

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 23 November 2025

TIME: 12.15pm

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

APOLOGIES: Nil

Motion (standing): Apologies are accepted.

Moved:

Seconded:

Carried

PREVIOUS MINUTES: 19 October 2025

Motion (standing): Minutes presented on 19 October 2025 are a true and accurate record.

Moved: J Kearney

Seconded: J Spyve

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 19 October 2025

Motion (standing): Matters Arising from the previous Minutes presented on 19 October 2025

- Our business rack cards are to be delivered to local businesses by the end of November 2025

Moved: J Quayle

Seconded: K St John

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards

- AuditNZ letter regarding audit status with YE2019-2021 Financial Reports

Moved: J Quayle

Seconded: J Kearney

Carried

Motion (standing): Correspondence received is approved.

- Approved

Moved: J Quayle

Seconded: J Spyve

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 31 October 2025

Payments to Ratify – October 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- October 2025

- Anne-Marie and Brett Tibbotts met with BDO on 5th November regarding the integration of Newbook and Xero in relation to the financial reporting. Anne-Marie and BDO are working through what needs to be done to ensure these figures are correct

Matters arising is approved

Moved: J Spyve

Seconded: E Smith

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – October 2025

* Manager Board Report – November 2025

Motion (standing): Receipt of Management Reports

Moved: B Tibbott

Seconded: J 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 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 tennis court upgrade application has been lodged and acknowledged, with Grassroots in September 2025. The September application was declined, and Anne-Marie applied again in October. The application has been lodged and acknowledged with Grassroots in October 2025 – Done			
FINANCE				
BDO – GST	Inland Revenue Department notified us that there was only interest payment requested for \$4532.96 owing for the December 2024 period, this was paid on 22 August 2025 - Done			August 2025
Audit NZ	AuditNZ have informed us that they are planning to have their opinions committee meeting with OAG soon. Anne-Marie has sent all requested documentation to AuditNZ for 2022 & 2023 years - Done			
Updated!	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.		Anne-Marie	November 2025
Budget	The updated Budget was emailed out to the Board for acceptance on 28 August 2025 and was approved by everyone - Done		Brett Tibbott/ Anne-Marie	August 2025

Bank signatory New!	The board have nominated Brett Tibbott to become a bank signatory. Moved: J Kearney Seconded: J Spyve	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: 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 shower & toilet partitions \$100 Camp 4 exterior walls (<i>if time permits</i>) \$450 - Done Camp 2 & 5 install shelving in bathrooms \$305 Moved: J Quayle Seconded: E Smith	Anne-Marie	December 2025
(Opex)			
Motion 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 Moved: J Quayle Seconded: J Spyve 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.	Anne-Marie	February 2026

Business plan New!	The Business Plan needs to be updated annually, this is a request from AuditNZ - Done	Anne-Marie	June 2025
Asset Register Updated	The asset register is underway and staff are continuing its development - Done	Anne-Marie Staff	November 2025
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		
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.		
GENERAL BUSINESS			
Rename ablution buildings Updated!	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. - Done 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.	Anne-Marie	November 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 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	Kristen Anne-Marie	August 2025
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	Anne-Marie	November 2025
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.	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. - Done		
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 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	Anne-Marie	December 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 the afternoon shift ▪ Extra staff for office and grounds ▪ Bookings during this period - Done		
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.	Anne-Marie	December 2025
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.	Anne-Marie	December 2025
	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.		
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 <i>honorarium</i> -online • 14 June -Meeting-YE <i>financial/Budget</i> - online • 9 August- Meeting • 4 October - Meeting • 22 November – Meeting-Summer plan/AGM plan	Both Zoom meetings	

MEETING CLOSED: 2.15pm

DURATION: 120 minutes

NEXT BOARD MEETING: 2 January 2026 – AGM/Public Meeting

VENUE: Hall

TIME: 9.30am

APPROVED: _____

POSITION: _____

DATE: _____



Vice Pres

22/03/26