

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 14TH OCTOBER 2019**

- PRESENT** Don McPhee (Chairperson), Ted Buttfield (Vice-Chairperson)
Steve Bowley, Kevin Forrest, Beth Faulkner, Margie Dodd,
Janette Butler, Steve Edmead and Kathy Coy (Park Managers)
Julie Harris (minute taker)
- 1. WELCOME** Don McPhee welcomed everyone to the meeting.
- 2. CONFLICT OF INTEREST** Nil
- 3. APOLOGIES** Graham Newstead, Bruce Meehan, Graham Klose.
- 4. MINUTES** **Margie Dodd moved** **Kevin Forrest seconded**
That the minutes of the meeting held Monday 9th
September 2019 be accepted as a true and accurate record
Carried # 1 14/10/2019
- 5. Park Managers Report** Steve Edmead and Kathy Coy
- 5.1** Steve reports they are now online with Top Parks but have not had a booking yet. They are advertising the park as a flash sale, 20% Discount. Only 2 Cabins will be available. Top Parks photographer to come on 21st of October. Everything will be cleaned the day before.
- 5.2** Boom Gates now working. Booked occupants vehicle unable to leave if they stay more nights than paid for.(eg. Book 1 stay 2).
- 5.3** Progress to do spot checks. Beth to coordinate checks at random times. Steve to inform all staff of random checks.
- 5.4** Steve informed Committee that the cleaning staff have offered their help on long weekends and busy periods. Steve directed to accept their offer.
- 5.5** Discussion re caravan park staff. Resolved that all Managers to receive a performance review. Review times to be set.
- 5.6** Steve stated that the financial result needs to be viewed in conjunction with the full occupancy in all areas except powered sites over the long weekend.
- 5.7** Steve wants to ensure when sand and metal is delivered that gates are being closed as they have been left open previously. (Geoff Wilde Earthmoving working on stormwater near pump site) Groups collecting Bottles and Cans are leaving wine bottles behind. Steve to ask Stansbury Recycling about their wine bottle policy and advise all groups to take all bottles.

5.8 Steve reports rearranging of Vans in storage area and general tidy. 1st boat in holding bay. Former semi-permanent patron's boat has been moved to holding bay . Contract for boat storage to be sent to him.

5.9 Freezers are working well. OPD freezer has been cleaned out. Electrician needed to add socket or new powerhead to Site 101 and powerhead to cleaning bay.

5.10 Beth reports a call from a Licensee informing that OPD amenities are great (lighting) and Steve to be a good worker. She also reported an unpleasant incident with another Licensee which she will document in an email to the Association. Once the email is received, the other Licensee will be contacted for their view on the matter before any action is taken.

Steve Bowley moved

Ted Buttfeld seconded

That the Caravan Park Manager's report be accepted.

Carried #2 14/10/2019

Steve Edmead and Kathy Coy left the meeting at 8.35pm and did not return.

6. FINANCE REPORT

6.1 Janette to give everyone a monthly Caravan Park Income Report 2018 & 2019.

Beth Faulkner moved

Steve Bowley seconded

That the financial report for September 2019 be accepted.

Carried #3 14/10/2019

7. MATTERS ARISING

7.1 OPD Development. Option A favoured as best design , wind direction being a deciding factor for drive through sites. An account for his work so far to be requested. Agreed that no progress until Financial Position more stable and known.

7.2 Beth to move that we thank Andrew for his work and insight. Express our appreciation for his time and effort and pay his account.

Beth Faulkner moved

Margie Dodd seconded

Carried #4 14/10/2019

8. CORRESPONDENCE

As Tabled

8.1 Stansbury hoodie and hat offered for raffle prize.

Ted Buttfield moved

Beth Faulkner seconded

Carried #5 14/10/2019

8.2 Donation of \$250 to Stansbury Basketball Club

Ted Buttfield moved

Steve Bowley seconded

Carried #6 14/10/2019

8.3 Memorial Plaque request for areas other than the Harbour Masters Park to be discouraged as per policy. Policy to be amended and finalised as Harbour Masters Park only.

Steve Bowley moved

Ted Buttfield seconded

8.4 Extension to Caravan Park lease from Y P Council – waiting for response from Council re rent.

8.5 Visitor Centre staff no longer have Christmas eve off.

Carried #7 14/10/2019

That the correspondence be accepted as tabled.

9. GENERAL BUSINESS

9.1 No report from Gabrielle

9.2 Future meetings to include documented reports from all sub committees.

9.3 Caravan Park sub committee report to be put forward following the Caravan Park Managers report.

9.4 Finance report to become No.6 on agenda and all other subcommittees to follow.

9.5 Administration Committee Report, meeting discussed new advert for Business Manager and Tourism /Marketing Officer Positions. Julie Harris spent day in Information Office to better understand roles needing to be filled.

9.6 Other correspondence or matters.

Steve Bowley: Subcommittees

OHS Policy and Procedures to be reviewed

Accident Report Policy to be reviewed

Induction for new Employees

Pre Employment Medical

Add to next agenda the roles and responsibilities of the Finance committee.

Kevin Forrest; Report of market.

Information banner to be velcroed by Lee (volunteer)

Margie Dodd; Nominations for Citizen of the Year to be included in November & December Scribble.

10 CLOSURE

Meeting closed at 9.47pm

Next meeting Monday 11th November 2019

Don McPhee

Chairperson

Date.....