

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 9th JULY 2018 AT 7:30pm**

PRESENT: Ted Buttfield (Chairperson), Don McPhee (Vice Chairperson), Beth Faulkner, Margie Dodd, Graham Newstead, Steve Bowley, Kevin Forrest, Graham Klose, Jeffrey Brundell, Tracey Willmott & David Helbig (Caravan Park Managers), Janette Butler (Finance/Administration Officer), Gabrielle Gutsche (Minute Taker).

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

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES: Bruce Meehan, Veronica Brundell

4. MINUTES: Minutes of the meeting held on 12th June 2018

Kevin Forrest moved **Beth Faulkner seconded**

That the minutes of the meeting held on Tuesday 9th June be accepted as a true and accurate record.

Carried #1 09/07/18

5. MANAGER'S REPORT: Caravan Park Manager's report

5.1 Internet speed only just fast enough to run the upgraded RMS system. During peak times, the slower speed could cause problems. It was resolved to have IT contractor look at ways to improve speed.

5.2 Discussion regarding possible purchases at the park, including pressure washer for cleaning the outside of cabins, plants for the empty pots in the park, headsets and a compressor.

5.3 Discussion regarding maintenance issues with bricks, pavers and a tree stump. Caravan Park Sub-Committee to inspect items with Managers.

5.4 Discussion regarding replacing coin operated barbeques in the caravan park.

Graham Newstead moved **Jeff Brundell seconded**

To replace coin operated barbeques in the Caravan Park and replace with the free push button option.

Carried #2 09/07/18

5.5 Discussion regarding advertising for the Caravan Park

5.6 Discussion regarding OPD Caravan Park powerheads, tag & testing and electrical connections

Graham Newstead moved **Beth Faulkner seconded**

To conduct an inspection of OPD Park powerheads with electrical contractor, implement comprehensive tag & testing of semi-permanent and permanent extension leads that connect to park powerheads, repair and replace powerheads as required.

Carried #3 09/07/18

5.7 Discussion regarding requiring all visitors to the park to have tag & tested extension leads.

Steve Bowley moved

Don McPhee seconded

To purchase five 15A extension cords for the Caravan Park. To be available for hire should visitors not have their own tag & tested extension leads

Carried #4 09/07/18

Beth Faulkner moved

Jeff Brundell seconded

That Caravan Park Managers report be accepted

Carried #5 09/07/18

Tracey Willmott and David Helbig left at 8:15 pm and did not return.

6. FINANCE REPORT

Steve Bowley moved

Margie Dodd seconded

That the Finance Reports for June 2018 be accepted.

Carried #6 09/07/18

7. MATTERS ARISING

7.1. Beach access matting, still to be investigated

7.2 Credit card for administration, still to be investigated.

8. CORRESPONDENCE

As tabled

8.1 Email received from YP Council requesting Stansbury Progress Association to contribute to the costs for a new Columbarium. Discussion took place regarding the history and the future of the Columbarium and its fees and maintenance. Reply to be sent to council.

Jeff Brundell moved

Don McPhee seconded

To accept the correspondence as tabled

Carried #7 09/07/18

9. GENERAL BUSINESS

9.1 Project Officer Report

9.1.1 Discussion regarding the Market Registration Form and the ongoing discussion with council regarding the market application process.

Graham Newstead moved

Beth Faulkner seconded

For the Chairperson to approach the YP Council CEO in regards to the delay in council providing answers about the market form and process.

Carried #8 09/07/18

9.2 Discussion regarding age of Visitor Centre computers.

Graham Newstead moved

Beth Faulkner seconded

To replace the Visitor Centre and Finance computers, including upgrading MYOB and other software.

Carried #9 09/07/18

9.3 Discussion regarding servicing of rubbish truck and new FOB key.

9.4 Discussion regarding use of weed spray on foreshore. Don McPhee wrote a response to council.

9.5 Discussion regarding reviewing purchasing policy of chemicals, including preferred suppliers list.

9.6 Discussion regarding monitoring property opportunities in Stansbury.

Steve Bowley moved

Don McPhee seconded

To include building purchases in Strategic Plan

Carried #10 09/07/18

9.7 Discussion regarding upgrade of services in Oyster Point Drive Caravan Park.

Don McPhee moved

Jeff Brundell seconded

To engage a contractor to test the water quality of OPD Caravan Park.

Carried #11 09/07/18

9.8 Discussion regarding advantages and disadvantages of joining 'Top Parks' in lieu of 'Family Parks'.

Jeff Brundell moved

Beth Faulkner seconded

To register the Stansbury Caravan Park with 'Top Parks' rather than 'Family Parks'

Carried #12 09/07/18

Ted Butfield declared a conflict of interest in the upcoming item and left the meeting at 10:17pm

9.9 Discussion regarding offer of purchase of permanent site. Current permanent resident has not renewed contract and site does not meet standards.

Jeff Brundell moved

Graham Newstead seconded

To contact site licence holder (site 35), whose contract has expired, and give option to renovate or remove non-compliant property within the obligatory timeframe or forfeit the property to Stansbury Progress Association. If forfeited, the site will be changed to semi-permanent and new contract offers will then be considered. New license holders would be required to ensure site is compliant with regulations.

Carried #13 09/07/18

Ted Buttfeld re-entered the meeting at 10:57pm

9.10 Discussion regarding Stansbury Sports Club redesigning their logo.

10 CLOSURE:

Meeting closed at 11:07 pm

Next meeting: Monday 10th September 2018

Ted Buttfeld

Chairman

Date