

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting
held in the Stansbury Institute on
Monday 12th March at 7.30pm.**

PRESENT: Don McPhee (Chairperson), Shaun Toft (Vice Chairperson), Ted Buttfield, Sue Oldfield, Beth Faulkner, Graham Klose, Doug Carruthers, Andrew Pisani, Cr Trevor Clerke, Michelle Hoffmann and Leon Cartledge (Park Managers), Carley Crouch (minute taker).

MEETING OPENED: 7.30pm

1. WELCOME: Don McPhee welcomed everyone to the meeting.

2. CONFLICT OF INTEREST:

The Chairperson reminded all members of their requirement to disclose any conflict of interest, and provide details of the relevant interest to the Committee prior to consideration of that item on the Agenda.

3. APOLOGIES: Kevin Forrest, Julie Harris

4. CARAVAN PARK REPORT:

5.1 Caravan Park Manager's Report:

A written report was tabled.

Leon and Michelle reported the following:

- The new Speedqueen washing machine is having some issues, Leon is sorting these out. The two new Speedqueen dryers need to be hardwired. James Moss will carry out this work on Wednesday morning. One of the dryer stacks will be taken over to OPD to replace the old machines which are no longer working.
- A return guest on site #88, Foreshore Park, reversed into the powerhead which had the water pipe next to it. The water pipe has been snapped below the isolation valve. A temporary fix has been carried out, however, the powerhead will need to be moved further away so the water pipe can be properly repaired.
- The power outage over the weekend threw out all the boom gate passcodes. The boom gates are currently up, and will be put down once the weekend visitors have left, and the codes can be reset. An option may be to install a Tesla power wall which can act as a back up power supply during outages.
- Having difficulty getting in contact with G & J East, Kadina to arrange them to come back and finish the install of the tractor door. They did not have all the parts when they came last time, and need to return to finish the job.
- The mesh on the roof of the Foreshore amenities block has been fixed today by Andrew Johnson. Corey, Yorke Solar, will attend in the next couple of weeks to clean out under the solar panels, and put a guard around them to stop the pigeons getting under the panels.

There are a few pigeons inside the roof space which did not fly out before the mesh was fixed. The door to the void will be opened Wednesday morning to allow them to get out.

Rapid Detail will assess the void in between the blocks, and advise if they are able to clean up the mess made by the pigeons.

- Overall the long weekend went smoothly. However, a complaint was received regarding the unpowered sites at OPD. A group of repeat guests took up a large area, more than the allocated site allowance. The maximum number of guests per site is 6, with one vehicle. If there is a second vehicle it is to be parked outside of the park.

Discussion took place regarding whether sites can be marked out ahead of the busy periods. Further consideration is required as to the best way to go about this.

- Peninsula Home Improvements came out to install the blinds at the Foreshore camp kitchen. However one was the wrong size. They are yet to return to install the final blind.
- A quote (QT01600) was received from Peninsula Home Improvements for the installation of three PVC blinds on the decks of the new villas to help stop the wind. They would go from the fascia to the top of the balustrade. Cost for all three is \$8,850.00

Moved: Ted Buttfield

Seconded: Doug Carruthers

To obtain a second comparison quote for the villa blinds.

Carried: #1 12/03/2024

- The second reception computer failed last Wednesday (SSD died). This has been sent over to Adelaide for repair. The computer which was set up for Leon to use, has been moved to the front desk in the interim.
- An old laptop which was used for the OPD boom gate software many years ago, has been located. Leon is testing to see if he can get it to work.
- The quote for the surveillance cameras has not yet been received.
- Peter Hancock is still working on an idea about how the two sets of boom gates "talk to each other". He is also still waiting on the main central unit part, which is required to complete the OPD wifi upgrade.
- Stansbury were the top performing park in the SA Parks "Road to a Million Campaign" for February. The prize is some additional promotion via SA Parks.
- Facebook posts do not have a lot of reach, in regards to marketing and improving occupancy. Gday Parks have been contacted to see if they are able to promote the park, however they generally only promote parks they own.
- Will try using Campermate for last minute deals to fill vacancies. Will also investigate whether it's possible to do any advertising on Wikicamps, as this is popular with our demographic.
- It was noted that Travel Auctions have been tried in the past, but it is difficult to make money from this model of advertising.
- Currently there is a large group of guests (15 sites) in the park who are part of an Island Star caravan group.
- The tree near site 33 looks dead, and will need to be removed.
- Common feedback about the Foreshore Park from interstate visitors booking online, is that the sites are small.

