

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 6 April 2025

TIME: 09.40am

PRESENT: J Quayle (Chairman), J Kearney, E Smith, B Tibbotts, J Spyve, K St John, A Abel (Manager)

APOLOGIES: M Carter

Motion (standing): Apologies are accepted.

Moved: J Quayle

Seconded: J Kearney

Carried

PREVIOUS MINUTES: 23 February 2025

Motion (standing): Minutes presented on 23 February are a true and accurate record.

Moved: J Kearney

Seconded: E Smith

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 23 February 2025

Motion (standing): Matters Arising from the previous Minutes presented on 23 February 2025

- Need to follow up on letter to WDC regarding water turned off in January 2025
- Timber offer – confirmation that it has been followed up and order will be delivered soon

Moved: J Quayle

Seconded: E Smith

Carried

PLANNING MEETING NOTES: 23 March 2025

Motion (standing): Notes presented on 23 March are a true and accurate record.

Moved: J Kearney

Seconded: J Spyve

Carried

MATTERS ARISING FROM PLANNING MEETING NOTES: 23 March 2023

Motion (standing): Matters Arising from Planning Meeting Notes presented on 23 March 2023

- Insurance premium and Camp 4 hot water tank replacement – completed
- Staff house inspection on Easter weekend
- Need an opinion from WDC to see if we need consent and/or permit for Implement shed
- Waiting for prices for implement shed replacement
- Insurance claim for sewer pump breakdown – insurance premium may be affected by \$40
- Naming of buildings to be put in Winter newsletter. Possibly paint bird mural on small blocks
- Internal toilet partition upgrades – Camp 4 & Camp 5 – to be discussed again for possibly to be done in August/September, probably only one of the blocks
- Area by top step on the stairs to the estuary in Camp 3 by the bench seat, dirt has been used to level this area
- Road signs have been washed, and foliage by the signpost on Marsden Point Road cleared. Board noticed how well our sign stands out now at the Marsden Point Road signpost
- Phone app with our website – wording needs to show “sites from”, “cabins from”

Moved: J Quayle

Seconded: E Smith

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- Nil

Motion (standing): Correspondence received is approved.

Moved:

Seconded:

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 28 February 2025

Payments to Ratify – February 2025

Motion (standing): Treasurer's report is accepted

Moved: B Tibbott

Seconded: J Kearney

Carried

Matters Arising from Treasures Report:

Motion (standing): Matters Arising from Treasures Report- February 2025

- 20th Month invoices were ready for approval by 16th of that month

Matters arising is approved

Moved: J Quayle

Seconded: E Smith

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – February 2025

* Manager Board Report – April 2025

Motion (standing): Receipt of Management Reports

Moved: B Tibbott

Seconded: J Kearney

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Funding	The Board would like to apply in the future to Charities Services for money to repair/rebuild the seawall in front of Camp 4 site 13		Board Anne-Marie	April 2025
FINANCE				
BDO	BDO have started the 2024 financials, they have asked Anne-Marie to supply them with some information - Done		Anne-Marie	February 2025
Audit NZ	AuditNZ has asked for a full draft for YE 2014, Anne-Marie has supplied this - Done		Anne-Marie	
Updated!	AuditNZ has asked for an explanation on the impact of Covid on the Reserve Board as our financial statements show that Covid didn't have much of an impact in 2020 and 2021. Anne-Marie has sent an explanation - Done			
	AuditNZ have informed us that they are planning to have their opinions committee meeting with OAG soon. From there a bit of work to close off the files and issue audit opinions. They will require request representation letters to be signed by the Board for the old years to complete when they get to this step			

