

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 17 August 2025

TIME: 10.05am

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

APOLOGIES: R Newton

Motion (standing): Apologies are accepted.

Moved: E Smith

Seconded: J Kearney

Carried

PREVIOUS MINUTES: 15 June 2025

Motion (standing): Minutes presented on 15 June 2025 are a true and accurate record.

- *Passed subject to amendments as discussed on minutes*
- *Resend updated Minutes to Board for email confirmation*

Moved: J Spyve

Seconded: E Smith

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 15 June 2025

Motion (standing): Matters Arising from the previous Minutes presented on 15 June 2025

- *Board would like 5km signage on posts to be erected around camp before Labour weekend*
- *Need to follow up on letter to WDC regarding water turned off in January 2025*
- *NZTA Brown road sign needs to be followed up*
- *Board would like copy of the camp map showing the sites available for Seasonal Sites*

Moved: B Tibbotts

Seconded: E Smith

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- *Nil*

Motion (standing): Correspondence received is approved.

- *Report any emails received or sent for camp that involve Board – e.g. from DOC, or regarding polices & people*

Moved: J Quayle

Seconded: J Kearney

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 30 June/31 July 2025

Payments to Ratify – June/July

Motion (standing): Treasurer's report is accepted

Moved: J Spyve

Seconded: B Tibbotts

Carried

Matters Arising from Treasures Report:

Motion (standing): Matters Arising from Treasures Report- June and July 2025

- *Cash on Hand – BDO need to sort with Newbook for cash purchases via eftpos – washing machine money*
- *The Board move the records as received and read, but not approved as they are not correct at present*

Matters arising is approved

Moved: J Kearney

Seconded: E Smith

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – June/July 2025

* Manager Board Report – August 2025

Motion (standing): Receipt of Management Reports

Moved: J Spyve

Seconded: B Tibbotts

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Funding	The Board have approved Anne-Marie to apply for funding for the following: Under 5 Playground equipment – Four Winds Foundation Moved: K St John Second: E Smith Carried Security Cameras -install more around camp Moved: J Quayle Second: K St John Carried Tennis Court upgrade – Grassroots - Court upgrade \$25,932.35 - fence Moved: B Tibbotts Second: E Smith Carried Community Hall – replace windows, install aircon, paint interior and exterior Moved: J Quayle Second: E Smith Carried			
Updated!	The Board have asked that the U5 Playground and Tennis court upgrade be applied for first		Anne-Marie	Sept 2025
FINANCE				
BDO	2024 Financials are with the senior team at BDO to be checked and approved Refer to the update below 2024 Financial Reports – the Draft has been emailed to the Board. It is in Draft at present, they will be finalised once AuditNZ has sign off 2022-23 Financial years, so any adjustments can be made if required		Anne-Marie	June 2025
Updated!				
BDO – GST	The Board have asked Anne-Marie to discuss with BDO regarding notifying Inland Revenue about the integration with our reservation programme to Xero not sending the GST breakdown through correctly. The Board would like emails updating them on the progress on sorting out the GST matter Refer to the Update below BDO has worked with Newbook to resolve the issue with the integration. BDO has been verifying that GST is displayed correctly each day. Inland Revenue has been informed of our voluntary disclosure, and we have paid the difference for each relevant period for which we			
Updated!			Anne-Marie	August 2025

	were owing. Now waiting for Inland Revenue to advise us of any penalties and interest we may need to pay			
Audit NZ	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 - Refer to update below			
Updated!	AuditNZ have requested more Employee information. Anne-Marie is working with them to get this completed	Anne-Marie	July 2025	
Transfer of money	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 – refer to the update	Janette John K Board		
Update!	J Spyve has reported that the bank now requires more information to be presented to enable any transfers can be made. One of the requirements is the Board Constitution - The Board is exploring Policies relevant to a Reserve Board. Once finalised, the policies will be brought to a Board meeting for approval			
Budget	• Have a monthly cashflow B Tibbott and Anne-Marie to complete the Budget, then email it out to the Board for approval at the next meeting in August – - Done			
Updated!	The Board provisionally proposes to accept the budget. Once changes have been made as requested by Brett Tibbott and the Board, the budget will be sent out for the Board's confirmation of acceptance via email.	Brett Tibbott/ Anne-Marie	August 2025	
Annual Planning Meeting!	The Board would like to incorporate an annual planning meeting before the end of each financial year. Preference would be month of April - To be included in the new dates for the 2026 financial year meeting dates			
CAPITAL EXPENDITURE (Capex)				
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 - Boxes have been ordered and paid for, waiting for the Kiwicash boxes to arrive for installation	Anne-Marie		

