

Ruakaka Reserve Board

MINUTES: General Meeting

VENUE: Camp 8

DATE: Sunday 25 August 2024

TIME: 9.35am

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

APOLOGIES: Nil

Motion (standing): Apologies are accepted.

Moved:

Seconded:

Carried

PREVIOUS MINUTES: 23 June 2024

Motion (standing): Minutes presented on 23 June 2024 are a true and accurate record.

Moved: J Spyve

Seconded: B Tibbott

Carried

MATTERS ARISING FROM PREVIOUS MINUTES: 23 June 2024

Motion (standing): Matters Arising from the previous Minutes presented on 23 June 2024

- Nil

Moved: B Tibbott

Seconded: J Spyve

Carried

CORRESPONDENCE:

Tabled: Correspondence: Inwards / Outwards -

- *Email from Charities Services confirming our application to register*
- *Email from Northland Regional Council regarding the Seawall*

Motion (standing): Correspondence received is approved.

Moved: E Smith

Seconded: M Carter

Carried

TREASURERS REPORT:

Tabled: Treasurer Reports for months ending 30 June 2024 and 31 July 2024

Payments to Ratify – June 2024 and July 2024

Motion (standing): Treasurer's report is accepted

Moved: J Spyve

Seconded: J Kearney

Carried

Matters Arising from Treasures Report:

Motion (standing): Nil

Matters arising is approved

Moved:

Seconded:

Carried

MANAGEMENT REPORT:

Tabled: Monthly Reports – June 2024 and July 2024

* Manager Board Report – August 2024

Motion (standing): Receipt of Management Reports

Moved: E Smith

Seconded: J Spyve

Carried

TOPIC	DETAIL	#	ACTION	DATE
INCOME				
Charities Status	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 - Done		Anne-Marie	July 2024
Charities Status	The Board would like to be re-registered on NZ Charities before the next meeting in August 2025. - Done		Anne-Marie	August 2024
Charities Status Update!	Anne-Marie has applied to become a registered Charity with Charities Services on 6 August 2024. They have emailed to say they have received the application and the process takes up to 12 weeks or longer. Anne-Marie will advise the Board when she hears back from them			
Funding Ideas	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			
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. - Done		Anne-Marie	June 2024
Audit NZ	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. - Done		Anne-Marie	June 2024
Audit NZ Update!	Anne-Marie is currently addressing the latest request from Audit NZ. She will coordinate with John Quayle to gather the required information.		Anne-Marie John Quayle	August 2024
2025 Budget Updated!	The proposed budget for 2025 has been approved by the Board Moved: A Clark Seconded: J Spyve - Done			
BDO and Audit NZ roles New!	The Board would like to continue for the 2024 financial year, the Year Performance Report being done with BDO and the audit being done by Audit NZ			

CAPITAL EXPENDITURE (Capex)			
Seawall	<p>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.</p> <p>- Done</p>	Anne-Marie	June 2024
Seawall	<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> <p>- Done</p>	Anne-Marie	July 2024
Seawall Update!	<p>Northland Regional Council has emailed Anne-Marie to inform her that the seawall is unconsented. The Proposed Regional Plan (PRP) has made our existing seawall a permitted activity under rule C.1.1.1, as it is was existing at 30 June 2004 and it is within "Enclosed Waters". This means that the seawall is now "authorised" under the PRP and the permitted activity rule C.1.1.7 can be used for the reconstruction of the seawall. Based on the permitted criteria of Rule C.1.1.7 any maintenance/repair works to the seawall will need to be:</p> <ul style="list-style-type: none"> ▪ Within the same footprint as the existing seawall other than that resulting from routine maintenance or repair activities; ▪ No change to the location of the seawall; ▪ The repairs/maintenance works will need to comply with the conditions provided within the attached document under C.1.8 – Coastal Works General Conditions <p>The Board has asked Anne-Marie to invite Mel from MJD Environmental to do a site visit to discuss this update and discuss the four areas identified by the Board –</p>	Anne-Marie	Sept 2024

	<p>(a) seawall by the chair in Camp 3 damaged by Cyclone Gabriella, (b) steps at the end of Camp 3 point, (c) Camp 4 site 13 bank undermining, (d) Camp 2 sites 14&15 bank undermining.</p> <p>Questions to ask Mel –</p> <p>(1) Do we need to obtain Building Consent from Whangarei District Council to repair the wall structure (ie gabion baskets)? (2) Is the seawall surcharged? (3) What extent of repairs can we do? The Board understands that the maintenance or repair of the seawall is like for like. (4) Do we need an engineer's design for these repairs? (5) Can we push sand up against the seawall for maintenance along the concrete edge? (6) Can we repair the concrete edge with concrete where the sea has started to undermine this base ledge?</p> <p>The Board has asked Anne-Marie to report back to them with the findings from this visit Anne-Marie is to get quotes and email to the board for the identified areas needing repair now – refer to (a), (b) and (c). They would like to have (a) repaired by Labour weekend.</p>		
MAINTENANCE (Capex)			
2024 Winter Projects Approved!	<p><u>2024 Winter Projects approved at this meeting</u> Actioned via email in June 2024</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 - Done June 2024</p> <p><u>To be actioned in July 2024</u> <u>Camp 4 drainage</u> \$5,445.00 \$4794.00 Lay drain coil between the road and sites 17-25, to prevent flooding in this area in heavy rain - Done July 2024</p> <p><u>Camp 4- move power boxes & waterline to the back of the sites</u> \$8,850.00</p>	<p>Anne-Marie</p> <p>Anne-Marie</p> <p>Anne-Marie</p>	<p>June 2024</p> <p>July 2024</p> <p>July 2024</p>

