

**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> NOVEMBER 2019 AT 7.33PM**

- PRESENT:** Don McPhee (Chairperson), Graham Newstead, Steve Edmead and Kathy Coy (Park Managers), Bruce Meehan, Julie Harris, Beth Faulkner, Graham Klose, Janette Butler (minute taker)
- 1. WELCOME:** Don McPhee welcomed everyone to the meeting.
- 2. CONFLICT OF INTEREST:** Nil
- 3. APOLOGIES:** Kevin Forrest, Margie Dodd, Ted Buttfield (Vice-chairperson), Steve Bowley
- 4. MINUTES:** **Graham Newstead moved** **Beth Faulkner seconded**  
**That the October 2019 minutes be modified to remove names other than those present at the meeting before making them available to the public.**  
**Carried # 1 11/11/19**  
**Graham Klose moved** **Beth Faulkner seconded**  
**That the minutes of the meeting held on Monday 14th October 2019 be accepted as a true and accurate record.**  
**Carried # 2 11/11/2019**
- 5. MANAGER'S REPORT:** Steve Edmead and Kathy Coy
- 5.1 Beach access stairs**  
It was resolved that a letter be written to the YP Council thanking them for the collaborative effort that brought this project to a satisfactory conclusion.
- 5.2** Steve reported that the YP Council had provided a contractor to pump out the septic tanks in the foreshore park.
- 5.3** Kathy reported that she has now received the photos taken by the Top Parks photographer on 21<sup>st</sup> October and she will load them onto the Top Parks website shortly. The Association's IT provider also has a copy which he will load onto the CP website.
- 5.3 Sub-committee report**  
Beth provided a verbal report to the committee.
- Julie Harris moved** **Graham Klose seconded**  
**That the Caravan Park Manager's report be accepted.**  
**Carried # 3 11/11/2019**

**Steve Edmead and Kathy Coy left the meeting at 8.00pm and did not return.**

**6. FINANCE REPORT:**

**6.1 Sub-committee report**

Steve not present at meeting.

**Bruce Meehan moved**

**Graham Newstead seconded**

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

**Carried # 4 11/11/2019**

**7. SUB-COMMITTEE REPORTS:**

**7.1 Administration**

Margie provided a written report to the committee.

**7.2 Institute**

Graham Newstead provided a verbal report to the committee.

**7.3 Tidy Towns**

Don provided a verbal report to the committee.

**8. MATTERS ARISING:**

**8.1** Review of Steve's documents – Don will discuss the content with Steve.

**9. CORRESPONDENCE:**

As tabled

**9.1** Janette to request a copy of the "Street Smart Handbook" for the committee to review.

**Graham Newstead moved**

**Graham Klose seconded**

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

**Carried # 5 11/11/2019**

**10. GENERAL BUSINESS:**

**10.1** It was resolved that all staff will be given a \$50 cash Christmas bonus to thank them for their efforts throughout the year.

**10.2** Don commented that the market runs more efficiently with three volunteers rostered on instead of two. Beth advised that she would be happy to be rostered on more than once in a season.

**10.3** Discussion re the town sign and if it can be made brighter. This to be investigated.

**10.4** Discussion re the increasing number of shags.

**10.5** Graham Klose spoke re the possible redevelopment of the change rooms and surrounds adjacent to the swimming hole. It is suspected that this will not occur until the completion of the sea wall project.

**10.6** Graham Klose provided an update and copies of the new walking trail wildlife and information signs.

**10.7** Graham Klose suggested that Christmas street signs be considered for next year, maybe. Graham will investigate this further.

**11. CLOSURE:**

Meeting closed at 9.40pm

Next meeting Monday 9<sup>th</sup> December 2019

Don McPhee

Chairperson.....

Date .....