

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 17 September 2023

TIME: 9.40am

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

APOLOGIES: M Carter

Motion (standing): Apologies are accepted.

Moved: J Kearney

Seconded: E Smith

Carried

PREVIOUS MINUTES: 9 July 2023

Motion (standing): Minutes presented on 9 July 2023 are a true and accurate record.

Moved: A Clark

Seconded: E Smith

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 9 July 2023

Motion (standing): Matters Arising from the previous Minutes presented 9 July 2023.

- Nil

Moved: A Clark

Seconded: J Quayle

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- Nil

Motion (standing): Correspondence received is approved.

Moved: J Quayle

Seconded: A Clark

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 31 July 2023/31 August 2023

Payments to Ratify – June 2023/July 2023

Motion (standing): Treasurer's report is accepted

Moved: J Kearney

Seconded: J Spyve

Carried

Matters Arising from Treasures Report:

Motion (standing): Matters Arising is approved.

Moved: J Quayle

Seconded: A Clark

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – July 2023/August 2023

* Manager Board Report – September 2023

Motion (standing): Receipt of Management Reports

Moved: E Smith

Seconded: J Spyve

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		Anne-Marie	15 October 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 Updated!	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. - Done BDO sent us 2021 Financial Reports 1 September 2023 2022 – BDO have said that we should receive these by 22 September 2023 2023 – BDO have said that we should receive these by 30 September 2023		Anne-Marie	15 October 2023
Audit NZ Update Updated!	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-Marie will have to discuss this with Audit NZ and Logan regarding this. Done Audit NZ had a virtual meeting with Anne-Marie on the 29 August 2023 to discuss what was required from us for the 2016 Financial statements onwards. They have a Dashboard system which they load the information needed, this enables Anne-Marie and BDO to source the information and send to Audit NZ through this system. Audit NZ have loaded information they require already, Anne-Marie is going to start collating the information and sending it from 18 September 2023. Any information she is unable to find, she is to let Audit NZ know.		Anne-Marie Anne-Marie	Sept 2023 November 2023
Budget for 2023-24 Financial Year	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		Anne-Marie	23 June 2023

Motion!	<p>out to the other Board members, to be approved at the next meeting in June 2023.</p> <p>The Board have approved the Proposed Budget for the 2023-24 Financial Year and accepted it as the Final Budget</p> <p>Approved: A Clark Seconded: E Smith</p> <p>Done</p>			
New Motion!	<p>Janette Spyve moved that \$ 5,000.00 minimum to be transferred monthly from the 00 Main Bank account to the 02 Savings account. All Board members are in agreeance.</p> <p><i>Moved: J Spyve Seconded: John Kearney</i></p>		Janette	1 October 2023
Insurance payment 2024 year New!	<p>The Board will decide in February 2024 whether the annual insurance payment be paid in one lump sum or to continue with payments financed with Hunter Premium</p>		Board	February 2024
CAPITAL EXPENDITURE (Capex)				
Seawall update!	<p>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.</p> <p>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.</p> <p style="text-align: center;">- Done</p>		Anne-Marie	1 Sept 2023
Updated!	<p>Grit Engineering has sent us information regarding the seawall and consent. This information has been passed on to Melanie from Environmental Developments. If we need to have another Engineers Report Consultation done by them, the cost will be \$6.750.00. If we are required to get another engineer's report, Anne-Marie is going to ask Department of Conservation and Northland Regional Council if they are able to assist in funding this. Anne-Marie is waiting for Melanie's reply</p>		Anne-Marie	15 October 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>		Anne-Marie	

Updated!	<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> <p>Done</p>		Anne-Marie	
PROMOTION & MARKETING				
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 - Done			
2023-24 Annual Site Contract Updated Policy!	The 2023-24 Annual Site Contract has been reviewed and approved by the Board at this meeting - Done			
2023-24 Seasonal Site Contract Updated Policy!	The 2023-24 Seasonal Site Contract has been reviewed and approved by the Board at this meeting - Done			
Health and Safety Policy Updated Policy!	The Ruakaka Beach Holiday Park – Health and Safety Policy has been reviewed and approved by the Board at this meeting			
GOVERNANCE				
Management Plan Updated!	Patuharakeke have returned our Plan with suggested changes. These we have made and sent back to them. Department of Conservation is working through the Plan, we are waiting for their suggestions. Once approved by them, the second submission will follow.		Anne-Marie	1 October 2023
Management Plan Updated!	Management Plan has been finalised, sent to the Board, and then passed onto the 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. - Done		Anne-Marie	1 Sept 2023

