

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS
ASSOCIATION INCORPORATED HELD VIA ZOOM (due to COVID-19 restrictions) ON
MONDAY 11TH MAY 2020 AT 4.41PM**

PRESENT:

Don McPhee (Chairperson), Ted Buttfield (Vice Chair), Beth Faulkner, Kevin Forrest, Steve Bowley, Graham Newstead, Graham Klose, Julie Harris, Carley Crouch (Minute Taker).

1. WELCOME:

Don McPhee welcomed everyone to the meeting.

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES:

Anthony Bennett (YP Council), Margie Dodd, Bruce Meehan, Kathy Coy and Steve Edmead (Park Managers).

4. MINUTES:

Julie Harris moved

Beth Faulkner seconded

That the minutes of the meeting held on Tuesday 14th April be accepted as a true and accurate record.

Carried #1 11.5.20

5. CARAVAN PARK MANAGER'S REPORT:

5.1 A written report from the park managers was provided.

5.2 The Caravan Park Sub Committee met on Saturday 9th May after it was announced by the State Government that regional travel restrictions would be eased, and that parks and camp grounds could reopen from Monday 11th May.

A strategy was developed to open the park with the following limitations and procedures in place:

- To allow time for adequate cleaning and self distancing.
- A set of COVID-19 guidelines in regards to behaviour will be emailed to all guests prior to arrival.
- All guests will be required to complete a Guest Declaration Form which will remain on file in case it is requested for tracing purposes.
- No visitors will be allowed in the park.
- Only people in the immediate household are to be onsite or in vans.
- Reduced booking capacity – only 50 sites in the Foreshore Park and 30 sites in OPD.

If guests do not comply with the guidelines they will be asked to leave the park immediately.

5.3 It was noted that the work to replace the roofing on the Foreshore amenities block was initially scheduled to take place during the COVID closure. It will now be scheduled at a time that causes minimal disruption for guests in the park, and will need to be completed prior to the June long weekend.

Beth Faulkner moved

Graham Newstead seconded

That the Caravan Park Manager's report and Caravan Park Sub Committee report be accepted.

Carried #2 11.5.20

6. FINANCE REPORT:

6.1 Sub Committee Report:

A written report was submitted.

Steve Bowley reported that:

- April reported a net loss of \$41K.
- Revenue was \$73K under budget.
- It is expected that maximum bookings in the park are to remain at 50% for the next 12 months.
- It was noted that if COVID 19 restrictions are in place for an extended period, the current fee level cannot be sustained. Therefore, consideration will need to be given to increasing fees for FY21 to recoup some costs.
- The Business Manager is to review occupancy and costs, and assess how this will affect the FY21 budget, taking into account government subsidies.
- A \$108K loss is projected for FY20.

Steve Bowley moved

Kevin Forrest seconded

Acceptance of the Financial Committee Report for April 2020.

Carried #3 11.5.20

7. MATTERS ARISING FROM MINUTES:

7.1 Foreshore Amenities Roof

Assessment of the amenities roof was undertaken prior to the installation of solar panels. Two quotes were provided and both recommended replacing the roofing. Harris Outdoor Contracting were given approval and will commence work this month, taking into account that it needs to be completed with minimal disruption to park guests.

It was noted that the Foreshore work shed roof has been replaced, and the internal structure has been reinforced to provide stability for the solar panels.

8. CARLEY'S REPORT:

8.1 A written report was submitted.

9. SUB-COMMITTEE REPORTS:

9.1 Administration Report: A written report was submitted.

9.2 Institute:

It was noted that the floor in the main hall requires maintenance work. The YP Council has received a quote for \$8K and is requesting a contribution from the Institute Committee.

The Institute Committee will meet on 26th May to discuss the quote.

9.3 Tidy Towns:

It was noted that Tidy Towns will recommence on Tuesday 19th May in accordance with social distancing and group gathering guidelines.

9.4 Town Projects: Nil.

Graham Newstead moved

Julie Harris seconded

Acceptance of the Business Manager and Sub Committee Reports for April 2020.

Carried #4 11.5.20

10. CORRESPONDENCE

10.1 Henley Surf Life Saving Club – thank you letter. Accepted

10.2 Bitumen Quote

A quote from TFS Civil was received to repair the roadway in the Foreshore Park. Approximately 50% of the roadway has been marked for resurfacing.

Graham Newstead will review the detail and provide a recommendation to the Committee.

10.3 Art Trail Proposal:

YP Council are seeking interest from SPAI, Yorketown, Coobowie and Edithburgh Progress Associations to participate in funding a Water Tower Art Trail at a total cost of \$120K. Council propose to apply for a grant through the Regional Tourism Bushfire Recovery Grants (\$60K), with Council contributing \$20K, and each of the four progress associations contributing \$10K.

It was noted that the Stansbury water tower is obstructed by native vegetation and set back from the road.

It was resolved to request a plan from the Council detailing the specifics of the design, samples of the artist's work, and the plan for making the tower more visible.

11. GENERAL BUSINESS:

11.1 Visitor Information Centre Co-Ordinator Report:

A written report was submitted.

11.2 Annual Dinner

In view of the current COVID 19 environment and financial situation, the annual dinner has been cancelled.

12. OTHER BUSINESS

12.1 OPD Shed:

The development application fee has been paid to Council for the erection of the shed in the OPD park.

Quotes for the trenching and installation of the shed need to be tendered.

It was noted that the community will need to be advised of the plans to install the shed, with an invitation to provide ideas for revenue producing uses for the shed. Communication will be provided via the Scribble.

12.2 Scribble:

To be reinstated commencing with the June issue.

Beth Faulkner moved

Julie Harris seconded

To reinstate the Scribble from June.

Carried #5 11.5.20

12.6 Walkway Signs:

The new walkway signs have arrived and will be installed by Tidy Towns.

13. CLOSURE: Meeting closed 6.00pm.

Next meeting Tuesday 9th June 2020

Don McPhee

Chairperson

Date:.....