



NURIOOTPA CENTENNIAL PARK AUTHORITY

Wednesday 20th JUNE 2018, 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), Brett Lydeamore, Sara La Nauze (late), Vincent Marsland, Steven Bell, Tanya Pumpa (Business Manager) and Amber Jungfer (Minutes).

1.2 Apologies

Cr Leonie Boothby and Peter Rosenberg.

1.3 Declarations of Interest

Nil to report.

2. STAKEHOLDER PRESENTATIONS / REQUESTS

Nil to report.

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Steven Bell that the Minutes of the Board meeting held on 16th May 2018, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

SECONDED Brett Lydeamore.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Action Register tabled.

5. CORRESPONDENCE

5.1 Incoming Correspondence

5.1.1 Letter from Probus Club dated 10.4.18 Re: Board Room Facilities

5.1.2 Letter from Barossa Accounting & Tax Services dated 23.5.18 Re: 2018 FBT

5.2 Outgoing Correspondence

Nil to report.

MOVED Vincent Marsland that this correspondence was accepted.

SECONDED Trevor Schmidt

CARRIED

6. WORK, HEALTH AND SAFETY

Nil to report.

7. REPORTS

7.1 Treasurers Report (tabled from RMS & MYOB reports)

May income slightly below budget with site fees above but cabin fees below. YTD is above budget. Cabin occupancy for May is slightly down from same time last year but YTD is still up. Capital spending is down on budget. Loan repayments to go ahead as approved and noted in LTFP.

MOVED Trevor Schmidt that the Finance Report be accepted.

SECONDED Brett Lydeamore

CARRIED

7.2 Business Managers Report

Board found Tanya's report very thorough but suggested if she could cut it back a little bit. A new occupancy report was circulated which was good to see which cabin types are performing best but also being able to reference their location and styles in order to determine what cabins should be replaced in the future.

MOVED Vincent Marsland that Business Managers Report be accepted.

SECONDED Steven Bell

CARRIED

7.3 Sports Centre Committee Report

Their last meeting was held on the 21st May 2018 – Minutes to follow.

7.4 Audit Committee Report

Their last meeting was held on the 8th June 2018 – Minutes to follow. The meeting found that the March quarter review was yet to be completed. (This has now been completed – To be tabled as a late item).

8. IMPROVEMENT PROGRAM UPDATE (RISK ANALYSIS)

Dafydd Llewelyn currently looking at 2 policies.

9. OTHER BUSINESS

9.1 Bentleys – Report on Audit Findings 30 June 2018

Interim audit findings got the big tick.

**Sara La Nauze entered meeting 7:20pm*

9.2 Quote from Barossa Plumbing – Oval Drainage / Stormwater Project

Revised quote is more than expected due to upgraded pumps and electrical and more work to be had due to tanks going in a different area. Was discussed getting another quote but as this tender won on original quote it's likely they would still be cheaper on upgrades. Discussion had on what works would be occurring.

Tanya to check whether Council's CEO has to approve "quote waiver" or if Board can accept.

9.3 Sports Centre Investment – Due to rollover June 2018

\$3k to be added to Sports Centre Investment and no expenses to come out.

MOVED Trevor Schmidt that it be rolled over for another 6 months.

SECONDED Brett Lydeamore

CARRIED

10. NEW BUSINESS

10.1 BIG4

BIG4 report was circulated. Not much to compare as of yet but happy with the numbers we're seeing so far. Council has expressed interest with meeting the BIG4 CEO once a year and getting feedback directly from them. BIG4 conference is in SA in October. Tanya will be

attending and hoping to get the BIG4 CEO to attend our office to have a meeting with Board / Council.

Tanya to arrange BIG4 CEO to visit Board / Council.

10.2 BGI Invoice for Pavilion

A further invoice has been received for completion works on the Pavilion. It's increased from the quoted price due to some foreseen and unforeseen prices on safety compliances and requirements to sporting clubs. Still waiting on supplementary invoice for some work not yet completed.

MOVED Sara La Nauze that we accept invoice and pay from capital.

SECONDED Trevor Schmidt

CARRIED

10.3 March Quarter Review

The March Qtr. P&L budget and Capital budget forecast was reviewed and outcome circulated. Discussed some changes. Minor Equipment is above budget with new several larger items being purchased. A Heart Defibrillator will be going on the wall out the front of the office in view of security cameras. Staff will be given basic training on usage if required.

Tanya is going to check with St John's about registering on their website.

MOVED Trevor Schmidt that the March Qtr. Budget review be accepted and provided to Council.

SECONDED Vincent Marsland

CARRIED

11. DATE OF NEXT MEETING / CLOSE

The date of the next meeting is set for Wednesday the 18th July 2018.

Meeting closed at 7.40pm

Confirmed at Board Meeting - 18th July 2018

DATE: 18/7/18

CHAIRPERSON: 

