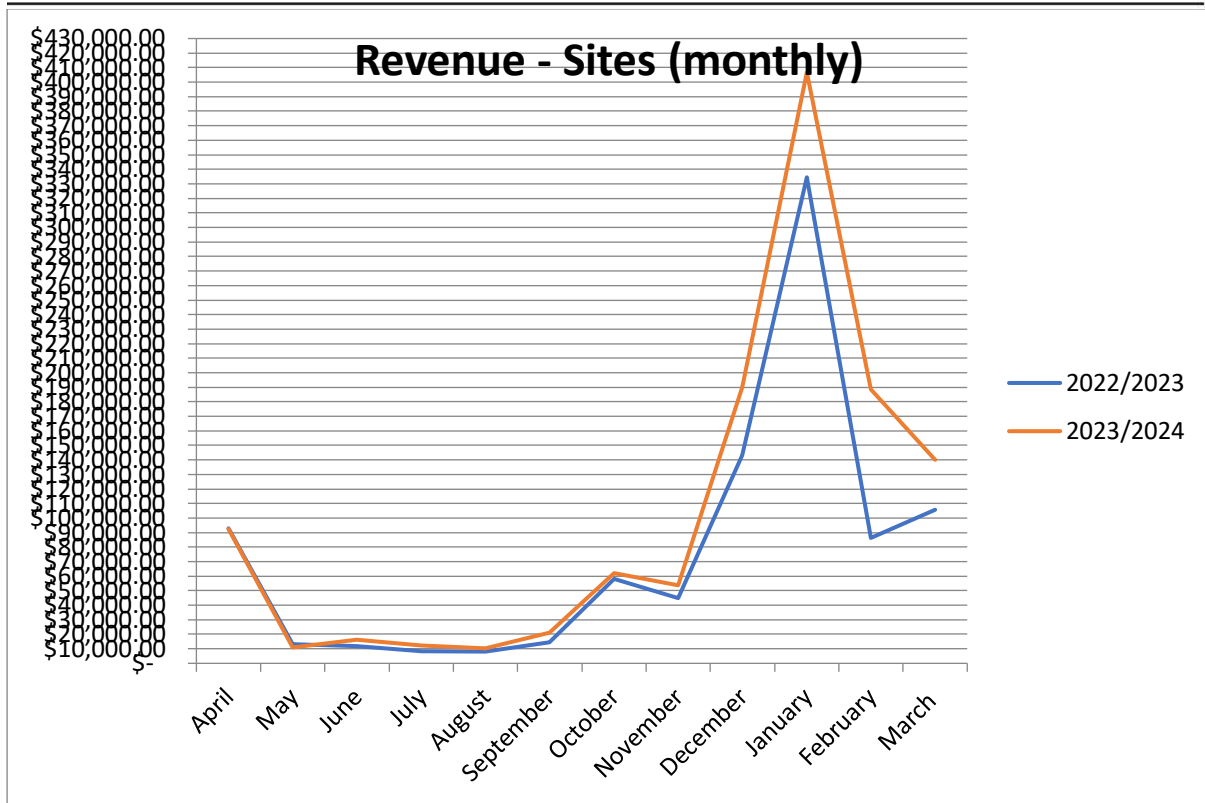




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February Financial Report

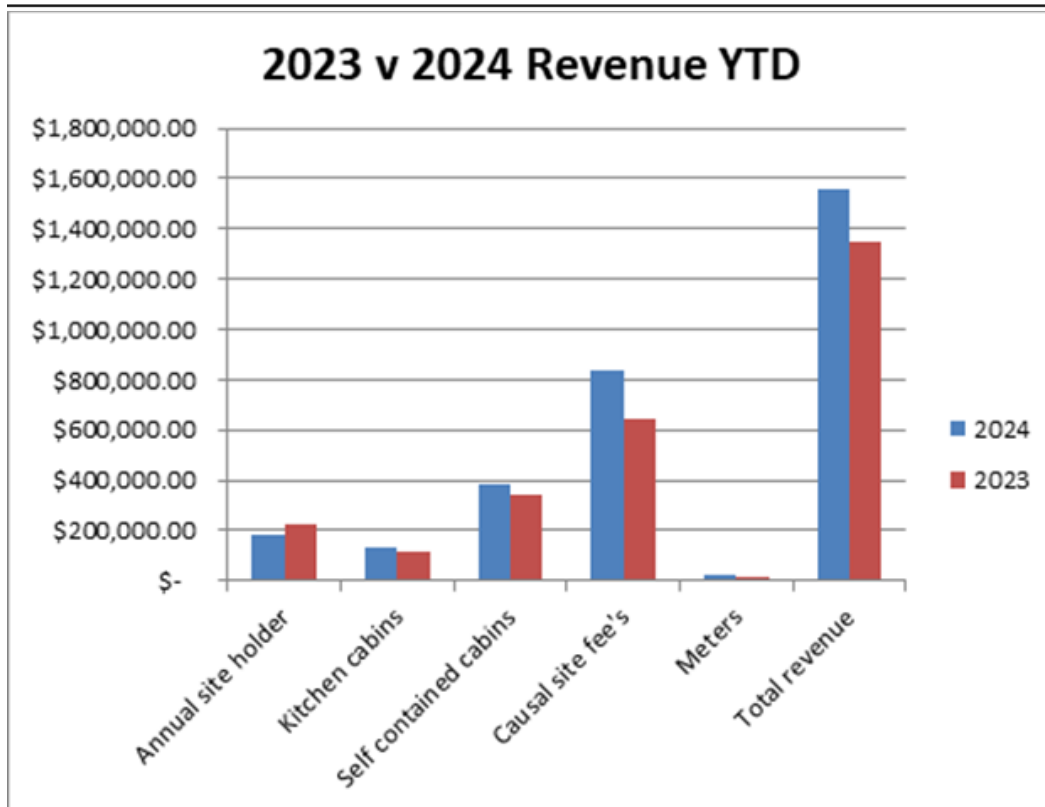
	February 2024	February 2023	Comments
Revenue	\$ 240,244	\$ 128,786	Up \$111,459
Payroll	\$ 51,349	\$ 51,738	Down \$389
Expenses	\$ 127,370	\$ 102,080	Up \$25,290
Surplus/deficit	\$ 117,317	\$ 27,667	Up \$86,050
Other income	\$ 842	\$ 961	Interest



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Financial report February 2024

Revenue per ASH (35): \$0

Revenue per camp site (191): \$872

Revenue per cabin (16): \$4,447

Actual funds available in all bank accounts 26/03/24 = \$2,087,128.00 which includes \$1,737,771.00 on term deposit @ varying interest rates and terms. This is the busiest February the camp has ever experienced, nearly a perfect month weather wise and considerably better than 2023.

Revenue:

Excellent month, nearly doubling of revenue from 2023, up \$111,459 on LY (up 86.50%). Massive increase in site revenue up \$84,369 and cabin revenue up \$26,328. We are forecasting total year end revenue of \$2m, which would be a first for the camp, and forecasting a NOPBT of \$752,854. Revenue YTD is up 16% and NOPBT up 22%. Our cabins were at 97.39% occupancy at an ARR of \$182.16 per night, camping sites were at 66.83% occupancy at average rate of \$62.15 per night

Expenses

Well controlled given the large increase in revenue, expenses up \$25,290 for the month. Our wage cost YTD is at 29.10% of total revenue which is pleasing.