

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 24 March 2024

TIME: 10.05am

PRESENT: J Quayle (Chairman), J Kearney, J Spyve, A Clark, E Smith, A Abel (Manager)

APOLOGIES: M Carter

Motion (standing): Apologies are accepted.

Moved: J Kearney

Seconded: J Quayle

Carried

PREVIOUS MINUTES: 26 November 2023 & 28 January 2024

Motion (standing): Minutes presented on 26 November 2023 are a true and accurate record.

Moved: J Kearney

Seconded: J Quayle

Carried

Motion (standing): Public Meeting Minutes presented 28 January 2024

Moved: E Smith

Seconded: J Kearney

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 29 November 2023 & 28 January 2024

Motion (standing): Matters Arising from the previous Minutes presented on 29 November 2023

- Nil

Moved: J Quayle

Seconded: J Kearney

Carried

Motion (standing): Matters Arising from the previous Minutes presented on 28 January 2024

- Nil

Moved: J Quayle

Seconded: E Smith

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- Audit NZ letter to Board with Audit Update

Motion (standing): Correspondence received is approved.

Moved: J Quayle

Seconded: J Kearney

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 30 November 2023, 31 December 2023, 31 January 2024, 29 February 2024

Payments to Ratify – October 2023, November 2023, December 2023, January 2023

Motion (standing): Treasurer's report is accepted

Moved: J Spyve

Seconded: E Smith

Carried

Matters Arising from Treasures Report:

Motion (standing): Need to control costs, better balance on spending. Investigate how much more we need to spend (monies) with BDO. Matters arising is approved

Moved: J Quayle

Seconded: E Smith

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – November 2023, December 2023, January 2024, February 2024

* Manager Board Report – March 2024

Motion (standing): Receipt of Management Reports

Moved: J Kearney

Seconded: J Spyve

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Charities Status Motion!	The Board decided that once the Financial Statements for 2021, 2022 and 2023 have been received, they would like to submit these to Charities NZ to see if they can assist us in getting our status reviewed. Moved: J Quayle Seconded: A Clark - Done		Anne-Marie	15 November 2023
Charities application ideas Motion!	The Board would like all members to bring to the June 2023 meeting ideas that funding could be applied for, once we have our Charities status reviewed Moved: A Clark Seconded: J Quayle - Done		All Board members	June 2023
2024-25 Fee Proposal New!	2024-25 Fee Proposal has been approved by the Board. The Board would like an email sent to the Waterfront Annual & Seasonal site holders explaining the reason for the sizeable increase for the 2024-25 year		Anne-Marie	April 2024
FINANCE				
Year-End Financials to 2023 Updated!	2022 Financial Statement - received on 17 October 2023 2023 Financial Statement we will receive by the end of this month – November 2023 - Anne-Marie had to supply more information for them to complete the report. BDO was hoping to have it finished on 24 November 2023. - Done 2023 Financial Statement – received 23 January 2024			
Audit NZ Updated!	Audit NZ has booked in a phone call with Anne-Marie on Wednesday 29 November to discuss what they need from us/her. They have started the 2016 Financial year and working through to current. - Done Audit NZ is working through the process for YE 2010 to 2021 financials, to enable them to seek approval from Parliament for exemption from these years being audited, due to insufficient information being able to be supplied from us for the audits		Anne-Marie	November 2023
Bad Debt Write off New!	The Board has agreed to write off three debtors owing money for caravan storage to 30 June 2023 - Done			
Budget New!	2024-24 Budget to include 1. Insurance full payment in May 2025 2. Infrastructure maintenance		Anne-Marie	19 May 2024
Future Year-End Financials New!	The Board would like a fixed fee for services from BDO Accountants for the future years' financials and reports		Anne-Marie	19 May 2024

