

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 13th NOVEMBER 2017 AT 7:35PM**

PRESENT: Ted Butfield (Chairperson), Don McPhee (Vice-Chairperson), Kevin Forrest, Bruce Meehan, Jeff Brundell (7:40pm), Margie Dodd, Graham Newstead (8:10pm), Graham Klose, Steve Bowley, Richard Smith (Caravan Park Manager), 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: Veronica Brundell

4. MINUTES: Minutes of the meeting held on 9th October 2017

Don McPhee moved

Kevin Forrest seconded

That the minutes of the meeting held on Monday 9th October 2017 be accepted as a true and accurate record.

Carried #1 13/11/17

5. MANAGER'S REPORT: **5.1** Light pole rusted at ground level and is leaning. Contractor has inspected light pole and will provide recommended action. Resolved for Caravan Park Managers to follow up with contractor.

5.2 Dump fees have increased substantially, however to reduce smell of fish and crab waste, dump truck still needs to be operated regularly. Bags are too heavy to lift by hand, thus dump truck required.

Jeff Brundell entered the meeting at 7:40pm

5.3 Melbourne Cup lunch very successful and increases occupancy. Many guests rebooked for next year.

5.4 Septic Pits have been emptied, ready for busy season.

5.5 OPD Caravan Park sites 108 and 21 have been levelled and surfaced with dolomite.

5.6 Increasing demand for accommodation due to workers present for new local battery power bank installation. One worker, booked for several months, will be moved to site 21 to avoid degrading tourist site in front park.

5.7 Discussion regarding sale of caravan. It was resolved for additional advertisements to be created, aimed at attracting interest from tourists during the busy season.

Rowena Smith moved

Margie Dodd seconded

That Caravan Park Managers report be accepted

Carried #2 13/11/17

Caravan Park Managers left the meeting at 7:50pm and did not return

6. FINANCE REPORT

Discussion regarding YP Council invoicing of boat ramp fees. It was resolved for Administration Officer to investigate further.

Steve Bowley moved

Jeff Brundell seconded

That the Finance Reports for October 2017 be accepted.

Carried #3 13/11/17

7. MATTERS ARISING

7.1. Assistant Caravan Park Manager's residence has had further work completed, included moving of Power Box and installation of landings and steps. Quotes have been sought for oiling of external timber areas.

It has been determined that an external fence will be required to provide Assistant Manager's with a private area. It was resolved for the Caravan Park Sub-Committee to develop a proposal and then discuss the options at a future Stansbury Progress meeting.

7.2 Discussion regarding the process of council providing appropriate lighting Warrawee Street. It was resolved for Administration Officer to follow up with the YP Council representative.

7.3 Discussion regarding replacement of a foreshore BBQ.

7.4 Discussion regarding cancellation of previous ABN.

Graham Newstead entered the meeting at 8:10pm

7.5 Draft of Strategic Plan 2017-2022 submitted for discussion.

Discussion regarding advertising for Caravan Park Manager replacements. Revisions to Strategic Plan suggested.

Don McPhee moved

Kevin Forrest seconded

That the Strategic Plan be accepted, subject to revisions.

Carried #4 13/11/17

8. CORRESPONDENCE

As tabled

8.1 Request for sponsorship for Big Row from Henley SLSC .

Jeff Brundell moved

Bruce Meehan seconded

To donate \$500 towards Henley SLSC Big Row

Carried #5 13/11/17

8.2 Letter from RSL regarding upgrade of War Memorial. Discussion regarding amendments and process; it was resolved for Ted Butfield to approach RSL to confirm design. Project Officer to source quotation for wall and paving.

8.3 Letter received from resident, requesting additional BBQ. It was resolved for Administration Officer to liaise with YP Council representative regarding legislation of hot surfaces in enclosed playground.

8.4 Stansbury Primary School requested donation towards Christmas stocking.

Don McPhee moved

Jeff Brundell seconded

To donate \$400 to the Stansbury Primary School Christmas stocking.

Carried #6 13/11/17

8.5 Letter received from YP Council regarding changes to the Minlaton Visitor Centre. It was resolved for Stansbury VIC to continue to operate as it is now.

8.6 Letter received from Saltwater Classic Committee, requesting sponsorship of the Wooden Boat Regatta event.

Graham Newstead moved

Jeff Brundell seconded

To donate \$2500 and printing towards Wooden Boat Regatta.

Carried #7 13/11/17

Don McPhee moved

Graham Klose seconded

That correspondence for October 2017 be accepted as tabled

Carried #8 13/11/17

9. GENERAL BUSINESS

9.1 Project Officer Report

9.2 Discussion regarding pathway alongside Adelaide Road. It was resolved to renew the path with blue dolomite for now, and look at more permanent surfaces in the future.

9.3 Discussion regarding all the works successfully completed over the past 2 years in Stansbury.

9.4 It was resolved for the Citizen of the Year form to be included in the next edition of the Stansbury Scribble.

10 CLOSURE:

Meeting closed at 9:55pm

Next meeting: Monday 11th December 2017

Ted Buttfield

Chairman

Date