Transfer of money Update!	The Board would like to transfer this month \$50,000.00 from the 00 account to the 02 savings account The bank requires a Resolution from the Board to enable this to proceed	Janette John K Board	February 2025 April 2025
Resolution New!	Resolved that the Board authorises the transfer of the sum of \$100,000 from the Savings account to new Term Deposit accounts as follows: \$50,000 term deposit for a term of 3 months \$50,000 term deposit for a term of 6 months	Janette John Kearney	April 2025
Budget New!	- The 2025 Budget needs to include depreciation and Projects - P&L needs to include depreciation as well- Done! - Admin – Hardware/software needs to have an amount included. There should be a 3–4-year turnaround replacement for each hard drive/software item in the office - Have a monthly cashflow	Brett Tibbott/ Anne-Marie	June 2025
Insurance Annual Payment due 7 April 2025 Updated!	The Board would like to pay for the insurance in full again on the due date of 7 April 2025. Anne-Marie is to email the board the payment amount, the Board will confirm by email whether to pay in full or not. The Board were emailed the Insurance Premium payment amount for \$32,983.75. The Board approved the payment to be paid in fully by the due date of 7 April 2025 via email– <i>email attached</i>	Anne-Marie	April 2025
Annual Planning Meeting! New!	The Board would like to incorporate an annual planning meeting before the end of each financial year. Preference would be month of April		
2025-25 Fee Proposal! New!	The Board have discussed the 2025-26 Fee Proposal, made some adjustments and have approved the updated fee proposal for 2025-26 financial year <i>Moved: J Spyve Seconded: K St John</i>		
CAPITAL EXPENDITURE (Capex)			
Seawall – ramp Updated! Updated!	The concrete on the ramp needs to be extended to be above king high tide to prevent the water dragging the grass area above it away. Edge of the ramp seawall is crumbling by Camp 4 site 13, look at concreting this as well to prevent more damage. The Board approves of the work to be completed by Alastair McIntyre. Alastair has given the Board a quote for this job- \$2629.00 + GST. The Board have approved his quote and have asked Alastair to start as soon as possible	John Quayle John Kearney Anne-Marie	March 2024

Seawall between ramp and in front Camp 4 sites 13-17 New! Disclosure!	The Board asked Alaister for a quote to place rock, metal and logs from the ramp along the original seawall concrete base in front of Camp 4 sites 13-17 to repair the seawall within its footprint. Alaister has quoted price of \$13,885.00 +GST for the work and for it to commence as soon as possible. The Board acknowledge that John Kearney is working on the seawall repair with Alister (the Contractor) as an employee of that business			
Camp 4 hotwater holding tank New! Updated!	The hot water holding tank in Camp 4 boiler room, the base has rusted out and leaked water. It needs to be replaced. Quoted price of \$18,950.00+GST includes tank and installation. The Board have approved this quote but have asked Anne-Marie to see if she can get a second quote on Monday 24 February 2025 first, if not continue with the first quote The Board approved the quoted price of \$18,950.00 to proceed as Anne-Marie was unable to get a second quote on Monday 24 February 2025. – <i>email attached</i> The replacement tank has been installed on 3 April 2025 and is in operation	Anne-Marie	February 2025	
Kiwicash shower controllers New!	The Board have approved the quoted price of \$5,300 for the Camp 5 block to have two men shower and two woman shower token boxes installed with Kiwicash shower control boxes – 4 in total, replacing the token boxes there currently	Anne-Marie		
MAINTENANCE (Capex)				
(Opex)				
2024 Winter Projects approved and to be approved	<u>2024 Winter Projects approved at this meeting</u> <u>To be actioned in 2024</u> <u>Camp 4 Bathroom entrance door covers over Men and Ladies</u> \$3,400.00 Prices include two covers, one over the men's entrance and one over the ladies' entrance for protection from weather conditions. They are coastal compliant and made to measure. <u>To be confirmed from Board for action in Aug/Sep</u> <u>Staff house shelter over the front deck</u> \$4,400.00 New price quoted for a coastal-compliant and custom made to fit the area \$6000.00			

