



BIG4 Barossa Tourist Park

*EMAILED
27.9.18*

NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 19th September 2018, 7:00pm, NCPA Boardroom

BOARD MINUTES (unconfirmed)

Meeting opened at 7.05pm.

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, Vincent Marsland, Steven Bell, Tanya Pumpa (Business Manager) and Amber Jungfer (Minutes).

1.2 Apologies

Peter Rosenberg and Brett Lydeamore.

1.3 Declarations of Interest

Nil to report.

2. STAKEHOLDER PRESENTATIONS / REQUESTS

Nil to report.

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Sara La Nauze that the Minutes of the Board meeting held on 15th August 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#135 Darren Luscombe (BIG4 PSM) will be attending the office on the 10th of October. Tanya will discuss with him about setting up a meeting with the BIG4 CEO, TBC CEO and NCPA Board.

AR#137 Workshop meeting date is still pending, this is to discuss the governing body of the park.

5. CORRESPONDENCE

5.1 Incoming Correspondence

Nil to report.

5.2 Outgoing Correspondence

5.2.1 Ltr to Mayor Sloane dated 5.9.18 Re: Purchase of Klemm Property
Negotiations are in final stages.

5.2.2 Ltr to Permanent Residents dated 15.8.18 Re: Speeding

MOVED Trevor Schmidt that all correspondence be accepted.

SECONDED Vincent Marsland

CARRIED

6. WORK, HEALTH AND SAFETY

6.1 WHS System Work Plan and Report

Nil to report.

7. REPORTS

7.1 Treasurers Report

August income is above budget. YTD income is also above budget. The occupancy is up compared to August last year. Payments are down due to capital expenditure payments being allocated but not yet paid.

MOVED Trevor Schmidt to accept report.

SECONDED Steven Bell

CARRIED

7.2 Business Managers Report

The Business Managers report was tabled. Along with MYOB BS and P&L for 30 June after year-end journals.

After a complaint left on social media about lacklustre lighting in spots around the park and too much lighting in others, some attention is needed to investigate some options to make it more user friendly.

7.3 Site Managers Report

Report tabled – Written by relief Site Manager, John Mylchreest.

7.4 BIG4 Barossa Monthly Report

After receiving an email from our PSM which mentioned our BIG4 webpage has not changed and any depth, it was discussed that we enlist a marketing consultant to boost things. Leonie is working on a tender scope. Have it involve all websites, social media and local marketing on what we have on offer and how we differ to standard caravan parks. Include caravan storage, bush chapel and possibly the Sports Centre.. It was also discussed getting undercover shelters installed in the storage facility. A budget needs to be decided for the marketing consultant and approve the campaign details at the October meeting.

Tanya is to enquire contracts with the Sports Centre.

AR# 138

Leonie to table Tender Scope – October Meeting

AR# 139

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 Chairperson, Dafydd Llewelyn.

9. OTHER BUSINESS

9.1 Toyota "Hilux Hill" update

Discussed, but no formal update has been received.

9.2 Membership Renewals

Renewals have been received. TP to send the applications through to Vincent to pass on (AR# 140). We need an advertisement to go in the local papers regarding the two empty positions (AR# 141). Guy has spoken to Chris Linke of the NRFC regarding getting a representative from the sporting clubs on board.

Peter Rosenberg

Long term member, Peter Rosenberg, is retiring from the Board. Peter has been a member of the the NCPA Board for 8 years, holding the positions of Secretary, Member of the Finance Committee and Member. During his tenure he was a prime mover in the \$2m upgrade to the caravan park and more recently has worked with the sporting clubs for improvements to the Town Oval and the tennis and netball courts among many other things. Peters input and enthusiasm will be missed. Peter, many thanks from the Board.

10. New Business

10.1 Greenway Turf Solutions Oval Report

A report regarding the oval conditions and a maintenance program has been provided to improve each individual oval. Park staff are to follow this program with park owned equipment as well as a borrowed aerator from Council when required.

10.2 19/20 Rates Review

Needing to get the rates set from 1st July 2019 due to booking enquiries. Was decided that rates are to go up 2.5% due to CPI rounded to the nearest \$5 for the 2019/2020 financial year.

MOVED Leonie Boothby that rates be raised 2.5% for the 19/20 financial year.

SECONDED Sara La Nauze

CARRIED

11. DATE OF NEXT METING / CLOSE

The date of the next meeting is set for Wednesday the 17th October 2018, at 7.00pm.
Meeting closed at 7.50 pm.

Confirmed at Board Meeting -

17th October 2018

DATE:17/10/18.....

CHAIRPERSON:.....

