



Minutes of meeting
Held in the Edithburgh Institute
on 10 July 2018

PRESENT:
**Subject to
Confirmation**

John Edwards (Chairperson), Peter Bartram, Cr Darren Braund, Lesley Tilbrook, Mag White, Darryl Lewis, Damian Goody, Diana Sweeney (Minute Taker).

VISITORS: Rhiannon Goody, Russell Gray, Mark Wilkin, Ann Edwards, Darren Bland.

MEETING OPENED

7.30pm

1. WELCOME

Chairperson John Edwards welcomed everyone to the meeting and thanked them for their attendance.

2. APOLOGIES

J Sendy (leave of absence), S Eccles, K Dawes, J Forbes (YP Financial Services).

3. CONFLICT OF INTEREST

The Chairperson reminded all members of their requirement to disclose any conflict of interest and provide accurate details of the relevant interest to the Committee prior to consideration of that item on the Agenda.

4. CONFIDENTIAL ITEMS.

SEE END OF DOCUMENT.

NOTE BY CHAIRPERSON.

J Edwards stated that there was no future in looking back on what has happened, only to move towards the future. He also stated the conditions of attending Progress meetings as part of the public gallery and reiterated that the public were welcome to come along to listen to the meetings, but were not permitted to address the meeting at any time.

5. CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF MEETING HELD 12 JUNE 2018

#73 (10/7/18)

Moved: Peter Bartram Seconded: Mag White
That the minutes of the Edithburgh Progress Association meeting, held on 12 June 2018 as circulated be taken as read and confirmed as a true record.

CARRIED

6. MATTERS ARISING

ITEM #: 6.1 MATTERS ARISING.

Nomination positions at 2018 AGM.

It was agreed that the positions to be filled at the forthcoming AGM in August would be five (5).



D Goody – Renmark Big 4 Caravan Park.

D Goody had recently visited the Renmark Big 4 Caravan Park and submitted photos of their entrance, camp kitchen and various other amenities for ideas and discussion with regard to upgrading the Edithburgh Caravan Park's entrance/side facias and other facilities. To be discussed at the Caravan Park Working Party Committee meetings.

ITEM #: 6.2 REVIEW OF ACTION LIST.

- **Outdoor Gym Equipment.** D Sweeney reported M Herrmann's email advising that installation will be carried out in late August.
- **#10 Defibrillator at Sultana Point.** Distribution of leaflets and posters, etc. advising of location to be focussed on for September 2018 meeting. **Action: D Sweeney**
- **#11 Planting on Western Caravan Park Boundary.** D Sweeney advised plants were delivered and holes were ready for planting. J Edwards queried the choice of plants – Grevilleas – as they do not like a lot of water, can grow very high (and will be under power lines) and also don't like limestone. **Action: P Bartram to follow up with Council.**

7. REPORTS**ITEM #: 7.1 CARAVAN PARK WORKING PARTY REPORT**

Next Meeting 30/7/18

Relief Management report was circulated prior to the meeting (P Bartram and D Lewis attending June meeting).

We would like to thank you for arranging Jenny and Malcolm to come in and manage the Park for us so we could catch up in Port Lincoln with our family for the June long weekend.

The Park is extremely quiet with this cold weather keeping campers away. It has been a good time to catch up on other jobs that you have no time for when it is busy.

In the Park this month:

- Malcolm had to call Minlaton septic 7.30pm Saturday night as the Southern Amenities were overflowing.
- Malcolm cleaned the gutters on the ensuites.
- The Monday night our first day back the alarms were going off on the septic behind the Seaview Cabins. Arranged for Minlaton Septic to come back on the Tuesday to look at all the issues. All fixed for now.
- Purchased and fitted new cement lids for septic in main amenities area.
- Cleaned the gutters on the Laundry, Spa 1 and Spa 2.
- Fitted new fly screens to Office front windows.
- Mulched garden area behind Spa 1.
- Purchased and planted plants in pots in front of both Spas.
- Fitted the SA number plates to the cleaners' van.
- Ongoing maintenance of many leaking taps throughout the park and cabins.
- Soil testing completed for the new proposed Northern Amenities block.



- Ongoing pruning of trees and shrubs as well as the apricot tree in the Park residence. All green waste disposed of.
- The upgrade of the WiFi has been completed.
- Mulching of the garden near the unpowered sites.
- Have had a few enquiries and bookings for Christmas, the Park is filling up fast.

Everything seems to be running smoothly at the moment in and out of the office.

ITEM #: 7.2 PROGRESS FINANCIAL REPORT.

Report circulated prior to meeting.

Financial Reports.

The following have been submitted for your consideration:-

1. Balance sheet for Edithburgh Progress Association as an entity.
2. Profit and Loss for "Jobs" which has been broken down into three categories – Caravan Park, Progress Association Administration and Progress Fundraising.
3. Profit and Loss compared to previous year.

