

NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 15th March 2017, 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, Chris Linden, Martin McCarthy, Cr Leonie Boothby, and Brett Lydeamore.

Tanya Pumpa (Business Manager, Minutes), John Mylchreest and Jane Mylchreest (Operations Managers).

1.2 Apologies

Amber Rushton & Sara La Nauze.

1.3 Declarations of Interest

Nil to report.

2. STAKEHOLDER PRESENTATIONS / REQUESTS

Nil to Report

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Peter Rosenberg that the Minutes of the Board meeting held on 15th February 2017, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

SECONDED Leonie Boothby.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES**Soccer Club Amenities AR #126**

A quote was received from Coates Hire for a 6 x 3 metre women's change room at a rate of approx. \$65 p/w. It was discussed as to who would be responsible for the upkeep of this change room and agreed that the responsibility would lie with the Soccer Club.

MOVED Chris Linden that we hire one 6 x 3 metre female change room from Coates Hire for a period of 6 months and the Soccer Club is responsible for the cleaning, maintenance, power, freight costs and any damages incurred.

SECONDED Leonie Boothby.

CARRIED

Pavilion Extension

It was discussed that numerous attempts have been made to get a second quote for the Pavilion extension with no success. It was agreed that all opportunities have been exhausted by several Board Members. BGI Group have been in contact to follow up with their quote which is within the budget.

MOVED Peter Rosenberg that we go ahead with BGI Group quote within our \$65k budget, being compliant with our Procurement Policy, to proceed with the extension.

SECONDED Chris Linden.

CARRIED

5. CORRESPONDENCE

5.1 Incoming Correspondence

Nil to report

5.2 Outgoing Correspondence

5.2.1 Email to Lions Club re Information Bay.

MOVED Leonie Boothby that all correspondence be accepted.

SECONDED Brett Lydeamore.

CARRIED

6. WORK, HEALTH AND SAFETY

John Mylchreest has completed some more policies which have been signed off by Guy. We are now up to date with Council.

7. REPORTS

7.1 Treasurers Report

The Finance Report was circulated, along with MYOB, RMS and Payroll Reports. Leonie discussed the use of a cash flow budget to help forecast future expenditure which was discussed at the Audit Committee Meeting. For the cash flow to project out to June 2017 and capture 17-18. Martin to enquire back at Council with Liz Waters as there may already be a model available.

MOVED Trevor Schmidt that the Treasurers Report be accepted.

SECONDED Martin McCarthy.

CARRIED

7.2 Operations Managers Report

Trevor commended John and Jane on resolving the GST issue with Permanent Residents.

7.3 Marketing Committee Report

Marketing Minutes of Meeting 8.3.17 were circulated. Chris summarised the success of the recent Facebook Competition. An email campaign is being setup by Woof Media using Mail Chimp which is aimed at the people who entered the Facebook Competition. Peter Rosenberg will be doing regular Blogs to our website.

7.4 Sports Centre Committee Report

The PA system has been successfully installed.

7.5 Audit Committee Report

The Audit Committee held a meeting last night. The first draft of the Internal Framework Document is at Council. Next meeting in June 2017.

8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Tanya has updated current version and emailed to Martin for his consideration.

9. OTHER BUSINESS

9.1 2018 Rates

The Operations Managers recommended not to increase the rates for 2018 and concentrate on occupancy.

MOVED Chris Linden that the Rates for 2018 remain the same as 2017.

SECONDED Peter Rosenberg.

CARRIED

9.2 Community Wastewater Management System Charging

Martin advised that the Water Industry Act has been passed and the NCPA will be receiving an annual account for a CWMS Fee of approximately \$6,000. This will be reimbursed by the Council.

10. NEW BUSINESS

10.1 Electronic Cars – Additional Costs

It was discussed and decided that we don't have the infrastructure to support the charging of Electronic Cars.

10.2 Energy Efficiency (LED Lighting/Solar)

Leonie suggested that as a Board we need to have an Energy Efficiency plan in place. John will follow up on a quote which was done in regards to Solar throughout the Park.

10.3 Asset Management

Peter raised his concerns in regards to the NCPA Asset Management Plan. Council are in the process of creating an Asset Management Schedule.

10.4 Chris Linden – Permanent Residence

Chris has expressed his interest in Permanent Site 1.

11. DATE OF NEXT MEETING / CLOSE

The date for the next meeting is set for Wednesday the 19th of April 2017.

Meeting Closed at 8.00pm.

Confirmed at Board Meeting - / 20

DATE:17/5/17.....

CHAIRPERSON: .....

