



**NURIOOTPA CENTENNIAL PARK AUTHORITY
MINUTES OF THE BOARD MEETING
Held at the Barossa Council Chambers
Wednesday the 15th October 2014 commencing at 7:30pm**

WELCOME

Jo Thomas, as an ex officio, welcomed everyone to the meeting.

PRESENT

Board Members: Guy Martin, Ian Mader, Peter Rosenberg, Roger Leske, Chris Linden, Cherie O'Neill, Martin McCarthy, Scotty Milne and NCPA Business Manager, Tanya Pumpa.

APOLOGIES

Trevor Schmidt

CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

MOVED G. Martin that the Minutes of the meeting held on 10th September 2014, as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

SECONDED P. Rosenberg

CARRIED

MATTERS ARISING FROM PREVIOUS MINUTES

Scotty Milne raised about the external electrical wiring on the bullnose cabins and as to whether this has been resolved. It required the services of a qualified electrician and should have been undertaken. Guy Martin to confirm with Jeff May.

Scotty Milne raised an issue with the Minutes not being accurate enough.

NOMINATION / ELECTION OF BOARD APPOINTMENTS

CHAIRMAN: Guy Martin was nominated for position of Chairperson. All were in favour of this nomination and the position accepted by Guy Martin.

MOVED R. Leske that Guy Martin be Chairman.

SECONDED P. Rosenberg.

CARRIED

DEPUTY CHAIRMAN: Roger Leske was nominated for position of Deputy Chairperson. All were in favour of this nomination and the position accepted by Roger Leske for a one year term.

MOVED I. Mader that Roger Leske be Deputy Chairman for one year.

SECONDED P. Rosenberg

CARRIED

TREASURER: Trevor Schmidt was recommended for the position of Treasurer, subject to his acceptance. It was resolved this will lapse until next meeting.

SECRETARY: Discussions were had about the necessity of this position and all agreed for this decision to lapse until the next meeting.

CHIEF EXECUTIVE OFFICER: Due to the recent changes under the ICAC Act the elected CEO cannot be a current Board member. Martin McCarthy will dedicate the time to research the CEO role and report back at the November meeting as to the pros and cons of having an

elected person in this role. In the short term it was nominated that either Jo Thomas or Jo Wilson temporarily fill the position for an approximate eight week period. Martin McCarthy to liaise with both members of staff in the interim.

MOVED P. Rosenberg that either Jo Thomas or Jo Wilson fill the position until the role is clarified.

SECONDED S. Milne.

CARRIED

AUDIT COMMITTEE: As the Audit Committee is a process that requires legal responsibilities it was resolved that the following candidates be approached to establish their interest before the committee can be formalised. Nominated was Jonathon Gerhardy, Rob McDonald and Jo Thomas as the Council Representative. Until such time the Audit Committee is in abeyance.

MOVED P. Rosenberg that the nominated candidates be approached.

SECONDED C. Linden.

CARRIED

PROJECT SUB-COMMITTEE: Nominated to form the Project Sub-Committee was Board Members Guy Martin and Ian Mader, Steven Bell as Project Manager, Peter Bice as the Director from Council and Ian Klaebe subject to his acceptance.

MOVED M. McCarthy that the above named form the project sub-committee to take effect immediately.

SECONDED S. Milne.

CARRIED

CORRESPONDENCE

IN

David Klemm: Letter dated 8th September 2014 Re: Potential sale of property adjacent to Hoffmann Oval. The property is zoned recreational.

MOVED I. Mader that we enquire into the costs involved to get a land valuation.

SECONDED C. Linden.

CARRIED

REPORTS

FINANCE

• MYOB Reconciled Balance 30.9.14	\$ 172,233.64
• Actual Bank Balance 30.9.14	\$ 187,249.46
• Current Outstanding Creditors	\$ 41,700.16
• Loan	\$ 650,000.00 Dr

Depreciation values for "Buildings" are yet to be provided by the Barossa Council for 13/14 therefore Year End is still to be finalised.

AGREEMENT OF MEETING PROTOCOL AND AGENDA

Monthly accounting reports need to be revised to determine what is currently being provided and what the reporting requirements of the future Board will be, with a strong focus on reporting profit activity and occupancy. Chris Linden, Trevor Schmidt, Peter Rosenberg and Tanya Pumpa to meet to discuss future reporting options.

MOVED M. McCarthy that we accept this trialled draft agenda for the November meeting.

SECONDED R. Leske.

CARRIED

An agenda precedent for future meetings was discussed and agreed in draft, with a copy attached to these Minutes. Meetings will continue to be held monthly, on every second Wednesday of the month. Held at the NCPA Boardroom commencing at 7:30pm. The first half hour will be open to Stakeholders for presentations and requests.

MOVED M. McCarthy trial draft agenda for November meeting.

SECONDED S. Milne.

CARRIED

STAFF

KPI's need to be reviewed or where missing be set for all staff, including senior management. Management contracts are to be provided to Board, along with all position specifications and job descriptions to be reviewed and provided to the Board for consideration.

WHS

WHS documents and their progress will need to form part of the monthly reporting to Board. The WHS written policies and procedures are close to finalised with risk management and hazard assessment being worked on under the support of the Barossa Council. Martin McCarthy to liaise with Alan Jackson to ascertain the framework of the current documents.

DELEGATIONS

It is a legal requirement that an instrument be put in place for the delegations of authorities, this being a serious gap in administration. As previously discussed, Wallmans have provided a quote of \$3,000 to undertake the research and work involved to prepare the document. This is a requirement under the Act and needs immediate attention.

MOVED McCarthy that we accept the quote and get the document underway.

SECONDED R. Leske.

CARRIED

GOVERNMENT GRANT FUNDING

The Government have released a new grant with minimum funding of \$20,000 to a maximum of \$1,000,000 to build economic outcomes and create revenue, on a dollar for dollar basis. The NCPA can apply separate to Council, with Martin McCarthy advising that Council will research and apply on behalf of the NCPA and provide further scope on the grant. Applications due in by 28.11.14. Should the application be successful we would review the Business Plan to suit the grant provisions.

GENERAL BUSINESS

MARKETING

Paige Rowett has provided an agenda for the Marketing Plan meeting booked in on the 28.10.14. This session will be for Paige to gather the information she requires in order to prepare and develop a marketing plan for the NCPA. Peter Rosenberg has requested this session take place at the Park where we have access to all of the Information.

CONTACT DETAILS

A contact list needs to be prepared collating all the contact information of the new Board members, and distributed including a copy to Park Managers. Monthly reports are to be emailed in future and emailed through in a PDF format so they can be opened on tablets.

NEXT MEETING

To be held on the second Wednesday of November, being the 12th of November 2014 at 7:30pm.

CLOSURE

There being no further business, the meeting closed at 9:20pm.

Confirmed:

Date:

Chairperson: