

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8 building

DATE: Sunday 16 October 2022

TIME: 10.10am

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

APOLOGIES: nil

Motion (standing): Apologies are accepted.

Moved: nil

Seconded: nil

Carried

PREVIOUS MINUTES: 21 August 2022

Motion (standing): Minutes presented 19 June 2022 are a true and accurate record.

Moved: E Smith

Seconded: J Kearney

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 19 June 2022

Motion (standing): Matters Arising from the previous Minutes presented 19 June 2022.

- Changes made in these minutes (*blue writing*)

Moved: J Quayle

Seconded: A Clark

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- Nil

Motion (standing): Correspondence received is approved.

Moved: nil

Seconded: nil

Carried

TREASURERS REPORT:

Tabled: Treasurers Reports for months ending 31 August & 30 September 2022
Payments to Ratify – August & September 2022

Motion (standing): Treasurer's report is accepted

Moved: J Quayle

Seconded: J Spyve

Carried

Matters Arising from Treasures Report:

Tabled: - John Quayle and Anthony Clark in discussion with BDO seeking better reports

Motion (standing): Matters Arising is approved.

Moved: A Clark

Seconded: J Quayle

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports

*August 2022 *September 2022 * Manager Board Report – October 2022

Motion (standing): Receipt of Management Reports

Moved: J Spyve

Seconded: J Kearney

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Funding Applications	<ul style="list-style-type: none"> Under the Reserves Act the camp is unable to borrow funds from commercial lenders (banks). This restriction cripples any major development as all costs have to be funded from cash reserves, which are typically depleted during the winter period when there is very little income generated. Securing grant funding is essential to ensure the camp can maintain the high standard of facilities, fund major projects and keep pace with increased compliance costs and requirements. Bullet point items for applications. Develop work priority list and associated costs with 2 quotes per item. <p>Education Lodge accommodation camp 8; DOC are keen to assist with funding applications. Funding applications require audited accounts, application now on hold until audits are completed.</p> <ul style="list-style-type: none"> Pelorus Trust \$5000, Four Winds Foundation Research: Charities – 4 years of audited accounts required Lotteries - \$250,000 COGS – needs to be a community facility. Upkeep / maintenance costs WDC planning – building consents Estimate of costs 			
Alternative income generation	<ul style="list-style-type: none"> Joint venture / debenture scheme for motel style accommodation (fully self-contained units) utilizing a buy-back schedule (eg over 10 years) with investor benefits (eg right of occupancy, time-share). Promote 6-month sites prior to DOC policy change to maximum 28 day taking effect 2025. 			
FINANCE				
Donations New! Update!	A policy on outward donations to other organisations is required. Draft Donation Policy to be reviewed and passed. This Policy had been sent to Board for this meeting but not been discussed	8	Phil Anne-Marie	
Emergency Fund! Motion	The Board propose to have \$100,000.00 locked in the 02-bank account for emergency use only. <i>Moved: A Clark Seconded: J Kearney Carried</i> - Done	9	Janette/ Anne-Marie	
Draft Budget for 2022-23 Financial Year Updated Motion!	The Board have adopted the 2022-23 Working Budget, which was approved via email on 28 August 2022 Motion: J Quayle Seconded: J Spyve Carried - Done		Anne-Marie	

Expenditure set amount for 2022-23 Financial year New Motion!	The Board has set an amount of \$100,000.00 for expenditure for this financial year from last year's profit. This is extra above the adopted budget; it is to include the replacement of the three small cabins. Anne-Marie is to email Board any purchases she wishes to make from this set amount. Moved: A Clark Seconded: J Kearney Carried - Done		Anne-Marie	
Sale of old Small Cabins New!	Money received from the sale of the three old small cabins can go back into the \$100,000.00 Expenditure Budget			
WDC Sewer line Payments -when Completed New Motion!	The Board has agreed that when the monthly payments to WDC for the sewer line have completed, they will continue to put \$5000.00 into a savings account for future investment into the camp			
CAPITAL EXPENDITURE (Capex)				
New Development Plan	The Board has decided that the Budget Plan for the remainder of this year is as follows: *House roofs \$6,500.00 • Managers house ridging replace & paint Board has asked for updated quote – 1. New roof or 2. Ridging & paint		Anne-Marie	
Buildings Updated!	<ul style="list-style-type: none"> • Laundry rebuild \$80,000 new build – insufficient funds to enable this to happen for sometime - Done including chemical storage- -Done • Upgrade camp entrance; Chairman to approach DoC to fund upgrade. On-site meeting with Chairman / Manager/ WDC / NRD -no progress - Done Upgrade office – currently inadequate; \$80,000 Keith Hay new build or \$275,000 for 3 bedroom completed house – unable/insufficient funds - Done 	1	Phil, Anne-Marie	
Seawall	Propose to DOC to help us with assistance with the seawall as we have put our effort into do it		Anne-Marie	
Small Cabins 1,4,5 (CAPEX)	Replacement cabins – send preference of cabin replacement with full price to the Board before purchase. Cost to include everything from purchase price to being ready for occupancy. This cost is to be part of the \$100,000.00 allocated for extra spending. Motion: J Quayle Seconded: A Clark Carried - Done			
MAINTENANCE (Opex)				
Adjustment of our Expenditure Plan	With the uncertainty at present with the new Covid-19 traffic light system, Anne-Marie would like to adjust the Expenditure Plan to the following:			

