

# Ruakaka Reserve Board

**MINUTES:** General Meeting

**VENUE:** Camp 8

**DATE:** Sunday 15 October 2023

**TIME:** 10.10am

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

**APOLOGIES:** Nil

**Motion (standing):** Apologies are accepted.

*Moved:*

*Seconded:*

*Carried*

**PREVIOUS MINUTES:** 17 September 2023

**Motion (standing):** Minutes presented on 17 September 2023 are a true and accurate record.

*Moved: J Kearney*

*Seconded: J Spyve*

*Carried*

**MATTERS ARISING FROM PREVIOUS MINUTES:** 17 September 2023

**Motion (standing):** Matters Arising from the previous Minutes presented 17 September 2023.

- Nil

*Moved: J Quayle*

*Seconded: A Clark*

*Carried*

**CORRESPONDENCE:**

Tabled: Correspondence: Inwards / Outwards -

- *Department of Conservation Letter regarding Ruakaka Reserve Board Annual Reports for each financial year are required to be sent to them annually*

**Motion (standing):** Correspondence received is approved.

*Moved: J Quayle*

*Seconded: A Clark*

*Carried*

**TREASURERS REPORT:**

Tabled: Treasurer Reports for months ending 30 September 2023

Payments to Ratify – August 2023

**Motion (standing):** Treasurer's report is accepted

*Moved: A Clark*

*Seconded: J Spyve*

*Carried*

**Matters Arising from Treasures Report:**

**Motion (standing):** Matters Arising is approved.

*Moved: J Quayle*

*Seconded: A Clark*

*Carried*

**MANAGEMENT REPORT:**

Tabled: Monthly Reports – September 2023

\* Manager Board Report – October 2023

**Motion (standing):** Receipt of Management Reports

*Moved: E Smith*

*Seconded: J Spyve*

*Carried*

TOPIC	DETAIL	#	ACTION	DATE
<b>INCOME</b>				
<b>Charities Status Motion!</b>	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		Anne-Marie	15 November 2023
<b>Charities application ideas Motion!</b>	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		All Board members	June 2023
<b>FINANCE</b>				
<b>Year End Financials to 2023</b>  <b>Updated!</b>	BDO sent us 2021 Financial Reports 1 September 2023 2022 – BDO have said that we should receive these by 22 September 2023 2023 – BDO have said that we should receive these by 30 September 2023 - <b>Done</b> 2022 – BDO have said we will receive this on Monday 16 October 2023 2023 – BDO have said we will receive this by end of October 2023 They were held up whilst Anne-Marie worked with John Deere finance to get a copy of the Finance agreement for the John Deere Commercial mower repayments		Anne-Marie	3 November 2023
<b>Audit NZ Update</b>	Audit NZ had a virtual meeting with Anne-Marie on the 29 August 2023 to discuss what was required from us for the 2016 Financial statements onwards. They have a Dashboard system which they load the information needed, this enables Anne-Marie and BDO to source the information and send to Audit NZ through this system. Audit NZ have loaded information they require already, Anne-Marie is going to start collating the information and sending it from 18 September 2023. Any information she is unable to find, she is to let Audit NZ know - <b>Done</b>		Anne-Marie	November 2023
<b>New Motion!</b>	Janette Spyve moved that \$ 5,000.00 minimum to be transferred monthly from the 00 Main Bank account to the 02 Savings account. All Board members are in agreeance. Moved: J Spyve                      Seconded: John Kearney - <b>Done</b>		Janette	1 October 2023
<b>Insurance payment 2024 year New!</b>	The Board will decide in February 2024 whether the annual insurance payment be paid in one lump sum or		Board	February 2024

	to continue with payments financed with Hunter Premium - <b>Done</b>			
<b>CAPITAL EXPENDITURE (Capex)</b>				
<b>Seawall update!</b>	Grit Engineering has sent us information regarding the seawall and consent. This information has been passed on to Melanie from Environmental Developments. If we need to have another Engineers Report Consultation done by them, the cost will be \$6.750.00. If we are required to get another engineer's report, Anne-Marie is going to ask the Department of Conservation and Northland Regional Council if they are able to assist in funding this. Anne-Marie is waiting for Melanie's reply - <b>Done</b>		Anne-Marie	1 Sept 2023
<b>Updated!</b>	Mel from MJD Environmental has been in contact with Whangarei District Council and Northland Regional Council to sort out if we need a second engineering concept and what else is needed before she submits any plans. She is hoping that we don't have to pay for a second Engineers Development Plan		Anne-Marie	29 November 2023
<b>Manager House new roof New!</b>	The Board has approved to have the Manager's house roof replaced with new iron and barging that is suitable for the coastal zone, up to the price of \$20,000.00 <i>Moved: John Quayle Secoded: A Clark</i>		Anne-Marie	1 November 2023
<b>MAINTENANCE (Opex)</b>				
<b>Rex and Rats shower partitions New!</b>	Rex and Rat blocks shower changing room partitions have been approved by the board, for up to \$12,000.00 to be spent <i>Moved: A Clark Secoded: J Kearney</i>		Anne-Marie	1 November 2023
<b>Growth (Opex)</b>				
<b>PROMOTION &amp; MARKETING</b>				
<b>HUMAN RESOURCES</b>				
<b>HEALTH &amp; SAFETY</b>				
<b>Legislation</b>				
<b>Compliance</b>				
<b>POLICIES</b>				

