

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 19 May 2024

TIME: 9.40am

PRESENT: J Quayle (Chairman), J Kearney, J Spyve, A Clark, E Smith, M Carter, A Abel (Manager)

APOLOGIES: Nil

Motion (standing): Apologies are accepted.

Moved:

Seconded:

Carried

PREVIOUS MINUTES: 24 March 2024

Motion (standing): Minutes presented on 24 March 2024 are a true and accurate record.

Moved: J Spyve

Seconded: J Kearney

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 24 March 2024

Motion (standing): Matters Arising from the previous Minutes presented on 24 March 2024

- Nil

Moved: J Kearney

Seconded: E Smith

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- *Audit NZ letter to Board regarding 2020-2021 Financial years for audit*

Motion (standing): Correspondence received is approved.

Moved: J Quayle

Seconded: M Carter

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 31 March 2024 & 30 April 2024

Payments to Ratify – February 2024 & March 2024

Motion (standing): Treasurer's report is accepted

Moved: J Spyve

Seconded: E Smith

Carried

Matters Arising from Treasures Report:

Motion (standing): *Need to control costs, better balance on spending.*

Matters arising is approved

Moved: J Quayle

Seconded: J Spyve

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – March 2024

* Manager Board Report – May 2024

Motion (standing): Receipt of Management Reports

Moved: J Kearney

Seconded: J Spyve

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Charities Status Update!	Anne-Marie is working through the information required to be re-registered on NZ Charities so that once the Audit as been completed for 2022 and 2023, we will be able to apply for funding again		Anne-Marie	July 2024
2024-25 Fee Proposal	2024-25 Fee Proposal has been approved by the Board. The Board would like an email sent to the Waterfront Annual & Seasonal site holders explaining the reason for the sizeable increase for the 2024-25 year		Anne-Marie	April 2024
FINANCE				
Year-End Financials to 2023	2023 Financial Statement – received 23 January 2024 - Done			
Audit NZ	Audit NZ is working through the process for YE: 2010 to 2021 financials, to enable them to seek approval from Parliament for exemption from these years being audited, due to insufficient information being able to be supplied from us for the audits - Done		Anne-Marie	February 2024
Audit NZ Update!	Audit NZ has been working through the 2022 and 2023 financial years. They had a site visit for the week of 13 May 2024. The Board would like a basic time frame from Audit NZ when the 2022 and 2023 financial years will be completed.		Anne-Marie	June 2024
Budget	2024-24 Budget to include 1. Insurance full payment in May 2025 2. Infrastructure maintenance		Anne-Marie	19 May 2024
Budget Update!	When Anne-Marie has finalised the budget, she is to email it to Anthony Clark who work with her on any adjustments required. It will then be emailed to all of the Board for perusal, and then be approved at the June Board meeting		Anne-Marie	May 2024
Future Year-End Financials	The Board would like a fixed fee for services from BDO Accountants for the future years' financials and reports - Done		Anne-Marie	19 May 2024
CAPITAL EXPENDITURE (Capex)				
Seawall Update!	Melanie, the Consultant from MJD, is ready to talk with both the Engineering Companies to get more detail from their reports that is required by Northland Regional Council. This will enable her to submit the plans and information to NRC for consent for the seawall upkeep and future repairs/replacement. We		Anne-Marie	31 March 2024

	will need to get a quote, not a basic estimate, for the seawall repairs from the second company- Grit Engineering. The cost for this and the detail from the first quote LDE, could cost approximately \$8000 +GST. The Board would like to get true costs for the quotes before approval -Done			
Seawall Update!	We have received a quote for a detailed design of the seawall structure that will support resource consent from LDE Engineering. The Board has asked the manager to ask Melanie from MJD if the price from LDE Engineering is going to get us to the Resource Consent process or if will there be more costs to consider. Once Mel has replied, the Board would like to be emailed so they can consider the action to take place. The Board acknowledges that this process needs to take place for any future seawall maintenance, repair, or replacement, and is keen to continue with the process but wants to know what additional costs are required excluding the quote, to get it to final consent.		Anne-Marie	June 2024
MAINTENANCE (Opex)				
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Growth (Opex)				
PROMOTION & MARKETING				
HUMAN RESOURCES				
Staff House New!	The Board would like someone to stay in the house, paying rent, full-time for after-hours on-call duty for some weeknights and every second weekend.			
HEALTH & SAFETY				
Legislation Compliance				
POLICIES				
2024-25 Caravan Storage Contract Updated!	The Board has approved the 2024-25 Caravan Storage Contract. Audit NZ recommended that the storage fee be paid in advance quarterly, not post-payment. The Board has agreed to make this change starting from 1 July 2024, the next financial year. For the quarter of July to September, caravan owners will receive two invoices to be paid within this time frame. There will be a letter sent out this month (May) to the owners of caravans in storage advising them of this new change		Anne-Marie	May 2024

2024-25 Annual & Seasonal Site Contracts Updated!	The Board has approved the 2024-25 Annual Site Contract and the 2024-25 Seasonal Site Contract	Anne-Marie	May 2024
GOVERNANCE			
Management Plan	DOC have sent Anne-Marie an updated process to follow for the Plan, including submission periods and 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	Anne-Marie	30 April 2024
Board Member	John Quayle has asked each board member to think of someone local or further afield that they suggest could be a good candidate to join the Board - Done	Board	19 May 2024
Board Member Update!	The Board has received Curriculum Vitae from two future board members and has agreed to ask the interested parties to attend the next Board meeting in June 2024	John Quayle	June 2024
GENERAL BUSINESS			
Newsletter!	The Board would like to add into the summer newsletter the seawall progress over the past 12 months so the campers know what has been happening behind the scenes since they were last here	Anne-Marie	December 2023
Bait freezer donated New!	A freezer has been donated by A Clark to be used as a bait freezer. A suggestion from the Board is to position it in a handy location, possibly in Camp 5 laundry room.	Anne-Marie	June 2024
2024 Meeting Dates	Board meeting dates to suit Governance requirements <ul style="list-style-type: none"> • Fun Day - tbc • 28 January @ 9am before Public Meeting • Public Meeting - 28 January 2024 Hall @ 10am • 24 March • 19 May • 23 June • 25 August • 20 October • 24 November 		

MEETING CLOSED: 11.50am

DURATION: 70 minutes

NEXT BOARD MEETING: 23 June 2024

VENUE: Camp 8

TIME: 9.30am

APPROVED: 

POSITION: CHAIRMAN

DATE: 23/06/24