

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Team meeting

DATE: Sunday 7 June 2026

TIME: 9.40 am

PRESENT: E Smith, B Tibbotts, J Spyve, K St John, J Kearney (Vice-chair), J Nelson, P Price, R Newton, A Abel (Manager)

APOLOGIES: nil

Motion (standing): Apologies are accepted.

Moved: *Seconded:* *Carried*

Minute silence

In remembrance of and to honor John Quayle

PREVIOUS MINUTES: 22 March 2026 and Planning Meeting April 2026

Motion (standing): Minutes presented on 26 March 2026 and the Planning Meeting on 12 April 2026 are a true and accurate record.

Moved: B Tibbotts *Seconded: E Smith* *Carried*

MATTERS ARISING FROM PREVIOUS MINUTES: 26 March 2026 & Planning Meeting 12 April 2026

Motion (standing): Matters Arising from the previous Minutes presented on 26 March 2026

- *Koha for John Quayle to be transferred to his wife, Therese, and their children*

Moved: E Smith *Seconded: K St John* *Carried*

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- Bream Bay Sand Extraction project invitation to submit comment for the fast-track sandmining extraction project
- Ruakaka Reserve Board accepted the offer and put in a submission on the sand mining extraction

Moved: B Tibbotts *Seconded: J Kearney* *Carried*

Motion (standing): Correspondence received and sent is approved.

- Approved

Moved: P Price *Seconded: K St John* *Carried*

FINANCE REPORT:

Tabled: Finance Reports for months ending March 2026 and April 2026

Payments to Ratify – March 2026 and April 2026

Motion (standing): Finance reports are accepted

Moved: P Price *Seconded: J Spyve* *Carried*

Matters Arising from Finance Report:

Motion (standing): Matters Arising from Finance Report- March 2026 and April 2026

- Outstanding debt relating to caravan storage was discussed, and clarification was sought on whether payment recovery is being actively followed up. Anne-Marie confirmed that the May 2026 Financial Report will reflect a reduction in outstanding debt, as several overdue payments were received during the month.
- Janette requests that the Bank term deposit be amended to \$150,000.00

Matters arising are approved

Moved: J Kearney

Seconded: E Smith

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – March and April 2026

* Manager Board Report – June 2026

Motion (standing): Receipt of Management Reports

Moved: J Spyve

Seconded: E Smith

Carried

TOPIC	DETAIL	#	ACTION	DATE
FINANCE				
Funding	The Board has 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			
New!	The tennis court upgrade application lodged in October 2025 application was declined by Grassroots - Done The Board have asked Anne-Marie to apply to different funding operations for the Under 5 Playground, Tennis Court upgrade and Community Hall. Check with Whangarei Community Board Grants to see what funding they have locally we may be able to apply to as well. - Done		Anne-Marie	April 2026
Audit NZ	Audit NZ has requested that we link each signed audit opinion letter to its corresponding financial year (2010–2021). After receiving this documentation, they will issue the audit opinion and inform us of their final decision. - Done			
Updated!	AuditNZ has sent audit opinion letters for 2010-2021 years, confirming that these years are unable to be			

	audited as have insufficient information for a true and accurate audit. - Done			
Asset Register	The Board asked for this be completed before the end of this financial year		Anne-Marie Staff	June 2026
2027 Budget	The 2027 Budget has been tabled pending further discussion among Board members regarding wages. Once these discussions have been finalised, the Budget will be submitted for approval via email in July.		B Tibbotts/ Anne-Marie	July 2026
2027 Fee Proposal	The 2027 Fee Proposal has been approved by the Board via email on 29 April 2026			
LAND AND BUILDINGS FINANCIAL AND ASSET MANAGEMENT				
(Capex) <i>(Major investments used to buy, upgrade, improve, or extend the life of a physical asset)</i>				
Kiwicash shower controllers Updated!	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 Kiwicash shower control boxes will be installed in Camp 5 after Labour weekend The kiwicash shower controllers are being installed in June 2026		Anne-Marie	November 2025
2026 Winter Project Ideas New!	The Board has requested that quotes be obtained for all agreed tasks and circulated via email ahead of the next Board meeting. They would also like each task to be prioritised and scheduled with indicative completion dates. This will ensure the Board has the information needed to make informed decisions about resource allocation and project priorities. Done		Anne-Marie	April 2026
Tree Removal New!	The Board has requested that quotes be obtained for the removal of the pine trees in the Camp 6 area, with the possibility of carrying out this work at the same time as the pine trees by the hall are removed in April. Done			
Projects New!	<u>Projects approved at Planning Meeting 12 April 2026</u> Camp 4 floors & toilet partitions \$46,158.52 Floors need resurfacing \$24,733 Toilet partitions replacement \$21,452.52 Caravan storage area metalled \$ 2,600.88 Metal the area where the vans sit all year Pine Tree Removal \$16,860.00 Remove – 5 trees by Hall, 3 trees Camp 6 bank, 1 tree Camp 4 site 41, 1 tree Camp 2 site 24, 2 trees on hill beside Rats, above Camp 3 site 53 Staffroom refurbishment R Scholten to give the board a quote			

