

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 15 June 2025

TIME: 09.35am

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

APOLOGIES: M Carter, J Kearney

Motion (standing): Apologies are accepted.

Moved: J Quayle

Seconded: E Smith

Carried

PREVIOUS MINUTES: 6 April 2025

Motion (standing): Minutes presented on 6 April are a true and accurate record.

Moved: K St John

Seconded: T Tibbott

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 6 April 2025

Motion (standing): Matters Arising from the previous Minutes presented on 6 April 2026

- Need to follow up on letter to WDC regarding water turned off in January 2025
- Feedback from Board required on draft Board survey, reply by 3 June 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: J Quayle

Seconded: J Spyve

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- Nil

Motion (standing): Correspondence received is approved.

Moved:

Seconded:

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 31 March/30 April/30 May 2025

Payments to Ratify – March/April/May 2025

Motion (standing): Treasurer's report is accepted

Moved: J Quayle

Seconded: J Spyve

Carried

Matters Arising from Treasures Report:

Motion (standing): Matters Arising from Treasures Report- March/April/May 2025

- GST issue noted and is under investigation
- The Board move the records as received and read, but no approved as not correct at present

Matters arising is approved

Moved:

Seconded:

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – March/April/May 2025

* Manager Board Report – June 2025

Motion (standing): Receipt of Management Reports

Moved: B Tibbott

Seconded: E Smith

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 – Done .		Board Anne-Marie	April 2025
FINANCE				
BDO Updated!	2024 Financials are with the senior team at BDO to be checked and approved		Anne-Marie	June 2025
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		Anne-Marie	June 2025
Audit NZ Updated!	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 AuditNZ have requested more Employee information. Anne-Marie is working with them to get this completed		Anne-Marie	July 2025
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 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		Janette John K Board	
Resolution	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 - Refer to Transfer of money update		Janette John Kearney	April 2025
Budget New!	The 2025 Budget needs to include depreciation and Projects		Brett Tibbott/	June 2025

Updated!	- 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 - Done - 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	Anne-Marie	
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> - Done	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	Anne-Marie	April 2025
2025-25 Fee Proposal!	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> - Done		
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 - Done	John Quayle John Kearney Anne-Marie	March 2024
Seawall between ramp and in front Camp 4 sites 13-17	The Board asked Alastair 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. Alastair has quoted price of \$13,885.00 +GST for		

Disclosure!	the work and for it to commence as soon as possible. - Done The Board acknowledge that John Kearney is working on the seawall repair with Alister (the Contractor) as an employee of that business - Done			
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. – email attached The replacement tank has been installed on 3 April 2025 and is in operation - Done	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 Put patio shelter over the front deck to prevent rain being driven into the front door			

Updated!	-This will be included in the quote for the staff house renovations <i>To be confirmed from Board for action in Oct/Nov</i> Cabins A & B Roof and deck \$15,000.00 Wooden deck with timber frame & iron roof, giving shade and shelter all year round			
Updated!	-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 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 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			
Updated!		Anne-Marie John Quayle	April 2025	

Updated!	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 - This has been added to the "Motion" below Cabins – heat pumps *Kitchen Cabin, Waterfront Cabin & 2 Family Cabins Bulk instal \$2833.00 each \$11,332.00 Individual \$2992.00 each \$11,968.00 *Small Cabins x 5 Bulk instal \$2715.00 each \$13,575.00 Individual \$2864.00 each \$14,320.00 This includes \$170 for a wired wall controller per unit -This has been included in the 2025-27 Project List			
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 3. Seawall repair – between ramp & south side seawall - \$16,500 approved - see seawall update approval -Done All other capital expenditure on hold until the new financial year, then review again Moved: J Quayle Seconded: J Spyve		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
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. John Quayle will discuss with Sally from SL Advisory, a job description and contract to suit - Done			
Assistant Manager position Update!	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.	John Quayle John Kearney Anne-Marie	July 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 -has been added to the Wristband Policy	Anne-Marie	November 2024	
POLICIES				
No bicycles & wheels Policy	No bicycles, scooters, skate/roller blades or skateboard Policy – has been approved by the Board Moved: J Kearney Seconded: E Smith - Done			
2025-26 Seasonal Site Contract Season	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 - Done	Anne-Marie	April 2025	
2025-26 Caravan Storage policy and Agreement Contract	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 - Done	Anne-Marie	April 2025	
Board Honorarium Policy	The Board has approved the Board Honorarium Policy for 2025/26 financial year			
Wristband Policy Update!	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 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	Anne-Marie	July 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 – refer to Update			
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 – refer to Update			
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 – refer to Update 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	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 The Board have requested a map showing the seasonal sites available to be sent out to them	Anne-Marie John Kearney	July 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.	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			
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			
New Board meeting dates	The board wish to set new meeting dates, also the Planning meeting and Public Meeting dates, at the August 2025 meeting		Board	August 2025
GENERAL BUSINESS				
Tennis Court	The tennis court needs the cracks and edges weeded and the lines need repainting		Anne-Marie	December 2024
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			
Updated!	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 - Refer to update			
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.		Kristen Anne-Marie	July 2025
Rename ablution buildings New! Motion!	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 Moved: E. Smith Seconded: B Tibbott - Done			
Updated!	New signage with the names will be displayed on the buildings over the winter period.		Anne-Marie	July 2025
Letter to Whangarei District Council about the mains water line	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			
Updated!	The Board have asked that this be followed up please		Kristen Anne-Marie	July 2025
Cleanliness of the ablution blocks	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			

over the peak summer period New! Updated!	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 – When a plan has been established for the summer cleaning, it will be in Anne-Marie's Board report	Anne-Marie	July 2025
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 - To be added to the Grounds tasklist	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
NRC bylaw review!	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 - Done	John Kearney	
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.		
Camp 2 gas bottle line inside the cage New!	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	Sept 2025
2025 HAPNZ Conference	The Board has approved for Anne-Marie to attend the conference in Nelson, 21-23 July 2025.		
Funding Funding! New!	The Board approved Anne-Marie Abel to apply for funding from Grassroots and Four Winds for the following: -Under 5 Playground equipment - Four Winds 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 \$22,549.87 plus gst	Board Anne-Marie Anne-Marie	April 2025 Sept/Oct 2025

	<i>Moved: B Tibbotts Second: E Smith Carried</i> - Community Hall – replace windows, install aircon, paint interior and exterior <i>Moved: J Quayle Second: E Smith Carried</i>			
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 – next meeting • 12 October • 23 November			

MEETING CLOSED: 12.05pm

DURATION: 15 minutes

NEXT BOARD MEETING: 17 August 2025

VENUE: Camp 8

TIME: 9.30am

APPROVED:

POSITION:

CHAIRMAN

DATE:

17/08/25