Updated!	Put patio shelter over the front deck to prevent rain being driven into the front door This will be included in the quote for the staff house renovations		
Updated!	<i>To be confirmed from Board for action in Oct/Nov</i> <u>Cabins A & B Roof and deck</u> \$15,000.00 Wooden deck with timber frame & iron roof, giving shade and shelter all year round This has been added to the 2025-27 Project List <u>3-bay carport roof replacement</u> Repair the carport next to the workshop, either replace the timber framing on the roof and new iron or replace completely with new poles and roofing structure Q1 – Mike & Xpert roofing \$24,500.00 (dismantle, construct with new timber framing, Xpert roofing to instal new roof & guttering) Q2 – Shelter Roof & Containers \$52,000.00 (Installation & delivery of 4 containers, 2 on either side of the arched roof structure) Q3 – Complete replacement of shed \$73,915.00 (includes new poles, roof and structure & instal) Q4 – Kitset shed \$34,175.00 (kitset shed, need to add instal costs) *Need to add resource & building consent, engineering report fees & building paper for Q3 & Q4 Q5 – Buildlink Farm Sheds Ruakaka \$16,962.00 (Kitset pole shed roof only) Installation – removal and install \$17,500.00 Complete \$34,462.00		
Updated!	The Board would like to get updated quotes to raise the front of the shed roof, replace the timber framing and iron on the utilities shed. Anne-Marie is to see if Mike is still interested in quoting and John Quayle will ask Ron Scholten for a quote Ron Scholten looked at the job but wanted to know what Whangarei District Council regulations were on a pole shed with roof only covering 156sqm3. Anne-Marie visited WDC for their advice, they sent an email with the different regulations for different square meterage. We need Engineered drawings to enable us to get a Building Consent because of the shed size. Anne-Marie has asked for a Building	Anne-Marie John Quayle	April 2025

Updated!	Inspector to do a site visit to see if there is anything we may require Anne-Marie has asked Bream Bay Building Merchants for an updated quote on their first price and has asked Waipu ITM for a quote too. Still waiting for the quotes The Board would like to get the implement shed replaced this winter. Once the quotes and WDC have visited, they will then have a money value that is required and will then confirm the option they wish to proceed with Cabins – heat pumps *Kitchen Cabin, Waterfront Cabin & 2 Family Cabins <i>Bulk instal \$2833.00 each \$11,332.00</i> <i>Individual \$2992.00 each \$11,968.00</i> *Small Cabins x 5 <i>Bulk instal \$2715.00 each \$13,575.00</i> <i>Individual \$2864.00 each \$14,320.00</i> <i>This includes \$170 for a wired wall controller per unit</i> <i>This has been included in the 2025-27 Project List</i>		
Motion New!	The Board would like to proceed with three projects on the list once the quotes have been received and approved: 1. Replace the implement shed 2. Staff house renovations – upgrade bathroom, paint internal walls, carpet, deck cover. Allowance has been made incase extra work is required with the bathroom floor 3. Seawall repair – between ramp & south side seawall - \$16,500 approved - <i>see seawall update approval</i> All other capital expenditure on hold until the new financial year, then review again <i>Moved: J Quayle Seconded: J Spyve</i>		
PROMOTION & MARKETING			
Facebook and Instagram	The Board would like to encourage campers to follow us on Instagram and Facebook. They would like to have a QR code for campers to use and to be available at check-in. They would like Posts to be sent out daily from Boxing day to the end of January with photos of the camp, local events and activities happening and tag other businesses - Done	Emma Kristen Anne-Marie	November 2024

Road signs upgrade New!	Road signs – south side opposite Uretiti Camp in the paddock and north side in Halse farm paddock beside the road, both need to be replaced, looking tired - Done		Anne-Marie	March 2025
NZTA brown road signage	Enquire with NZTA for the cost of a brown side for camp on the highway opposite Marsden Point Road turnoff		Anne-Marie	March 2025
HUMAN RESOURCES				
Assistant Manager position New!	The Board is going to advertise for an Assistant Manager who will be rostered after-hours duties with Anne-Marie. Part of this job requirement will be living in the staff house on site. The position includes full-time work in the office. This position would ideally start in July 2025. Nikayla Abel will be given notice to vacate the house at the end of March 2025, allowing time to renovate the bathroom, paint the interior of the house and shade cover over the front deck. - Done John Quayle with discuss with Sally from SL Advisory, a job description and contract to suit		Anne-Marie John Quayle	February 2025
HEALTH & SAFETY				
Legislation				
Compliance				
Speed signs!	We need to do big speed signs on the road at the beginning of each camp to encourage vehicles to slow down		Anne-Marie	December 2024
Updated!	The Board have asked for this to be done please		Anne-Marie	April 2025
Wristbands	Health & Safety – wristbands are for the safety of campers and their property. Wristbands quickly identify who are registered campers or visitors, easier for staff, campers and security. To be added to our Policies		Anne-Marie	November 2024
POLICIES				
No bicycles & wheels Policy New!	No bicycles, scooters, skate/roller blades or skateboard Policy – has been approved by the Board <i>Moved: J Kearney Seconded: E Smith</i>			
2025-26 Seasonal Site Contract Season Updated!	The Board has approved the wording but would like the words softened. The fees need to be adjusted to the approved fees set at this meeting. Once the changes have been made, email to the Board for approval		Anne-Marie	April 2025
2025-26 Caravan Storage policy and Agreement Contract Updated!	The Board has approved the wording and the new format but would like the words to be softened. Once this change has been made, email to the Board for approval		Anne-Marie	April 2025
GOVERNANCE				
Management Plan	DOC have sent Anne-Marie an updated process to follow for the Plan, including submission periods and			

