

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY  
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON  
MONDAY 11<sup>th</sup> JUNE 2019 AT 7.40PM**

- PRESENT:** Ted Buttfield (Chairperson), Don McPhee (Vice Chairperson), Steve Bowley, Jeff Brundell, Margie Dodd, Beth Faulkner, Kevin Forrest, Graham Newstead, Katherine Coy & Steve Edmead (Caravan Park Managers), Janette Butler (Finance Officer), Gabrielle Gutsche (Minute Taker).
- 1. WELCOME:** Ted Buttfield welcomed everyone to the meeting
- 2. CONFLICT OF INTEREST:** Nil
- 3. APOLOGIES:** Graham Klose, Bruce Meehan
- 4. MINUTES:** **Kevin Forrest moved** **Margie Dodd seconded**  
**That the minutes of the meeting held on Monday 13th May 2019 be accepted as a true and accurate record.**  
**Carried #1 11/06/2019**
- 5. MANAGER'S REPORT:** Kathy Coy and Steve Edmead
- 5.1** Janette to consult with previous relieving Caravan Park Managers regarding permissions granted for semi-permanent resident shed.
- 5.2** Janette to follow up with contractor regarding boom gates
- 5.3** Beth Faulkner liaising with person removing existing foreshore structure
- 5.4** Janette to follow up with contractors about paving, concreting and fencing at the park.
- 5.5** Quote for extension of foreshore concrete pads to be sought.
- 5.6** Contractor will be unable to paint boardwalk until dry.
- Jeff Brundell moved** **Don McPhee seconded**  
**That the Caravan Park Manager's report be accepted**  
**Carried #2 11/06/2019**
- Steve Edmead and Kathy Coy left the meeting at 7:58pm and did not return.**
- 6. FINANCE REPORT:** **6.1** Discussion regarding occupancy trends. Janette to email council for caravan park comparisons. Gabrielle to update internal 5-year comparisons of occupancy to better evaluate seasonal trends.

**Steve Bowley moved                      Jeff Brundell seconded**

**That the financial report for May 2019 be accepted.**

**Carried #3 11/06/2019**

**7. MATTERS ARISING:**

**7.1 Discussion regarding Business Manager role. Further investigation to be undertaken.**

**7.2 Guest list for the Stansbury Progress annual dinner confirmed.**

**8. CORRESPONDENCE:**

As tabled

**8.1. Donation request from Royal Flying Doctor Service**

**Jeff Brundell moved                      Graham Newstead seconded**

**To donate \$500 to the Royal Flying Doctor Service**

**Carried #4 11/06/19**

**Graham Newstead moved                      Jeff Brundell seconded**

**To make an annual donation to the Royal Flying Doctor Service of \$500**

**Carried #5 11/06/19**

**8.2 Sponsorship request from YP Art Exhibition 2020**

**Kevin Forrest moved                      Margie Dodd seconded**

**To sponsor YP Art Exhibition at Bronze level for \$250**

**Carried #6 11/06/19**

**Kevin Forrest moved                      Margie Dodd seconded**

**That the correspondence be accepted as tabled.**

**Carried #7 11/06/2019**

**9. GENERAL BUSINESS:**

**9.1 Tourist, Project, Market Manager report**

**9.1.1 Further information to be sought from Graham Klose regarding beach walking trail sign finishing.**

**Don McPhee moved                      Graham Newstead seconded**

**That the Gabrielle's report be accepted**

**Carried #8 11/06/19**

9.2 Discussion regarding AEM and upcoming vacancies.

*Ted Buttfield left the room at 9.05pm*

9.3 Discussion regarding engaging Andrew Davidson, an engineer, to design OPD Caravan Park drive-through site area.

*Ted Buttfield re-entered room at 9:18pm*

**Graham Newstead moved                      Jeff Brundell seconded**

**To invite Andrew Davidson to meet with the Stansbury Progress to discuss the OPD drive-through site project and give the Progress a proposal on providing a Scope of Works.**

**Carried #9 11/06/19**

9.4 Discussion regarding the damaged Stansbury Progress market marquee.

**Kevin Forrest moved                      Graham Newstead seconded**

**To purchase a new Oztrail marquee for the Stansbury Progress market site.**

**Carried #10 11/06/19**

9.5 Discussion regarding blocked stormwater drains in the Oyster Point Drive Caravan Park.

**10. CLOSURE:**

Meeting closed at 9:30pm

Next meeting Monday 8<sup>th</sup> July 2019

Ted Buttfield

Chairman.....

Date .....