

16. A. G. K. S. I. K. J. K. N. A. A.

Carried

... a true and accurate record

Carried

25

presented on 17 August 2025

- cesses by end of November 2025

Carried

Carried

September 2025

September 2010

Carried

August 8, September 2025

- would like to meet with BDO to gain a
integration functions in relation to
ing date and confirm it with the

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – August/September 2025

* Manager Board Report – October 2025

Motion (standing): Receipt of Management Reports

Moved: E Smith

Seconded: J Spyve

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			
Updated!	- Refer to the update below The tennis court upgrade application has been lodged and acknowledged, with Grassroots in September 2025		Anne-Marie	Sept 2025
FINANCE				
BDO	2024 Financial Reports – the Draft has been emailed to the Board. It is in Draft at present, they will be finalised once AuditNZ has signed off 2022-23 Financial years, so any adjustments can be made if required - Once 2023-24 years have been finalised by AuditNZ, allowing BDO to finalise 2024, Anne-Marie will report this back to the Board			
BDO – GST	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 were owing. Now waiting for Inland Revenue to advise us of any penalties and interest we may need to pay - Refer to the update below Inland Revenue Department notified us that there was only interest payment requested for \$4532.96 owing		Anne-Marie	August 2025

	for the December 2024 period, this was paid on 22 August 2025			
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 - Refer to update below			
Updated!	Anne-Marie has sent all requested documentation to AuditNZ for 2022 & 2023 years			
Transfer of money	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	Janette John K Board		
Budget	• Have a monthly cashflow 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. - Refer to update below			
Updated!	The updated Budget was emailed out to the Board for acceptance on 28 August 2025 and was approved by everyone	Brett Tibbott/ Anne-Marie	August 2025	
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 - Refer to update below			
Updated!	Kiwicash shower control boxes will be installed in Camp 5 after Labour weekend	Anne-Marie	November 2025	
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 Wattyl 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. - Done			
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. - Done – complete job was \$2394.00		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. - Refer to update below			
Updated!	The Board have approved expenditure of \$10,744.00 for the following tasks before Christmas: Rats & Whitby – install extra clearlite on roof \$450 Rats, Rex, Whitby – line ceiling with ACM panels \$6450 Rats & Rex – tidy up in front of handbasins \$235 Rex & Rats – paint showers \$250 Camp 2 toilets & shower rooms install clearlite \$984 Para – paint iron roof \$190 Camp 8 lino floors – cut & polish \$1330 Camp 8 repair footings on showers & toilets \$100 Camp 4 exterior walls (if time permits) \$450 Camp 2 & 5 install shelving in bathrooms \$305 Moved: J Quayle Seconded: E Smith		Anne-Marie	December 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 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
Ruakaka Beach Holiday Park Rack card New! Updated	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 - Refer to update Anne-Marie will organise for the rack cards to be delivered to local businesses by the end of November 2025		Anne-Marie	November 2025
Advertising New! Update!	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. - Refer to update below Staff are collaborating with various groups and organisations, including advertisers, to share our rates and what we have to offer in our beautiful location		Anne-Marie/ Tayah/ Reception	
HUMAN RESOURCES				
Assistant Manager position Updated!	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 - Done		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. - Done		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 - Done		Anne-Marie	August 2025
HEALTH & SAFETY				
Legislation				
Compliance				
Speed signs! Updated!	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. - Refer to update below 5km road signs have been purchased and will be installed ready for Labour weekend		Anne-Marie Anne-Marie	December 2024 October 2025
POLICIES				

Wristband Policy	The updated Wristband Policy was emailed to the Board and approved at this meeting. <i>Moved: J Spyve Seconded: J Kearney Carried</i> - Done		Anne-Marie	July 2025
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. - Policy has been added - Done			
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 Anne-Marie is to send this out to the Board to view			
Updated			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 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. - Done		Anne-Marie	August 2025
New Board meeting dates Updated!	John Quayle will send the proposed meeting dates for the next 12 months to the Board for approval by email. - Done		John Quayle	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. - Done			
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. - Refer to update below			

