

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 06th JUNE 2016 AT 7.30PM**

PRESENT: Ted Buttfeld (Chairman), Beth Faulkner (Vice-Chairperson), Ken Osterstock, Graham Newstead, Margie Dodd, Don McPhee, Kevin Forrest, Bruce Meehan, Jeff Brundell, Veronica Brundell (YP Council Representative), Janette Butler (Finance Officer), Gabrielle Gutsche (minute taker).

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

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES: Richard and Rowena Smith (Park Managers)

4. MINUTES: **Kevin Forrest moved** **Ken Osterstock seconded**

That the minutes of the meeting held on Monday 9th May 2016 be accepted as a true and accurate record.

Carried # 1 06/06/2016

5. MANAGER'S REPORT: Richard and Rowena Smith away on annual leave and thus submitted a written report via Janette Butler.

Jeff Brundell moved **Graham Newstead seconded**

That the Manager's Report be accepted

Carried #2 06/06/2016

6. FINANCE REPORT **Ken Osterstock moved** **Margie Dodd seconded**

That the Finance Report for May 2016 be accepted

Carried #3 06/06/2016

7. MATTERS ARISING: 7.1 Strategic Plan

Don McPhee presented an analysis of the 2001 Stansbury Progress Association Strategic Plan, including items completed, items that continue to be relevant and items that continue to be lower priority.

Items completed include; the boat ramp upgrade, safer footpath between Elanora and Weaver Street, BMX track installation, and revegetation projects.

Items still relevant and ongoing include; cormorant deterrent strategies, Caravan Park upgrade, ongoing revegetation projects.

7.2 Foreshore Park Lights

Janette Butler presented two quotations and 2 other alternative options regarding foreshore lighting. It was resolved that Janette was to continue investigating alternative options and obtaining quotations.

7.3 Foreshore sail replacement

Janette Butler presented two quotations for sail replacement at Caravan Park. Janette to source a sample of each material for comparison.

7.4 Foreshore Caravan Park concrete and paving.

Three quotations presented.

Graham Newstead moved **Jeff Brundell seconded**

That quotation for the concrete and paving in Foreshore Caravan Park to be accepted

Carried #4 06/06/2016

7.5 Painting of Foreshore Caravan Park camp kitchen.

Two quotations presented.

Jeff Brundell moved **Kevin Forrest seconded**

That quotation for the painting of the Foreshore Caravan Park camp kitchen be accepted

Carried #5 06/06/2016

7.6 Shower door replacement in Foreshore Caravan Park.

Two quotations presented. Janette to obtain further quotes for shower-quality laminated door alternatives.

7.7 Workzone Management Course

Janette attempted to source additional places in Workzone Management Courses. YP Council only run refresher courses, unless required for new employees and TAFE do not have any upcoming courses planned. Jeff Brundell will require refresher course next year.

7.8 Aleppo Pine removal on Adelaide Road

Meeting held on 01/06/16 regarding Aleppo Pine removal along Adelaide Road. Meeting attended by Stansbury Progress Association representatives, YP Council representative and Mayor. Agreement reached on specific Aleppo Pines to be removed.

Janette to obtain a quotation for tree-logging services; excluding removal of timber. Stansbury Progress Association to remove

9. GENERAL BUSINESS

9.1 Project Officer/Market Manager Report – Gabrielle

9.1.1 Resolved to purchase additional A-Frame sign for Weaver Street side of Visitor Centre.

9.1.2 Stansbury Seaside Market business card proof and quotation presented for approval.

Graham Newstead moved **Jeff Brundell seconded**

That the business card proof and quotation be accepted.

Carried #9 06/06/2016

9.1.3 Gabrielle to gauge interest in an introductory market site offer for Stansbury businesses via Scribble.

9.1.4 Quotation for assessment of boat ramp by coastal design engineer presented.

Don McPhee moved **Bruce Meehan seconded**

That the quotation for survey and assessment be accepted, and then matter to be reviewed.

Carried #10 06/06/2016

9.1.5 Request from Caravan and Camping Association for further information discussed. Gabrielle to continue to liaise with Caravan & Camping Association.

9.1.6 Gabrielle to liaise with Tidy Towns regarding grant options.

9.2 Minor changes to Caravan Park Managers agreement discussed.

9.3 Janette to investigate quotations for replacement of Foreshore Caravan Park rental computer.

9.4 Visitor Centre roof showing signs of leaking. Janette to source quotations for roof redesign.

9.5 Purchase of additional solar lighting discussed, for Mills Gully and Centenary Park. Janette to source quotations for eight solar lights – four lights for Mills Gully and four lights for Centenary Park.

9.6 Location and budget for Stansbury Progress Association Dinner discussed. Foreshore Caravan Park camp kitchen proposed as location. Janette to investigate options.

9.7 Improvements to walking trail alongside Adelaide Road discussed, including additional blue fines, redoing in bitumen and new signs indicating start of walk way on northern end.

9.8 Don McPhee to liaise with Netball Club regarding Tidy Town

assistance with garden adjacent canteen.
Gabrielle and Janette left the meeting at 10:15pm to enable
committee members to discuss employment contracts.

10 CLOSURE:

Meeting closed at 10.30pm

Next meeting Monday 11 July 2016

Ted Buttfeld

Chairman.....

Date