Paint sprayer purchase	The Board has approved the purchase of a Graco 495 PC Pro Stand with accessories, priced at \$4,392.00, from the Watty Whangarei Branch. This is primarily to be used for painting buildings and road line markings. The Board has requested that a maintenance and cleaning procedure be written for those using it, so that they can follow these instructions.	Anne-Marie	August 2025
MAINTENANCE (Capex)			
Hall Spouting replacement New!	The hall spouting needs to be replaced. The Board has approved \$ 3,000.00 and up to \$ 4,000.00 for the completed task, including spouting and any other associated costs. If the amount is between \$4,000.00 and \$5,000.00, Anne-Marie must notify the Board and obtain their approval before commencement.	Anne-Marie	Sept 2025
2025 Project Ideas for this Winter period New!	Anne-Marie has prepared a list of project ideas aimed at improving the camp's appearance and replacing selected smaller items for campers. Most of these tasks are suitable for completion by staff. The Board has requested that these items be priced and sent to them by email for review so that they can determine an appropriate spending amount.	Anne-Marie	Sept 2025
(Opex)			
Motion	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 – to be discussed at the August meeting. In the meantime, Anne-Marie is to apply to the District Council for the Building Consent 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 – all work will be completed before end of June – all work was completed by 30 June 2025. The house is ready for the new Assistant Manager All other capital expenditure on hold until the new financial year, then review again <i>Moved: J Quayle Seconded: J Spyve</i>	Anne-Marie	July 2025
PROMOTION & MARKETING			
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

Ruakaka Beach Holiday Park Rack card New!	Brett Tibbott inquired about the availability of a rack card for distribution to local and tourism businesses for advertising purposes. Anne-Marie responded that such a card exists and will arrange for its distribution to appropriate businesses.	Anne-Marie	Sept 2025
Advertising New!	Brett Tibbott has suggested that staff increase advertising efforts to groups such as NZMCA, caravan clubs, schools, and sports organisations, to inform them about our available offerings, which will assist in supporting a potential increase in income for this financial year.	Anne-Marie/ Tayah/ Reception staff	
HUMAN RESOURCES			
Assistant Manager position Updated!	The position has been advertised and closes 4 July 2025. So far there have been around 40 applicants. John Quayle, John Kearney and Anne-Marie will select 8 candidates to interview. Up to four people from this will be selected for a second interview. The new employee will start the position as soon as possible - Refer to the Update John Quayle, John Kearney and Anne-Marie selected a new Assistant Manager from the interview process – Tayah Kaipo, who is an existing employee with us, and started the new role on 11 August 2025	John Quayle John Kearney Anne-Marie	July 2025
House Inspections New	To be added to the House Rental agreement that there will be 6-monthly house inspections.	Anne-Marie	August 2025
Rental Insurance New	To be added to the house rental agreement, the staff member must have personal liability coverage in their own insurance to specifically cover any damage to the rental property during the tenancy	Anne-Marie	August 2025
HEALTH & SAFETY			
Legislation			
Compliance			
Speed signs! Updated!	We need to do big speed signs on the road at the beginning of each camp to encourage vehicles to slow down The Board have asked for this to be done please - Refer to the update The Board requests that 5km road signs, the same size as NZTA use, be installed at various locations within the camp, specifically at the entrance to each camp area.	Anne-Marie Anne-Marie	December 2024 October 2025
POLICIES			
Board Honorarium Policy	The Board has approved the Board Honorarium Policy for 2025/26 financial year - Done		
Wristband Policy	After discussion about the reason for wristbands and ages for children to be wearing them. The Board have agreed to change the child age from 5 years old to 12 years and up. The dates when wristbands are required	Anne-Marie	July 2025

Updated!	to be worn need to be added to the Policy as well. Once updated, Anne-Marie is to email out to the Board, to be approved at the next meeting - Refer to update The updated Wristband Policy was emailed to the Board and approved at this meeting. <i>Moved: J Spyve Seconded: J Kearney Carried</i>		
Speeding cars in the camp	If a vehicle is seen exceeding the speed limit by campers or staff, the license plate number should be reported to the office for Management to address the situation. The following process is to be followed: 1. First speeding offence, the vehicle owner will receive a friendly reminder either by text or from Management. 2. If reported for a second speeding offence, they will receive a warning from Management. 3. If reported for a third speeding offence, the vehicle will need to be parked outside the camp for the rest of their stay.		
GOVERNANCE			
Management Plan	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 Updated Anne-Marie is to send this out to the Board to view	Anne-Marie	Sept 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	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- Refer Update Updated! The Board have requested a map showing the seasonal sites available to be sent out to them- Refer to Update. Updated! The Board requests that the map of Summer Seasonal Sites, indicating locations approved by the Department of Conservation, be distributed via email to all members by the end of August 2025.	Anne-Marie	August 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	April 2025