Updated!	Quote \$3457.00 – Board approved by email 29 May 2026 <u>Projects waiting for price approval</u> ❖ Camp 2 seawall repair – High priority Alastair and John Kearney have been obtaining pricing for the project, which will require shuttering to retain the concrete and stabilize the wall. The Board would like the work to commence in August or September 2026, allowing time for grass recovery and the planting of hedges and shade trees before the area becomes busy again. Updated pricing and plans will be presented at the Board meeting on 27 July 2026. <u>Projects on hold till next financial year</u> ○ Camp 8 shower floors, partitions & wall replacement- high priority -<i>\$45,914.10+ wall install</i> ○ Tara-iti toilet partitions & floor replacement – <i>\$26,926.00</i> <u>Camp 4 floors – update</u> The quoted and approved price of \$24,733 ended up being for a plain colour only; a flecked colour is an additional \$14,000, bringing the new price to \$38,918 Anne-Marie has found another company – Floor Master, which can do a fleck floor with a different product with the same effect for the total amount of \$11,350.00. The Board approved the new price of \$11,350.00 via email on 29 May 2026.			
Implement Shed Updated!	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 <i>Moved: J Quayle Seconded: J Spyve</i> Anne-Marie has met with the Whangarei District Council and confirmed that a building consent is required for the construction of the new implement shed. To fulfill this requirement, Bream Bay Merchants is currently preparing the final drawings for the consent application. Since the proposed shed will be built on Department of Conservation (DOC) land, Anne-Marie is also gathering additional information and details required for the application process.			

Updated!	Once all required documentation has been compiled and the application is complete, Anne-Marie will submit the consent request to the District Council. The anticipated consent fee is approximately \$3,000, which covers three scheduled site visits as part of the approval process. The Board requests that Anne-Marie email the updated prices for both the shed and the construction as soon as they are available. This will enable the Board to review and confirm the quotes, ensuring the project can proceed promptly once the District Council has granted the necessary consent. - Done Building Consent – Building design plans have been received from Bream Bay Merchants. Building kitset -updated quote from Bream Bay Merchants received -\$17,649.20. Building installation and removal of the existing one – updated quote from Haven Builders received - \$23,285.00. Building Consent has been applied for. Anne-Marie has sought help from an architect for drawings of spouting and stormwater connections, and to confirm with the Whangarei District Council that this building is a replacement carport. The Council Planning team has now processed it as an alteration to the existing shed, even though the shed will ultimately be removed. On Friday, 5 June, the Council has approved the consent, and we are now waiting to see how many inspections are needed. Once we have this information, we can then get updated prices for both kitset and installation again. The Board would like to proceed with this building as soon as Building Consent has been approved.		Anne-Marie	April 2026
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.		Anne-Marie	August 2026
Camp 2 gas bottle line inside the cage Updated!	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 Laser Plumbing has informed us of a recent change in regulations regarding the installation of the gas bottle line inside the cage at Camp 2. Due to these new requirements, regulators must now be included in the job. Laser Plumbing is currently sourcing prices for the necessary regulators and will update their quote accordingly.			

Updated!	During this process, Laser Plumbing notified us that he has accepted a job offer and will be relocating to Australia. As a result, we have been referred to Darren, who is a certified gasfitter and plumber. Darren will soon provide a revised quote based on the updated regulatory requirements. Once Darren's quote is received, Anne-Marie will forward it to the Board via email for their review and approval. - Done Anne-Marie has presented a new quote from DB Plumbing and Gasfitting for \$3,033.71. The Board has approved this new price via email on 29 May 2026. The work will be done in June 2026		Anne-Marie	June 2026
(Opex) (Day-to-day costs required to run the business)				
CUSTOMER SATISFACTION 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
How was your stay? text message Updated!	The board requested that the "How was your stay" text message, which is sent automatically to customers after they leave, be forwarded by email to Kristen. The Board has asked Anne-Marie to follow this up - Done		Anne-Marie	March 2026
How was your stay? Responses Updated!	The board has requested that all "How was your stay?" responses be forwarded to Emma at Ruakaka Drive so she can process them into a format suitable for board review. The Board has asked Anne-Marie to follow this up - Done		Anne-Marie	March 2026
Board Annual Survey to campers Updated!	Kristen will prepare a set of questions for this year's annual survey and share them with the Board for approval and any additional suggestions. The intent is for the Board to review and finalize the survey questions at the next scheduled meeting. Once approved, the finalized survey will be distributed to all campers. Kristen has specifically requested that the survey include input from the seasonal site holders to ensure their perspectives are represented. Kristen has prepared the survey and emailed it to the Board members for trial. She will make a couple of alterations, then send it to Anne-Marie for emailing customers and seasonal site holders. The Board has approved a prize of a \$50 prezzie card incentive to encourage replies		Kristen/ Board/ Anne-Marie	June 2026