Updated!	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		
Updated!	Anne-Marie has met with DOC and discussed the changes and additions needed and will be working on this after Labour weekend. Need to be mindful to keep the wording as a management plan not a Business Plan		
Updated!	The Board have requested that the Management plan be completed ready to be sent out for submission early April. They have asked Anne-Marie if this is achievable, she has confirmed it is. They would like to get it back from submission, any changes made necessary and completed if possibly by the end of June 2025 The Board would like to send it out to campers in the submission period, with the survey they are sending in April Anne-Marie has been working through the Management Plan, made some adjustments, added requirements from the guideline and now working through the Policy and Submission format. Once this is completed, the Board would like to view it and then put it out to submission as soon as possible. It will be emailed out to our campers on its own, not with the survey now	Anne-Marie	April 2025
Business plan New!	The Business Plan needs to be updated annually, this is a request from AuditNZ	Anne-Marie	June 2025
2025 Seasonal sites Update	DOC has approved Summer Seasonal sites from 2025. We can continue with Summer Seasonal sites in specific areas - Camp 1 and Camp 4 square area are safe. One of the clauses is that the sites need to be used on a regular basis to ensure other campers aren't losing the opportunity for these sites on a casual basis - Done		
Updated!	The Board would like a list of the Summer seasonal sites available to everyone. Anne-Marie will send the list of sites approved by DOC to John Kearney, who will do a site plan showing the sites used at present that are approved, the sites used by regular campers, and sites not used that are available	Anne-Marie John Kearney	April 2025
Seasonal sites for the future Updated!	The board will discuss at the next meeting on ideas of how to sell the sites to make the best of them The Board would like to email offering the opportunity of having a Summer Seasonal site to our existing campers. Email invite to be sent out after the June 2025 Board meeting	Board Anne-Marie	April 2025 July 2025

Reserves Act 1977 Clause 53(1)(o) Install gates at the entrance of Bream Bay drive approval from DOC New! Visit to the neighbour confirming the installation of a gate in the future	The Board can" <i>do such other things as may be considered desirable or necessary for the proper and beneficial management, administration, and control of the reserve"</i> This confirms that Management and the Board can install gates if needed at the Bream Bay drive entrance into camp. John Quayle paid a visit to the neighbour that had an issue with Anne-Marie on New Years eve when she went to place a gate off Bream Bay drive entrance into camp. John explained that DOC have confirmed the clause in the Reserves Act that allows the Board to administer the land the way they see fit at the time. The visit went well, the neighbour agreed about the gate - Done			
GENERAL BUSINESS				
Costings per camper a day Updated!	The Board would like Anne-Marie to work our the general cost per day for a camper during the peak, spring, autumn and winter, this is to see if the nightly fee covers our everyday/monthly costs. This would help with setting the fees for each financial year Powered and non-powered costings - Done		Anne-Marie	April 2025
Tennis Court	The tennis court needs the cracks and edges weeded and the lines need repainting		Anne-Marie	December 2024
Boat wash drainage	A drain needs to be installed at the boat wash area at the far corner of the concrete pad. Underground drainage from this point connected into the existing drainage at the other corner. This will help prevent the far end from getting so wet and muddy in the busy season - Done		Anne-Marie	December 2024
Rainwater collection	In our Future Plans, we need to look at collecting rainwater off the building roofs for toilet flushing - Done			
Survey results	The Board requested for the weekly survey results sent from Newbook to customers after they have departed then sent to us on a weekly report. Emma will collate the comments regularly - Done		Anne-Marie Emma	March 2025
Survey New! Updated!	The Board will email a survey to our campers, asking questions about what they want to see, or ideas for the future of the camp. This information will aid the Board in building a future plan. The board will email question suggestions to be put in the survey. The survey questionnaire will be completed by April 2025 ready for sending to the customers Kristen has emailed the Board the survey questions, the Board are to email any question suggestions they have or any feedback on the questions so far. The survey to be sent out to our campers beginning of May 2025		Kristen Board Anne-Marie	April 2025