Adjustments to recognise some expenditure in July that relate to June and Depreciation journals still need to be entered prior to the Audit. The Statements will be ready to submit to the Auditors by mid July and a formal report provided at the AGM.

Park Managers.

Interviews are scheduled for Thursday, 12th July 2018 after consultation with the Interview Panel members.

Advertising.

I have attended to various Advertising requests and updates on sites during the month. There is still a lot more to do.

The Interview Panel have reviewed the Advertising/Marketing component of the Park Managers' role and have researched an option to outsource this component with an independent organisation that will cover the following:-

- Marketing Database Management.
- Online Reputation Management.
- Electronic Direct Mail.
- Website Management.
- Facebook.
- Social Media General.
- Third Party Sites.
- Report on a quarterly basis to Progress on statistics and other initiatives.

Below is an extract from an email which covers their original review and commitment of three months thereafter to implement:-



We start with a digital review that thoroughly assesses your current online presence, both consumer facing and the set up. The review normally costs \$1200 + GST but we offer a 20% Top Parks discount which is invoiced on delivery. The digital review is delivered in a report with recommendations to improve your online presence and ultimately, your revenue. After the review, we ask for a three month commitment to our ORM and Rates/System Management service modules which is the average time required to address the recommendations.

Please refer to attached MOM Schedule of Services for more detailed information.

The 2018/19 draft budget would need to be amended to include an additional allocation in Advertising to cover this is Progress approved in contracting this organisation. The original review of approximately \$1,000 (discounted price) would go under the general Consultancy allocation.

If Progress approves my revised contract, some of the savings there could be transferred across to this budget allocation.

Possible Recommendation.

That the 2018/19 draft budget be amended to include an allocation to contract Massey Online Management (MOM) for 12 months to attend to our Marketing requirements as per their Schedule of Services (Progress to decide which option to go with - \$175 or \$300 per week).

The MOM Schedule of Services and costs were discussed. It was agreed, at this stage, to initially conduct the digital review (\$1200 + GST minus Top Park discount of 20%).

#74 (10/7/18)

Moved: Darryl Lewis

Seconded: Mag White

That Massey Online Management (MOM) conduct a digital review on behalf of Progress for the Edithburgh Caravan Park at the cost of \$1200 + GST (with a Top Parks discount of 20%) and the three month commitment as per the MOM quote.

CARRIED

Caravan Park Agreements and RMS Accounts.

As noted in the Correspondence, I have sent out the following agreements:-

- 43 Annual Site Licence Agreements.
- 11 Residential Site Licence Agreements.
- 15 Van Storage Agreements.
- Several New licence applications for both ASL and Residential sites. Hopefully some will be forthcoming to fill a few of the vacancies that have arisen recently.

I spent time with Lisa on Thursday 28 June attending to some anomalies within the RMS system on some of the ASL accounts and also writing off the bad debts as previously approved by Progress.



Electricity accounts were sent with the agreements this year due to the timing and I thank Ken and Lisa for their work in reading the meters and organising the accounts, especially with date adjustments for the Annuals.

Apology

Unfortunately, I will not be in attendance at the July meeting, so please contact me via email if you have any questions or queries regarding the finances or matters raised in my report.

ITEM #: 7.3 TOURISM WORKING GROUP REPORT

(Next Meeting date – 11/9/18 2018nd Tuesday/mth at 6.45pm (no August meeting due to AGM. Cooee next meeting date last Monday 27/8/18 –at 10am).

L Tilbrook requested the budget for the next 12 months so she can set up and plan for 2018-2019 from September 2018. **Action: J Forbes to advise.**

Item #: 7.3.1 Cooee.

- Cooee photocopier still to be repaired. D Sweeney requested urgent attention or replacement machine by 23 July 2018.

Item #: 7.3.2 Edithburgh Markets.

- Not such a big market but quite a good mixture of visitors and locals.
- Trading was slow early but improved as the morning progressed.
- Some of the stallholders did a limited trade but overall, we managed to cover our costs.
- Lamington sales are up to \$450. Pat thought she made enough for the next three markets. Wrong, sold out! Well done Pat!

ITEM #: 8.4 A DAY AT THE 'BURGH.

Meeting held 27/6/18. Report forwarded to Administration Officer by John and Christine Weekly.

- Art Opening:
 - Shirley Thompson is catering for \$100 plus cost of ingredients.
 - Troubridge Hotel donating 1 dozen wines.
 - Wine glasses being sourced.
 - Jen to approach AGL box re: opening Art Exhibition on Friday Night as AGL is once again a major sponsor!
- Army Band:
 - Music will commence at 5pm.
 - Edithburgh RSL to provide catering.
 - Ticket price \$15 through Try Booking, available mid August.
 - Army Band Poster ready for printing soon.
- Sunday:
 - Darren Braund opening festival – confirmed.
 - Volunteers to be approached from now on.
 - John W and Garry W meeting with Angus McEvoy to control Facebook etc for A Day at the Burgh.
 - Garry W to purchase extra bunting and obtain quotes for umbrellas and marquees.
 - Jen progressing well with food stall permits, etc.



