

NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 18th July 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), Peter Rosenberg, Cr Leonie Boothby, Steven Bell, Tanya Pumpa (Business Manager) and Amber Jungfer (Minutes).

1.2 Apologies

Brett Lydeamore, Sara La Nauze and Vincent Marsland.

1.3 Declarations of Interest

Steven Bell – 9.3 Invoice for Pavilion.

2. STAKEHOLDER PRESENTATIONS / REQUESTS

Nil to report.

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Steven Bell that the Minutes of the Board meeting held on 20th June 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

Nil to report.

5. CORRESPONDENCE

5.1 Incoming Correspondence

5.1.1 Letter from Association of Caravan Clubs SA Inc. dated 8.6.18

5.1.2 Email from Adelaide Caravan Club dated 28.6.18

In reference to both items, discussion were had about what can be done in future with group bookings. Tanya and Site Managers to research at SA Parks Conference to see how other parks treat group bookings. Was decided that contact needed to be made with both parties, and possibly offer a special to get them back in next year.

5.2 Outgoing Correspondence

Nil to report.

MOVED CR Leonie Boothby that all correspondence be accepted.

SECONDED Peter Rosenberg.

CARRIED

6. WORK, HEALTH AND SAFETY

Included in Site Managers Report.

7. REPORTS

7.1 Treasurers Report

June was down in occupancy compared to last year but occupancy is still up for the last 12 months compared to YTD last year. We are still slightly above budget overall excluding the sporting clubs contributions.

MOVED Trevor Schmidt to accept report.

SECONDED Steven Bell.

CARRIED

7.2 Business Managers Report

The Assistant Managers have resigned. Currently have relief managers in and the role has been advertised in several places. Board has requested that they be informed when changes like this occur.

Month to Month occupancy report shows the strong and weak months which is good to see patterns. Spa cabin is quite popular.

Tanya has started contacting local businesses about BIG4 Member Benefits and to establish working relationships and get some offers for BIG4 members. Linke's Bakehouse & Pantry are the first business to get on board. The idea has been discussed to get a map going that they can start here and follow the Member Benefits around the local community.

7.3 Site Managers Report

Still waiting to get tradesperson out to quote on the roof of the grandstand. Need to get someone to quote sealing the triangle as well but good to see something is happening in that area.

7.4 BIG4 Barossa Monthly Report

Still not much information to compare to. Tanya is trying to get the BIG4 CEO to come and talk to the Board at our 6 month anniversary. Tanya will continue requesting the monthly report but it was requested to get some insight on what some of the statistics mean and where the information pulls from.

TP to arrange BIG4 CEO to visit

AR # 135

7.5 Website Care Service Report

Page views were up for the month of June.

7.6 Sports Centre Committee Report

No meeting has been held but communication has been made with the Sporting Clubs and there have been no issues raised.

7.7 Audit Committee Report

Copy of minutes of meeting 8.6.18 have been received.

8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Waiting on updated policies by Dafydd Llewelyn

9. OTHER BUSINESS

9.1 CAD Loan Repayment

Approval has been given to pay off the planned amount off the CAD Loan.

MOVED Trevor Schmidt that the payment of \$100,000 be made.

SECONDED Cr Leonie Boothby.

TP to arrange payment

CARRIED

AR # 136

9.2 Quote – Continued Drainage on Main Oval

Council advised that we don't need their approval in order to authorise the extra payment for the upgrade. Extra amount is for upgraded sumps, pumps and the line to the river. Discussion was held about where the capex payment allocation is to come from.

MOVED Peter Rosenberg that we accept the quote by Barossa Plumbing & Gas Services Pty Ltd for \$156,741.20 inc GST to proceed.

SECONDED Steven Bell.

CARRIED

9.3 Final Invoice for Pavilion Works

Guy authorised payment for final variations to BG for \$1,265.00 inc GST.

9.4 Board Membership Terms

Several renewals are coming up in October. Will discuss again in August. Hoping to avoid so many members coming up for renewal at the same time.

Agenda item for next meeting.

9.5 Study of Park

Hard copy of discussion papers were tabled. Discussion was held over the model of the park. Was decided to hold a Workshop meeting at a later date for all Board Members to attend to discuss the papers in further detail.

10. NEW BUSINESS

10.1 Signage

Discussion was held on signage at the park and surrounds.

10.2 Staff Remuneration

Guy notified the Board on pay increments including CPI.

11. DATE OF NEXT MEETING / CLOSE

The date of the next meeting is set for **Wednesday the 15th August 2018.**

Meeting closed at 8.30pm

Confirmed at Board Meeting -

15th August 2018

DATE: 19/9/18

CHAIRPERSON: 

