

**NURIOOTPA CENTENNIAL PARK AUTHORITY**

**Wednesday 21st March 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, Peter Rosenberg, Steven Bell and Brett Lydeamore.

Jane Mylchreest (Acting Business Manager, Minutes).

**1.2 Apologies**

Sara La Nauze & Vincent Marsland

**1.3 Declarations of Interest**

Nil

**2. STAKEHOLDER PRESENTATIONS / REQUESTS**

Nil

**3. CONFIRMATION OF PREVIOUS MINUTES**

**MOVED** Brett Lydeamore that the Minutes of the Board meeting held on 21<sup>st</sup> February 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**

**AR#127 – 18/19 Business Plan**

Guy, Trevor and Jane to work on 18/19 Business plan.

**AR #129 - Playground Equipment Assessment**

Kidsafe SA report received and circulated. Some minor repairs are required.

**AR#132 – Women’s Soccer changeroom facilities**

Preliminary plan was circulated from Brooksby Design & Drafting. Steven Bell to do a costing to support the Sport & Recreation Grant application which needs to be submitted by 11<sup>th</sup> April.

**5. CORRESPONDENCE**

**5.1 Incoming Correspondence**

*Nil*

**5.2 Outgoing Correspondence**

*Nil.*

**6. WORK, HEALTH AND SAFETY**

BIG4 have digital WHS documents available which we may be able to adopt.

## 7. REPORTS

### 7.1 Treasurers Report

February is generally a quiet month but budget was achieved. Cashflow is still good due to occupancy. The first progress payment for the Cricket Pavilion has been made.

**MOVED** Trevor Schmidt that the Treasures Report be accepted.

**SECONDED** Brett Lydeamore.

**CARRIED**

### 7.2 Site Managers Report

Report was received and circulated.

### 7.3 Sports Centre Committee Report

Leigh, Peter Thomas and Peter Rosenberg have had a walk through the Sports Centre and identified general maintenance issues that may need attention.

### 7.4 Audit Committee Report

Meeting was held on Tuesday 13<sup>th</sup> March 2018. Unconfirmed minutes were circulated.

Jane is working with Dafydd Llewelyn updating a Whistle-blower and Risk Management Policy.

## 8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Nil

## 9. OTHER BUSINESS

### 9.1 BIG4 update and signage

BIG4 illuminated sign has been erected. New staff uniforms are being worn. Promotional stickers have not yet been received for vehicles and amenities blocks.

### 9.2 'B' section BBQ and 'C' section BBQ area upgrade

A BBQ is required in the gazebo near the pool area which was not purchased at the time the new development was completed. The 'C' section BBQ area needs upgrading. The capital budget will need to be revised for these projects.

### 9.3 Bank SA access for Assistant Manager

Janice requires view only access to the bank account to be able to check on payments being received for bookings.

**MOVED** Peter Rosenberg that Janice be given view only access to the bank account.

**SECONDED** Trevor Schmidt

**CARRIED**

### 9.4 Guests Feedback

Guy advised of some of the feedback received from guests. Dog waste bag dispensers was mentioned that there are none throughout the park. The Council was contacted for a supplier and have been ordered.

### 9.5 NCPA Long term financial plan

Mark Lague from the Council has updated this document which was tabled. Leonie suggested we revisit the updated Asset register to be able to plan for future Capital expenditure. Leonie to have a loan review discussion with Mark.

**9.6 Big Project**

Peter discussed the general public consensus for the 'Big Project' and his concerns. It was agreed that a guideline is required as to what the criteria is for decision making and prioritising.

**10. DATE OF NEXT MEETING / CLOSE**

The date of the next meeting is set for Wednesday 18<sup>th</sup> April at 7pm.

Meeting closed at 8.15pm.

Confirmed at Board Meeting - 18<sup>th</sup> April/ 20 18

DATE: 18/4/18

CHAIRPERSON: 