Rename ablution buildings New! Motion! Updated!	From the camper's feedback at the Public Meeting, the Board will follow the suggestion of renaming the ablution blocks, using native bird names The Board would like to approve the new names for the buildings – list attached <i>Moved: E. Smith Seconded: B Tibbott</i> New signage with the names will be displayed on the buildings over the winter period.	Anne-Marie	July 2025
Office air-conditioner replacement New!	The Board has approved to replace the office air-conditioner unit. The unit is not working at present, possibly a gas leak - Done	Anne-Marie	March 2025
Letter to Whangarei District Council about the mains water line Updated!	Kristen and Anne-Marie are going to construct a letter to be sent to the Whangarei District Council explaining our situation when the water mains were turned off for repair on 8 th January 2025 in our peak period, leaving us only one toilet block open for a full camp. There was no communication from WDC about this matter before or after the event The Board have asked that this be followed up please	Kristen Anne-Marie	April 2025
Cleanliness of the ablution blocks over the peak summer period New! Updated!	Kristen and Emma voiced their disappointment on how some of the toilet blocks were not cleaned to a good clean standard. Often the soap dispensers would run out by the afternoon, some toilet walls were marked and not cleaned for a while, rubbish behind doors. Anne-Marie has suggested that maybe for next summer over the busy three weeks (peak), possibly looking at a second clean, wipe and soap check in the afternoons. Ideas were discussed at the Planning Meeting on ideas and ways to improve on the standard of cleaning and restocking of the soap dispensers. Anne-Marie is going to get quotes from local cleaning companies to clean the four big amenity blocks once 1 day for 2 months – December and January. Then having a small cleaning crew to clean the four small blocks in the morning, then a second shift in the afternoon to refill soap and toilet paper and give a wipe down on basins, toilets, kitchens and floors if needed. Once she has got quotes, she will discuss options with the Board	Anne-Marie	July 2025
Timber and post at discounted rates Opportunity New!	Waipapa Pine offer discounted packets of timber and posts to not-for-profit businesses. They are offering us a donation pack and two discounted packets. Once they have confirmed the price and availability; the Board would like to accept their offer - Done		
Drinking fountain at the playground area	The Board have asked for a drinking fountain to be installed at the playground area, as they have seen children drinking from the hose at the dump station	Anne-Marie	May 2025
Camp events	The Board would like to invite the campers to have an opportunity to organise some fun events for campers to	Anne-Marie	December 2024

	enjoy – movies, a disco in the hall, card nights, game nights, etc. This is to be put in the Newsletter - Done			
NRC bylaw review! New!	Northland Regional Council are reviewing the bylaw on the use of the estuary. When the submissions are out, John Kearney will let us know so we can advise the campers so they can make a submission if they wish to		John Kearney	
2025 Meeting Dates Updated!	Board meeting dates to suit Governance requirements • 2 January @ 9am before Public Meeting • Public Meeting 2 January 2025 Hall @ 9.30am • Fun Day 2 January 2025 playground area @ 11.30am - 1pm • 23 February • 23 March Planning Meeting only • 6 April • 15 June 2025 – next meeting • 17 August • 12 October • 23 November			

MEETING CLOSED: 12.15pm

DURATION: 155 minutes

NEXT BOARD MEETING: 15 June 2025

VENUE: Camp 8

TIME: 9.30am

APPROVED: _____

POSITION: _____

DATE: _____

