

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 14th January 2018 at 7:35pm**

PRESENT: Ted Buttfeld (Chairperson), Don McPhee (Vice Chairperson), Margie Dodd, Graham Newstead, Graham Klose, Kevin Forrest, Jenni and Mark Matulick (Caravan Park Managers), Janette Butler (Finance/Administration Officer), Gabrielle Gutsche (Project Officer, Minute Taker).

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

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES: Beth Faulkner, Bruce Meehan, Jeff Brundell

4. MINUTES: Minutes of the meeting held on Monday 10th December 2018

Graham Newstead moved **Don McPhee seconded**

That the minutes of the meeting held on Monday 10th December 2018 be accepted as a true and accurate record.

Carried #1 14/01/19

5. MANAGER'S REPORT:

5.1 Minor issue discovered in category assignment of previous bookings.

5.2 Still awaiting quotation for the shade structure over the foreshore playground.

5.3 Discussion regarding offering double discounts consisting of Seniors discount and seventh day free. Also discussed the possibility of honouring discounts from Family Parks after changeover to Top Parks.

5.4 The boom gate link to the foreshore office is permanently down. It might be a matter of just raising the receptor above the height of the trees. Also need to review the access code policy and system for the OPD Park to prevent guests from overstaying and to stop additional cars from entering the park.

5.5 Further discussion of statistics anomaly generated by the new RMS system.

5.6 Location of a shelter for the tractor discussed. To be investigated further.

5.7 Discussion of purchasing a ute for the Foreshore Park. To be investigated further.

5.8 Summary of discussion with Worksafe. Contractor will be installing safety mesh on skylights. Chemical shed approved, however Manager's would like to include an 'no authorised entry' sign. It was resolved for sign to be purchased.

5.9 Concerns raised that security of the Caravan Park master key system might have been compromised. Caravan Park Managers also suggested investigating the installation of a CCTV system.

Graham Newstead moved **Don McPhee seconded**

To have the Caravan Park re-keyed with a new master key.

Carried #2 14/01/19

8:35pm Jenni & Mark Matulick left the meeting and did not return.

6. FINANCE REPORT

6.1 Appointment for 'Long Term Financial Plan' initial discussion, to be scheduled for early February.

Don McPhee moved **Graham Newstead seconded**

That the Finance Report for December 2018 be accepted.

Carried #3 14/01/19

7. MATTERS ARISING

Nil

8. CORRESPONDENCE

As tabled

8.1 Reply to be sent to the Stansbury Sports Club.

8.2 Discussion of permanent resident in the OPD Caravan Park seeking permission to install a toilet.

Don McPhee moved **Graham Newstead seconded**

To grant approval for the installation of a toilet, subject to inspection by a qualified plumber and approval from Council as required.

Carried #4 14/01/19

Margie Dodd moved **Kevin Forrest seconded**

To accept the correspondence as tabled

Carried #5 14/01/19

9. GENERAL BUSINESS

9.1 Project Officer Report

9.1.1 Fireworks

Don McPhee moved **Graham Newstead seconded**

To rebook Ballistic Fireworks for the 2019 NYE Fireworks Display

Carried #6 14/01/19

9.1.2 Garage Sale advertising

Graham Newstead moved **Margie Dodd seconded**

To advertise the Stansbury Town Garage Sale in the Advertiser and the Yorke Peninsula Country Times

Carried #7 14/01/19

9.1.3 War Memorial Project to commence on 29th January 2019. Site meeting to discuss variations took place on 14th January 2019.

9.1.4 Stansbury Markets utilized power from the Stansbury Community Church. It was resolved to donate \$50 towards the Community Church.

9.2 Don McPhee spoke to Council representative who provided an update on the sprinkler system repairs along the foreshore.

9.3 Graham Klose proposed purchasing cordless tools for Tidy Towns to a value of \$749.

Graham Newstead moved **Don McPhee seconded**

To purchase cordless tools for Tidy Towns to the value of \$749.00

Carried #8 14/01/19

9.4 Dalrymple Lions Club will be holding an AED Training session at night on 11th February.

Graham Newstead moved **Don McPhee seconded**

To install another AED in the Oyster Point Drive Caravan Park.

Carried #9 14/01/19

9.5 Don McPhee reported on the vehicles accessing the beach and endangering the native birds at Pitt Cutting. A larger barrier has been replaced to allow pedestrians and cyclists but prevent vehicle entry.

10. CLOSURE

Meeting closed at 10:35 pm

Next meeting: Monday 11th February 2019

Ted Butfield

Chairman

Date