

Okains Bay Reserve Committee Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: Wednesday 15 April 2026

Time: 5 pm

Venue: Okains Bay Campground Office, Okains Bay

Present:

Wayne Kay, Sharon Henderson, Graeme Page, Judy Thacker, Nigel Intemann, Richard Boleyn.

In Attendance:

Hayden Kennedy and Asif Hussain

Via Online Teams: Amour-Jane Ryan.

Richard/Judy nominated Wayne Kay as Chairperson Carried.

Judy/Graeme nominated Nick Thacker as Deputy Chairperson. Carried.

Wayne/Richard nominated Sharon Henderson as Secretary. Carried.

Richard Boleyn and Nigel Intemann both accepted their nominations to the Okains Bay Reserve Committee.

1. Apologies

Lester Fletcher, Nick Thacker, Kelly Governor, Whitney Cocking, Aporini Deer and Colin Jacka.

2. Declarations of Interest Nil

3. Public Forum Nil

4. Confirmation of Minutes

Moved Graeme/Judy that the Okains Bay Reserve Committee meeting minutes on 15 October 2025 be confirmed. Carried.

5. Matters Arising

5.1 Fencing in front of Marae: Discussions with Koukourarata are ongoing. Amour has talked with Whitney Cocking, Ngai Tahu representative, re: lawnmowing in waka shed and old school paddock and one-off mowing was organised. Discussion re: Community Hall and surrounding area needs to be arranged. Hayden will look into Councils plan for the Hall. *Hayden to action.*

5.2 Feedback re: Goals and Camp Operational Plan: An updated Triennial Plan will be drafted and presented to the Board at the next meeting. *Hayden to action.*

5.3 Cabin update: cabin has consistently been rented out.

5.4 Values Statement from Koukourarata: ongoing.

5.5 Document of planned work: tabled. Discussion re: ongoing works. A letter thanking and acknowledging their continued support will be drafted and presented at the next meeting for approval. *Sharon to action.*

Richard/Judy moved that nominated areas in the campground be named after the four people who regularly donate and plant natives in the campground. Carried.

Discussion re: price increases for adult campers and long stay camping sites. *Richard/Judy moved camp fees increase this year by \$1 per adult and \$25 per long stay. Short stay to increase from \$3 to \$5. Carried.*

Graeme questioned process of price increases without figures for consideration. Hayden will present figures for next meeting re: formula for calculating price rises for campgrounds. *Hayden to action.*

5.6 Upgrade of power supply to campground: Orion do not want to do upgrade. Needs to be converted to three phase. Added to Goals and Operational Plan. *Hayden to action.*

6. Health and Safety

6.1 Disturbance and open fire: Graffiti on rocks has been removed at no cost to campground and individuals involved will be doing community service.

6.2 Ambulance attended incident on the slide.

6.3 Incident at beach with paddle boarders but non injury and not involving campers.

7. Correspondence

Inward

Oct 13 email from Colin Jacka re: Microsoft Teams video link.

Oct 15 email from Asif Hussin re: apology for October meeting.

Oct 17 email from Whitney Cocking re: apology for Kelly Governor and Whitney.

Nov 5 email from Jane Walders re: BPCB meeting Agenda for 10 November 2025.

Nov 16 email from Nick Thacker re: fence along front of waka shed paddock.

Nov 21 email from Linda Burkes re: updates & reminders to Reserve Committees.

Dec 4 email from Jane Walders re: BPCB meeting Agenda for 8 December 2025.

Jan 22 email from Wayne Kay re: Okains Bay RC Triennial Election in February 2026.

Jan 23 email from Emma Huckstep re: request to speak at February meeting.

Jan 28 email from Jane Walders re: BPCB meeting Agenda for 2 February 2026.

Jan 30 email from Linda Burkes re: Annual/LTP/Board meeting Induction.

Feb 1 email from Wayne Kay re: Apology for 18 February meeting & willingness to be

re-elected to the Board.

Feb 12 email from Jane Walders re: BP Information session on 16 February 2026.

Feb 12 email from Wayne Kay re: Agenda for 18 February 2026.

Feb 16 email from Kowhai Thompson re: Bay View Botanicals native plants for sale.

Feb 16 email from Asif Hussain re: BP Community Board Plan 26-28 consultation.

