

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY  
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON  
MONDAY 14<sup>TH</sup> NOVEMBER 2016 AT 7.30PM**

**PRESENT:** Ted Buttfeld (Chairman), Don McPhee (Vice-Chairperson), Beth Faulkner, Graham Newstead, Jeff Brundell, Bruce Meehan, Kevin Forrest, Rowena & Richard Smith (Park Managers), 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:** Ken Osterstock, Graham Klose

**4. MINUTES:** **Margie Dodd moved** **Graham Newstead seconded**  
**That the minutes of the meeting held on Tuesday 11<sup>th</sup>**  
**October 2016 be accepted as a true and accurate record.**

**Carried #1 14/11/16**

**5. MANAGER'S REPORT:** Richard and Rowena Smith

**5.1** Internode WiFi public hotspot observed to be unreliable and no longer properly serviced. Stansbury Progress Association to investigate updating business plan and data and will consider WiFi options for the Caravan Park once this has been finalised.

**5.2** Complaint lodged with both the Caravan Park Managers and the Stansbury Progress Association, by a guest in the Foreshore Caravan Park, regarding lack of disability access to the standard Caravan Park Cabins.

The standard cabins have only recently been renovated and the process of installing a ramp and redesigning for disabled access would compromise the small outdoor area. It was noted that two Caravan Park Villas are already equipped and designed for disabled access, which provides a suitable alternative. Janette to contact the complainant explaining that disabled friendly accommodation is already available at the Caravan Park without altering the recently renovated standard cabins.

**5.3** Suggestion lodged with the Caravan Park Managers, by an elderly guest, requesting that additional grab rails be installed in the ladies amenities at the front of the park.

It was noted that there is not enough room in these toilets to properly install the requested grab rails. Grab rails have already been installed in the main amenities block in the centre of the park. Caravan Park Managers to recommend guests book sites nearer to the main amenities block where the required facilities have already been provided.

**Jeff Brundell and Veronica Brundell entered the meeting at 7:45pm**

**5.4** One of the damaged trees has been cut up and removed by Tidy Towns – one more to be removed.

**5.5** A major water leak, near site 20, has been repaired. Pavers still need to be reinstated.

**5.6** The sullage pump in OPD Caravan Park, near site 9, malfunctioned and had to be replaced. The Caravan Park is now without a spare pump – and Caravan Park Managers request an additional pump be purchased to ensure there is always a spare on hand.

**Graham Newstead moved**

**Jeff Brundell seconded**

**Two additional pumps be purchased for the Caravan Park.**

**Carried #2 14/11/16**

**5.7** Washing machine coin tray cannot be removed – only way to remove is to have it cut out. Recommend replacing.

**Jeff Brundell moved**

**Graham Newstead seconded**

**Buy new coin operated washing machine**

**Carried #3 14/11/16**

**5.8** Guest leaving the OPD Caravan Park knocked sign out of the ground. This was the third time the sign has been hit by a car. To be replaced.

**5.9** Bottle and Can trailer now stored at the Bottle and Can Shed, adjacent to the OPD Caravan Park. High pressure cleaner also to be stored and chained at the Bottle and Can Shed. Caravan Park Manager to have key for access.

**5.10** Lengthy discussion regarding the success of travel auctions, including the contribution as an advertising mechanism. Caravan Park Manager has created a spreadsheet to monitor impact of travel auction sales.

**5.11** Oyster Point Drive Caravan Park roads have been inspected by a contractor, accompanied by Beth Faulkner and Richard Smith. Quotation for repairs received from the contractor. Graham Newstead will attend site and assess proposal further.

**5.12** Estimates for roof redesign received from several contractors. Further information required for accurate quotations.

**Graham Newstead moved**

**Margie Dodd seconded**

**For quotation to be sourced for roof redesign and works specification.**

**Carried #4 14/11/16**

**5.13** Lengthy discussion regarding correspondence received from bad debtor who still has caravan onsite at the OPD Caravan Park.