CAPITAL EXPENDITURE (Capex)				
Seawall update!	Anne-Marie has been speaking with Patuharakeke working out how we can work on this together to keep it low cost. A plan has been agreed upon. Anne-Marie is to update Mel from MJD and see what is required to move forward now - Done		Anne-Marie	29 November 2023
Seawall Update!	Melanie, the Consultant from MJD, is ready to talk with both the Engineering Companies to get more detail from their reports that are required by Northland Regional Council. This will enable her to submit the plans and information to NRC for consent for the seawall upkeep and future repairs/replacement. We will need to get a quote, not a basic estimate, for the seawall repairs from the second company- Grit Engineering. The cost for this and the detail from the first quote LDE, could cost approximately \$8000 +GST. The Board would like to get true costs for the quotes before approval.		Anne-Marie	31 March 2024
Manager House new roof New!	The new roof and new spouting totals \$22,693.00, the Board has approved this by email on 25 October 2023. Deposit of \$9000.00 has been paid for work to commence. Job will start on 27 November 2023 - Done		Anne-Marie	1 November 2023
MAINTENANCE (Opex)				
Rex and Rats shower partitions	Partitions for both ladies and mens shower dressing rooms in Rats and Rex have been ordered and work will be completed by mid December 2023 - Done			
Growth (Opex)				
PROMOTION & MARKETING				
HUMAN RESOURCES				
Holiday Pay	Anne-Marie to ask Thank You Payroll how they calculate the Holiday Pay payments for staff that transition from full-time to part-time seasonally. The Board would like to have all future part-time staff paid Holiday Pay weekly - Done		Anne-Marie	19 May 2024
HEALTH & SAFETY				

Legislation				
Compliance				
POLICIES				
Procurement New Policy!	The Procurement Policy is new and has been reviewed and approved by the Board at this meeting - Done			
GOVERNANCE				
Management Plan	The Management plan is nearly completed and Anne-Marie plans to have it out for the second submission by the end of November 2023 Once it has been put out for submission, it can be placed on our website for viewing as well - Done		Anne-Marie	30 November 2023
Management Plan Updated!	DOC have sent Anne-Marie an updated process to follow for the Plan, including submission periods and wording required to be included. Once Anne-Marie has made any changes required, she will send the updated Plan to the Board for approval, then put it out for second submission		Anne-Marie	30 April 2024
Board Administrator (Secretary)	The advertisement has not been completed. It was decided that the position would be advertised in February 2024, not before - Done		Anne-Marie John Quayle	1 February 2024
Board Member	Job vacancy has been placed in the Bream Bay News on 16 November 2023. There has been a technical issue getting it onto Facebook, it will be posted on Monday 27 November 2023. John Quayle and John Kearney will vet the new Board member applications received - Done		John Quayle Anne-Marie	30 October 2023
Updated!	John Quayle has asked each board member to think of someone local or further afield that they suggest could be a good candidate to join the Board		Board	19 May 2024
GENERAL BUSINESS				
Newsletter!	The Board would like to add into the summer newsletter the seawall progress over the past 12 months so the campers know what has been happening behind the scenes since they were last here		Anne-Marie	1 December 2023
2024 Meeting Dates	Board meeting dates to suit Governance requirements <ul style="list-style-type: none"> • Fun Day - tbc • 28 January @ 9am before Public Meeting • Public Meeting - 28 January 2024 Hall @ 10am • 24 March • 19 May • 23 June • 25 August • 20 October • 24 November 			

MEETING CLOSED: 12pm

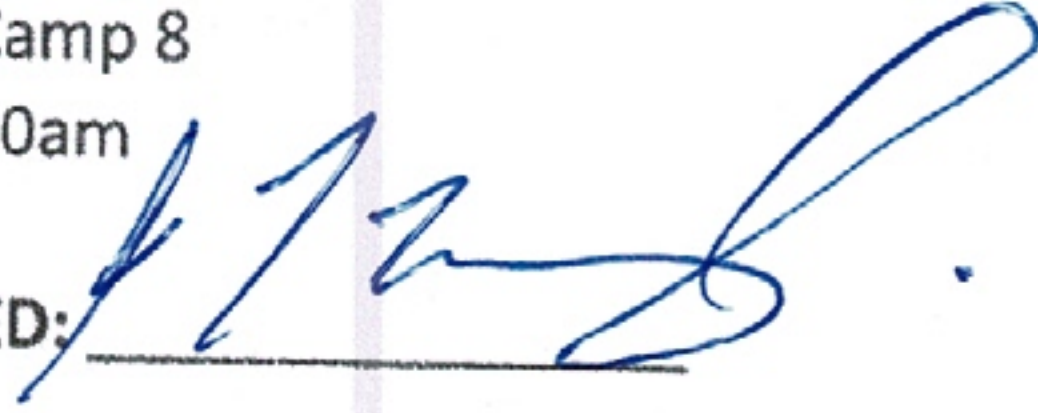
DURATION: 100 minutes

NEXT BOARD MEETING: 19 May 2024

VENUE: Camp 8

TIME: 9.30am

APPROVED:



POSITION:

CHAIRMAN

DATE:

19/05/24