

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INTITUTE ON
10th MARCH 2020 AT 7.30PM**

PRESENT:

Don McPhee (Chairperson), Ted Buttfield (Vice Chairperson), Margie Dodd, Graham Klose, Beth Faulkner, Kevin Forrest, Bruce Meehan, Julie Harris, Kathy Coy, Steve Edmead, Carley Crouch (minute taker).

1. WELCOME:

Don McPhee welcomed everyone to the meeting.

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES:

Anthony Bennett (YP Council), Graham Newstead, Steve Bowley.

4. MINUTES:

Ted Buttfield moved

Margie Dodd seconded

That the minutes of the meeting held on Monday 10th February 2020 be accepted as a true and accurate record.

Carried #1 10.3.20

5. CARAVAN PARK MANAGER'S REPORT:

5.1 Kathy and Steve provided a written report to the Committee and made the following comments:

- February was a busy month with good occupancy.
- Revenue was up compared with same time last year (note 29 days in the month).
- The 4 star TicSA rating has been maintained.
- Maintenance:
 - Villa 7 deck has been painted, the boardwalk is scheduled for next week.
 - The grey water drains were blocked and require a jet pack clean throughout the whole foreshore park. Steve to arrange this to be completed before Easter. Guests are encouraged to use the grey water on the lawns.
 - The truck and tractor both need servicing (as does the Tidy Towns truck and tractor). Steve to arrange the park vehicles to be serviced after Easter.
- Social media marketing – Kathy is aiming to post on Facebook at least once a week.

5.2 Steve to check with Shane Edwards if temp valves are installed on the accommodation and amenities services. In particular for the disabled facilities.

5.3 A maintenance schedule has been developed. Steve and Carley to determine the timing and responsibility for each task. Steve and Gavin will be able to address many of the painting projects.

5.4 Julie Harris will provide options for improving the appearance of the shed and the proposed new shelter for tractor. This will be made available for the Committee within a week so a decision can be made mid month.

5.5 Beth will email the Committee a draft of the capital works program for comment.

5.6 Accommodation for Kathy and Carley to attend the SA Parks Conference in July is to be arranged.

Steve Edmead moved Graham Klose seconded

That the Caravan Park Manager's report be accepted.

Carried #2 10.3.20

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

6. FINANCE REPORT:

6.1 Sub Committee Report

A written report was provided.

Carley Crouch reported that:

- Revenue for February was 17.7% above budget and 8.3% above same period last year.
- Occupancy was high for the period.
- Expenses were 7% above budget due to power and water invoices being higher than budget, and rates and the NYE fireworks deposit being paid in this period rather than in March and April.

It was noted that some annual licence holders are still in arrears and that processes are being followed to provide every opportunity for owners to be aware of their obligations, and finalise their payments.

Carley will undertake online training in RMS, particularly in relation to the reports that are available and marketing tools within the system.

Kevin Forrest moved Ted Buttfield seconded

Acceptance of the Financial Committee Report for February 2020.

Carried # 3 10.3.20

7. SUB COMMITTEE REPORTS:

7.1 Administration

Margie Dodd provided a written report to the Committee.

7.2 Institute

Nil

7.3 Tidy Towns

Don McPhee reported the following:

- The old wooden table and chairs near the fish cleaning bay on the point in the park, have been replaced with a concrete table and chair set.

It was noted that the hours taken and water resources used to water town plants has increased significantly and that assistance is required for this task. Also, that a more suitable vehicle is required for the task which is comfortable, user friendly and has the capacity to either tow or carry 1-2 tonne of water.

7.4 Town Projects

Nil

Julie Harris moved

Bruce Meehan seconded

Acceptance of the Sub Committee reports.

Carried # 4 10.3.20

8. MATTERS ARISING FROM MINUTES:

8.1 Yorke Solar quote

The proposed installation of solar in both parks is designed to improve the revenue position of the parks. Quotes have been requested from two providers however, due to unforeseen circumstances affecting one provider, only Yorke Solar's has been received.

The quote has three components:

- A system installed on the camp kitchen and ablution block in the foreshore park
- A system on the shed near the residence at the foreshore park
- To install a "solar farm" in OPD which would involve a trench for the various cables from the switchboard building to a new shed structure (to be arranged by SPAI with build costs separate to the solar quote). The panels would be installed on the roof of the structure. The structure would be engineered so it could be used for van storage or modified in the future for an additional camp kitchen or other facilities as needed. It would also include a room to house the inverter.
- The inverters quoted are top of the range and the panels offer the best value.

