

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Hall

DATE: Sunday 23 February 2025

TIME: 09.55am

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: E Smith

Seconded: J Kearney

Carried

PREVIOUS MINUTES: 24 November 2024

Motion (standing): Minutes presented on 24 November 2024 are a true and accurate record.

Moved: B Tibbott

Seconded: E Smith

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 24 November 2024

Motion (standing): Matters Arising from the previous Minutes presented on 24 November 2024

- 5km speed signage in camp – this needs to be implemented
- Facebook – staff need to take over the Facebook posting from Emma

Moved: J Quayle

Seconded: E Smith

Carried

PUBLIC MEETING PREVIOUS MINUTES: 2 January 2025

Motion (standing): Minutes presented on 2 January 2025 are a true and accurate record.

Moved: J Kearney

Seconded: J Spyve

Carried

MATTERS ARISING FROM PUBLIC MEETING: 2 January 2025

Motion (standing): Matters Arising from Public Meeting Minutes presented on 2 January 2025

- Discounts for loyal customers and pensioners – no need to address. They get first preference of their site choice, we offer discounted rates in Winter, Spring & Autumn and Campsaver special rates are available as well
- Playground – steelwork around the bolts are rusty (they have since been replaced, will get staff to double check and paint rust killer if required), broken arm (has been repaired), dead nails lifting (nails have been replaced with screws), climbing grid ropes need attention (has been repaired but will get staff to check)

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 30 November, 31 December 2024, 31 January 2025

Payments to Rat fy – November 2024, December 2024, January 2025

Motion (standing): Treasurer's report is accepted

Moved: J Spyve

Seconded: B Tibbott

Carried

Matters Arising from Treasures Report:

Motion (standing): Matters Arising from Treasures Report- November 2024, December 2024, January 2025

- 20th Month invoices need to be ready for approval by 16th of that month – reminder
- A good summer, good income, management of expenditure better

Matters arising is approved

Moved: J Quayle

Seconded: E Smith

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – November 2024, December 2024, January 2025

* Manager Board Report – February 2025

Motion (standing): Receipt of Management Reports

Moved: J Spyve

Seconded: E Smith

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Funding Ideas	Once we have our Charity status, the Board would like to apply for funding to get equipment for the U5 playground area and upgrade the tennis court - Done			
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		Anne-Marie	February 2025
Audit NZ	Audit NZ have replied to say they need to gather more information for the FY2022 and would schedule a team member to do a site visit. Anne-Marie has been in contact with again and is emailing more information to Audit NZ for FY2022, hopefully this will assist in finalising this year - Done		Anne-Marie	
Updated!	AuditNZ has asked for a full draft for YE 2014, Anne-Marie has supplied this. 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 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 New!	The Board would like to transfer this month \$50,000.00 from the 00 account to the 02 savings account		Janette John K	February 2025
Budget New!	- The 2025 Budget needs to include depreciation and Projects - P&L needs to include depreciation as well - Admin – Hardware/software needs to have an amount included. There should be a 3-4 year turnaround replacement for each harddrive/software item in the office - Have a monthly cashflow		Brett Tibbott/ Anne-Marie	June 2025
Insurance Annual Payment due 7 April 2025	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.		Anne-Marie	April 2025
CAPITAL EXPENDITURE (Capex)				
Seawall – ramp 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.		John Quayle John Kearney Anne-Marie	March 2024
Damaged seawall at the end of Camp 3 Peninsular and work on ramp!	The Board has approved the quote from Alastair McIntyre for the steps and seawall repair at the end of Camp 3 peninsular on the point. The Board has asked for a quote to concrete the bottom half of the ramp, the top half will then be grassed. Alastair McIntyre has given a quote for \$1050.00 +GST to complete this task. The Board accept this quote and ask that both jobs to be completed by mid-December 2024 - Done		John Quayle Anne-Marie	November 2024
Camp 4 hotwater holding tank New!	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		Anne-Marie	February 2025
MAINTENANCE (Capex)				

