

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 9 July 2023

TIME: 9.40am

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

APOLOGIES: J Spyve, M Carter

Motion (standing): Apologies are accepted.

Moved: J Kearney

Seconded: E Smith

Carried

PREVIOUS MINUTES: 21 May 2023

Motion (standing): Minutes presented 21 May 2023 are a true and accurate record.

Moved: A Clark

Seconded: J Quayle

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 21 May 2023

Motion (standing): Matters Arising from the previous Minutes presented 21 May 2023.

- Nil

Moved: J Quayle

Seconded: A Clark

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- Department of Conservation NZ

Motion (standing): Correspondence received is approved.

Moved: J Kearney

Seconded: E Smith

Carried

TREASURERS REPORT:

Tabled: Treasurers Reports for months ending 31 May 2023/30 June 2023/Budget Variance
Payments to Ratify – April 2023/May 2023

Motion (standing): Treasurer's report is accepted

Moved: A Clark

Seconded: J Kearney

Carried

Matters Arising from Treasures Report:

Motion (standing): Matters Arising is approved.

Moved: J Quayle

Seconded: E Smith

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – May 2023/June 2023

* Manager Board Report – July 2023

Motion (standing): Receipt of Management Reports

Moved: A Clark

Seconded: J Kearney

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Charities Status Motion!	The Board decided that once the Financial Statements for 2021,2022 and 2023 have been received, they would like to submit these to Charities NZ to see if they can assist us in getting our status reviewed. Moved: J Quayle Seconded: A Clark			July 2023
Charities application ideas Motion!	The Board would like all members to bring to the June 2023 meeting ideas that funding could be applied for, once we have our Charities status reviewed Moved: A Clark Seconded: J Quayle		All Board members	June 2023
FINANCE				
Year End Financials to 2023 New!	The Board would like BDO to commit to a date to have 2021, 2022 and 2023 Financial reports completed by. They have asked Anne-Marie to follow this up.		Anne-Marie	Sept 2023
Audit NZ Update	Audit NZ have been in contact with BDO requesting 2016 onwards Financial Year Reports. Logan from BDO has sent them what has been completed to date, 2021 and 2022 will be sent to them from BDO once completed. Audit NZ have also requested Budgets that have been signed off by the board. Anne-Marie will send them the Budgets that have been signed off. Budgets are a new procedure for us that has only started over the last couple of years so Anne-Marei will have to discuss this with Audit NZ and Logan regarding this.		Anne-Marie	Sept 2023
Budget for 2023-24 Financial Year Motion!	The Board have asked for a budget for the next financial year to be presented at the next board meeting John Quayle and A Clark are happy with the Budget presented to them by Anne-Marie. It is now to be sent out to the other Board members, to be approved at the next meeting in June 2023. The Board have approved the Proposed Budget for the 2023-24 Financial Year and accepted it as the Final Budget Approved: A Clark Seconded: E Smith		Anne-Marie	23 June 2023
CAPITAL EXPENDITURE (Capex)				
Seawall update!	We need a second quote to repair and maintain the seawall from another Engineer. Have made contact with Grit Engineering and have sent them the relevant information to enable them to proceed with this. Melanie from MJD Environmental is planning to have a site visit before the end of this month July 2023, this will give her more clarification when what information is required to be gathered before submitting anything to Northland Regional Council for consents.		Anne-Marie	1 Sept 2023

MAINTENANCE (Opex)			
Camp sites that need lifting & drainage	<p>Camp 1 sites 10-14 – need lifting and drain coil put at back of sites to take water away from the site area.</p> <p>Water well back of site 14 – suggestion is to have an overflow inserted into the well and run a solid pipe from it to drain coil</p> <p>Camp 3 sites 13-22 – have been lifted and grassed. Fill low spot in front of these sites, look to see if there is drain coil already laid, if there is clean, if not look at laying drain coil</p> <p>Camp 3 sites 25-27 – need lifting</p> <p>Camp 4 sites 22-24 – need lifting</p> <p>*Lifting needs to be done asap to allow for the sites to settle and grow grass ready for our summer 2023-23 season</p> <p>*Get a quote to dig and lay drain coil and to drain the well. This work needs to commence the week of 12 June 2023</p> <p>The Board have approved the quote from SS Drainage for \$9500.00+GST to lay drainage coil and solid drain pipe in the areas of Camp 1 sites 10-14 and Camp 3 sites 13-22. Work to commence as soon as possible</p>		Anne-Marie
Updated!		Anne-Marie	
PROMOTION & MARKETING			
Donation to our local community New!	<p>The Board would like to donate a cabin for a week (or shorter) in the School Holidays – (April/July/October breaks) to a deserving family or couple from the local community. We would ask one of the following before each break - Marae and local schools, to nominate who they would recommend.</p> <p>- Done</p>		Anne-Marie
HUMAN RESOURCES			
	-		
HEALTH & SAFETY			
Legislation			
Compliance			
POLICIES			
2023-24 Caravan Storage Contract Updated Policy!	The 2023-24 Caravan Storage Contract has been reviewed and approved by the Board at this meeting		
2023-24 Annual Site Contract Updated Policy!	The 2023-24 Annual Site Contract has been reviewed and approved by the Board at this meeting		
2023-24 Seasonal Site Contract Updated Policy!	The 2023-24 Seasonal Site Contract has been reviewed and approved by the Board at this meeting		

