

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

PRESENT:

Ted Buttfield (Vice Chairperson) Steve Bowley, Margie Dodd, Graham Klose, Kevin Forrest, Julie Harris, Kathy Coy, Steve Edmead, Carley Crouch (minute taker).

1. WELCOME:

Ted Buttfield welcomed everyone to the meeting.

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES:

Anthony Bennett (YP Council), Don McPhee, Beth Faulkner, Graham Newstead, Bruce Meehan.

4. MINUTES:

Kevin Forrest moved Steve Bowley seconded

That the minutes of the meeting held on Monday 13th January 2020 be accepted as a true and accurate record.

Carried #1 10.2.20

5. CARAVAN PARK MANAGER'S REPORT:

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

- Revenue and occupancy were down compared with the same time last year. This, in part, is due to the fires and some illness of regular patrons. However there is a busy month coming up which may be due to people having delayed their usual Summer trips.
- Overdue annual licence fees: letters are being sent to relevant parties.
- Maintenance:
 - Monkey bars in the playground need replacing as one handle has completely broken off from the main structure.
 - Painting of the steps and boardwalk is unfinished. David Milkins to be contacted as to when this will be completed.
- Water usage: Steve has monitored the usage and no major leak has been detected. Gavin has been enlisted to check the maintenance on all taps to ensure there are no minor leaks there. OPD guests have been advised to keep watering to a minimum.
- Top Parks: three bookings from Top Parks in January.
- Star ratings audit will be held on 19th February. Gavin and Rosie are working on general maintenance issues to get the park looking at its best.

- Carley to do a walk around of the park with Steve and Kathy to compile a list of maintenance works over the off peak season.
- Website to be overhauled to incorporate more information, a fresh look and online bookings. A completely new site is likely to be the best option.

Action: Carley to research suitable website design companies.

- Two guests have reported damage to boats possibly by iron droppers South of the old oyster beds.

Action: Steve Bowley will investigate.

Steve Edmead moved Margie Dodd seconded

That the Caravan Park Manager's report be accepted.

Carried #2 10.2.20

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

6. FINANCE REPORT:

6.1 Sub Committee Report

Steve Bowley reported the following:

- The P&L for the period July to January showed a \$19K profit.
- The financial forecast to 30 June indicates a loss for the year of \$38K. However, taking depreciation into account, there would be a cash surplus of \$35K for the year.
- Occupancy in the park: never 100% full. There has been a small downturn across all main sites compared with last year. This is reflected in reduced revenue.
- Strategies to counter this include revamping the website, incorporating online bookings and increasing social media presence.

Steve Bowley moved Kevin Forrest seconded

Acceptance of the Financial Committee Report for January 2020.

Carried # 3 10.2.20

7. SUB COMMITTEE REPORTS:

7.1 Administration

Margie Dodd provided a written report to the Committee.

7.2 Institute

Nil

7.3 Tidy Towns

Nil

7.4 Town Projects

Nil

8. MATTERS ARISING FROM MINUTES:

8.1 Update on feasibility study re: Solar Power

AGL, Cosco and Yorke Solar have been contacted to provide information and advice in the first instance, in regards to the current energy plans and the option of converting to solar.

Kevin and Ted have done a preliminary review and measure of the buildings in the park to assess where solar panels could be installed.

The new generator is to be tested in the park on the sump pump.

9. CORRESPONDENCE:

As tabled.

8.1 Biopest Australia – annual termite treatment for OPD residence:

Agreed to book in the annual termite inspection including spraying exterior for spiders.

Steve Bowley moved

Kevin Forrest seconded

To proceed with the Biopest Inspection.

Carried # 4 10.2.20

Julie Harris moved

Steve Bowley seconded

Correspondence accepted as tabled.

Carried # 5 10.2.20

10.GENERAL BUSINESS:

10.1 Business Manager's Report:

Carley Crouch provided a written report to the Committee.

Carley Crouch moved

Steve Bowley seconded

Acceptance of the Business Manager's Report.

Carried # 6 10.2.20

Recommended that Carley and the Park Managers attend the SA Parks Conference in July.

Steve Bowley moved

Margie Dodd seconded

Attendance at the SA Parks Conference.

Carried # 7 10.2.20

10.2 Lighting in the Visitor's Centre:

Kevin will replace the fluro lights in Carley's office with LED tubes. If lighting is acceptable the VIC lights will also be replaced with LEDs.

10.3 Bottle and Can Collection:

Two matters have been reported by members of the community:

1. Some collection cages are difficult to access due to top openings rather than openings at the bottom.

Action: design of cages will be reviewed to see if a simpler system is possible.

2. It is noted that wine bottles placed in the collection bins are smashing the beer bottles.

Resolved: no further action to be taken.

11. OTHER BUSINESS:

11.1 Groynes:

A member of the public queried the reason for removal of the groynes.

It was noted that they were removed due to being in poor condition. Research will be carried out into alternative ways to address the sand movement and condition of the beach.

11.2 Accommodation options outside of the Caravan Parks:

A visitor to the region commented on the affordability of renting a house in Stansbury vs staying in the park. Also, that the back park looks untidy.

It was noted that Geoff Wilde is due to clean up the rock pile at OPD and level off the area.

11.3 Vegetation at back beach:

It was noted that the vegetation between Oyster Point Drive and the beach is a concern in regards to fire risk.

It was noted to follow up with YP Council as to options re a possible back burn in light of the recent fires on KI.

11.4 Staff Support:

It was noted that Committee members be aware of the need to provide support for all staff members.

12. CLOSURE: Meeting closed at 9.23pm.

Next meeting Tuesday 10th March 2020

Ted Buttfield
Chairperson

Date:.....