Updated	- The asset register is underway and staff are continuing its development.	Anne-Marie Staff	November 2025
GENERAL BUSINESS			
Tennis Court New!	Tennis court fence posts to be painted and the seating to be repaired or replaced - Done	Anne-Marie	October 2025
Survey Updated!	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. - Done	Kristen Anne-Marie	July 2025
Rename ablution buildings Updated!	The Board has asked to have these on the buildings before Labour weekend - Refer to the update below The signs are finished and will be placed on the buildings in time for Labour Weekend. Patuharakeke have offered to bless the signs. We'll confirm if this can happen this weekend and send an open invite to locals and campers once finalised.	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
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 - Refer to update below We have received a second quote from Laser Plumbing for \$2105.81. The Board has accepted the Laser Plumbing quote, work to be completed by end of November	Anne-Marie	November 2025
2025 HAPNZ Conference	The Board acknowledges receipt of Anne-Marie's HAPNZ Conference report. <i>Moved: J Quayle Seconded: J Spyve Carried</i> - Done		
Telephone answering	Emma Smith has asked staff members to answer telephone calls by stating the company name followed by their own name. - Done	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 before Christmas 2025		Anne-Marie	November 2025
Cleaning company to clean Camp 2, 4, 5 & 8 for peak summer	Anne-Marie obtained five quotes for cleaning Camps 2, 4, 5, and 8 from 20 December to 27 January 2026, excluding Christmas Day, including a preclean. Karabiner Cleaning Services offered the lowest bid at \$17,000 (GST inclusive) and confirmed team availability, providing staff, vehicle, products, and equipment. Anne-Marie's own summer staff quote, with similar inclusions, totalled \$17,891. Camp will provide toilet paper, sani-bin liners, and hand soap. The Board has approved accepting Karabiner Cleaning Services' quote and signing the contract. Anne-Marie will hire a cleaning team to clean the four small blocks and the Hall each morning. In the afternoon, the team will restock toilet paper and hand soap, and wipe benches and mop floors if needed. The Board requires Management to follow established procedures: - Daily inspections confirm Karabiner and staff meet cleaning standards. - Each block must display a cleaning log with date, time, and initials for transparency to both customers and staff.			
Para dump station upgrade	Anne-Marie is authorised to spend up to \$5,000 to upgrade the Para dump station. For expenses over this amount, she must consult John Quayle before proceeding.			
Summer Newsletter items to be included Updated!	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. 6. New building names 7. Cleaners update 8. Camp 4 wall fixed in front of site 13 & 14 9. New family area top end of Camp 4 10. Wifi upgrade in Camp 2, Camp 3 Point and Camp 4 11. Rex & Rat blocks upgrade 12. List of local events over the summer period 13. List of events happening in camp in summer 14. Camp Public Meeting and fun day 15. Any other upgrades/changes made 16. Photos			

	The Board wants to review the draft before it is distributed.		Anne-Marie	November 2025
23 November Board meeting	The Board requests the Summer plan for the Christmas and January peak period is available for this meeting ▪ Security company ▪ Cleaning contractor ▪ Cleaning staff for small blocks and afternoon shift ▪ Extra staff for office and grounds ▪ Bookings during this period			
2025 Meeting Dates Updated!	Board meeting dates aligned with governance needs • 12 October – next meeting • 23 November – AGM planning-Summer plan • 2 January – Board meeting-Public Meeting/Fun day • 1 March - Meeting • 22 March – Planning meeting only • 12 April – Meeting-Board honorarium • 14 June -Meeting-YE financial/Budget • 9 August- Meeting • 4 October - Meeting • 22 November – Meeting-Summer plan			

MEETING CLOSED: 12.10pm

DURATION: 130 minutes

NEXT BOARD MEETING: 23 November 2025

VENUE: Camp 8

TIME: 9.30am

APPROVED:

POSITION:

DATE:


 CHAIRMAN
 23/11/25