<p>Board Secretary Updated!</p> <p>Updated!</p>	<p>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.</p> <p>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.</p> <p>This position will be advertised in Bream Bay News, on our website and with the local community Facebook pages.</p> <p>- Done</p> <p>It was suggested that the word 'Secretary' be changed to 'Board Administrator', all in agreeance.</p> <p>It was decided that the Board Administrator would start the role in February 2024, if someone was found sooner, then the Board would look at starting them earlier.</p> <p>The position will be advertised on our website, Job Seek and in the Bream Bay News.</p> <p>John Quayle will word the advertisement ready for approval at the next Board Meeting.</p>		<p>Anne-Marie</p> <p>John Quayle</p> <p>John Quayle</p> <p>Anne-Marie</p> <p>John Quayle</p>	<p>26 May 2023</p> <p>23 June 2023</p> <p>10 Sept 2023</p> <p>31 Oct 2023</p> <p>15 Oct 2023</p>
<p>Board Member Updated!</p> <p>Updated!</p>	<p>John Quayle expressed his concern that we need to seek another Board member from the community 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</p> <p>- Done</p> <p>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.</p> <p>This position will be advertised in Bream Bay News, on our website and on the local community Facebook pages.</p> <p>Anne-Marie and John Quayle will word an advert for this position. Once finalised, it will be emailed out to the Board for approval, then advertised in the agreed advertising channels passed at the previous meeting.</p>		<p>John Quayle</p> <p>John Quayle</p> <p>Anne-Marie</p> <p>John Quayle</p>	<p>23 June 2023</p> <p>1 Sept 2023</p> <p>1 October 2023</p>
GENERAL BUSINESS				
<p>Newsletter!</p>	<p>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</p>		<p>Anne-Marie</p>	<p>1 December 2023</p>

<p>Bike riding in camp over the summer period</p> <p>Updated!</p> <p>Updated!</p>	<p>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....</p> <p>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</p> <p>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</p> <p>- Done</p> <p>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.</p> <p>- Done</p> <p>The cost for the door hanger to be printed is the same price as the car stickers that we already use. The Board have agreed to go commence with the new idea and get them printed ready for the 2023-24 Summer season.</p>	<p>John Kearney</p> <p>John Kearney</p> <p>John Kearney</p> <p>John Kearney Anne-Marie</p>	<p>Work in progress</p> <p>20 June 2023</p> <p>1 Sept 2023</p> <p>1 October 2023</p>
<p>EV Charger to be moved</p> <p>New!</p>	<p>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.</p> <p>Board have asked for a quote to have the EV Charger moved.</p> <p>Quotes are:</p> <ol style="list-style-type: none"> 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 <p>The Board have accepted Quote 1 and have asked for this to commence as soon as possible</p> <p>- Done</p>	<p>Anne-Marie</p>	<p>Sept 2023</p>
<p>Vehicles charging via cabin inside plugs</p> <p>New!</p>	<p>Some Board members have noted that electric vehicles have been charged from power points inside the cabins. Questions of concern asked by the Board:</p> <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? <p>Anne-Marie is going to:</p>	<p>Anne-Marie</p>	<p>Sept 2023</p>

<p>Updated!</p>	<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 <ul style="list-style-type: none"> - Done <p>Anne-Marie has contacted the Electrician and Aon Insurance Company, this is their perspective:</p> <ul style="list-style-type: none"> ▪ Electrician – it is okay to charge an EV using the power supply inside a cabin, not a safety issue. But please note, that charging it this way is using more power than an EV Charger. Suggestion: Sign saying no EV Charging permitted <i>or</i> charge for EV charging to be done from Cabins ▪ Insurance Company - From your Liability perspective your insurer has advised the following: <ul style="list-style-type: none"> - You need to ensure the equipment you are supplying/allowing to be used is safe for purpose – (seems you have done this already) - You need to ensure the area used for this is a safe area for other camp users. <p>Maybe a good question to ask or put to the vehicle owner is “Is the charging equipment supplied for or recommended for the vehicle being charged?”</p> <p>The Board is going to discuss a fair price for EV charging from either a cabin or power site at the next meeting. This agreed fee will be advertised so the customers know, and signage will be put in place where required.</p>		<p>Board Anne-Marie</p>	<p>15 October 2023</p>
<p>2023 Meeting Dates</p>	<p>Board meeting dates to suit Governance requirements</p> <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 changed to 17 September ● 15 October ● 26 November 			

MEETING CLOSED: 11.30am

DURATION: 110 minutes

NEXT BOARD MEETING: 15 October 2023

VENUE: Camp 8 building

TIME: 9.30am

APPROVED: _____

POSITION: _____

DATE: _____