It is noted that the park was developed at a time when vans and cars were a lot smaller. Now everyone has very large, long vans, and large cars and boats which take up all the space. Many parks will experience the same issues. Unfortunately, unless sites are merged together, there is no way to make the sites larger. Office staff will try and manage the online bookings and move them to larger sites if possible.

- A septic smell has been reported in the OPD park. Leon has contacted Minlaton Septic to book them in to come and assess/empty the septic.
- A snake was sited on site 18, but not reported to the office until the next day.
- Rat and mice bait stations have been set along the foreshore. It was noted that vegetation along the foreshore cannot be removed.
- Some of the trees along the foreshore nature strip look like they have been poisoned. Don will follow up with Council.

Moved: Graham Klose

Seconded: Beth Faulkner

To accept the Caravan Park Manager's Report for February.

Carried: #2 12/03/2024

Michelle and Leon left at 8.31pm and did not return.

5. ACCEPTANCE OF MINUTES:

5.1 Acceptance of the Minutes

Re matter 6.1, Music Festival 2024 in the 12th February minutes: Sue Oldfield requested an amendment regarding the proposed music event. Minutes to read that "the Stansbury Sports and Community Club suggested moving the music event from June to the October long weekend".

Don McPhee advised that the original idea of having an event in June, was to bring people into the town during the quieter winter months, whereas the October long weekend already has a high number of visitors in the town.

Andrew Pisani reported that the Yacht Squadron in Adelaide have approached him as to whether Stansbury would be interested in hosting them over the October long weekend. In the past they have stayed at Port Vincent, however due to various unresolved issues (the shags, cleaning, infrastructure), they are now considering coming to Stansbury instead.

There would be approximately 120 yachts and require a marquee, dinner and music to be provided. Depending on weather, there is anchorage in the bay, however it is not enough for 120 yachts.

This event would potentially occur every two years on the opposite year to the Paskeville Field Days.

It was noted that there are a lot of logistics to work through in order to hold an event of this nature, and that the Progress volunteers are already involved in other town activities over the October long weekend.

With last year's 150th event held on the October long weekend, Progress resolved that a sub committee of community members was required to co-ordinate the event which streamlined the administration process and accounting for expenditure.

If town members are prepared to support the event by being involved in a subcommittee tasked with co-ordinating the event, then Progress would support the idea.

Andrew Pisani advised he believes there are possibly 12 people, including two from the yacht squadron, and some from the Stansbury Sports and Community Club, who are prepared to be involved in a committee to organise the event. A representative from Progress would need to be involved, and assist with liaising between the sub committee and Progress. Leon Cartledge is assisting with a music budget.

It is recognised that more members from the community need to be involved in arranging local events which draw visitors to the town.

It was confirmed that the smaller event that was proposed for the June long weekend has been cancelled.

Moved: Andrew Pisani

Seconded: Beth Faulkner

To form a sub committee tasked with investigating the logistics of holding an event for the Yacht Squadron over the October long weekend.

Carried: #3 12/03/2024

Moved: Shaun Toft

Seconded: Sue Oldfield

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 12th February 2024 be accepted as read and confirmed as true records with the amendment to item 6.1 as noted.

Carried: #4 12/03/2024

6. MATTERS ARISING FROM MINUTES:

6.1 Pigeons in the foreshore amenities block:
As per item 5.1

6.2 Foreshore Park front office update:

Andrew Davidson, AD Design, is unable to assist with drawings at this time due to other commitments. However, he has suggested investigating the option of installing a transportable building which is fit for purpose.

There was concern that a different style of building (transportable) next to the existing brick house/office could be unattractive. It was queried whether building a second story on the existing house was an option. However, the existing house/office building is owned by Council, whereas a transportable building would belong to Progress.

The opportunity of purchasing a stand alone house outside of the park as a manager's residence, has passed.

At this stage, information is being gathered for consideration by the committee.

6.3 AED donation from ADBRI update:

Daniel Baille, ADBRI, has confirmed that the three AED machines and cabinets have arrived. They are waiting on the plaques which will be attached to the cabinet stating they were donated to the community by ADBRI. Once these are ready, a handover to Progress will be scheduled.

The ongoing maintenance and replacement of parts will be the responsibility of the recipient of the machines.

Stansbury Progress Association were tasked with the decision of where to install the machines, and it was unanimously decided to install a machine at each of the following locations:

- The Stansbury Institute
- The Stansbury Visitor Information Centre
- The Stansbury boat ramp (subject to Council approval). This machine will also require a structure to protect it from the weather.

