

**NURIOOTPA CENTENNIAL PARK AUTHORITY**

**Wednesday 19-07 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, Cr Leonie Boothby, Brett Lydeamore, and Amber Rushton

John Mylchreest and Jane Mylchreest (Operations Managers).

**1.2 Apologies**

Vincent Marsland, Sara La Nauze & Chris Linden

**1.3 Declarations of Interest**

Nil to report.

**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> June 2017, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

**SECONDED** Peter Rosenberg

**CARRIED**

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**AR # 123 – Club Licences**

Soccer Club have yet to sign their agreement.

**AR#112 – Nuriootpa High School Facilities**

Martin had arranged a meeting with the Principal of the High School and Soccer Club which was postponed. Martin to follow up.

**5. CORRESPONDENCE**

**5.1 Incoming Correspondence**

Nil

**5.2 Outgoing Correspondence**

**5.2.1 Cricket Pavilion Approval Letter:**

Approval letter was sent to Stephen Bell from BGI to submit to Council.

**MOVED** Amber Rushton that all correspondence be accepted.

**SECONDED** Brett Lydeamore

**CARRIED**

**6. WORK, HEALTH AND SAFETY**

**6.1 WHS System Work Plan and Report**

Nil to report

## 7. REPORTS

### 7.1 Treasurers Report

Reports were circulated and discussed. The average cabin occupancy for 16/17 was 42%. Cash flow budget to include Sports Centre Term Deposit.

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

**SECONDED** Peter Rosenberg

**CARRIED**

### 7.2 Operations Managers Report

The Football Club change rooms work has been completed.

### 7.3 Marketing Committee Report

Nil to report.

### 7.4 Sports Centre Committee Report

Peter mentioned that Programme Maintenance did not clean up well after the work they did and supplied feedback via a survey. The Tennis/Netball courts have several cracks appearing. Peter to contact a company called 'Advanced Sporting' to get an assessment done. The trees near the Cricket nets still a concern in regards to the possibility of them falling.

**MOVED** Amber Rushton that a new report be done to assess trees in the car parking area near Cricket nets.

**SECONDED** Brett Lydeamore

**CARRIED**

### 7.5 Audit Committee Report

**MOVED** Brett Lydeamore that the Board adopt the Terms of Reference and Financial Information Framework documents, and accept the Financial Reports.

**SECONDED** Cr Leonie Boothby

**CARRIED**

## 8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Nil to report.

## 9. OTHER BUSINESS

### 9.1 Residential Parks Act Review

Draft document was circulated and discussed.

### 9.2 Related Party Disclosures Process

This document was received from TBC and circulated. Board members are to complete the Related Party Disclosure Form and sent to TBC.

## 10. NEW BUSINESS

### 10.1 Succession Plan – Managers and Assistant Managers

Committee to be formed to review position descriptions and skill requirements. The committee will consist of Leonie, Vincent, Guy, Trevor and Chris. Leonie to set up a meeting within the next week.

### 10.2 Performance Review – Assistant Managers

Guy and Chris to organise a review time that is convenient for all parties.

**10.3 Playground report and safety**

John tabled a report received by Council. The playground near Tennis/Netball is scheduled to be refurbished in 17/18 at the expense of the NCPA. There is nothing in place for the playground in the middle of the Park at this stage. Leonie to follow up with Council staff to get an assessment done of the equipment.

**10.4 Sound Fix Acoustics – Reception building**

A quote was circulated to have acoustic panels attached to the ceiling of the Reception building to reduce the echo and complaints from guests. As per Procurement Policy further quotes are required. Capital expenses to be discussed at the August meeting.

**10.5 Cricket Pavilion Extension**

The Football Club is concerned that the approval has been delayed and the Pavilion will be a construction site when the Grand Final is at Nuriootpa. When the approval has been received a meeting will be held to discuss whether they need to postpone the construction until after the Grand Final if not completed before.

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

The date of the next meeting is set for Wednesday 16<sup>th</sup> August at 7pm.

Meeting closed at 8.15pm

Confirmed at Board Meeting -

/ 20

DATE:

 16/8/17

CHAIRPERSON:



