

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS  
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON  
MONDAY 14<sup>th</sup> MAY 2018 AT 7:30PM**

**PRESENT:** Ted Buttfeld (Chairperson), Don McPhee (Vice Chairperson), Graham Newstead, Beth Faulkner, Margie Dodd, Steve Bowley, Jeffrey Brundell, Richard & Rowena Smith (Caravan Park Managers), Veronica Brundell (Council Representative), Janette Butler (Finance/Administration Officer), Gabrielle Gutsche (Minute Taker).

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

**2. CONFLICT OF INTEREST:** Nil

**3. APOLOGIES:** Kevin Forrest, Graham Klose, Bruce Meehan

**4. MINUTES:** Minutes of the meeting held on 9<sup>th</sup> April 2018

**Graham Newstead moved** **Jeff Brundell seconded**

**That the minutes of the meeting held on Monday 9<sup>th</sup> April be accepted as a true and accurate record.**

**Carried #1 14/05/18**

**5. MANAGER'S REPORT:** 5.1 Van Storage Agreements for 2017/18 being prepared.

5.2 Semi-Permanent renewals discussed.

5.3 Hand dryers in amenities block replaced.

5.4 New LED light fittings being installed in cabins 1-4.

5.5 Broken vent pipe repaired on Villa 6. New tap to be installed in Manager's residence when less guests in park.

5.6 RMS system changeover on 29th May 2018. Training for current and new park managers organised.

5.7 Discussion of caravan park feedback letter received from recent guests.

**Graham Newstead moved** **Jeff Brundell seconded**

**That the correspondence be acknowledged.**

**Carried #2 14/05/18**

5.8 Discussion regarding follow up inspections for semi-permanent residents before contract renewals.

5.9 Two customers had their fuel tanks stolen on separate occasions. Police were informed and visited the site after the first incident.

**Richard Smith moved** **Don McPhee seconded**

**That Caravan Park Managers report be accepted**

**Carried #3 14/05/18**

**Richard & Rowena Smith left at 7.46 pm and did not return.**

## **6. FINANCE REPORT**

6.1 Discussion regarding SA Water

6.2 Auditor has been booked for July

**Steve Bowley moved**

**Don McPhee seconded**

**That the Finance Reports for April 2018 be accepted, subject to clarification of trade creditors.**

**Carried #4 14/05/18**

## **7. MATTERS ARISING**

8.1. Discussion regarding paving quotations received for the Assistant Manager's residence.

**Jeff Brundell moved**

**Beth Faulkner seconded**

**To accept the lowest paving contractor quote.**

**Carried #5 14/05/18**

8.2 Steve Bowley and Ted Butfield to meet with Anzac Parade owners.

## **8. CORRESPONDENCE**

As tabled

8.1 Discussion regarding YP Council Annual Business Plan and Budget and Community Consultation - Administration Officer to forward letter to Steve Bowley for perusal.

8.2 Discussion regarding YP Council pigeon control.

8.3 Discussion email from guest regarding Caravan Park internal roads.

8.4 Ted Butfield to attend the National Volunteer Week morning tea.

**Jeff Brundell moved**

**Don McPhee seconded**

**To accept the correspondence as tabled**

**Carried #6 14/05/17**

## **9. GENERAL BUSINESS**

9.1 Project Officer Report

9.1.1 Discussion regarding stall holder behaviour at the last market.

9.1.2 Discussion about market feedback and reducing parked cars in market area.

9.1.3 Discussion regarding SF160 Form. Awaiting further information from YP Council.

9.1.4 Discussion regarding Museum request for 2 sites in same location.

9.1.5 Ted Butfield, Gabrielle Gutsche and their partners to attend Yorke Peninsula Tourism Gala Awards.

9.1.6 Discussion regarding War Memorial project options and quotations.

**9.1.7** Discussion regarding Columbarium options and selections.

**9.1.8** Discussion regarding temporary power arrangements during OPD switchboard changeover - contractor to supply generators.

**9.1.9** Discussion regarding Seawall Project - still awaiting further information from YP Council.

**9.1.10** Discussion regarding quote and design of replacement corflute signs used on the Lions Event Board. It was resolved for Project Officer to order new signs.

**9.1.11** Discussion regarding recent complaints from tourists about 'Walk the Yorke' signage and maps. Yorke Peninsula Council to be informed.

**9.1.12** Discussion regarding multi-media advertising packages with the SATC Yorke Peninsula regional guide - Project Officer to seek clarification on multi-media options.

**10 CLOSURE:**

*Meeting closed at 10:00 pm*

*Next meeting: Tuesday 12<sup>th</sup> June 2018*

*Ted Buttfield*

*Chairman .....*

*Date .....*