The Progress Association will be responsible for the ongoing maintenance of all three machines.

It was noted that the AED cabinet installed at the Stansbury Pharmacy has deteriorated in the weather, as has the box that the AED is housed in.

Sue Oldfield advised that it is her understanding that St Johns will replace used AED pads at no charge.

A letter from Stansbury Bowling Club, 20th February, 2024, was tabled.

The new legislation (*Automated External Defibrillators (Public Access) Bill 2022*) doesn't currently adequately address all aspects regarding the installation and upkeep of AEDs. Until the details are finalised, it is difficult to develop a policy around AEDs.

Moved: Ted Buttfield

Seconded: Graham Klose

That due to the new legislation requiring further detail, it is difficult to develop a policy in regard to AEDs. Therefore no further action will be taken at this time, re taking on the responsibility of additional AEDs in the town.

Carried: #5 12/03/2024

7. BUSINESS MANAGER AND FINANCE REPORT:

7.1 A written report for February was tabled.

Moved: Graham Klose

Seconded: Shaun Toft

To increase the Visitor Information Officer's hours by six hours per week until 12th May 2024.

Carried: #6 12/03/2024

8. MARKET CO-ORDINATOR/ADMINISTRATION REPORT:

8.1 A written report for February was tabled.

It was noted that the 9th March, Stansbury Seaside Market was cancelled due to the forecasted weather of 27 knots North/North Easterly winds and very high temperatures. These conditions would have been terrible for stallholders, and likely resulted in stallholders cancelling on the day. The forecast weather would likely have also impacted visitor numbers.

In actuality, the wind came in later than predicated, however notice needed to be given to stallholders in advance, particularly those with fresh produce, so they could make other arrangements.

Holding an unpleasant event would likely have adversely effected goodwill, and been counter productive. Safety and risk of damage to stock and equipment, also had to be taken into account. The decision was made with sufficient notice, and based on the best information available at the time.

Due to the cancellation of the 9th March market, the Stansbury Museum were unable to hold their annual raffle. It was agreed to offer the Museum the option of holding the raffle on the 13th April, at the Salt Water Classic market. Ted will offer this option at the next Museum meeting on Friday 15th March.

Moved: Andrew Pisani

Seconded: Sue Oldfield

To accept the Business Manager and Administration reports February.

Carried: #7 12/03/2024

9. SUB COMMITTEE REPORTS:

9.1 **Institute:** No meeting has been held. Nil to report.

9.2 **Tidy Towns:**

Don McPhee reported the following:

- The remaining feral vegetation on the corner of West Terrace and St Vincent Street has been removed. The vegetation was impacting visibility at the corner.
- Some vegetation had to be cut off a ground level and covered with dirt, due to fibre optic cable being run underneath them.
- A lot of watering, weeding and gardening has been carried out around town.

9.3 **Town Projects:** Nil to report.

9.4 **Access Advisory Committee:** Nil to report.

Moved: Graham Klose

Seconded: Ted Buttfield

To accept the sub committee reports for February.

Carried: #8 12/03/2024

10. CORRESPONDENCE:

10.1 Letter – Stansbury Bowling Club, tabled. (refer item 6.3)

10.2 Letter – Southern Yorke Peninsula, Royal Flying Doctor Service, tabled.

Moved: Graham Klose

Seconded: Sue Oldfield

To accept the correspondence for February.

Carried: #9 12/03/2024

11. GENERAL BUSINESS:

11.1 New vape and smoking regulations:

Trevor Clerke reported that the new vape and smoking regulations commenced from 1st March 2024. All public buildings need to have a sticker displayed at the entrance indicating it is a smoke and vape free area. Stickers are free and can be ordered online from SA Health.

11.2 Change in RSL President

Doug Carruthers reported that after many years of leadership, Reg Ricketts has retired as President of the RSL. Mick Strawbridge is the new President.

11.3 New start time for Executive Committee Meetings

Shaun Toft proposed an earlier start time for the monthly Executive Committee Meetings.

Moved: Shaun Toft

Seconded: Graham Klose

To start the Executive Committee Meetings at 7.00pm.

Carried: #10 12/03/2024

11.4 Elanora grounds

Graham Klose reported that the lower limbs of another tree at Elanora have been cut off for firewood. It is unclear as to who is responsible. The grounds in general, are looking very untidy.

12. CLOSURE:

Meeting closed at 9.37 pm.

Next meeting:

Executive Committee Meeting, Monday 8th April, 2024, 7.00pm.

Don McPhee

Chairperson

Date:..... 8/4/24

