

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON MONDAY 8TH APRIL 2019 at 7:30pm

PRESENT: Ted Butfield (Chairperson), Don McPhee (Vice Chairperson), Steve Bowley, Jeff Brundell, Margie Dodd, Beth Faulkner, Kevin Forrest, Graham Klose, Bruce Meehan, Graham Newstead, Katherine Coy & Steve Edmead (Caravan Park Managers), Janette Butler (Finance/Administration Officer), Gabrielle Gutsche (Project Officer, Minute Taker).

1. WELCOME: Ted Butfield welcomed everyone to the meeting.

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES: Nil

4. MINUTES: Minutes of the meeting held on Tuesday 12th March 2019

Steve Bowley moved **Jeff Brundell seconded**

That the minutes of the meeting held on Tuesday 12th April 2019 be accepted as a true and accurate record.

Carried #1 08/04/19

5. CARAVAN PARK REPORT: 5.1 Tree limb fell during strong winds. Tree to be assessed by expert and trimmed to avoid future risk.

5.2 Discussed Caravan Park tariffs.

Jeff Brundell moved **Beth Faulkner seconded**

To keep the tariffs for the Stansbury Caravan Parks unchanged for the 2019-20 financial year.

Carried #2 08/04/19

Discussion regarding purchasing freezer for Foreshore Caravan Park fish cleaning area. Beth Faulkner offered large second-hand freezer.

7:50 pm Beth Faulkner left the meeting

Don McPhee moved **Graham Newstead seconded**

To purchase Beth Faulkner's large second hand freezer for \$50.00

Carried #3 08/04/19

7:55 pm Beth Faulkner re-entered the meeting

5.3 Discussion regarding changes to the foreshore sail structure

Graham Newstead moved **Don McPhee seconded**

To accept the revised design for the foreshore sail structure

Carried #4 08/04/19

5.4 Discussion regarding registering of the vehicle for the caravan park. Ted Butfield to continue to pursue.

5.5 Administration Officer to continue to investigate obtaining the Australian Standards for Disabled Facilities.

5.6 Faulty defibrillator replaced.

5.7 It was noted that a complaint was received from a park visitor regarding the coin-operated machines in the foreshore camp kitchen

Don McPhee moved

Margie Dodd seconded

That the Caravan Park Managers Report for March 2019 be accepted

Carried #5 08/04/19

8:10 pm Kathy Coy and Steve Edmead left the meeting and did not return

6. FINANCE REPORT

6.1 The Finance Officer presented the Finance Report for March 2019

Steve Bowley moved

Kevin Forrest seconded

That the Finance Report for February and March 2019 be accepted.

Carried #6 08/04/19

7. MATTERS ARISING

Nil

8. CORRESPONDENCE

As tabled

8.1 Discussion of the letter from Yorke Peninsula Council regarding the Wastewater Management System.

Don McPhee moved Jeff Brundell seconded

To seek further details regarding this project, including information about the proposed fee structure for rate payers.

Carried #7 08/04/19

8.2 Letter received from relative of past resident, enquiring as to process of sale. Administration Officer to write reply.

8.3 Number of permanent residents in the OPD Caravan Park to be provided to Council as requested by email.

9. GENERAL BUSINESS

9.1 Project Officer Report

9.1.1 Discussion regarding draft concept plans of changeroom and Memorial Tree area upgrade.

Don McPhee moved

Graham Klose seconded

For the Project Officer to continue to investigate and design an upgrade proposal for the changeroom and Memorial Tree area

Carried #8 08/04/19

9.2 Discussion regarding employment contracts for Assistant Managers. Further investigation to be undertaken by Caravan Park Sub-Committee.

9.3 Job roles for the position of General Manager to be investigated.

9.4 Wildlife camera to be tested in the Tidy Towns yard.

9.5 Quotes to be sought for the painting of the main amenities in the Foreshore Caravan Park.

9.6 Current lease for the Visitor Centre photocopier due to expire in June. Discussion regarding new lease agreement.

9.7 Discussion regarding new water tank for the OPD compound.

Don McPhee moved

Jeff Brundell seconded

To purchase a rainwater tank, as large as possible for the space, to install in the OPD compound

Carried #9 08/04/19

9.8 Discussion regarding use of fill provided by paving contractor.

Don McPhee moved

Jeff Brundell seconded

To deposit the fill into the OPD Caravan Park, in preparation for new drive-through caravan sites.

Carried #10 08/04/19

10. CLOSURE

Meeting closed at 9:50 pm

Next meeting: Monday 13th May 2019

Ted Buttfield

Chairman

Date