

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 9TH SEPTEMBER 2019 AT 7.35PM**

PRESENT: Don McPhee (Chairperson), Ted Buttfeld (Vice-Chairperson),
Graham Newstead, Margie Dodd, Steve Edmead and Kathy Coy
(Park Managers), Kevin Forrest, Bruce Meehan, Steve Bowley,
Julie Harris, Janette Butler (minute taker)

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

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES: Beth Faulkner, Graham Klose

4. MINUTES: **Margie Dodd moved** **Graham Newstead seconded**

**That the minutes of the meeting held on Monday 15th July
2019 be accepted as a true and accurate record.**

Carried # 1 09/09/2019

5. MANAGER'S REPORT: Steve Edmead and Kathy Coy

5.1 Steve will source the materials required and complete
restoration of the infill on Villa 7.

5.2 Steve requested a small boom spray to be used on the Hitrax
buggys for weed control etc. Ted will obtain quotes.

5.3 Top Parks have still not provided a photographer to take new
photos of the park (which was part of the package). Kathy will
follow this up.

5.4 A complaint has been received from the Licensee of site 1 in
the Oyster Point Drive park. The new power head installed on
the adjacent site impedes the storage of his boat on the site.
Steve will discuss the cost of moving the power head with the
Electrician.

5.5 Don has asked Chad (IT provider) to supply and install a
security camera at the entrance of the Oyster Point Drive park to
monitor vehicles entering the park.

5.6 Don commended Kathy and Steve for initiating a process for
checking future bookings for the upcoming tourist season which
may have been missed last year. Discussion re compensation for
guests who have been impacted by missed bookings.

Ted Buttfeld moved **Bruce Meehan seconded**

**That Kathy and Steve, at their discretion, be permitted to
offer free accommodation to guests inconvenienced by a
missed booking.**

Carried # 2 09/09/2019

5.7 Discussion re email received from Hold Bay client requesting waiving of their “unused nights” fee.

Graham Newstead moved Ted Buttfeld seconded

That requests for waiving of fees, under any circumstances, be refused.

Carried # 3 09/09/2019

Steve Edmead moved Kevin Forrest seconded

That the Caravan Park Manager’s report be accepted.

Carried # 4 09/09/2019

Steve Edmead and Kathy Coy left the meeting at 8.15pm and did not return.

6. FINANCE REPORT:

6.1 A donation has been received to assist with the cost of restoring the gate at the old cemetery on Beechcroft Road. The gate has been removed and Ted will undertake the restoration.

6.2 Don thanked Steve for his time and efforts towards the preparation of a Long Term Financial Plan for the Association.

6.3 Discussion re the use of the Association’s funds in the future.

Steve Bowley moved Kevin Forrest seconded

That the financial reports for July and August 2019 be accepted.

Carried # 5 09/09/2019

7. MATTERS ARISING:

7.1 Discussion re the plans supplied by Andrew Davidson (AD Design) for drive through sites in OPD. The Committee were supplied with copies of the plans for their review.

8. CORRESPONDENCE:

As tabled

8.1 Request from Western United Sports and Community Club for donation. It was resolved that the Association would not contribute.

8.2 The Stansbury representative on the YP Council’s Access Advisory Working Party is leaving the district. It was resolved to request a new representative from the public via the “Scribble” newsletter.

8.3 As Janette has already responded to the member of the public who requested fishing line waste containers on the jetty, directing their request to the YP Council, it was resolved not to pursue this.

8.4 Request from the Stansbury Golf Club for funding for a spray unit for weed and ant control. This will also be utilised by the town and school ovals.

Graham Newstead, Kevin Forrest and Margie Dodd declared their conflict of interest as members of the Stansbury Golf Club.

Ted Buttfeld moved

Julie Harris seconded

That \$3,960.00 be donated to the Stansbury Golf Club to purchase a spray unit.

Carried # 6 09/09/2019

Margie Dodd moved

Kevin Forrest seconded

That the correspondence be accepted as tabled.

Carried # 7 09/09/2019

9. GENERAL BUSINESS:

9.1 Discussion re the SPA sub-committees. Don requested that the Chairperson of each sub-committee provide a report at the monthly meetings of the Association.

9.2 Discussion re what the possible future role of a Business Manager of the Association might be.

9.3 Discussion re the Association's role in the community.

9.4 Don explained the history of the sea wall project to Julie.

9.5 Kevin suggested that the market trailer's contents be inspected prior to the first market. Gabrielle will do this.

10 CLOSURE:

Meeting closed at 10.40pm

Next meeting Monday 14th October 2019

Don McPhee

Chairperson.....

Date