Honorarium Payments Policy	This policy was revised with only one change been made to it, the date and year. The Board has agreed that they continue with it. - Done	Anne-Marie	21 May 2023
GOVERNANCE			
Management Plan	Once the Management Plan has been finalised, Anne-Marie is to email it to the Board. The Board have seven days from this day to make any changes, the Plan will then be sent to Department of Conservation for approval. Once approved it will then be sent out for second submission. Waiting for approval from Patuharakeke - Done	Anne-Marie	20 June 2023
Management Plan Updated!	Management Plan has been finalised, sent to the Board and then passed onto Department of Conservation - Whangarei Branch and to Patuharakeke. Once all parties have approved the Plan, it will then be advertised for the second Public Submission. Once this timeframe has completed, submissions will be read and taken into consideration of for any new adjustments to be made if required, then sent to DOC for final sign off which will then make it a legal living document.	Anne-Marie	1 Sept 2023
Board Secretary New!	In the future the Board are looking at employing a secretary. They would like someone who has had some accountant experience, possibly someone semi-retired. They are going to look at the previous job description and employment contract for the previous Secretary to get an idea of what the job entails and to assist with the wording for an advert.		
Updated!	The Board is unable to obtain the previous Contract and Job Description, so they will draft a Job Description and pass onto Sally (SL Advisory) for her advice and assistance in finalising it. This will be brought to the June Board meeting. - Done	Anne-Marie	26 May 2023
Updated!	The Board have agreed to employ a Secretary. John Quayle is going to put together a Job description with which he will liaison with Sally (SL Advisory) to complete a draft, which he will then bring to the next Board meeting for approval. The Secretary will take meeting minutes, work with BDO and Audit NZ, be a backup for wages and any other tasks the board sees fit under the job description. The position will be for one year with right of renewal annually. This position will be advertised in Bream Bay News, on our website and with the local community Facebook pages.	John Quayle	23 June 2023
		John Quayle	10 Sept 2023
Board Member	John Quayle expressed his concern that we need to seek another Board member from the community	John Quayle	23 June 2023

Updated!	preferably with a Business, Financial or Commercial background, so that when one of the current members decides to move on the Board has a good strong standing. To be discussed further in June 2023 meeting The Board have agreed to seek expression of interest for another Board member. Someone with Accountant or Finance knowledge would be preferable. A person from the surrounding area, a contractor to the camp or possibly a short-term camper who may fit these criteria would be preferred. This position will be advertised in Bream Bay News, on our website and with the local community Facebook pages.		John Quayle Anne-Marie	1 Sept 2023
Honorarium Payment	M Carter has asked for it to be minutes that she is not able to accept the Honorarium payment due to conflict of interest with her current employment role. - Done			
GENERAL BUSINESS				
Bike riding in camp over the summer period	At different times over the peak period there have been kids riding bikes in camp. How can we stop this? No bike riding is sent out prior arrival to each site with our main information and rules. They also receive the camp map on arrival with same information on the back of it with main ones highlighted. Do we need to highlight the bike riding on the map as well? John Kearney has suggested instead of using the car stickers use a door hanger with the same information on one side as the sticker and the other side some bullet points with important information to remind them – alcohol, speed, bikes, quiet time.... Board have asked John to get a quote on this option to compare costs of sticker and door hanger. Decision can then be made which option to continue with John has asked Anne-Marie how for the quantity camp would require so he can get an accurate costing. She is will send him the number John Kearney brought the door hanger for the Board to see the new design and idea. John has not received the email with costing and numbers required from Anne-Marie, she will resend it to him. Once received, John will then get a quote for cost and inform the Board.		John Kearney	Work in progress
EV Charger to be moved New!	The EV Charger that is in place on Camp 1 site 15 needs to be moved as there is a camper on this site at present so the EV Charger cannot be accessed. Board have asked for a quote to have the EV Charger moved. Quotes are: 1. Move the EV Charger to the corner of the Electrical Shed - \$845.00 + GST 2. Move the EV Charger to Camp 9 sites 1 and 2 - \$3,674.50 + GST		John Kearney	20 June 2023
Updated!			John Kearney	1 Sept 2023

	The Board have accepted Quote 1 and have asked for this to commence as soon as possible	Anne-Marie	Sept 2023
Vehicles charging via cabin inside plugs New!	Some Board members have noted that electric vehicles have been charged from power points inside the cabins. Questions of concern asked by the Board: <ol style="list-style-type: none"> 1. Could the cabin power supply become a fire hazard when charging these vehicles? 2. Are we covered under Insurance should this happen? Anne-Marie is going to: <ol style="list-style-type: none"> 1. ask the Electrician regarding the cabin power supply 2. Enquire with Aon our insurance company if our buildings are covered if a fire is caused by this 	Anne-Marie	Sept 2023
Donation money to purchase cabin chairs New!	Anne-Marie has requested to spend the donation money received for the summer signage advertising to be spent on four Jack'n'Jill chair sets to be placed at some of the cabins. The donation amount received is \$1840.00, the chairs are \$505.00 each, totalling \$2020.00. The difference of \$180.00 to be taken from the \$100,000.00 allocation. The Board have agreed to this request but have asked to wait until August/September 2023 when the financial status has increased. - Done	Anne-Marie	1 October 2023
2023 HAPNZ Conference	The Board have agreed that one staff member is able to attend the Conference this year at Rotorua. - Done		
2023 Meeting Dates	Board meeting dates to suit Governance requirements <ul style="list-style-type: none"> • Public Meeting - Hall @ 11am - Cancelled • Open Day - Playground @ 2pm - Cancelled • 5 February • 19 March • 7 May changed to 21 May • 25 June changed to 9 July • 10 September • 15 October • 26 November 		

MEETING CLOSED: 12pm

DURATION: 140 minutes

NEXT BOARD MEETING: 10 September 2023

VENUE: Camp 8 building

TIME: 9.30am

APPROVED: 

POSITION: CHAIRMAN

DATE: 17/09/23