

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS
ASSOCIATION INCORPORATED HELD IN THE STANSBURY CARAVAN PARK CAMP KITCHEN ON
26th MARCH 2020 AT 3.15PM IN RESPONSE TO COVID-19**

PRESENT:

Don McPhee (Chairperson), Ted Buttfield (Vice Chairperson), Beth Faulkner, Kevin Forrest, Steve Bowley, Graham Newstead, Julie Harris, Carley Crouch (minute taker).

1. WELCOME:

Don McPhee welcomed everyone to the meeting.

2. APOLOGIES:

Bruce Meehan, Graham Klose, Margie Dodd

3. CARAVAN PARK CLOSURE DUE TO COVID-19:

3.1 It was resolved that in accordance with the Government directive the park will close to all non essential travel until 31st May. The situation will continue to be monitored and decisions made in accordance with Government directives. It was noted that the YP Council caravan parks and both Edithburgh and Coobowie caravan parks have also closed to visitors other than those deemed essential.

3.2 Additional PPE will be made available to staff at the caravan park as needed.

4. PROJECTS FOR COMPLETION DURING THE SHUTDOWN PERIOD:

4.1 General Maintenance: A general maintenance list has been collated for works to be undertaken in the caravan park. Caravan park staff will be enlisted to complete as many of these tasks as possible.

4.2 Solar panel installation: It was noted that installing the solar panels during the shutdown period would reduce expenditure once the park is re-opened.

A second quote from O'Deas of Crystal Brook has been requested.

A quote is required for the structure in the OPD park to house the panels. Council approval is also required for the structure. It was noted that the structure needs to be designed to allow flexibility in use in the future. Ted Buttfield will arrange to obtain a certified plan for the structure that can be submitted to Council.

Kevin Forrest moved

Graham Newstead seconded

That solar panels should be installed in the Foreshore Park with a plan developed for OPD.

Carried #1 26.3.20

4.3 Website: It was resolved that a second quote would be requested from BLIS on the development of a website for the Caravan Park only. The design needs to accommodate the option of bolting on a second Stansbury website at a later date.

4.4 Admin: The Visitor Information Centre will be closed until further notice. Visitors can call the centre if the need arises. Admin staff will use this time to work on marketing collateral, market season preparation, RMS training and annual licence agreements.

5. OTHER BUSINESS:

5.1 Tidy Towns: Volunteers are performing one person tasks only, no morning tea provided and closing at 11.00am.

5.2 Scribble: To be on hold for the next two months.

5.3: Flu shots: It was agreed to provide staff members with flu shots however, they are not mandatory.

5.4 Tractor shelter: A quote has been received for a shade shed to cover the tractor in the Foreshore Park. It is based on a temporary structure with shade cloth as used in the playground.

Graham Klose and Julie Harris to work together on the aesthetics of the front entrance design.

Ted Buttfield to provide measurements of the structure to Graham Newstead and Julie Harris for additional quotes.

Steve Bowley moved

Beth Faulkner seconded

That a covered structure be installed before Winter for the tractor.

Carried #2 26.3.20

6 CLOSURE: Meeting closed at 5.15pm.

Next meeting Tuesday 14th April 2020

Don McPhee
Chairperson
Date:.....