

NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 15th August 2018, 7:00pm, NCPA Boardroom

BOARD MINUTES (unconfirmed)

Meeting opened at 7.00pm.

1. COMMENCEMENT

1.1 Welcome

Guy Martin, Chairperson, welcomed everyone to the meeting.

Present

Guy Martin (Chairperson), Trevor Schmidt (Treasurer), Cr Leonie Boothby, Sara La Nauze, Brett Lydeamore, Tanya Pumpa (Business Manager) and Amber Jungfer (Minutes).

1.2 Apologies

Vincent Marsland, Steven Bell & Peter Rosenberg.

1.3 Declarations of Interest

Nil to report.

2. STAKEHOLDER PRESENTATIONS / REQUESTS

Nil to report.

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Cr Leonie Boothby that the amended Minutes of the Board meeting held on 18th July 2018, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

SECONDED Trevor Schmidt.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Tanya is trying to organise a meeting with the BIG4 CEO and the Barossa Council and the Board Committee.

The loan repayment (\$100k) has been made.

The workshop meeting between all board members to discuss the NCPA governance model will be held before November with the date to be set. Dale Wood (Caravan Park broker) has shown interest in attending and giving his input on the discussion.

5. CORRESPONDENCE

5.1 Incoming Correspondence

5.1.1 Ltr TBC Building Fire Safety Committee dated 30.7.18

The changerooms need some minor upgrades to become compliant. Upgrades to be completed ASAP.

5.2 Outgoing Correspondence

5.2.1 Ltr to Stakeholders regarding Heart defibrillator dated 31.7.18

MOVED Cr Leonie Boothby that all correspondence be accepted.

SECONDED Brett Lydeamore.

CARRIED

6. WORK, HEALTH AND SAFETY

6.1 WHS System Work Plan and Report

Nil to report.

7. REPORTS

7.1 Treasurers Report

July was below budget compared to July 2017. Occupancy is also down compared to last year. The 12 month cashflow budget is showing to be above the original approved budget.

MOVED Trevor Schmidt to accept report.

SECONDED Sara La Nauze.

CARRIED

7.2 Business Managers Report

End of financial year documentation is progressing.

New signage has been put up at the entrance under the BIG4 light box.

SA Parks Conference was attended by Tanya and the Site Managers. There will be amendments to the Residential Parks Act that will affect the leases of our permanent residents. Management to get more information on how it may affect us, a report is to be done of impacts and risks to NCPA.

The BIG4 Conference is being held in Adelaide in October. Tanya invited the board members if they would like to attend. Tanya will email the details as early bird registrations close at the end of August 2018.

7.3 Site Managers Report

Report tabled.

7.4 BIG4 Barossa Monthly Report

Nil to report.

7.5 Website Care Service Report

Report tabled.

7.6 Sports Centre Committee

Nil to report.

7.7 Audit Committee Report

Nil to Report

8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Waiting on updates from the Audit Chair Dafydd Llewelyn.

9. OTHER BUSINESS

9.1 Board Member Renewals

Application forms have been sent to the members who need to renew. Forms need to be received before the September Board Meeting.

9.2 Quotes – Sports Centre Maintenance

Quotes have been received to repair ceilings, repainting and to install a chair rail around the walls of the sports centre. Ceiling repairs and chair rail quotes seem reasonable but need to get a secondary quote for painting and possibly ceiling repairs also. Sara to pass on details of alternate a tradesman for a separate quote.

9.3 Quote – Tiling and Enclosure of BBQ Area in C-Block

Two quotes have been received to tile and enclose the C-Block BBQ area. Solid enclosure to replace the current lattice. The tiling can wait until the funds are available. Will re discuss the quotes at the September 2018 meeting.

10. New Business

10.1 Pet Friendly Cabins

The Board discussed this option, it was decided to give it a go with one cabin to start with. Management to review terms for hire to cover pet related issues and the tariff.

10.2 Toyota “Hilux Hill” Sign

NRFC is in negotiations with Toyota in regards to sponsorship. Toyota would like to name the mound “Hilux Hill” and erect signage. Discussion was held over the possible signage options. Brett Lydeamore will discuss with the Football Club.

10.3 Cleaners Van Replacement

Site managers have been researching and obtaining quotes to replace one of the cleaners vans. Installation of shelving and sign writing is still to be priced.

MOVED Cr Leonie Boothby that we approve the purchase of a Hyundai van through Barossa Auto Group for \$20,100.38 ex GST.

SECONDED Brett Lydeamore

CARRIED

10.4 Barossa Vintage Festival partnership request

Letter from Barossa Tourism regarding Barossa Vintage Festival sponsorship was table. Discussed and decided we would promote it through the BIG4 Web site rather than make a financial contribution. Tanya to respond to letter.

10.5 Letter from the Football Club

A meeting between all sporting clubs and Jo Thomas from Barossa Council to be organised to discuss the Big Project and its impact on the Park. Minutes of the meetings of “Detail Design Working Group” are to be provided to the Board members.

11. DATE OF NEXT METING / CLOSE

The date of the next meeting is set for Wednesday the 19th September 2018, at 7.00pm.
Meeting closed at 8.30 pm.

Confirmed at Board Meeting -

19th September 2018

DATE:19/9/18.....

CHAIRPERSON:.....