The cost for all three systems is approximately \$75K and will pay for itself in three years.

A third quote will be requested from O'dea Electrical Contracting, Crystal Brook. It was noted that works are to be completed in the Winter period.

Water saving showerheads are due to be installed in both parks under a government incentive program.

9. CORRESPONDENCE:

As tabled.

8.1 Stansbury and Port Vincent Boat Regatta

Ted Buttfield moved

Bruce Meehan seconded

To provide a \$2500 donation in line with previous years.

Carried # 5 10.3.20

8.2 W&C Hospital Foundation – thank you letter

Accepted

8.3 YP Council – Access Advisory Working Party, request for representatives

Graham Klose accepted the invitation to attend as SPAI's representative.

8.4 Peter Hall – email and guest survey form from the park

Mr Hall provided written feedback regarding difficulty in accessing the WIFI network whilst staying in the park in February. Chad has advised he is unable to accurately determine the cause of the issue but that a dashboard is available for the park managers to access which will assist in diagnosing any issues at the time they occur.

Carley to check with Kathy as to whether the dashboard was accessed to assist with Mr Hall's complaint, or if further training is required.

Mr Hall also noted that the fridge was not clean and the basins in the bathroom and kitchen did not hold water.

Carley to ask Kathy/Steve to check the basins in Villa 9 and address as necessary.

8.5 Letter to YP Council re: Seawall Proposal

Refer to letter tabled.

In summary, Roger Brooks and Alan Cotton from YP Council met with available Committee members to provide an update on the progress of the Seawall Project. Council has received tenders for the project and a report is to be submitted to the elected members of Council for consideration. In order for the report to be completed, Roger required confirmation from SPAI as to their contribution. The successful tender is approx. \$400K.

It was agreed that a 20% (\$80K) contribution will be offered which is consistent with SPAI's previous proposals to Council and previous Committee decisions. Roger was informed of this decision by letter dated 27 February.

8.6 Letter from Stansbury Sports & Community Club re: attendance at AGM

The AGM is scheduled for 23rd March. JH and DM will attend.

Julie Harris moved

Beth Faulkner seconded

Correspondence accepted as tabled.

Carried # 6 10.3.20

10.GENERAL BUSINESS:

10.1 Business Manager's Report:

Carley Crouch provided a written report to the Committee.

Margie Dodd moved

Beth Faulkner seconded

Acceptance of the Business Manager's Report.

Carried # 7 10.3.20

10.2 Delegations of Authority Policy:

A draft document was provided for comment. It was agreed to form a Working Party which will consider both the policy and define the delineation between the Executive Committee and Business Manager roles.

Provisional Working Party members are TB, JH, SB and GN.

10.3 Website:

A written recommendation and two quotes were provided by Carley Crouch for the development of both the Stansbury and Stansbury Caravan Park websites.

It was agreed that a third quote be obtained to assist in determining which model would best suit SPAI's needs.

Carley to obtain a third quote and provide a summary of information to the Committee members.

10.4 Market dates 2020/21:

Proposed market dates were provided for confirmation in order to be submitted for inclusion in the events page of the Yorke Peninsula Visitor Guide.

It was agreed to include an additional market on the 7th November, and to email stall holders as to whether a market in early December (5th) is viable. All other dates were confirmed. Carley to email stall holders for feedback regarding the early December date.

It was noted that the Market Co-Ordinator is not required to be in attendance for the whole day of the NYE markets and can finish work midday to early afternoon.

OTHER BUSINESS:

11.1 Fig tree roots – trip hazard:

GK reported the fig tree roots presents a trip hazard. It was agreed that Tidy Towns will investigate options for reducing the hazard.

11.2 Town logo:

GK noted that the “moon” needs to be added to the town sign. It was agreed that GK go ahead with making and installing the moon.

11.3 Caravan Park Manager’s salary review:

It was noted that review of the Caravan Park Manager’s salary is an important issue and as such, it would have been preferable if it could have been dealt with by discussion rather than email forum.

It was noted that in some instances, business decisions need to be made quickly in order for matters to move ahead in a timely manner.

11.4: RAA Driver Safety Workshop:

Committee members were invited to attend a presentation by the RAA in the Institute supper room on driver safety.

11. CLOSURE: Meeting closed at 10.54pm.

Next meeting Tuesday 14th April 2020

Don McPhee
Chairperson
Date:.....