

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 8th October 2018 AT 7:36pm**

PRESENT: Don McPhee (Acting Chairperson), Beth Faulkner, Margie Dodd, Graham Newstead, Steve Bowley, Kevin Forrest, Jeffrey Brundell, Veronica Brundell (Council Representative), Janette Butler (Finance/Administration Officer), Gabrielle Gutsche (Minute Taker).

1. WELCOME: Don McPhee welcomed everyone to the meeting.

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES: Ted Buttfield, Bruce Meehan, Graham Klose

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

Kevin Forrest moved **Margie Dodd seconded**

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

Carried #1 08/10/18

5. MANAGER'S REPORT: 5.1 Discussion regarding clarification of the fencing rules for the Oyster Point Drive Park.

Graham Newstead moved **Kevin Forrest seconded**

That fixed 'permanent' fencing should comply with the following: no further than 1.5m from the front of the van; no wider than the van and annexe; no higher than 1.0m from ground level; constructed of new materials. All fence designs must be submitted to Stansbury Progress Association for approval prior to installation.

Carried #2 08/10/18

Graham Newstead moved **Kevin Forrest seconded**

That 'temporary' fencing should comply with the following: must not interfere with other people's enjoyment or safety; must provide fire access; must be taken down and stored away when residents leave the park; must be connected to the van or annexe on at least one side whilst erected; must be wholly contained within the resident's site. All animals must be contained wholly within the resident's site or on a leash.

Carried #3 08/10/18

5.3 Inspection time of van for sale confirmed

5.4 The Caravan Park's emergency phone is no longer working – won't turn on or charge.

Graham Newstead moved **Beth Faulkner seconded**

To replace the emergency phone in the Caravan Park.

Carried #4 08/10/18

6. FINANCE REPORT

Steve Bowley moved

Beth Faulkner seconded

That the Finance Reports for September 2018 be accepted.

Carried #5 08/10/18

7. MATTERS ARISING

7.1. The Administration Officer clarified the Stansbury Institute employee requirements with Return to Work SA.

8. CORRESPONDENCE

As tabled

8.1 Correspondence

Margie Dodd moved

Kevin Forrest seconded

To accept the correspondence as tabled

Carried #6 08/10/18

9. GENERAL BUSINESS

9.1 Project Officer Report

9.1.1 Discussion regarding professional crab fishing near Stansbury. It was resolved to write a letter to the Tourism Minister.

9.1.2 Discussion regarding a phone call from an Oyster Point Drive Caravan Park resident, suggesting WIFI be available. Administration Officer to investigate possibility with IT contractor.

9.2 Tidy Towns' mower requires refurbishing or replacement

Beth Faulkner moved

Margie Dodd seconded

To replace the trans-axle for \$350.00

Carried #7 08/10/18

9.3 Discussion regarding Tidy Towns' Christmas Dinner. It was resolved for Stansbury Progress Association to pay for the volunteer dinner.

9.4

Graham Newstead moved

Kevin Forrest seconded

To move to a closed session for discussion of confidential information. Minutes not to be available to public.

Carried #8 08/10/18

There is a vehicle available for purchase for use in the OPD Caravan Park. It was resolved to have the proposed vehicle assessed by Stansbury Motors.

**Graham Newstead moved
seconded**

Steve Bowley

To employ Temporary Caravan Park Managers, until Relieving Park Managers become available.

Carried #9 08/10/18

Jeff Brundell moved
seconded

Beth Faulkner

To appoint Relieving Caravan Park Managers, when they become available, for as long as required.

Carried #10 08/10/18

Steve Bowley moved
seconded

Jeff Brundell

To directly employ Assistant Caravan Park Managers for the Oyster Point Drive Caravan Park.

Carried #11 08/10/18

Beth Faulkner moved
seconded

Kevin Forrest

To directly employ cleaners for the Caravan Park.

Carried #12 08/10/18

9.5 Counsellor Brundell announced that this evening would be her last Stansbury Progress meeting after 10 years. Everyone thanked her for her dedication and input over the last 12 years.

10 CLOSURE:

Meeting closed at 10:23 pm

Next meeting: Monday 12th November 2018

Ted Butfield

Chairman

Date