SH1 Road sign replacements New!	The Board discussed replacing the two roadside signs located on State Highway 1, north and south of the Marsden Point Road turn-off. It was agreed that the new signage should contain clear, concise wording that can be easily understood by motorists travelling at highway speeds. The Board approved the inclusion of four symbols representing tent sites, caravan sites, cabins, and Wi-Fi, together with a reference to the beach-view sites. Various suggestions were put forward regarding the wording and layout of the business name and services. Anne-Marie and John Kearney will prepare several design options and circulate them to Board members for consideration. Once a final design has been approved by the Board, the new signs will be manufactured and installed to replace the existing signage.		John Kearney/ Anne-Marie	June 2026
Road signs in Camp New!	Staff have agreed to name the two main internal roads after tree species. The first road extends from the entrance gate, turning left past the caravan storage area to Camp 3. The second road runs straight ahead from the entrance gate to Camp 4. To assist visitors with navigation, signage displaying the relevant camp number will be installed at the entrance to each camp area, enabling guests to easily identify the correct turn-off and destination. John Kearney and Anne-Marie will design them, have them manufactured and installed		John Kearney/ Anne-Marie	July 2026
Winter Newsletter items to be included	1. Team introduction with photo 2. Fee increases Email the Board first before emailing out to customers		Tayah/ Anne-Marie	June 2026
HUMAN RESOURCES				
Staff Roles, Contracts and Reviews New!	Brett, John, Jan and Anne-Marie have been reviewing and working through the staff job descriptions and roles, and developing an annual plan for future reviews		Brett/Jan/ John/ Anne-Marie	
HEALTH & SAFETY				
Legislation				
Compliance				
First Aid Training	Staff are attending First Aid training on 15 June 2026			
Tree health and checks New!	The Board raised the question of whether tree health is still regularly monitored to minimize the risk of a tree falling onto a camper during a natural disaster. Anne-Marie responded by confirming that she maintains an annual inspection schedule with two separate arborists. If there are any trees she is uncertain about, she ensures they receive additional inspection by the arborists. Pine tree removal is included in her ongoing			

Ongoing planting plan	maintenance plan, along with any other trees that may need to be removed to ensure safety. The Board has emphasized the importance of establishing an ongoing planting plan to ensure that, as trees are removed for safety or maintenance reasons, new trees are planted to maintain the landscape and support environmental sustainability. This approach will help preserve the aesthetic appeal of the area and ensure continued protection for campers and visitors. The planting plan will accompany tree removal activities, aligning with the Board's commitment to responsible land management and safety. - Done			
Camp 8-bathroom floors- request for safety signage New!	The Board has requested that “Caution slippery when wet” signs be installed in both the men's and women's bathrooms at Camp 8. The reason for this precaution is that the vinyl flooring, which was recently polished, now appears shiny and can become slippery when wet. This risk is heightened when individuals enter the bathrooms with wet footwear. The signage is intended to alert all users to the potential hazard and help prevent slips or falls. - Done		Anne-Marie	Easter 2026
Sally from SL Advisory Ltd – Retirement Updated!	Sally from SL Advisory Ltd has notified the Board of her upcoming retirement, effective at the end of June 2026. To ensure a smooth transition and continuity in advisory services, Sally has recommended Suzie Hoskin, Principal Consultant at Resiliency Limited, as her successor. The Board will proceed to work with Susie following Sally's departure. - Done Sally has advised the Board that she intends to continue operating her business for a further year and wishes to continue providing services to the Board. The Board agreed to retain Sally's services during this period			
POLICIES				
2027 Caravan Storage Policy and Agreement Contract	The Caravan Storage Policy and Agreement Contract for the period 1 July 2026 to 30 June 2027 has been approved <i>Moved: B Tibbotts Seconded: J Spyve</i>			
2026-27 Summer Seasonal Site Contract Season	The 2026-27 Summer Seasonal Site Contract Season for the period 2026 Labour Weekend to 1 May 2027 has been approved <i>Moved: B Tibbotts Seconded: J Spyve</i>			
2026 Winter Season Site Contract– New Camper	The 2026 Winter Season Site Contract – New camper for the period 1 May to Labour Weekend 2026 has been approved <i>Moved: B Tibbotts Seconded: J Spyve</i>			

