

BOARD MINUTES (unconfirmed)

Meeting opened at 7:00pm.

1. COMMENCEMENT

1.1 Welcome

Guy Martin, Chairperson, welcomed everyone to the meeting. Introduced new Board Member Peter Cooper.

Present

Guy Martin (Chairperson), Trevor Schmidt (Treasurer), Steven Bell, Peter Cooper, Tanya Pumpa (Business Manager) and Amber Jungfer (Minutes).

1.2 Apologies

Vincent Marsland, Brett Lydeamore, Sara La Nauze & Cr Tony Hurn

1.3 Declarations of Interest

9.2 Marketing Consultant – Trevor Schmidt

2. STAKEHOLDER PRESENTATIONS / REQUESTS

Nil to report.

3.

CONFIRMATION OF PREVIOUS MINUTES (21st November 2018 & 12th December 2018)

MOVED Steven Bell that the Minutes of the Board meeting held on 21st November 2018, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

MOVED Trevor Schmidt that the Minutes of the Special Board meeting held on 12th December 2018, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

MOVED Peter Cooper. 2018, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

AR# 135 BIG4 CEO Meeting

The BIG4 CEO meeting is tentatively booked in for April 2019. Clashes with NCPA Interim Audit.

AR# 137 Grand Plan Review

The NCPA grand plan review / 10 Year Plan is still on hold. Jo Thomas has advised she is going to try and arrange a "Big Project" meeting in early February which will cover the details of the purchase of the Prider Street property.

AR# 138 Sports Centre Contract

A permanent Board representative needs to be assigned to be on the Sports Centre Committee.

AR# 141 Board Positions

There is still 1 x Board position is available.

5. CORRESPONDENCE

- 5.1 Incoming Correspondence
- 5.1.1 Letter from TBC dated 3.12.18 Re: Fire Safety Committee Inspection
- 5.1.2 Letter from TBC dated 10.12.18 Re: Appointment of Representatives including extract from Minutes of Meeting 26.11.18
- 5.1.3 Letter from SAPOL dated 17.12.18 Re: Break in 13.12.18
- 5.1.4 Letter from LGAMLS / LGAMCS Re: 2017/18 Annual Reports
- 5.2 Outgoing Correspondence
- 5.2.1 Email to David Zaoui dated 20.12.18 – Declining Offer to Purchase
- 5.2.2 Email to Peter Cooper dated 20.12.18 – Accepting Board Nomination
- 5.2.3 Email to Cr Tony Hurn dated 20.12.18 – Board Appointment
- MOVED** Steven Bell that all correspondence be accepted.
- SECONDED** Peter Cooper.

CARRIED

6. WORK, HEALTH AND SAFETY

Nil to Report.

7. REPORTS

7.1 Treasurers Report

Income for December was down compared to last year. Site fees were up compared to the budget. Occupancy was below 40% for December while it was over 50% last year. Occupancy is projected to be up compared to last year. Receipts for December were slightly below last year but year total is up compared to last year. Cash flow is up compared to budget as money has been set aside for a project. Commitment to loan repayment in June is on track. Prices to be reviewed in the quarterly budget review next week.

MOVED Trevor Schmidt to accept report.

SECONDED Steven Bell.

CARRIED

7.2 Business Managers Report

There have been a few changes internally with employment. Site Managers have notified they will not be renewing their employment contract. Relief managers are organised to temporarily fill the Site Managers role. John Mylchreest has returned on a casual basis to push the capital projects through focussing on the Prider Street House as well as the repairs to the Shiraz cabins.

7.3 Site Managers Report

Nil to Report.

7.4 BIG4 Barossa Monthly Report

Tabled for November.

7.5 Website Care Service Report

Tabled for November & December.

7.6 Sports Centre Committee

Nil to Report.

7.7 Audit Committee Report

Minutes are in progress from meeting on the 11.12.18.

8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Work is in progress by the Audit Committee Chairperson, Dafydd Llewelyn.

9. OTHER BUSINESS

9.1. All Suburbs Bitumen quote

A quote has been received from All Suburbs Bitumen for \$34,100 including GST to replace bitumen in 3 areas of the park.

MOVED Trevor Schmidt that the bitumen work be completed for \$34,100 including GST.

CARRIED

9.2. BK Agency

It was confirmed that BK Agency's Marketing Consulting services be approved.

9.3 Procurement Policy

The changes to the policy as per the Audit Committee are awaiting the next board meeting with full attendance to approve change in spending levels.

10. NEW BUSINESS

10.1 NCPA Board Members – Contact Details

Contact details for the Board members have been distributed.

10.2 Audit Dates

Mark Lague has advised that the audit dates have been set by Bentleys for the 15 – 18th of April for an interim audit with the final audit taking place on the 23 – 25th of September 2019.

10.3 Budget Review

Tanya, Guy & Trevor will be reviewing the half yearly budget at 10am on the 23rd of January 2019. All are welcome to attend.

10.4 Pridier Street House

After being reviewed by three Real Estate Agents it has been advised to get some work done to the property before it can be rented out. A quote has been received by S.S.I. Hooley for \$6,300 Inc. GST. We are awaiting a second quote from another builder. There are more quotes for other works still to come. If under approval levels Guy will approve but if it's over his limit then it will be brought forward to the Board.
MOVED Trevor Schmidt that the quote by S.S.I. Hooley for \$6,300 Inc. GST be accepted if the second quote comes in more expensive.
SECONDED Steven Bell.

CARRIED

11. DATE OF NEXT MEETING / CLOSE

The date of the next meeting is set for Wednesday the 20th of February 2019, at 7.00pm. Please arrive at 6:15pm for a tour around the Park.

Meeting closed at 8.05 pm.

Confirmed at Board Meeting -

DATE: 20/2/19

20th February 2019

CHAIRPERSON:



