

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS  
ASSOCIATION INCORPORATED HELD VIA ZOOM (due to COVID-19 restrictions) ON  
TUESDAY 14<sup>TH</sup> APRIL 2020 AT 4.00PM**

**PRESENT:**

Don McPhee (Chairperson), Ted Buttfield (Vice Chair), Beth Faulkner, Kevin Forrest, Steve Bowley, Graham Klose, Julie Harris, Kathy Coy and Steve Edmead (Park Managers), 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 and Graham Newstead.

**4. MINUTES:**

**Ted Buttfield moved** **Graham Klose seconded**

**That the minutes of the meeting held on Monday 10<sup>th</sup> March be accepted as a true and accurate record.**

**Carried #1 14.4.20**

**Steve Bowley moved** **Kevin Forrest seconded**

**That the minutes of the meeting held on Thursday 26<sup>th</sup> March be accepted as a true and accurate record.**

**Carried #2 14.4.20**

**5. CARAVAN PARK MANAGER'S REPORT:**

**5.1** March was negatively impacted by the increased government restrictions put in place in response to COVID-19. As a result the park is closed to all non essential travel until further notice.

During this period maintenance work is being undertaken by park managers and has already included cleaning, servicing tools and equipment and various office administration duties. Weekly meetings will be held with the Business Manager to review both completed and upcoming works.

**5.2** Steve Edmead will assess whether the hand rail on the boardwalk needs replacing.

It was noted that wire could be run along the top of the hand rail on the boardwalk to help prevent birds resting on it.

**5.3** It was noted that the OPD lawn mower will need to be replaced in around 12 months.

**Kevin Forrest moved** **Graham Klose seconded**

**That epoxy resin floor sealant be purchased and applied to the floor of the OPD camp kitchen and Foreshore BBQ of the camp kitchen.**

**Carried #3 14.4.20**

**Graham Klose moved**

**Kevin Forrest seconded**

**That the Caravan Park Manager's report be accepted.**

**Carried #4 14.4.20**

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.

Steve Bowley reported that:

- Due to the park closure as a result of the COVID 19 restrictions, the revenue shortfall will be higher than initially forecast. Expenses are being reviewed and savings will be made where possible.
- A review of the forecast to the end of FY20 and the new budget for FY21 will take into account any cost structure changes as a result of the new economic climate.
- It was noted that SPAI is in a good financial position with a healthy bank balance.
- The Business Manager has undertaken some training in the reporting and backend of the RMS system. The park managers will complete training in the front desk operations in the near future.

The Caravan Park Committee will meet to discuss the fee structure and policies to be implemented in response to the impact COVID-19 has had on the ASL holders. A recommendation of the package for the new agreement period will be provided to the Executive Committee for approval.

**Steve Bowley moved**

**Julie Harris seconded**

**Acceptance of the Financial Committee Report for March 2020.**

**Carried #5 14.4.20**

## **7. MATTERS ARISING FROM MINUTES:**

### **7.1 Solar Power OPD:**

The installation of solar panels has two stages:

1. Foreshore Park on the work shed, amenities block and camp kitchen. Work to commence on Wednesday 15<sup>th</sup> April.
2. OPD mounted on a new structure.

OPD: The proposed structure will be located in an area that is currently being used for long term storage of vans.

It is noted that the cost of the structure extends the pay back period of the solar panels, but this can be offset as it has the potential to provide an additional revenue stream. Ideas for the use of the structure to provide additional income are welcome.

Two quotes have been provided for the materials of the structure, with installation to be quoted separately. Rain water storage/run off will need to be considered.

**Beth Faulkner moved**

**Kevin Forrest seconded**

**To proceed with Option 1 of the Metal as Anything quote number MO-800.**

**7.2 Website:**

BLIS have been engaged to develop the Caravan Park website.

**7.3 Delegation of Authority Policy:**

Approved.

**7.4 Tractor Shed:**

The proposed location adjacent to the laundry and manager's residence was chosen as the size is equivalent to only half a site and therefore, cannot be used to generate revenue through site hire.

BF and CC to discuss the proposed location with the park manager's, and if they are in agreement, the project will proceed in accordance with the quote previously provided and approved.

**8. CARLEY'S REPORT:**

**8.1 Elgas:**

The Elgas Bulk LPG agreement is due for renewal and new costings were provided by Elgas. A second quote was obtained from Origin. Elgas then price matched Origin.

**Ted Buttfield moved**

**Steve Bowley seconded**

**That the Elgas agreement be renewed for a further three year term.**

**8.2 Harris Outdoor Contracting Quote:**

Julie Harris left the meeting at 5.17pm.

The Foreshore solar panel works require some modification and repairs to the roof of the amenities block prior to the installation of the panels.

A quote was provided by Harris Outdoor Contracting which recommended replacement of the whole roof to ensure a stable structure for the panels and prevent any leakage over the long term.

It was noted that additional information was required from Harris Outdoor Contracting relating to making good on the ceilings where the skylights will be removed.

**Ted Buttfield moved**

**Kevin Forrest seconded**

**That a second quote be obtained for comparison based on the specifications that were initially drafted.**

Julie Harris re-joined the meeting at 5.27pm

**8.3 Business Manager's Report:**

Carley Crouch provided a written report to the Committee.

It was noted that all SPAI submissions to the Scribble will be passed by the Business Manager prior to inclusion.

## **9. SUB-COMMITTEE REPORTS:**

**9.1 Administration Report:** Nil

**9.2 Institute:**

It was noted that the Institute has been closed by the Council with the exception of use by the local doctors.

TB and GN are checking the building on a regular basis.

**9.3 Tidy Towns:**

TT is currently in recess. DM has contacted the Council to request extra resources to assist with town maintenance during this period.

**9.4 Town Projects:** Nil.

## **10. CORRESPONDENCE**

**10.1 Prostate Cancer Foundation of Australia – thank you letter**

Accepted.

**10.2 RFDS SYP Support Group – thank you letter**

Accepted

**10.3 Correspondence from ASL Holders:**

Caravan Park Committee to discuss and address at the next meeting.

## **11. GENERAL BUSINESS:**

**11.1 Wreath for Anzac Day:**

To proceed with a wreath for the Anzac Day Memorial service.

**Ted Buttfield moved**

**Graham Klose seconded**

**Correspondence accepted as tabled.**

**Carried #6 14.4.20**

## **12. OTHER BUSINESS**

**12.1 Ideas for events/developments:**

The current quiet period being experienced as a result of COVID 19 travel restrictions, provides an opportunity to review and research options for new events or developments which will place Stansbury in a good position when it is “back open for business”. Ideas are invited for events, developments or points of difference that could be implemented to draw visitors to the area over both the short and long term.

**12.2 Saltwater Classic:**

It was noted that the donation received by the event organisers for this year’s event (cancelled) will be held over until the next event.

**12.3 Caravan Park Signage:**

GK is in the process of designing a new sign for the Foreshore Park.

**12.4 Culling of Shags:**

DM will review the permit.

**12.5 Oyster Beds:**

SB confirmed he has investigated whether any iron droppers were located South of the old oyster beds: no issues were identified.

**12.6 Seawall:**

Correspondence from YP Council dated 14<sup>th</sup> April, advised that Council have endorsed Civil Tech Pty Ltd as the preferred contractor for the project. Council have accepted SPAI's offer towards the total project cost. It was noted that commencement of the project is subject to funding being obtained and that Council will submit a Regional Coast Protection grant application.

**13. CLOSURE:** Meeting closed 5.59pm

Next meeting Monday 11<sup>th</sup> May 2020

Don McPhee

Chairperson .....

Date:.....