2026 Winter site Season Extension Fee	The 2026 Winter Season site Extension Fees for the period 1 st May to Labour weekend 2026 has been approved <i>Moved: B Tibbotts Seconded: J Spyve</i>			
2027 Honorarium Payments Policy	The 2027 Honorarium Payments policy has been agreed and approved <i>Moved: E Smith Seconded: K St John</i>			
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
Koha New!	The Board has resolved to waive twelve months of fees for John Quayle, effective when he is able to resume staying with his caravan. This gesture is intended to acknowledge his generosity and the valuable contributions of time he has provided to the board and camp over the past year.			
Amended!	<i>The Board would like to transfer this Koha to his wife, Therese, and their children</i>			
Board member New!	The Board has nominated Jan Nelson for the position of Board member, and she has formally accepted the nomination. <i>Moved: J Kearney Seconded: E Smith</i> - Done			
John Quayle Resignation	The Board acknowledged and accepted John Quayle's resignation letter received on 9 April 2026			
Bank Signatories New!	The Board confirms the members who are approved and authorised as bank signatories are: John Kearney Janette Spyve Brett Tibbotts The Board approves and authorises the removal of signatories of earlier board members.			
Election of Board Members – 2027 Financial Year New!	The following Board members were confirmed for the 2027 financial year: • Brett Tibbotts • John Kearney • Emma Smith • Janette Spyve • Kristen St John • Jane Nelson • Paul Price (new Board member)			

	The appointment of Paul Price to the Board was approved. Moved: Emma Smith Seconded: R. Newton Carried Election of Chair Brett Tibbotts was nominated for the position of Chair and accepted the nomination. Moved: John Kearney Seconded: Emma Smith Carried Election of Vice Chair John Kearney was nominated for the position of Vice Chair and accepted the nomination. Moved: Brett Tibbotts Seconded: Emma Smith Carried			
GENERAL BUSINESS				
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 8th 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 - Done		Kristen Anne-Marie	August 2025
Cleaning company for main blocks for 2026- Easter, Labour weekend, peak summer period and 2027 Waitangi weekend	Anne-Marie has proposed hiring a professional cleaning company to service the four main buildings during the key periods, specifically Easter 2026, Labour Weekend, the peak summer season, and Waitangi Weekend 2027. To ensure the best option is selected, she reached out to several cleaning companies for quotes. As of now, only one quote has been received. Anne-Marie suggested that this company be trialed over the Easter weekend in 2026. If their service meets expectations, the plan is to contract them for the remaining three periods. The Board has reviewed and approved this approach, allowing for the trial to proceed at a rate of \$450 per day. Should all parties be satisfied with the trial, the company will be confirmed and contracted for the additional proposed dates. <i>Moved: E Smith Seconded: K St John</i> - Done			

Updated!	Easter weekend Cleaning Contractor trial – Two cleaning companies were trialled over the Easter weekend. Following the trial, one company was identified as the preferred contractor due to its professionalism, quality of work, and presentation. The draft budget will include an allowance for a cleaning contractor to cover services during Labour Weekend, the summer peak period, Waitangi Weekend, and Easter 2027. Subject to the Board's approval of the budget, Anne-Marie will be authorised to enter into a contract with the preferred contractor for the specified periods.		Anne-Marie	July 2026
Generator purchase New!	The Board has approved the purchase of a generator from John Quayle for the sum of \$1100.00 <i>Moved: J Kearney Seconded: E Smith</i> - Done			
2026 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 cancelled • 22 March – Planning meeting only Meeting • 12 April – Meeting Board honorarium/fee review • 7 June – Meeting YE financial/Budget – online • 26 July – Meeting - online • 4 October - Meeting • 22 November – Meeting-Summer plan/AGM plan		Both Teams meetings	

MEETING CLOSED: 11.30am

DURATION: 110 minutes

NEXT BOARD MEETING: 26 July 2026

VENUE: Teams meeting

TIME: 9.30am

APPROVED: _____

POSITION: _____

DATE: _____