	<p>Move the power boxes back in sync with each other, run water line in same trench. - Work in progress</p>	Anne-Marie	August 2024
Updated!	<p>To be actioned in August 2024 <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 There is a difference of \$2750.00 as it requires more extensive work than originally quoted. The internal walls have also been redesigned to fit the new changes. The Board has approved the increase, the price for the job is now \$16,140.00. The Board has asked Anne-Marie to see if she can negotiate this price, a suggestion was \$15,000.00. If no price deduction is agreed upon, John Quayle to is confirm the final quoted price with Anne-Marie. The Board wishes to continue the job with the new figure approved.</p> <p>To be confirmed from Board for action in Aug/Sep <u>Staff house shelter over the front deck</u> \$4,400.00 New price quoted for a coastal-compliant and custom made to fit the area \$6000.00 Put patio shelter over the front deck to prevent rain being driven into the front door</p> <p>To be confirmed from Board for action in Oct/Nov <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 <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)</p>	Board/ Anne-Marie	October 2024
		Anne-Marie	October 2024

<p>Updated! 25 August 2024</p> <p>Winter Project approved! New!!</p>	<p>*Need to add resource & building consent, engineering report fees & building paper for Q3 & Q4 Board have asked for a quote from Buildlink for carport replacement as well Q5 – Buildlink Farm Sheds Ruakaka \$16,962.00 (Kitset pole shed roof only) *Still waiting for a quote for installation</p> <p>Approved by the Board to commence now <u>Camp 4 Bathroom entrance door covers over Men and Ladies</u> \$3,400.00 Prices include two covers, one over the men's entrance and one over the ladies' entrance for protection from weather conditions. They are coastal compliant and made to measure.</p>		<p>Anne-Marie</p> <p>Anne-Marie</p>	<p>August 2024</p>
(Opex)				
PROMOTION & MARKETING				
<p>Website New!</p>	<p>John Kearney has noticed that the link to the map on the website for cell phones is not working correctly, and the Navigations bar needs to be at the top of the page not the bottom of the page. Anne-Marie will ask Chelsea to resolve these two issues with Newbook, the website provider</p>		<p>Anne-Marie Chelsea</p>	<p>August 2024</p>
HUMAN RESOURCES				
HEALTH & SAFETY				
<p>Legislation</p>				
<p>Compliance</p>				
POLICIES				
<p>Drug & Alcohol Policy Review Updated!</p>	<p>The Drug & Alcohol Policy has been reviewed with no changes required. The Board has approved it</p>			
<p>Cancellation Policy Review Updated!</p>	<p>The Cancellation Policy has been reviewed with no changes required. The Board has approved it</p>			
<p>Procurement – Fraud Policy New!</p>	<p>The Procurement – Fraud Policy has been reviewed with some additions made to it. The Board has approved it with these changes being made</p>			

Honorarium Payments Policy	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 - Done		
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	October 2024
Updated!	Anne-Marie will continue with the Management Plan changes once Audit NZ has completed its audit with her - Done	Anne-Marie	August 2024
Updated!	Anne-Marie has started working on the Management Plan with the feedback from DOC, she has a meeting with DOC on Tuesday 27 August to work through this information	Anne-Marie	October 2024
2025 Seasonal Sites New!	John Quayle and Anne-Marie are going to meet with DOC regarding the future of the Seasonal sites from July 2025, to discuss the possibility of continuing with these in selected camp zones	John Quayle Anne-Marie	Sept 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 - Done	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. - Done	Anne-Marie	June 2025
Board Member Nominations	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		

Updated!	<p>New nominations appointed for Board members from 1st July 2024:</p> <p>Brett Tibbotts brett@houseff.co.nz 0274947777 Kristen St John kristin.spyve@hotmail.com 0211116585</p> <p>These signed minutes will be emailed to DOC with the board member changes. Charities Services will be updated with the three changes – one resignation and two new nominations</p>	Anne-Marie	August 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
Updated!	<p>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</p> <p style="text-align: center;">- Done</p> <p>John Quayle has filled in the relevant paperwork for 3 Bream bay drive and has sent copies to Anne-Marie to file</p>		
20th-month invoices	<p>Janette Spyve has asked that the 20th-month invoices be ready for payment approval around the 16th of the month instead of the day</p> <p style="text-align: center;">- Done</p>	Anne-Marie	
Family Cabins	<p>The palisade corners on the family cabins have come off and need replacing</p> <p style="text-align: center;">- Done</p>	Anne-Marie	July 2024
Updated!	<p>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</p> <p style="text-align: center;">- Done</p> <p>The Board have approved the purchase of Jack'n'Jill chairs for the cabins</p>	Anne-Marie John Quayle	August 2024
Updated!	<p>For the next Board meeting, please bring ideas that funding could be applied for.</p> <p>Ideas for future funding: Tennis court upgrading – court, fence Playground – extension or new Concrete table tennis table</p>	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 • 27 October changed • 24 November 			
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MEETING CLOSED: 11.35am

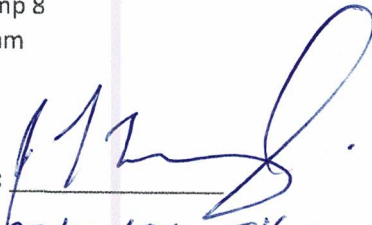
DURATION: 120 minutes

NEXT BOARD MEETING: 27 October 2024

VENUE: Camp 8

TIME: 9.30am

APPROVED:



POSITION:

27/10/24. CHAIRMAN.

DATE:

27/10/24