Updated!	The Board would like to have information about Seasonal sites in the Winter Newsletter, with price and what it covers. - Sent out in Winter Newsletter in August 2025	Anne-Marie	July 2025
Annual review of Board members	The board members have agreed to stay on the Board for the 2026 financial year Moved: J Quayle Seconded: E Smith Carried - Done		
Iwi Representative Update!	Meryl Carter has decided to resign from the iwi representative on the Board. A new representative has been selected by Patuharakeke to replace her – Reece Newton - Done		
New Board meeting dates Updated!	The board wish to set new meeting dates, also the Planning meeting and Public Meeting dates, at the August 2025 meeting - Refer to update John Quayle will send the proposed meeting dates for the next 12 months to the Board for approval by email.	Board John Quayle	August 2025 Sept 2025
Board Liability New!	John Quayle has confirmed that the Board liability coverage included in the Insurance package is sufficient. According to the Reserves Act, individuals are not personally liable for financial matters.		
Asset Register New!	The Board requests that an Asset Register be maintained for all items valued at \$100 or more, as well as for tools with a value exceeding \$500. Each item should be labelled with a unique identification number that corresponds to its entry in the Asset Register.	Anne-Marie Staff	November 2025
GENERAL BUSINESS			
Tennis Court	The tennis court needs the cracks and edges weeded and the lines need repainting - Weeding has been done. - Lines for repaint will be done for Labour weekend, or if funding is accepted, then after the court has been resealed.	Anne-Marie	December 2024
Tennis Court New!	Tennis court fence posts to be painted and the seating to be repaired or replaced	Anne-Marie	October 2025
Survey Updated! Updated!	Kristen has been waiting for the Board approval of the survey she emailed to them. The Board have now approved it. Kristen will email the survey to Anne-Marie so she can email it out to our campers for their feedback. - Survey emailed out to customers from the Newbook marketing list on 17 July 2025 The annual survey feedback was received. The responses identified areas of strength and weakness, which will be used for future planning. The survey will become a regular tool to assist with ongoing camp development.	Kristen Anne-Marie	July 2025

Rename ablution buildings Updated!	New signage with the names will be displayed on the buildings over the winter period. The Board has asked to have these on the buildings before Labour weekend	Anne-Marie	October 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 for this be followed up, please	Kristen Anne-Marie	August 2025
Barrier Exit Gate replacement	The exit gate was damaged by a vehicle in February 2025. The insurance company have confirmed the quoted price and have paid us in full for the replacement gate, motor and housing. - Gate to be purchased and replaced and reported in Anne-Marie's monthly reports		
Camp 2 gas bottle line inside the cage Updated!	The gas line from the bottles to the regulator is getting quite rusty and will become unsafe. Gasworks have given a quote - \$5640 to replace it. Anne-Marie is waiting for a second quote. The pipe work will need replacing to pass Compliance in November 2025 Anne-Marie to follow up on second quote and email to board for approval for next meeting	Anne-Marie	Sept 2025
2025 HAPNZ Conference	The Board have approved for Anne-Marie to attend the conference in Nelson 21-23 July 2025. - Anne-Marie has attended conference The Board acknowledges receipt of Anne-Marie's HAPNZ Conference report. <i>Moved: J Quayle Seconded: J Spyve Carried</i>		
Telephone answering	Emma Smith has asked staff members to answer telephone calls by stating the company name followed by their own name.	Anne-Marie Reception staff	August 2025
Wifi Antennas to be added	Wifi antennas need to be installed at C4/16, C3 point, and Camp 2 to improve wifi coverage in these areas	Anne-Marie	October 2025
Summer Newsletter items to be included	1. Car speed awareness- in a positive way 2. Waipu Golf Club discount offer for campers 3. Showers operated by Kiwicash – how they work 4. Pushbike riding is not allowed in camp - date period 5. Swimmers to be aware of the shared space in the estuary with kiteboarders, windsurfers, and any sail equipment, as they are permitted back in this area again.	Anne-Marie	November 2025
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 • 17 August • 12 October – next meeting • 23 November – AGM planning			
--	---	--	--	--

MEETING CLOSED: 12.50pm

DURATION: 165 minutes

NEXT BOARD MEETING: 12 October 2025

VENUE: Camp 8

TIME: 9.30am

APPROVED:



POSITION: Chairman

DATE: 22/11/25