(Opex)				
2024 Winter Projects approved and to be approved	<u>2024 Winter Projects approved at this meeting</u>			
	<i>To be actioned in 2024</i>			
	<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.			
	<i>To be confirmed from Board for action in Aug/Sep</i>			
	<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			
	Put patio shelter over the front deck to prevent rain being driven into the front door			
	<i>To be confirmed from Board for action in Oct/Nov</i>			
	<u>Cabins A & B Roof and deck</u> \$15,000.00			
Updated!	Wooden deck with timber frame & iron roof, giving shade and shelter all year round			
	<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
		The Board would like to get updated quotes to raise the front of the shed roof, replace the timber		
		Anne-Marie John Quayle		April 2025

	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 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>			
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	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	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. John Quayle will 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	Anne-Marie	November 2024	

	who are registered campers or visitors, easier for staff, campers and security. To be added to our Policies			
POLICIES				
GOVERNANCE				
Management Plan	DOC have sent Anne-Marie an updated process to follow for the Plan, including submission periods and 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	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	John and Anne-Marie met with Carole Tilman and Joel from DOC on 14 October 2024 to discuss the future of the Seasonal sites for 2025 onwards. The approach was receptive by DOC. We have sent them the information they requested - Seasonal site contract, annual and seasonal site holders list since 2013, a map of the 45 designated sites we would like to use, and information on the process of applying and allocating the seasonal sites. DOC have emphasised that they are not interested in Annual sites. Joel was going to discuss with his team and come back to us with an answer as soon as possible - Done	John Quayle Anne-Marie	Sept 2024	
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			

Seasonal sites for the future New!	The board will discuss at the next meeting on ideas of on how to sell the sites to make the best of them		Board	April 2025
Annual Public Meeting and Open Day	The suggested date for the Public meeting is 2 January 2025 at 9.30am in the Hall, Anne-Marie to confirm the date. The Board will meet at 9am to prepare for the meeting. The Fun day will start at 11am at the playground with a waterslide and sausage sizzle. Emma will organise the slideshow for the meeting. - Done		Anne-Marie Emma	November 2024 January 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			
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		Anne-Marie	April 2025
Bag Piper for New Year	Board wants to know if we can find a Piper for New years eve again, John Kearney is going to ask someone he knows - Done		Anne-Marie	December 2024
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		Anne-Marie	December 2024
Rainwater collection	In our Future Plans, we need to look at collecting rainwater off the building roofs for toilet flushing			

Donations made to camp to purchase outdoor furniture	Waipu ITM is unable to get the Jack'n'Jill chairs as the supplier has closed down, we are now looking into another option Waipu ITM can get the Jack'n'Jill chairs again, six have been purchased and will be delivered end of this month - Done	Anne-Marie	November 2024
Funding application Ideas	For the next Board meeting, please bring ideas that funding could be applied for. Ideas for future funding: Tennis court upgrading – court, fence Playground – extension or new Concrete table tennis table - Done	Board	August 2024
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	Anne-Marie Emma	March 2025
Survey New!	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 Board Anne-Marie	April 2025
Rename ablution buildings New!	From the camper's feedback at the Public Meeting, the Board will follow the suggestion of renaming the ablution blocks, using native bird names	Board Anne-Marie	June 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	Anne-Marie	March 2025
Letter to Whangarei District Council about the mains water line New!	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	Kristen Anne-Marie	April 2025
Cleanliness of the ablution blocks over the peak summer period New!	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.		
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		

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 rose 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 enjoy – movies, a disco in the hall, card nights, game nights, etc. This is to be put in the Newsletter - Done	Anne-Marie	December 2024
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 • 17 August • 12 October • 23 November		

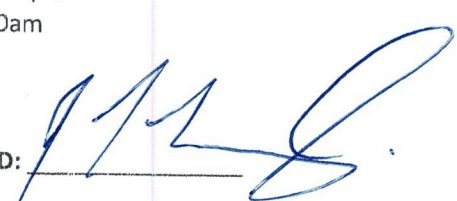
MEETING CLOSED: 12.50pm

DURATION: 175 minutes

NEXT BOARD MEETING: 23 March 2025 -- Planning Meeting

VENUE: Camp 8

TIME: 9.30am

APPROVED: 

POSITION: Chairman

DATE: 07/04/25