

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 23 June 2024

TIME: 9.40am

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

APOLOGIES: M Carter

Motion (standing): Apologies are accepted.

Moved: E Smith

Seconded: J Spyve

Carried

PREVIOUS MINUTES: 19 May 2024

Motion (standing): Minutes presented on 19 May 2024 are a true and accurate record.

Moved: J Kearney

Seconded: J Spyve

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 19 May 2024

Motion (standing): Matters Arising from the previous Minutes presented on 19 May 2024

- Nil

Moved: J Quayle

Seconded: E Smith

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- *Email from G Rollinson @ 3 Bream Bay Drive, Ruakaka*

Motion (standing): Correspondence received is approved.

Moved: J Quayle

Seconded: J Spyve

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 31 May 2024

Payments to Ratify – May 2024

Motion (standing): Treasurer's report is accepted

Moved: E Smith

Seconded: J Spyve

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 – April 2024 & May 2024

* Manager Board Report – June 2024

Motion (standing): Receipt of Management Reports

Moved: J Spyve

Seconded: J Kearney

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
Charities Status Updated!	The Board would like to be re-registered on NZ Charities before the next meeting in August 2025.		Anne-Marie	August 2024
Funding Ideas New!	Once we have our Charity status, the Board would like to apply for funding to get equipment for the U5 playground area and upgrade the tennis court			
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 - Done		Anne-Marie	April 2024
FINANCE				
Audit NZ	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
Audit NZ Updated!	Audit NZ and Anne-Marie are still working through the 2022 and 2023 financial years. Anne-Marie is working on completing Audit NZ information requests by the end of June. Audit NZ is still working with BDO for these financial years at present too.		Anne-Marie	June 2024
Budget	2024-24 Budget to include 1. Insurance full payment in May 2025 2. Infrastructure maintenance - Done		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 - Done		Anne-Marie	May 2024
2025 Budget Updated!	The proposed budget for 2025 has been approved by the Board Moved: A Clark Seconded: J Spyve			
CAPITAL EXPENDITURE (Capex)				
Seawall	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		Anne-Marie	June 2024

	<p>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.</p>		
<p>Seawall Updated!</p>	<p>Mel from MJD is following up to see if there are any other costs on top of LDE Engineering's quote. Anne-Marie will notify the Board when Mel has informed her.</p>	Anne-Marie	July 2024
MAINTENANCE (Capex)			
<p>2024 Winter Projects Approved! New!</p>	<p><u>2024 Winter Projects approved at this meeting Actioned via email in June 2024</u></p> <p><u>Workshop & carport stormwater catchment</u> \$5,653.00 Move stormwater catchment opposite the sheds as the current one is full of sand</p> <p><i>To be actioned in July 2024</i></p> <p><u>Camp 4 drainage</u> \$5,445.00 Lay drain coil between the road and sites 17-25, to prevent flooding in this area in heavy rain</p> <p><u>Camp 4- move power boxes & waterline to the back of the sites</u> \$8,850.00 Move the power boxes back in sync with each other, run water line in same drench.</p> <p><i>To be actioned in August 2024</i></p> <p><u>Camp 4 showers renovations</u> \$13,390.00 Replace 2 x Mens & ladies cubicles & internal wall linings Replace 1x Mens & Ladies changing room areas</p> <p><i>To be confirmed from Board for action in Aug/Sep</i></p> <p><u>Staff house shelter over the front deck</u> \$4,400.00 Put patio shelter over the front deck to prevent rain being driven into the front door</p> <p><i>To be confirmed from Board for action in Oct/Nov</i></p> <p><u>Cabins A & B Roof and deck</u> \$15,000.00 Wooden deck with timber frame & iron roof, giving shade and shelter all year round</p>	<p>Anne-Marie</p> <p>Anne-Marie</p> <p>Anne-Marie</p> <p>Anne-Marie</p> <p>Board/ Anne-Marie</p> <p>Board/ Anne-Marie</p>	<p>June 2024</p> <p>July 2024</p> <p>July 2024</p> <p>August 2024</p> <p>October 2024</p> <p>October 2024</p>

	<u>3-bay carport roof replacement</u> Repair the carport next to the workshop, either replace the timber framing on the roof and new iron or replace completely with new poles and roofing structure Q1 – Mike & Xpert roofing \$24,500.00 (dismantle, construct with new timber framing, Xpert roofing to instal new roof & guttering) Q2 – Shelter Roof & Containers \$52,000.00 (Installation & delivery of 4 containers, 2 on either side of the arched roof structure) Q3 – Complete replacement of shed \$73,915.00 (includes new poles, roof and structure & instal) Q4 – Kitset shed \$34,175.00 (kitset shed, need to add instal costs) *Need to add resource & building consent, engineering report fees & building paper for Q3 & Q4 <i>Board have asked for a quote from Buildlink for carport replacement as well</i>		Board/ Anne-Marie	October 2024
(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. - Done			
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 - Done		Anne-Marie	May 2024
2024-25 Annual & Seasonal Site Contracts	The Board has approved the 2024-25 Annual Site Contract and the 2024-25 Seasonal Site Contract - Done		Anne-Marie	May 2024

