

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 11th February 2019 at 7:30pm**

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

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

2. 'Weathersafe' Rep: Steve Bond from Weathersafe presented options and quotations for a shade structure for the Foreshore Caravan Park. Progress to consider options.

7:52pm 'Weathersafe' representative left meeting and did not return

3. CONFLICT OF INTEREST: Nil

4. APOLOGIES: Nil

5. MINUTES: Minutes of the meeting held on Monday 14th January 2019

Graham Newstead moved

Margie Dodd seconded

That the minutes of the meeting held on Monday 14th January 2019 be accepted as a true and accurate record.

Carried #1 11/02/19

6. CARAVAN PARK REPORT: 6.1 Caravan Park Managers presented their report

6.1.1 Ted Buttfeld thanked Jenni and Mark Matulick for managing the caravan park over the past few months, and welcomed the new Caravan Park Managers, Katherine Coy and Steve Edmead, to the position.

6.1.2 New flooring installed in the Caravan Park residence

6.1.3 Overdue fees discussed.

System to be changed to issue all accounts at the start of the month, to remove discrepancy between payment and processing.

A semi-permanent resident who has not paid fees for 'nights not used', has had fees waived in the past on compassionate grounds. Fees will no longer be waived.

8:45pm Jenni Matulick, Mark Matulick, Katherine Coy and Steve Edmead left the meeting and did not return.

6.2 A meeting to discuss the Caravan Park staff contracts scheduled.

6.3 Discussion of the options for a new shade sail and removal of existing structure. Beth Faulkner has had several parties interested in removing the

existing structure.

Steve Bowley moved

Don McPhee seconded

That whoever is approved to remove the existing steel structure, must also remove the concrete plinth, to a minimum of 600mm below ground level, and the resulting hole is to be back-filled.

Carried #2 11/02/19

Graham Newstead moved

Steve Bowley seconded

To accept Weathersafe's quotation to install a hot-dipped galvanised steel shade structure with the premium shade-cloth.

Carried #3 11/02/19

6.4 Discussion of Oyster Point Drive Caravan Park playground shade. Resolved to focus on the upgrade of the OPD Caravan Park camp kitchen upgrade first.

6.5 Discussion of Caravan Park Sub-Committee Minutes. Curtain roll ordered. Linen hire has been approved, however price needed to be revised after contract changed. Electricity charges to be raised by 10c/Kwh on 1st July 2019 and further increase 1st July 2020 to match cost. Off-peak discounts for visitors bookings to be addressed. Top Parks contract to be investigated. Timesheet procedures to be addressed. Boom gate codes to be addressed. Stolen drill from shed – shed to have lock installed. First aid kits to be purchased – one for each park.

Beth Faulkner moved

Don McPhee seconded

That the minutes of the Caravan Sub-Committee meeting, held on 6th February 2019 be accepted as a true and accurate record.

Carried #4 11/02/19

7. FINANCE REPORT

7.1 Finance Officer presented Finance Report

Steve Bowley moved

Kevin Forrest seconded

That the Finance Report for January 2019 be accepted.

Carried #5 11/02/19

8. MATTERS ARISING

8.1 Quotes received for AEDs. Installation to be postponed until stainless steel cabinets can be sourced to house them, as the current ones provided are deteriorating.

9. CORRESPONDENCE

As tabled

9:15pm Graham Newstead left the meeting

9.1 Legacy Group requested accommodation package as a first prize for their fundraising raffle

Graham Klose moved

Margie Dodd seconded

To donate 3 nights accommodation in a Stansbury Caravan Park Villa, for 2 adults, in off-peak, to the Legacy Group as a first prize for their fundraiser raffle.

Carried #6 11/02/19

9:20pm Graham Newstead re-entered meeting.

9.2 SAAS requested 2 delegates to attend recruitment drive. Administration Officer to reply to email, offering to display promotional material in the public noticeboard and Visitor Centre noticeboard.

10. GENERAL BUSINESS

10.1 Project Officer Report

10.1.1 NYE Fireworks Display

Don McPhee moved

Jeff Brundell seconded

To accept the price increase proposed by Ballistic Fireworks for the 15-minute NYE Fireworks display.

Carried #7 11/02/19

10.1.2 Proposed dates for the Stansbury Seaside Market 2019-20 season accepted.

10.1.3 Discussion of scheduling official opening of foreshore War Memorial.

10.2 Discussion regarding possible appointment of a General Manager.

10.3 Lights in the pine trees on Adelaide Road have been vandalised.

10.4 A new permit for the pied cormorant cull has not yet been issued. Council unable to find the original request.

10.5 Deliberate damage to native vegetation along Oyster Point Drive and Bayview Road has been reported to Council. Areas will now be monitored by Council more frequently. Administration Officer to mention the deliberate vegetation damage in the next edition of the Stansbury Scribble, and ask public to keep an eye out for vandals.

10.6 Pontoon is now repaired and needs to be put back into the water.

10. CLOSURE

Meeting closed at 10:22 pm

Next meeting: Tuesday 12th March 2019

Ted Butfield

Chairman

Date