

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 26 November 2023

TIME: 9.35am

PRESENT: J Quayle (Chairman), J Kearney, J Spyve, M Carter, A Abel (Manager)

APOLOGIES: A Clark, E Smith

Motion (standing): Apologies are accepted.

Moved: J Kearney

Seconded: J Spyve

Carried

PREVIOUS MINUTES: 15 October 2023

Motion (standing): Minutes presented on 15 October 2023 are a true and accurate record.

Moved: J Kearney

Seconded: M Carter

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 15 October 2023

Motion (standing): Matters Arising from the previous Minutes presented on 15th October 2023.

- Nil

Moved: J Quayle

Seconded: J Kearney

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- Board Member Vacancy advertised in the Bream Bay Newspaper on 16 November 2023

Motion (standing): Correspondence received is approved.

Moved: M Carter

Seconded: J Quayle

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 31 October 2023

Payments to Ratify – September 2023

Motion (standing): Treasurer's report is accepted

Moved: J Spyve

Seconded: J Kearney

Carried

Matters Arising from Treasures Report:

Motion (standing): Matters Arising is approved.

Moved: J Quayle

Seconded: J Kearney

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – October 2023

* Manager Board Report – November 2023

Motion (standing): Receipt of Management Reports

Moved: J Quayle

Seconded: M Carter

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 | | 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 | | All Board members | June 2023 |
| FINANCE | | | | |
| Year End Financials to 2023 Updated! | 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 - Done 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. | | Anne-Marie | 30 November 2023 |
| 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. | | Anne-Marie | November 2023 |
| Bad Debt Write off New! | The Board have agreed to write off three debtors owing money for caravan storage to 30 June 2023. | | | |
| CAPITAL EXPENDITURE (Capex) | | | | |
| Seawall update! | 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 - Done | | Anne-Marie | 29 November 2023 |

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| 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 | | Anne-Marie | 30 November 2023 |
| Manager House new roof New! | 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> - Done | | Anne-Marie | 1 November 2023 |
| Updated! | 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 | | | |
| MAINTENANCE (Opex) | | | | |
| Rex and Rats shower partitions New! | 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> - Done | | Anne-Marie | 1 November 2023 |
| Updated! | 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 | | Anne-Marie | 15 December 2023 |
| Growth (Opex) | | | | |
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| PROMOTION & MARKETING | | | | |
| HUMAN RESOURCES | | | | |
| Holiday Pay New! | 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 | | Anne-Marie | 1 December 2023 |
| HEALTH & SAFETY | | | | |
| Legislation | | | | |
| Compliance | | | | |
| POLICIES | | | | |
| Drug and Alcohol Policy | The Drug and Alcohol Policy has been reviewed and approved by the Board at this meeting - Done | | | |

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| Procurement New Policy! | The Procurement Policy is new and has been reviewed and approved by the Board at this meeting | | | |
| GOVERNANCE | | | | |
| Management Plan | Anne-Marie is waiting for Department of Conservation to advise that they approve the Management Plan and confirm the correct process - Done | | Anne-Marie | 29 November 2023 |
| Management Plan Updated! | 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 | | Anne-Marie | 30 November 2023 |
| Board Administrator (Secretary) Updated! | 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. The advertisement has not been completed. It was decided that the position would be advertised in February 2024, not before | | Anne-Marie John Quayle | 1 February 2024 |
| Board Member Updated! | 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 - Done 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 | | John Quayle Anne-Marie Anne-Marie | 30 October 2023 27 October 2023 |
| 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 – <i>tbc</i> • 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: 11.15am

DURATION: 100 minutes

NEXT BOARD MEETING: 28 January 2024

VENUE: Hall

TIME: 9.00am

APPROVED: _____

POSITION: _____

DATE: _____