



NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 20 Sep 2017, 7:00pm, NCPA Boardroom

BOARD MINUTES (unconfirmed)

Meeting opened at 7.00pm.

1. COMMENCEMENT

1.1 Welcome

MOVED Chris Linden that Trevor Schmidt be appointed as Chair Person in the absence of Guy Martin.

SECONDED Cr Leonie Boothby

CARRIED

Trevor Schmidt, acting Chair Person, welcomed everyone to the meeting.

Present

Trevor Schmidt (Treasurer), Peter Rosenberg, Chris Linden, Vincent Marsland, Cr Leonie Boothby, Amber Rushton, Brett Lydeamore and Sara La Nauze.

John Mylchreest and Jane Mylchreest (Operations Managers).

1.2 Apologies

Guy Martin (Chair Person)

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 16th August 2017, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

SECONDED Cr Leonie Boothby.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

AR#129 – Playground Equipment

Quotes and pictures were circulated of playgrounds the Council had recently completed. The Council apparently has presentation in regards to new ideas around nature playgrounds. Vincent to supply a copy of this presentation for consideration. In the meantime Vincent will organise for someone to assess the current equipment to determine what needs to be replaced or just upgraded.

5. CORRESPONDENCE

5.1 Incoming Correspondence

5.1.1 Email from Martin McCarthy re Tree Assessment: Email dated 31st August 2017 received advising of the cost of having a tree survey done through the Tourist Park in conjunction with the 'Big Project' which is having the Sport/Recreation area and Coulthard Reserve surveyed. The Tourist Park had the trees survey 3 years ago and any trees of concern have been removed. The main concern was the pine trees situated near the cricket nets which are already included in the 'Big Project' survey.

MOVED Cr Leonie Boothby that a survey is not required at the moment, and the Park Managers are to monitor the trees regularly.

SECONDED Peter Rosenberg

CARRIED

5.1.2 Email Chris Linden re Board Nomination: Chris has declined to renominate as a NCPA Board Member.

5.2 Outgoing Correspondence

5.2.1 Eileen Bates (permanent) re tree removal: Letter was tabled that was sent to Eileen on 23rd August advising that tree would not be removed but reviewed annually and park staff are to clear roof and gutter on an annual basis.

MOVED Chris Linden 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 circulated and discussed. Year to date figures are looking strong. Quarterly review due the end of September.

7.2 Operations Managers Report

Solar panels have not yet been installed, the company is waiting on an inverter, should be done end of September. Two quotes have now been received for Main oval and Hoffmann oval drainage work.

MOVED Peter Rosenberg that Oval Drainage quotes be discussed at the next Board Meeting once September Quarterly review has been done.

SECONDED Sara La Nauze

CARRIED

7.3 Marketing Committee Report

TV commercial has gone to air, will monitor bookings that are created from this.

7.4 Sports Centre Committee Report

Bookings for Sports Centre are increasing as we come into the warmer months. Peter commented on how well the oval has been prepared for the Grand Final.

7.5 Audit Committee Report

Minutes from the meeting held on the 29th August were circulated. The committee had accepted the Draft Financial Statement 2016-2017 and recommended they be signed off by the NCPA Board.

8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Nil to report.

9. OTHER BUSINESS

9.1 New Managers – Contract, Bank access and credit card

The contract for the new Site Managers (Senior Asst. Managers) has been issued and signed. New Assistant Managers commence on 4th October.

MOVED Peter Rosenberg that Helen, Site Manager, be given administration access to the Bank SA online banking. Leigh, Site Manager, to be issued a credit card with a \$2000 limit.

SECONDED Sara La Nauze

CARRIED

9.2 Permanent's rent increase

CPI percentage increase was discussed and dismissed in favour of using a rounded full dollar amount.

MOVED Peter Rosenberg that the permanent's rent, inclusive of GST, be increased to \$140 p/w, but longer term residents be increased to \$130p/w where applicable.

SECONDED Brett Lydeamore

CARRIED

9.3 Board Position Nominations

Chris and Amber are not re-nominating to be NCPA Board Members. Trevor has re-nominated for 1 year. Two Board Member vacancies are to be advertised in The Leader.

9.4 NCPA Financial Statement – Final

2016-2017 NCPA Financial Statement was circulated.

MOVED Peter Rosenberg that the Financial Statement be accepted and signed by Guy and Chris.

SECONDED Amber Rushton

CARRIED

9.5 Thanks

Trevor, on behalf of the Board, thanked Chris and Amber for their service as Board Members. He also thanked John, Operations Manager, for his service over last three years, and wished him well in his retirement.

10. DATE OF NEXT MEETING / CLOSE

The date of the next meeting is set for Wednesday 18th October at 7pm.

Meeting closed at 8.30pm.

Confirmed at Board Meeting -

/ 20

DATE: 18/10/17

CHAIRPERSON: 