

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 10th APRIL 2017 AT 7.37PM**

PRESENT: Ted Butfield (Chairperson), Don McPhee (Vice-Chairperson), Beth Faulkner, Kevin Forrest, Graham Klose, Graham Newstead, Bruce Meehan, Jeff Brundell, Rowena & Richard Smith (Park Managers), Janette Butler (Finance Officer), Gabrielle Gutsche (Minute Taker).

1. WELCOME: Ted Butfield welcomed everyone to the meeting.

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES: Ken Osterstock, Margie Dodd, Veronica Brundell

4. MINUTES: Minutes of the meeting held on 14th March 2017

Kevin Forrest moved Beth Faulkner seconded

That the minutes of the meeting held on Tuesday 14th March 2017 be accepted as a true and accurate record.

Carried #1 10/04/17

5. MANAGER'S REPORT: Richard and Rowena Smith

5.1 Boom Gates will not be operational until after Easter, due to a delay in the arrival of a part required for repair.

5.2 New Hot Water Services are operational and working efficiently.

5.3 Quotations for renovations of Villa 7 and Villa 8 are being sought.

5.4 Foreshore Caravan Park is completely booked for Easter. OPD Caravan Park all booked except for a few campground spots.

5.5 Dump Truck has another hole in the scoop

Rowena Smith moved Jeff Brundell seconded

That Caravan Park Managers report be accepted

Carried #2 10/03/17

Caravan Park Managers left the meeting at 8:15pm and did not return.

6. FINANCE REPORT

Graham Newstead moved Jeff Brundell seconded

That the Finance Report for March 2017 be accepted.

Carried #3 10/03/17

7. MATTERS ARISING

7.1 Resolved not to provide a designated RV parking space or apply for the RV Friendly Town status.

7.2 Graham Klose awaiting pricing information for defibrillator signs.

Graham Newstead moved **Jeff Brundell seconded**

That approval be granted for defibrillator signs to be purchased as required.

Carried #4 10/03/17

7.3 Re-roof of Visitor Centre and OPD Amenities Block scheduled for end of April.

7.4 Selection of Assistant Manager's Residence completed and approved. Deposit paid.

8. CORRESPONDENCE

As tabled

Graham Newstead moved **Graham Klose seconded**

That correspondence be accepted as tabled

Carried #5 10/03/17

9. GENERAL BUSINESS

9.1 Project Officer/Market Manager Report

9.1.1 Annual leave requested in October

Graham Newstead moved **Jeff Brundell seconded**

That Project Officer's annual leave be approved

Carried #6 10/03/17

9.2 Graham Klose presented quotation for Information Bay renovation. It was resolved for a Development Approval application to be submitted to the YP Council.

9.3 Waste proposal to be sent to council, and include letter of support from Golf Club.

9.4 Details of foreshore toilet upgrade to be sought from council.

9.5 Appropriate bollards to be temporarily removed during removal of approved trees.

9.6 Summary and subsequent discussion of the Caravan Park Sub-Committee meeting.

10 CLOSURE:

Meeting closed at 9:15pm

Next meeting: Monday 8th May 2017

Ted Butfield

Chairman

Date