as at 28 October 2021	Continue with			
Updated!	<ul style="list-style-type: none"> • Dump Station upgrades 2. Rex- close off this station & open a new one in Camp 2 tank & fence – <ul style="list-style-type: none"> - Task needs to be done, quote first for Board approval • Camp 8 Family bathroom – make accessible room into a family room - \$5000.00 <ul style="list-style-type: none"> - Complete before Christmas 2022, if more than this price, get approval from Board first • Under 5 playground area H&S – fence purchase only <ul style="list-style-type: none"> - Complete before Christmas 2022 • Managers ridging replacement – order & purchase iron before prices go up & wait until next year to do installs New Iron - \$6,500.00 -See Roof Update 			
PROMOTION & MARKETING				
2022-23 Fee Proposal Updated!	Board would like to remind the campers and public via Facebook & our website again that there has been no fee increase for the 2022-23 Season <ul style="list-style-type: none"> - Done 		Anne-Marie	
HUMAN RESOURCES				
Staff House Rent	Board would like any person staying in the staff house to pay on a weekly basis \$50.00 each. Anne-Marie to get advice from Sally from SL Advisory on how to write this into a contract and the legal side of it <ul style="list-style-type: none"> - Rent to be received beginning week of 17 October 2022. Use Tenancy Flat/house Share agreement available online		Anne-Marie	
Updated!				
HEALTH & SAFETY				
Legislation				
Compliance				
POLICIES				
GOVERNANCE				
10 Year Plan/ Management Plan Updated!	Plan be finalized by 10 December 2019 and a copy given to DoC. Meeting with J Kearney this week to finalise. John Kearney to change punctuation/wording on behalf Patuharakeke, Plan then to be sent to Board, then DOC, once approved by DOC then out for second submission	7	Anne-Marie	

Board meeting minutes available on website New!	The Board have agreed that approved and signed minutes to be available on the website		Anne-Marie	
Year-end Performance Reports New!	The Board have agreed that only audited Year-end Performance Reports to be made available on the website or a referral on the website to the Charities page where they can be found			
Vacancies Updated!	<p>Currently 3 board vacancies (min 5 / max 9 membership). Onus is on DoC to advertise for board members.</p> <ul style="list-style-type: none"> Representation is sought from iwi, community, youth, female John Kearney is going to approach Mark Robinson to see if he would like to join the Board, he is a local community member and been recommended by Daryl Trigg <ul style="list-style-type: none"> Board have decided to seek new representative in 2023 		John Kearney	
Board Nominations New!	<p>The following are nominations for Board members:</p> <p>John Quayle (new) john.quayle@xtra.co.nz 0274935798</p> <p>John Kearney (old) jk@totalidea.co.nz 021438168</p> <p>Janette Spyve (old) nettieandbill@xtra.co.nz 0272720760</p> <p>Anthony Clark (old) Anthony.clark@frucorsuntory.com 021955811</p> <p>Emma Smith (new) emgsmith@gmail.com 0274606419</p> <p>Meryl Carter (iwi) (new) merylcarter@xtra.co.nz 0272475807</p> <p>- Done</p>			
Charities Status -BDO Updated	<p>Board would like to know when the required End of Financial Years will be audited to enable us to reapply for our Charities status again.</p> <ul style="list-style-type: none"> BDO have advised NZ Audit that the Financial Years from Year End 2016 to 2021 will be completed by end of October 2022 Done 		Anne-Marie to ask Adelle from BDO	
Bank Authorisation Approval New!	The Board has given authorisation for John Quayle to be a third available signatory on bank transactions and payments			
GENERAL BUSINESS				
Peak Period Office hours New!	Recommendation from John Quayle that the office hours change to 8am to 7pm during the peak period – Boxing Day to 30 January 2023 and for Waitangi Weekend 2023.		Anne-Marie	

Waterline future plan New!	John Quayle would like a waterline and sewerage line upgrade future plan put together so Board can see what still needs doing		Anne-Marie	
Meeting Dates	<p>Board meetings are held on the 3rd Sunday every 2 months. Additional meetings will be held when required.</p> <p>2022 dates:</p> <ul style="list-style-type: none"> • Open Day December/January • Public Meeting December/January • 20 February 2022 • 15 April 2022 • 19 June 2022 • 21 August 2022 • 16 October 2022 • 18 December 2022 changed 27 November 			
Proposed 2023 Meeting Dates	<p>Change of Board meeting dates to suit Governance requirements</p> <ul style="list-style-type: none"> • Public Meeting - <i>tbc</i> • Open Day - <i>tbc</i> • 5 February • 19 March • 7 May • 25 June • 10 September • 15 October • 26 November 			

MEETING CLOSED: 11.10pm

DURATION: 60 minutes

NEXT BOARD MEETING: 27 November 2022

VENUE: Camp 8

TIME: 9:30am

APPROVED:

POSITION:

DATE:

[Signature]

Chairman

19/03/23