

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON TUESDAY 12<sup>TH</sup> JUNE 2018 AT 7:30PM**

- PRESENT:** Ted Butfield (Chairperson), Don McPhee (Vice Chairperson), Beth Faulkner, Margie Dodd, Kevin Forrest, Graham Klose, Bruce Meehan, Jeffrey Brundell, Richard & Rowena Smith (Caravan Park Managers), Veronica Brundell (Council Representative), Janette Butler (Finance/Administration Officer), Gabrielle Gutsche (Minute Taker).
- 1. WELCOME:** Ted Butfield welcomed everyone to the meeting.
- 2. CONFLICT OF INTEREST:** Nil
- 3. APOLOGIES:** Steve Bowley, Graham Newstead
- 4. MINUTES:** Minutes of the meeting held on 14<sup>th</sup> May 2018
- Don McPhee moved** **Beth Faulkner seconded**
- That the minutes of the meeting held on Monday 14<sup>th</sup> May 2018 be accepted as a true and accurate record.**
- Carried #1 12/06/18**
- 5. MANAGER'S REPORT:** 5.1 Caravan Park Manager's report
- Rowena Smith moved** **Beth Faulkner seconded**
- That Caravan Park Managers report be accepted**
- Carried #2 12/06/18**
- Richard & Rowena Smith left at 7.43 pm and did not return.**
- 5.2 Discussion regarding changing bank account access to read-only.
- Don McPhee moved** **Jeff Brundell seconded**
- To change bank account access to read-only for Caravan Park Managers in the future. Finance Administrator to provide deposit information print-outs in the interim.**
- Carried #3 12/06/18**
- 5.3 Discussion regarding generator hire during the OPD Switchboard changeover. Project Officer to clarify time frame of hire and transport options.
- 6. FINANCE REPORT** **Don McPhee moved** **Margie Dodd seconded**
- That the Finance Reports for May 2018 be accepted.**
- Carried #4 12/06/18**
- 7. MATTERS ARISING** 7.1. Discussion regarding YP Council's response to Stansbury Progress letter regarding LTFP. Progress members will read through the reply and respond next meeting.

7.2 Discussion regarding declined offer on 24 Anzac Parade. Chairman to write a reply letter.

**8. CORRESPONDENCE**

As tabled

8.1 YP Council considering removal of Norfolk Pine Tree on Gulfview Road.

8.2 Request for YP Council assistance on Adelaide Road 'Pines Path' dependent on full proposal being submitted. Discussion regarding work on 'Pines Path'. Subsequent discussion regarding blocked drain in Harbour Master Park. Photo and email to be sent to YP Council.

**Jeff Brundell moved**

**Don McPhee seconded**

**To accept the correspondence as tabled**

**Carried #5 12/06/17**

**9. GENERAL BUSINESS**

9.1 Project Officer Report

9.2 Wheelchair access mats discussed. Administration officer obtain prices.

9.3 Discussion of plant servicing schedule implementation.

9.4 Discussion of purchasing tractor from Caravan Park Managers.

**Don McPhee moved**

**Graham Klose seconded**

**To negotiate the purchase of the tractor from the Caravan Park Managers**

**Carried #6 12/06/17**

9.5 Discussion about having a linked debit card available for certain purchases.

9.6 Discussion of AEM and members who are up for re-election.

9.7 Discussion regarding providing option on OPD Caravan Park for parking of boats for Foreshore Caravan Park visitors.

9.8 Suggestion to look into selling existing mowers to buy one better mower.

9.9 Blocked drain pipes in Harbour Master's Park. Notify council.

**10 CLOSURE:**

*Meeting closed at 10:17 pm*

*Next meeting: Monday 9<sup>th</sup> July 2018*

*Ted Buttfeld*

*Chairman .....*

*Date .....*