Honorarium Payments Policy Updated!	This Policy has had one change made to it under Expectations & Limitations, "payment will be made in June" Board have approved the Policy for the 2025 Financial year Moved: J Quayle Seconded: E Smith		
GOVERNANCE			
Management Plan Updated!	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 will continue with the Management Plan changes once Audit NZ has completed its audit with her	Anne-Marie Anne-Marie	30 April 2024 August 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 - Done	John Quayle	June 2024
Board Honorarium 2024 Financial Payment	The 2024 Honorarium payment to the Board members will be paid by the end of this month, June 2024. Meryl Carter's payment will be used to purchase trees to be planted in the camp	Anne-Marie	June 2024
Board Honorarium 2025 Financial Payment Updated!	The 2025 Honorarium payment amount will remain the same amount of \$1000.00 + tax and will be paid to the eligible members in June 2025.	Anne-Marie	June 2025
Board Member Nominations Updated!	Re-elected Board members from 1st July 2024 John Quayle (Chair -current) john.quayle@xtra.co.nz 0274935798 John Kearney (current) jk@totalidea.co.nz 021438168 Janette Spyve (current) nettieandbill@xtra.co.nz 0272720760 Emma Smith (current) emgsmith@gmail.com 0274606419 Meryl Carter (lwi - current) merylcarter@xtra.co.nz 0272475807 Resigned on from the Board on 30 June 2024 Anthony Clark Anthony.clark@frucorsuntory.com 021955811 New nominations appointed for Board members from 1st July 2024: Brett Tibbotts brett@houseff.co.nz 0274947777 Kristen St John kristin.spyve@hotmail.com 0211116585		

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. - Done	Anne-Marie	June 2024
Boundary approval request @ 3 Bream Bay Drive, Ruakaka New!	Gary Rollinson from 3 Bream Bay Drive wants to erect a new shed on our south boundary behind our workshop area. He has requested permission from the Board to get approval to erect the building 1m from the boundary line instead of the 1.5m Council requirement. The Board has agreed to this request with the condition that this will not affect us if we propose to construct something in the future in this area		
20th month invoices New!	Janette Spyve has asked that the 20 th month invoices be ready for payment approval around the 16 th of the month instead of the day	Anne-Marie	
Family Cabins New!	The pallside corners on the family cabins have come off and need replacing	Anne-Marie	July 2024
Donations made to camp to purchase outdoor furniture New!	The donations received for signage advertising from different outside companies will be used to purchase Jack'n'Jill chairs for the decks on the small cabins and the Waterfront Cabin. The Board have asked to wait until we receive some more finances before purchasing these, to be reviewed in August meeting	Anne-Marie John Quayle	August 2024
Funding application Ideas New!	For the next Board meeting, please bring ideas that funding could be applied for.	Board	August 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 		

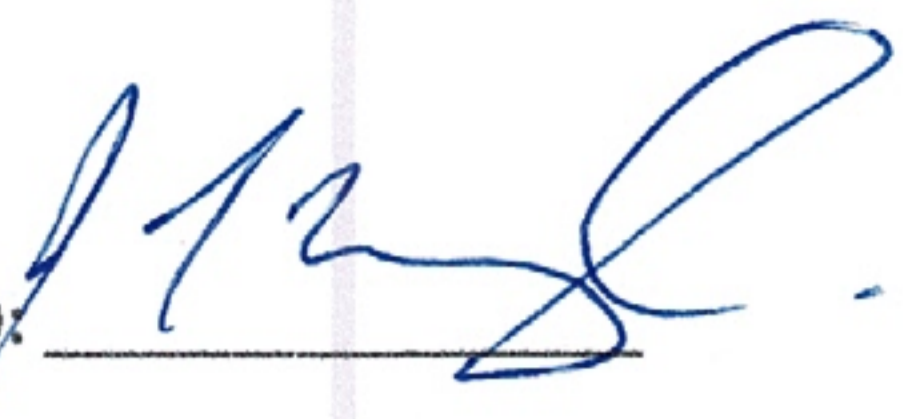
MEETING CLOSED: 11.30am

DURATION: 110 minutes

NEXT BOARD MEETING: 25 August 2024

VENUE: Camp 8

TIME: 9.30am

APPROVED: 

POSITION: CHAIRMAN

DATE: 25/08/26