Feb 17 email from Amour-Jane Ryan re: printing for upcoming meeting.

Feb 18 email from Colin Jacka re: RC Triennial Election & Microsoft Teams Link .

Feb 18 email from Whitney Cocking re: apology from Kelly & Whitney for February meeting.

Feb 24 email from Asif Hussain re: request for photo. *Forwarded to Amour.*

Feb 26 email from Jane Walders re: BPCB meeting Agenda for 2 March 2026.

Feb 26 email from Linda Burkes re: Okains Bay Triennial Election minutes.

Mar 3 email from Linda Burkes re: old minutes request. (for Graeme).

Mar 3 email from Linda Burkes re: Confirmation of Committee Membership & Draft Community Board Plan consultation.

Mar 6 email from Asif Hussain re: Extension of Community Board Plan submission period. *FTA.*

Mar 12 email from Jane Walders re: BPCB Information Session Agenda.

Mar 14 email from Wayne Kay re: Apology for 18 March 2026 meeting.

Mar 14 email from Nick Thacker re: Apology for March meeting and Judy Thacker.

Mar 14 email from Asif Hussain re: Apology for March meeting.

Mar 20 email from Hayden Kennedy re: addition to next meeting Agenda.

Apr 8 email from Jane Walders re: BPCB meeting Agenda for 13 April 2026.

Apr 8 email from Linda Burkes re: Annual Plan Submission – Reserve Committees.

Apr 8 email from Hayden Kennedy re: request Triennial Goals & Operational Plan be sent to all members for perusal before 15 April 2026 meeting.

Apr 10 email from Linda Burkes re: Confirmation of Membership for Richard Boleyn and Nigel Intemann on Agenda and to be recorded in the minutes.

Apr 13 email from Whitney Cocking re: Apology for Kelly Governor and Whitney.

Outward

Oct 16 email FTA re: Draft minutes of OBRC meeting held on 15 October 2025.

Oct 16 email to BP re: Draft minutes of OBRC meeting held on 15 October 2025 and notification there will be no meeting in December 2025.

Oct 29 email to BP re: Future OBRC meeting dates for 2026.

Nov 16 email to Nick Thacker re: Graeme's' contact details.

Jan 22 email to Wayne Kay re: February meeting/Triennial Election.

Jan 23 email to Emma Huckstep re: February meeting Agenda.

Feb 9 email to Colin Hammond re: OBRC Triennial Election notice in school newsletter.

Feb 13 email to Wayne Kay re: Emma's request to speak at February meeting.

Feb 16 email to Emma re: writing a letter to table at upcoming meeting.

Feb 24 email FTA re: Draft Minutes of Triennial Election meeting on 18 February.

Mar 3 email FTA re: Committee Membership Confirmation & Draft Community Board Plan.

Mar 13 email to Hayden Kennedy re: minutes of OBRC meeting on 15 October 2025.

Mar 13 email FTA re: minutes of OBRC meeting on 15 October 2025.

Mar 16 email FTA re: March meeting cancelled due to number of apologies.

March 19 email to BP re: March meeting cancelled.

Apr 9 email to Okains Bay Camp re: request to print out email from Kowhai Thompson.

Apr 9 email FTA re: Minutes, Agenda & Triennial Plan Review.

Apr 10 email to Linda Burkes re: Confirmation of Membership for Richard Boleyn and Nigel Intemann.

Apr 13 email to Okains Bay Camp re: printing for upcoming meeting.

8. Staff Financial/Operational Report

8.1 Request for expenses/profit and balance sheets. *Hayden to action.*

9. Update from Working Groups Nil

10. General Business

- 10.1 Vandalism: Graffiti removed from cave.
- 10.2 Review of Triennial Plan and future plans. Discussed in Matters Arising.
- 10.3 Hayden to present landscaping and Maintenance Plan at next meeting.
- 10.4 Rabbits, possums and stoats need a poison pest control plan. To be included in Maintenance Plan.

11. Next Meeting

The next Okains Bay Reserve Committee meeting will be on Wednesday 17 June 2026 at 5 pm in the Okains Bay Campground Office, Okains Bay.

The meeting closed at 6.25 pm.

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Chairperson

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Date