

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 22 March 2026

TIME: 10.40am

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

APOLOGIES: J Quayle, R Newton, P Price

Motion (standing): Apologies are accepted.

Moved: E Smith

Seconded: B Tibbotts

Carried

PRAYER: E Smith

John Kearney asked Emma to do a prayer for John Quayle to send him strength through his health recovery

PREVIOUS MINUTES: 23 November 2025

Motion (standing): Minutes presented on 23 November 2025 are a true and accurate record.

Moved: J Kearney

Seconded: B Tibbotts

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 23 November 2025

Motion (standing): Matters Arising from the previous Minutes presented on 23 November 2025

- *Need to send 'How was your stay' text message to Kristen*
- *Need to send "How was your stay" responses to Emma*

Moved: E Smith

Seconded: K St John

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- *AuditNZ letter regarding competition of audit status with YE2019-2021 Financial Reports*

Moved: J Kearney

Seconded: J Spyve

Carried

Motion (standing): Correspondence received is approved.

- *Approved*

Moved: J Kearney

Seconded: J Spyve

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 30 November/31 December/31 January

28 February 2026 – approved at this meeting

Payments to Ratify – February 2026

Motion (standing): Treasurer's report is accepted

Moved: E Smith

Seconded: B Tibbott

Carried

Matters Arising from Treasures Report:

Motion (standing): Matters Arising from Treasures Report- October 2025

- *The insurance payment was processed in April 2025, but it appears in the 2026 financial year. Anne-Marie will consult with BDO to clarify the reason for this discrepancy. Matters arising is approved*

Moved: J Kearney

Seconded: J Spyve

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – October 2025/November 2025/December 2025/January 2026/February 2026

* Manager Board Report – March 2026

* Project List – proposed ideas for this coming year

Motion (standing): Receipt of Management Reports

Moved: E Smith

Seconded: K Spyve

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Funding	The Board has approved Anne-Marie to apply for funding for the following: - Under 5 Playground equipment – Four Winds Foundation <i>Moved: K St John Second: E Smith Carried</i> - Security Cameras -install more around camp <i>Moved: J Quayle Second: K St John Carried</i> - Tennis Court upgrade – Grassroots - Court upgrade \$25,932.35 - fence <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>			
Updated!	The tennis court upgrade application lodged in October 2025 application was declined by Grassroots.			
New!	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.		Anne-Marie	April 2026
FINANCE				
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. 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.			
Bank signatory New!	The board have nominated Brett Tibbott to become a bank signatory. <i>Moved: J Kearney Seconded: J Spyve</i> - Done		J Spyve J Kearney B Tibbott	1 April 2026

CAPITAL EXPENDITURE (Capex)				
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		Anne-Marie	November 2025
MAINTENANCE (Capex)				
2025 Project Ideas for this Winter period New!	The Board have approved expenditure of \$10,744.00 for the following tasks before Christmas: Camp 2 & 5 install shelving in bathrooms \$305 Moved: J Quayle Seconded: E Smith - <i>Done</i>		Anne-Marie	December 2025
(Opex)				
Motion Updated! 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 is verifying whether consent is necessary following the Whangarei District Council's amendment to building size regulations. If required, she will finalize the drawings and submit them for consent, enabling the Board to approve construction when appropriate. - <i>Done</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.		Anne-Marie	April 2026

	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 that the project can proceed promptly once the necessary consent has been granted by the District Council.			
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 -Updated	Anne-Marie will organise for the rack cards to be delivered to local businesses by the end of November 2025 - <i>Done</i>		Anne-Marie	November 2025
Advertising Update!	Staff are collaborating with various groups and organisations, including advertisers, to share our rates and what we have to offer in our beautiful location - <i>Done</i>		Anne-Marie/ Tayah/ Reception	
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		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		Anne-Marie	March 2026
Board Annual Survey to campers	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/ Board/ Anne-Marie	April 2026
HUMAN RESOURCES				

Tony Woods – loss of licence- job assessment	The Board has assessed the risk and determined that Tony’s licence status does not affect his ability to operate lawnmowers, gators, or tractors for his job. He is required to abstain from operating the work utility vehicle or car. <i>- Done</i>			
Drug & Alcohol Testing - staff	The Board discussed the possibility of conducting drug and/or alcohol testing for staff if management deemed it necessary. Tests can be purchased from a pharmacy or from a drug testing service in Whangarei. <i>- Done</i>			
HEALTH & SAFETY				
Legislation Compliance				
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 maintenance plan, along with any other trees that may need to be removed to ensure safety.			
Ongoing planting plan	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.			
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.		Anne-Marie	Easter 2026
Sally from SL Advisory Ltd - Retirement	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.			

POLICIES

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
Asset Register	The asset register is underway and staff are continuing its development			
Updated	- <i>Done</i> The Board asked for this be completed before the end of this financial year		Anne-Marie Staff	June 2026
Public & AGM Meeting plan	- Invite interested applicants who wish to join the Board, to this meeting - Last year's Financial Report - Last year's Minutes - This year's Financial Report Emma and Kristen are organizing the Public Meeting - <i>Done</i>			
Vice Chair Election New!	Board members recommend John Kearney assume the Vice Chair position and serve as Acting Chairperson during John Quayle's health-related leave. John Kearney has formally accepted the position			
	- <i>Done</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>			
GENERAL BUSINESS				
Rename ablution buildings	Patuharakeke came today to bless the signs, joined by staff and Board members. We discovered the significance of these birds for the local iwi and this region.			
	- <i>Done</i>			
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 for this be followed up, please		Kristen Anne-Marie	August 2025
Camp 2 gas bottle line inside the cage	We have received a second quote from Laser Plumbing for \$2105.81. The Board has accepted the Laser			

Updated!	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. 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.		Anne-Marie	April 2026
Wifi Antennas to be added Updated!	Wifi antennas need to be installed at C4/16, C3 point, and Camp 2 to improve wifi coverage in these areas before Christmas 2025 IKS has recommended enhancing the signal in Camp 2, the upper region of Camp 4, and the Point by installing an antenna on Rats Block. - <i>Done</i>			
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>		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.			
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			

Updated!	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 17. Coffee and Icecream cart at Playground 18. Team introduction 19. Powhiri for signs – photos 20. Board members wanted Email to the Board first before emailing out to customers - <i>Done</i>			
Wifi – Camp 4 – Kiwicash showers	A camper has reported that the Kiwicash showers sometimes fail to work when the camp is busy. Anne-Marie will investigate this issue and update the Board with her findings. - <i>Done</i>			
Upright Fridge and Freezer purchase New!	The Board has given approval to purchase an upright fridge and an upright freezer before Christmas, each costing approximately \$1,000. - <i>Done</i>			
	Board have asked Anne-Marie to follow up on these tasks before Christmas ▪ Tennis court lines to be painted ▪ Tennis court seat – is it fixed yet? ▪ Branch above Camp 2 gas cage, needs to be removed ▪ Water fountain at the playground installed ▪ Swimming pool gate to be installed at Para dump station ▪ Washing machine in Camp 2 has an out-of-order notice on it – is it fixed or not? ▪ New Year's Eve: Remind Security of quieten down at 12:30am and quiet time at 1am. Notify campers in advance by text. - <i>Done</i>			
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>			

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.			
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.		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.			
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 –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 Zoom meetings	

MEETING CLOSED: 12.25pm

DURATION: 105 minutes

NEXT BOARD MEETING: 12 April 2026

VENUE: Camp 8

TIME: 9.30am

APPROVED: _____

POSITION: _____

DATE: _____