<b>Health and Safety Policy</b>	The Ruakaka Beach Holiday Park – Health and Safety Policy has been reviewed and approved by the Board at this meeting - <b>Done</b>			
<b>Drug and Alcohol Policy Updated Policy!</b>	The Drug and Alcohol Policy has been reviewed and approved by the Board at this meeting			
<b>GOVERNANCE</b>				
<b>Management Plan</b>	Patuharakeke have returned our Plan with suggested changes. These we have made and sent back to them. Department of Conservation is working through the Plan, we are waiting for their suggestions. Once approved by them, the second submission will follow. - <b>Done</b>		Anne-Marie	1 October 2023
<b>Management Plan Updated!</b>	Anne-Marie is waiting for Department of Conservation to advise that they approve the Management Plan and confirm the correct process		Anne-Marie	29 November 2023
<b>Board Secretary Updated!</b>	It was suggested that the word ‘Secretary’ be changed to ‘Board Administrator’, all in agreeance. It was decided that the Board Administrator would start the role in February 2024, if someone was found sooner, then the Board would look at starting them earlier. The position will be advertised on our website, Job Seek and in the Bream Bay News. John Quayle will word the advertisement ready for approval at the next Board Meeting. - <b>Done</b> Anne-Marie and John Quayle will put together an advertisement for the Administrator Role to be then approved by the Board. Once approved it will then be advertised locally.		Anne-Marie John Quayle John Quayle Anne-Marie John Quayle	10 Sept 2023 20 November 2023
<b>Board Member Updated!</b>	The Board have agreed to seek expression of interest for another Board member. Someone with Accountant or Finance knowledge would be preferable. A person from the surrounding area, a contractor to the camp or possibly a short-term camper who may fit these criteria would be preferred. This position will be advertised in Bream Bay News, on our website and on the local community Facebook pages. Anne-Marie and John Quayle will word an advert for this position. Once finalised, it will be emailed out to the Board for approval, then advertised in the agreed advertising channels passed at the previous meeting. - <b>Done</b> The Board member job advertisement has been completed and approved by the Board. The job can now be advertised as noted in the previous minutes		John Quayle Anne-Marie Anne-Marie	1 Sept 2023 30 October 2023

**GENERAL BUSINESS**

<b>Newsletter!</b>	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
<b>Bike riding in camp over the summer period</b>	The cost for the door hanger to be printed is the same price as the car stickers that we already use. The Board have agreed to go commence with the new idea and get them printed ready for the 2023-24 Summer season. <b>Done</b>		John Kearney	1 October 2023
<b>Vehicles charging via cabin inside plugs</b>	<p>Anne-Marie has contacted the Electrician and Aon Insurance Company, this is their perspective:</p> <ul style="list-style-type: none"> <li>▪ <b>Electrician</b> – it is okay to charge an EV using the power supply inside a cabin, not a safety issue. But please note, that charging it this way is using more power than an EV Charger. Suggestion: Sign saying no EV Charging permitted <i>or</i> charge for EV charging to be done from Cabins</li> <li>▪ <b>Insurance Company</b> - From your Liability perspective your insurer has advised the following: <ul style="list-style-type: none"> <li>- You need to ensure the equipment you are supplying/allowing to be used is safe for purpose – (seems you have done this already)</li> <li>- You need to ensure the area used for this is a safe area for other camp users.</li> </ul> </li> </ul> <p>Maybe a good question to ask or put to the vehicle owner is “Is the charging equipment supplied for or recommended for the vehicle being charged?”</p> <p>The Board is going to discuss a fair price for EV charging from either a cabin or power site at the next meeting. This agreed fee will be advertised so the customers know, and signage will be put in place where required.</p> <p align="center">- <b>Done</b></p>		Board Anne-Marie	15 October 2023
<b>2023 Meeting Dates</b>	<p>Board meeting dates to suit Governance requirements</p> <ul style="list-style-type: none"> <li>● <del>Public Meeting – Hall @ 11am</del> <b>Cancelled</b></li> <li>● <del>Open Day – Playground @ 2pm</del> <b>Cancelled</b></li> <li>● <del>5 February</del></li> <li>● <del>19 March</del></li> <li>● <del>7 May</del> <b>changed to 21 May</b></li> <li>● <del>25 June</del> <b>changed to 9 July</b></li> <li>● <del>10 September</del> <b>changed to 17 September</b></li> <li>● <del>15 October</del></li> <li>● 26 November</li> </ul>			

**MEETING CLOSED:** 11.15am

**DURATION:** 55 minutes

**NEXT BOARD MEETING:** 26 November 2023

**VENUE:** Camp 8 building

**TIME:** 9.30am

**APPROVED:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_