

**Minutes of the Stansbury Progress Association Inc. Executive Committee
Meeting held in the Stansbury Institute on
17 August 2020 at 7.30pm.**

PRESENT:

Don McPhee (Chairperson), Ted Buttfield (Vice Chairperson), Beth Faulkner, Kevin Forrest, Steve Bowley, Graham Newstead, Graham Klose, Julie Harris, George Kokar, Sue Oldfield, Carley Crouch (minute taker).

MEETING OPENED: 7.32pm

1. WELCOME: Don McPhee welcomed everyone to the meeting and thanked everyone for their attendance.

2. APOLOGIES: Anthony Bennett (YP Council).

3. ACCEPTANCE OF MINUTES:

Moved: Steve Bowley

Seconded: Graham Newstead

That the minutes of the Stansbury Progress Association Inc. Executive Committee held on Monday 13 July 2020 be accepted as read and confirmed as a true record.

Carried: #1 17.8.20

4. BUSINESS MANAGER'S REPORT:

5.1 Business Manager's Report:

A written report from the Business Manager was provided.

The following was noted:

- Re the trench required in OPD for the solar shed: Don McPhee will liaise with the electrician about the possibility of laying conduit and a draw line to allow for laying of cables in the future.
- Tenders for the footings, trenching and installation of the OPD shed will be advertised in the YP Country Times.
- From 21 August 2020 a Covid Marshal will be required for some outdoor activities which may include the Seaside Markets. The Market Co-ordinator and Business Manager will investigate further.
- Work Health Safety report to be expanded to include updates on training and induction of staff.

Moved: Graham Newstead

Seconded: Graham Klose

To proceed with the replacement of fluorescent light fittings with LEDs in the Foreshore ablution block.

Carried: #2 17.8.20

Moved: Graham Klose

Seconded: Kevin Forrest

To proceed with the installation of stainless steel splashbacks behind the BBQs in the OPD camp kitchen.

Carried: #3 17.8.20

Moved: Graham Newstead

Seconded: Ted Buttfield

To purchase three signs which show the social distancing guidelines for use at the Seaside Markets.

Carried: #4 17.8.20

9. GENERAL BUSINESS:

- 9.1 Appoint a Public Officer:** It was noted that the current listed Public Officer for SPAI no longer lives in the region and therefore a new one is to be appointed.

Moved: Steve Bowley

Seconded: Julie Harris

To appoint Carley Crouch as the Public Officer.

Carried: #5 17.8.20

9.2 Appoint Sub Committees:

- **Administration:** It was noted that the restructure of the administration staff is now complete and working well. As such, it was determined that an Administration Sub Committee was not required at this stage, but could be reinstated if the need arose in the future.
- **Finance:** Members: Steve Bowley (Chair), Beth Faulkner, Don McPhee, George Kokar, Julie Harris.
- **Caravan Park:** Beth Faulkner (Chair), Ted Buttfield, Kevin Forrest, Don McPhee, Graham Newstead.
- **Tidy Towns:** Don McPhee (Chair), Kevin Forrest, Graham Klose, Ted Buttfield.
- **Town Projects:** Ted Buttfield, Julie Harris, Graham Klose, Don McPhee, Graham Newstead, Sue Oldfield.
- **Stansbury Institute:** Graham Newstead (Chair), Ted Buttfield.

It was noted that:

- Julie Harris is working on a project for development of the area known as "The Pines". Information on this will be presented at the next meeting.
- The Institute will be closed for one week commencing 21 September for the floor rejuvenation program.

9.3 Code of Conduct and Conflict of Interest policies:

The Chairperson reminded all members of their requirement to disclose any conflict of interest and provide accurate details of the relevant interest to the Committee prior to consideration of that item on the Agenda.

All members of the Executive Committee signed the Code of Conduct and Conflict of Interest documents.

9.4 Pioneer Street Submission for discussion - Confidential:

Steve Bowley provided a copy of the Pioneer Street Development Proposal to the Committee prior to the meeting for consideration.

The following was noted:

- The Elanora site is for sale by Expression of Interest closing 10 September 2020.
- Registration of interest is non binding but provides the vendor with an indication of serious buyers for the property.
- A registration of interest would include a number of “subject to” conditions and there is no obligation to proceed.
- Price range is \$1.2-\$1.5M
- Ownership of the site should not affect SPAI’s Not For Profit status.
- The proposal focused on providing a tourism accommodation facility and function centre. Subdividing and selling some of the land would offset part of the purchase price.
- Options for finance would need to be considered including what equity was being put up as part of the arrangement.
- Given the high purchase price, consideration would have to be given re consulting the community before proceeding with the project.
- The current Covid situation provides an uncertain future in regards to further lockdowns which has an immediate impact on revenue, and a changing landscape re requirements for accommodation providers.
- Development of the caravan park can be done at a measured pace and is considered low risk.

It was resolved:

- That the proposal offered some good ideas however, there are too many unknowns and therefore, it was resolved to not proceed with the project. However, if the site was not sold, and more time was available to engage professionals to carry out market research which would provide better insight as to the needs of the region, the matter could be revisited.

Moved: Graham Newstead

Seconded: Graham Klose

That discussions re the Pioneer Street Submission remain confidential.

Carried: #6 17.8.20

12 CLOSURE: Meeting closed at 9.22pm.

Next meeting: Monday 14 September 2020

Don McPhee

Chairperson

Date:.....