

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 11TH APRIL 2016 AT 7.33PM**

- PRESENT:** Ted Buttfeld (Chairman), Ken Osterstock, Graham Newstead, Margie Dodd, Don McPhee, Richard and Rowena Smith (Park Managers), Kevin Forrest, Gabrielle Gutsche (Project Officer), Janette Butler (minute taker)
- 1. WELCOME:** Ted Buttfeld welcomed everyone to the meeting.
- 2. CONFLICT OF INTEREST:** Nil
- 3. APOLOGIES:** Beth Faulkner, Bruce Meehan, Jeff Brundell, Veronica Brundell
- 4. MINUTES:** **Ken Osterstock moved** **Margie Dodd seconded**
That the minutes of the meeting held on Monday 7th March 2016 be accepted as a true and accurate record.
Carried # 1 11/04/2016
- 5. MANAGER'S REPORT:** Richard and Rowena Smith
- 5.1** Richard advised that the sink in Villa 8 has been significantly damaged. As the sink is incorporated into the vanity unit, the entire unit will need to be replaced.
Graham Newstead moved **Don McPhee seconded**
That the entire sink and vanity unit be replaced.
Carried # 2 11/04/2016
- 5.2** Discussion re the quote received to refurbish Villas 9 and 10. This is significantly higher than last year's quote for the refurbishing of Villas 6 and 7 even though the work required is comparable. It was resolved that a quote be sought from another provider for comparison. It was agreed that the time frame for completing the refurbishments is crucial and to this end, a further quote would need to be provided within two weeks. The provider will need to liaise with the Park Managers to arrange a suitable time to inspect the villas.
- 5.3** The tapware in the men's amenities in the foreshore park need replacing. The shower cubicle doors in both the men's and ladies amenities are also in poor condition.
Don McPhee moved **Ken Osterstock seconded**
That a scope of works be prepared and quotes sought for replacement of the tapware in the men's foreshore amenities as well as replacement or repairs to the men's and ladies shower doors, also in the foreshore amenities.
Carried # 3 11/04/2016

5.4 It was resolved that a quote be sought to repaint the interior of the camp kitchen in the foreshore park.

5.5 The boom gate controller at the OPD park entrance has been damaged by a patron. The patron has not yet provided insurance details. The repairs will not be carried out until 26 April due to the unavailability of the repairer. It was suggested that bollards be placed around the key pads for protection from further incidents. Graham suggested that a guard rail be used instead. Gabrielle to investigate costs.

5.6 Discussion re the meeting arranged by SA Parks to discuss possible changes to the Residential Parks. Rowena, Ted and Gabrielle will attend this meeting on 13 April 2016.

5.7 Richard advised that he had been informed by the YP Council that the STED pumps were going to be replaced. Richard has requested that he receive the old pumps to retain as back up pumps in case of failure.

5.8 Rowena advised that she is in the process of finalising the ad for "Travel Auctions".

5.9 Discussion re the need for sullage to sites. Richard advised that it was necessary to provide sullage to all sites.

Richard Smith moved

Don McPhee seconded

That the Caravan Park Manager's report be accepted.

Carried # 4 11/04/2016

Richard and Rowena Smith left the meeting at 8.20pm and did not return.

Graham Newstead moved

Margie Dodd seconded

That Gabrielle Gutsche (Project Officer /Market Manager) attend the committee meetings of the Stansbury Progress Assoc.

Carried # 5 11/04/2016

6. FINANCE REPORT:

Ken Osterstock moved

Don McPhee seconded

That the financial report for March 2016 be accepted.

Carried # 6 11/04/2016

Ted advised that he had spoken with the Association's Accountant regarding the Stansbury Institute Hall Management Committee now being a sub-committee of the Assoc. The Accountant advised that the SIHMC would need to change the name of their bank accounts to include SPAI in the title and that their audit would need to be performed by the same Auditor as the Association. Other than these requirements, the SIHMC may continue to manage their own bookkeeping. Graham will discuss at the next meeting of the SIHMC meeting and advise.

7. MATTERS ARISING:

7.1 Lengthy discussion re the OPD services.

Graham Newstead moved **Don McPhee seconded**

That Bob Andrew be contacted to provide a firm quote and to specify what the quote covers.

Carried # 7 11/04/2016

7.2 A copy of the Association's Strategic Plan for 2001 – 2010 has been located and was given to Don McPhee to review. Don will report on this to the committee at the next meeting.

7.3 Ted will discuss the removal of the Aleppo pines along Adelaide Road with Mayor Ray Agnew and arrange a meeting with council representatives to view the area and discuss.

7.4 Design options for the "Stansbury" sign were presented. It was resolved that option 2 incorporating the wall from option 4 into the design be pursued. Gabrielle to obtain costings for this.

7.5 Kevin spoke re a project that the Lions Club are pursuing which could possibly incorporate a structure which could be utilised for a display of Christmas lights.

7.6 Janette to investigate what is the maximum weight sail material that could be used on the existing pole structures in the town playground.

8. CORRESPONDENCE:

As tabled

8.1 Community Support Subscription – Peninsula Community Broadcasters (89.3 Gulf FM).

Ken Osterstock moved **Kevin Forrest seconded**

That the Stansbury Progress Assoc. Inc. provide support to the Peninsula Community Broadcasters for the 2016/2017 financial year with an annual subscription of \$40.

Carried # 8 11/04/2016

8.2 Request for financial assistance from the Stansbury Golf Club to replace their ageing grounds maintenance equipment.

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

It was resolved to respond to the Golf Club with a letter asking how much financial assistance they require.

8.3 It was resolved that a letter be sent to the correspondent who has requested that beach access steps to the sandy beach near the jetty be installed. This letter to advise that there is access to this beach alongside the jetty and, therefore, access steps are not deemed to be required.

8.4 In response to the letter received from the Minlaton District Business Group re the Workzone Traffic Management course it was decided that Gabrielle, Ted and possibly Graham will attend the course. Don will speak to the Tidy Towns group to see if any of the members would like to attend.

8.5 Donation request from the Heart Foundation.

Ken Osterstock moved Graham Newstead seconded

That a donation of \$250.00 be given to the Heart Foundation South Australia.

Carried # 9 11/04/2016

8.6 It was resolved to canvas caravan, motor home, motor vehicle, and boat dealers etc. to gauge interest for a display to be held in Stansbury as per the suggestion from a correspondent. A reply to the correspondent advising this is to be sent.

Margie Dodd moved Graham Newstead seconded

That the correspondence be accepted as tabled.

Carried # 10 11/04/2016

9. GENERAL BUSINESS:

9.1 Project Officer/Market Manager report – Gabrielle

9.1.1 Graham will review the letter to council re the boat ramp and advise Gabrielle in the next couple of days.

9.2 Don requested a key to the Visitor Information Centre as there are occasions when he needs access before staff arrive on Tidy Towns day. It was resolved that Don have the key returned by Angela on her departure.

9.3 A meeting has been arranged to discuss Gabrielle's employment contract with Beth, Margie and Gabrielle in attendance.

9.4 It was resolved that the June meeting will be held on the 6th June 2016 instead of the 13th June 2016 as this is a public holiday.

9.5 Graham advised that he is still following up the engraving of the market site numbers. Discussion re jockey wheels for the market trailers.

10 CLOSURE:

Meeting closed at 10.20pm

Next meeting Monday 9 May 2016

Ted Buttfeld

Chairman.....

Date