**Don McPhee moved**

**Jeff Brundell seconded**

**That since previously proposed extended deadlines have passed, the caravan in question now be removed from site and owners to be advised of this decision in writing.**

**Carried #5 14/11/16**

**5.14** Discussion regarding a past resident's belongings that are still in storage. Past resident has been advised that after 3 months these belongings will be sold.

**5.15** Lengthy discussion regarding empty sites that have a dolomite base, which tourists do not find appealing.

Resolved to investigate cost of "Grip-a-Mat" which could be provided to guests who require it as a base for their annex.

**Kevin Forrest moved**

**Jeff Brundell seconded**

**That Caravan Park Managers report be accepted**

**Carried #6 14/11/16**

**Caravan Park Managers left meeting at 8:40pm and did not return.**

## **6. FINANCE REPORT**

**Don McPhee moved**

**Jeff Brundell seconded**

**That the Finance Report for October 2016 be accepted.**

**Carried #7 14/11/16**

## **7. MATTERS ARISING:**

**7.1** Quotation for fiberglass AED cabinet received. Janette to source additional quotes for stainless steel cabinets.

## **8. CORRESPONDENCE**

As tabled

**8.1** No donation to Heart Foundation at this time.

**8.2** No donation to CFS at this time. Donation to the next local CFS raffle instead.

**8.3** YP Art Exhibition

**Graham Newstead moved**

**Margie Dodd seconded**

**To donate \$275.00 to the Yorke Peninsula Art Exhibition**

**Carried #8 14/11/16**

## **9. GENERAL BUSINESS**

### **9.1 Project Officer/Market Manager Report**

**9.1.1** Alternative remuneration options for producers to be provided to producers

**9.1.2** Live music option for the January market discussed and approved.

**9.1.3** Quotation for market paver steel numbers to be accepted

**9.1.4** Lengthy discussion regarding correspondence from Yorke Peninsula Council inviting presentation regarding boat ramp alterations. Resolved to request previous correspondence regarding the Stansbury Boat Ramp history and investigation be forwarded to councillors.

**9.1.5** Lengthy discussion regarding Christmas Tree design and proposal. Resolved to wait for additional quotations for the Christmas Tree construction, and for the foreshore power upgrade, before making further decisions.

**9.1.7** Town Project Sub-Committee recommended purchase of re-useable wreath. Resolved to purchase good quality re-useable wreath.

**9.1.8** Brought to the attention of Stansbury Progress that no Stansbury public toilets contain a baby-change table. Email to be sent to Yorke Peninsula Council, asking them to include a table in the foreshore public toilet upgrade, and to consider installation of a fold-down table in the Stansbury Institute public toilets.

**9.1.9** Damage to Oyster Point Drive salt bush reported to council.

**9.2** Discussion of current market sound system. Resolved to research a lighter, wireless system to allow easier installation and removal.

**9.3** Strategic Plan requires updating, as previous items have progressed or been completed. Beth Faulkner, Don McPhee, Margie Dodd and Gabrielle Gutsche to attend meeting regarding revision. Revised plan to be presented at next SPAI meeting.

**9.4** Complaints received regarding the state of foreshore change rooms. Town Project Sub-Committee to discuss possibilities at next meeting. Change rooms to be cleaned by Tidy Towns in the meantime.

**9.5** Janette's contract discussed and renewed.

**9.6** Reports received regarding areas in Stansbury that are untidy – round BBQ, playground Shelter, playground fence. Areas to be cleaned as required.

9.7 Poles of leaning shelter near boat ramp require concreting.

**Bruce Meehan moved**

**Margie Dodd seconded**

**Purchase a pallet of bags of cement**

**Carried #9 14/11/16**

**10 CLOSURE:**

Meeting closed at 10.55 pm

Next meeting: Monday 12<sup>th</sup> December 2016

Ted Buttfield

Chairman .....

Date .....