

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS  
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INTITUTE ON  
MONDAY 9<sup>TH</sup> DECEMBER 2019 AT 7.30PM**

**PRESENT:** Don McPhee (Chairperson), Steve Bowley, Margie Dodd, Beth Faulkner, Ted Buttfield (Vice Chairperson) Bruce Meehan, Graham Klose, Kevin Forrest, Steve Edmead and Kathy Coy (Park Managers), Carley Crouch (minute taker), Julie Harris (7.32pm).

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

**2. CONFLICT OF INTEREST:** Nil

**3. APOLOGIES:** Graham Newstead

**4. MINUTES:** **Graham Klose moved** **Beth Faulkner seconded**

**That the minutes of the meeting held on Monday 11<sup>th</sup> November be accepted as a true and accurate record.**

**Carried #1 9.12.19**

**5. MANAGER'S REPORT:**

Steve Edmead and Kathy Coy

**5.1** Melbourne Cup Lunch: 100 -120 people attended and had a great time. Many have indicated they will be returning next year and bringing friends with them.

**5.2** The two games machines in camp kitchen have been removed due to complaints re noise and chocolates being out of date. Steve and Kathy have purchased (own expense) a snack and drink vending machine installed in the foreshore park, and a drink machine in the OPD park. They will be responsible for ongoing maintenance and will provide 10% of profits to the Caravan Park. It was noted that the vending machines need to be secured to reduce risk of them falling over. They are also to be tested and tagged.

**5.3** Revenue down for November. Three cabins and a villa were out for a week whilst paving was being completed.

**5.4** Anti-passback system: Outgoing gate pad disabled, manual code to be entered. Situation being monitored.

**5.5** Park Managers to give thought to ideas for increasing occupancy.

**5.6** A power point has been installed in the OPD cleaning bay to allow for another freezer.

**Steve Bowley moved**

**Ted Buttfield seconded**

**That a second freezer be installed.**

**Carried #2 9.12.19**

5.7 Beth provided a verbal report to the committee

**Graham Klose moved**

**Ted Buttfield seconded**

**That the Caravan Park Manager's report be accepted.**

**Carried #3 9.12.19**

**Steve Edmead and Kathy Coy left the meeting at 8.17pm and did not return.**

## **6. FINANCE REPORT:**

### **6.1 Sub Committee Report**

Steve Bowley reported that the Sub Committee are reviewing a number of matters including:

- Reporting systems and reconciliations
- Long term financial plan
- Contracts for the OPD sites
- A Facility and Maintenance program in conjunction with the Park Managers and the Caravan Park Sub Committee
- Developing a Capital Works plan.

**Julie Harris moved**

**Kevin Forrest seconded**

**That acceptance of the Financial Statements be deferred until next month.**

**Carried # 4 9.12.19**

## **7. SUB COMMITTEE REPORTS:**

### **7.1 Administration**

Margie provided a written report to the Committee.

### **7.2 Institute**

Ted advised nil to report for the Institute.

### **7.3 Tidy Towns**

Don provided a verbal report to the Committee.

### **7.4 Town Projects**

Seawall: A request has been made to YP Council to advise SPAI of the outcome of the tender process to assist with financial planning.

### **7.5 Business Manager**

Carley Crouch provided a written report to the Committee.

### **7.6 Tourism Officer**

Sarah Wright provided a written report to the Committee.

**Julie Harris moved** **Beth Faulkner seconded**  
**That the sub committee reports be accepted.**

**Carried #5 9.12.19**

**8. CORRESPONDENCE:** As tabled.

**8.1 Advertising**

**Ted Buttfield moved** **Steve Bowley seconded**  
**That a full page feature advertisement be placed in Caravan**  
**Australia.**

**Carried #6 9.12.19**

**8.2 Stansbury Sports and Community Club planning meeting –**  
several SPAI members will attend.

**8.3 Request for change of swing seat in playground.**

**Margie Dodd moved** **Graham Klose seconded**  
**That a small child’s seat be installed on the swing set.**

**Carried #7 9.12.19**

**8.4 Funding request from Stansbury Primary School towards nature**  
playground development. Beth to follow up with the school on the  
option of Tidy Towns labour being offered.

**9. GENERAL BUSINESS:**

Bruce Meehan declared his conflict of interest and left the meeting  
at 9.21pm.

**9.1 Discussion re offering permanency for one site in OPD Park.**  
Bruce Meehan returned to the meeting 9.36pm.

**9.2 Garage Sale 2020.** Discussion re holding a Garage Sale in the  
New Year given the success of the past sale.

**9.3 Discussion re trees on Adelaide Road, Eastern side.** Don to  
contact Council re replacement with bottlebrush.

**9.4 Discussion re assisting Blaze Aid with their work post fires.**  
Graham to contact Relief Coordinator to arrange for volunteer  
assistance in the New Year. Approval granted for use of Progress  
Association equipment.

**9.5 Discussion re work completed at the Foreshore Park and**  
system for trades access.

**9.6 Town sign,** Kevin to provide report on issues with brightness.

**9.7 Citizen of the Year applications close 3<sup>rd</sup> January.** Judging panel  
consists of two Lion’s Club members and two Progress members.  
Margie and Julie nominated as Progress representatives .

**10. CLOSURE:**

Meeting closed at 10.00pm

Next meeting Monday 13<sup>th</sup> January 2020

Don Mcphee  
Chairperson .....  
Date:.....