

*Prior to meeting, at 7:30pm, guest speaker Andrew Sharp from DENWR attended the meeting and spoke about rewilding Yorke Peninsula.*

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY  
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON  
MONDAY 13<sup>th</sup> FEBRUARY 2017 AT 8.30PM**

**PRESENT:** Ted Butfield (Chairperson), Don McPhee (Vice-Chairperson), Margie Dodd, Beth Faulkner, Kevin Forrest, Graham Klose, Graham Newstead, Bruce Meehan, Jeff Brundell, Veronica Brundell (YP Council Representative), 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

**4. MINUTES:** Minutes of the meeting held on 9<sup>th</sup> January 2017

**Graham Newstead moved                      Margie Dodd seconded**

**That the minutes of the meeting held on Monday 9<sup>th</sup> January 2017 be accepted as a true and accurate record.**

**Carried #1 13/02/17**

**5. MANAGER'S REPORT:** Richard and Rowena Smith

**5.1** Lengthy discussion regarding letter of request from potential semi-permanent residents.

**Graham Newstead moved                      Margie Dodd seconded**

**To grant request and allow new semi-permanent residents on site 90 of Oyster Point Drive Caravan Park.**

**Carried #2 13/02/17**

**5.2** Lengthy discussion regarding lack of space for bigger vans in Foreshore Caravan Park

**5.3** Two new pumps were purchased after raised water tank ran dry, causing existing pumps to burn out. Empty tank was caused when a valve was turned off by an unknown person. Tanks are to be cleaned out whilst empty. New measures to secure valve are being considered.

**5.4** New cleaner being sought for the Caravan Park – current cleaner unable to continue in role due to illness.

**5.5** Caravan Park receives regular requests for wifi access. Janette still investigating options.

**5.6** Quotation received for replacement of HWS at OPD Caravan Park amenities building. Janette awaiting additional quotations.

**Graham Newstead moved** **Don McPhee seconded**

**That once additional quotation has been received, the most cost effective quote be accepted.**

**#3 Carried 13/02/17**

**5.7** Lengthy discussion regarding Graham Newstead's research into a new compactor for the Caravan Park and the available options. Resolved for Don McPhee, Ted Butfield and Bruce Meehan to attend Adelaide and perform an inspection of suggested vehicle.

**5.8** Discussion regarding number of bins at caravan parks, which are also used on market days. Caravan Park Managers resolved to look further into odour control.

**Jeff Brundell moved** **Don McPhee seconded**

**That 13 more rubbish bins be purchased for use by the caravan parks and on market day**

**#4 Carried 13/02/17**

**5.9** Graham Newstead continuing to research into restoration and maintenance of Caravan Park roads, and suggests working in with contractor timelines, when they are performing similar work in the area.

**5.10** Discussion confirming that the last 2 cabins will still be refurbished this year, in line with the strategic plan.

**5.11** Discussion of quotes received for reroofing of OPD amenities building and Visitor Centre. Resolved to postpone discussion until next meeting when further quotes have been received.

**5.12** Next Caravan Park Sub-Committee meeting to be held on the 5<sup>th</sup> April

**Rowena Smith moved** **Kevin Forrest seconded**

**That Caravan Park Managers report be accepted**

**#5 Carried 13/02/17**

**Caravan Park Managers left meeting at 9:40pm and did not return.**

## **6. FINANCE REPORT**

**Margie Dodd moved**

**Kevin Forrest seconded**

**That the Finance Report for January 2017 be accepted.**

**Carried #6 13/02/17**

## **7. MATTERS ARISING**

**7.1** Quotes received for replacement of Caravan Park Computers in July. Janette to source further quotes that include technical support.

**Don McPhee moved**

**Jeff Brundell seconded**

**To purchase new computers for the Caravan Park in July.**

**Carried #7 13/02/17**

## **8. CORRESPONDENCE**

As tabled

**8.1** Stansbury Sports Club offered oval advertising sign. Resolved to send Stansbury Progress Association sign template to Blake McGowan.

**8.2** Request from Australian Volunteer Coast Guard for support for their Easter Auction.

**Jeff Brundell moved**

**Margie Dodd seconded**

**To donate a Stansbury hoodie and hat to the AVCG Easter Auction.**

**Carried #8 13/02/17**

**8.3** Rodney Bray donated time to fit new defibrillator cabinet at the Caravan Park office. Janette to write thank you letter.

## **9. GENERAL BUSINESS**

**9.1** Project Officer/Market Manager Report

**9.1.1** Two musicians applied to play at Easter Market. Resolved to accept both.

**9.2** Discussion regarding the Citizen of the Year selection process and committee. Proposed initiating discussions between the Lions Club and the Stansbury Progress Association, to ensure two representatives from each organisation are present in the selection committee. Also resolved for Margie Dodd to design a standard nomination form with a specified list of information to be included in the Stansbury Scribble.

**9.3** Tidy Towns agreed to paint over graffiti at the Stansbury jetty shelter with paint provided by the Yorke Peninsula Council. However inspection of the shelter revealed it to be in need of repair and replacement and thus painting would currently be a waste of time. The shelters are the responsibility of the Yorke Peninsula Council, and thus it was resolved for photos of the shelter to be emailed to Trevor Graham (YP Council) and Councillor Brundell.

**9.4** Discussion and scheduling of inspections for Semi-Permanent sites and Assistant Park Managers residence.

**9.5** Electrical contractor contacted Stansbury Progress Association to inform them that the solar bollards battery and switching mechanisms had been updated by the manufacturer and as a result they will be fixed under warranty.

**9.6** Resolved for Margie Dodd, Beth Faulkner, Gabrielle Gutsche and Janette Butler to hold a staff meeting to discuss scheduling options during January and other peak times.

**9.7** Don McPhee reported on his analysis of the Caravan Park agreement between Stansbury Progress Association and Yorke Peninsula Council. Copy of agreement provided to Councillor Brundell.

**9.8** Kevin Forrest reported on the opening of the Memorial Rose Garden in honour of Alex Daniell and the opening of Murray's Vision in honour of Murray Thompson. Extended a thank you to Graham Klose for his work in organising the Murray Thompson dedication.

**9.9** The shade cloth in the corner of the playground observed to be in bad repair. Resolved for Don McPhee and Tidy Towns to inspect the shade cloth and advise council.

**9.10** It was noted that the middle sail near the War Memorial was taken to Kadina for repair – not covered under warranty due to storm damage.

**10 CLOSURE:**

Meeting closed at 10.42pm

Next meeting: Tuesday 14<sup>th</sup> March 2017

Ted Buttfield

Chairman .....

Date .....