- Dianne Griffiths research projecting coloured lighting images for street on Sunday night.

ITEM #: 8.5 INSTITUTE REPORT.

(K Dawes provided a brief verbal report prior to the meeting – D Sweeney read out in his absence).

- Meeting held mid June. All is good.
- Painting quotes to be discussed with Council.
- Costing and feasibility of erecting art picture railing around the wall of main hall.
- J Braund contacted the Administration Officer requesting a letter of support from Progress to add to grants the Institute is seeking to help fund works in areas of the Hall to reduce the incidence of salt damp. **Action: D Sweeney**

#75 (10/7/18)

Moved: Peter Bartram

Seconded: Lesley Tilbrook

That Progress supply a letter of support to add to grants the Institute is seeking to help fund works in areas of the hall to reduce the incidence of salt damp.

CARRIED

ITEM #: 8.6 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date – AGM Tuesday 17/7/18 – All Welcome).

- Meeting held on 19/6/18.
- Council to renew lease.
- Shed extension/verandah being built.
- Tapes display finished now for Branley's display.
- \$1600 grant received for relic housing from ANM Museum.
- Clan Ranald Anchor recoated by Allan Russell.
- Permanent transfer of Troubridge Hill lighthouse artefacts from AMSA (Maritime Safety).
- Fundraising lunch to be held at Golf Club on 26 August, 2018 – All welcome.
- School display growing.

ITEM #: 8.7 COUNCILLOR'S REPORT.

Two meetings (one special) held regarding rates increase.

50 or 60 farmers were represented at these meetings.

Next budget has been approved. There is not a lot of money but Tidal Pool has been allocated some funds.

9 GENERAL BUSINESS

Ideas Flyer. D Lewis presented a mocked up two sided DL leaflet which requested community involvement with ideas to help improve Edithburgh. All genuine ideas will be published in the Cooe and K Bland will kindly coordinate collation of leaflets. To be printed at Pioneer printing, quantity 250 on thicker card stock.

#75 (10/7/18)

Moved: Peter Bartram

Seconded: Damian Goody

That 250 two sided DL Ideas leaflets be printed at Pioneer Printing for distribution amongst the Edithburgh Community.

CARRIED



AGM 2018. 14 August, 2018 at 7.30pm at the Edithburgh Institute.

D Sweeney to organise posters, nomination forms, notification in the Yorke Peninsula Country Times in the SYP Community Calendar section, attendance register, ballot papers (if required), dot points for Chairperson's report, catering, etc.

J Forbes to investigate whether there are any restrictions on age of persons able to vote or numbers of people who can attend the AGM.

D Sweeney explained the process for nomination, voting, election of Members, Chair and Vice Chair, Finance Officer contract renewal, etc. to the meeting. D Goody queried the Secretary position and was advised that D Sweeney is employed as the Administration Officer and is not engaged on a contractual term with an end date to her employment.

Beloved Conference. 60-70, 11-18 year olds attended the Beloved Conference at the Light Church. Well done Darren and team.

Markets sign. The red lettering is being replaced with yellow and is in hand.

Meeting. P Bartram stated that a Caravan Park Working Party Committee meeting is to be arranged to make clear to the residents of the Park of members' and Park Managers' roles and responsibilities.

Support of Sporting Clubs. D Goody raised the issue of supporting sporting clubs. It was advised that the Edithburgh Community Grants every November can be applied for by all organisations/clubs for allocation of monies.

Edithburgh Fishing Club Fishing Competition. J Edwards advised that, as Progress has always bought a few prizes for the children for this competition, that this year be no different and requested Progress consider a \$200 donation. J Edwards to organise.

	Moved: Peter Bartram	Seconded: Damian Goody
#76 (10/7/18)	That a \$200 donation go towards buying prizes for the children who participate in the 2018 Edithburgh Fishing Club Fishing Competition.	
	CARRIED	

Jetty Truck. The jetty truck is in sad repair and will go to the Museum for restoration. J Edwards requested Progress purchase the materials required for the restoration. J Edwards would attend Museum AGM on 17/7/18.

	Moved: Peter Bartram	Seconded: Lesley Tilbrook
#77 (10/7/18)	That Progress purchase the materials required for the Jetty Truck Restoration for the Museum.	
	CARRIED	

Site 63 requested a chain at the Western boundary gate. J Edwards referred this to the Caravan Working Party Committee to consider, along with J Sendy's annexe.

Yorke Peninsula Community Transport. J and A Edwards recently travelled with YP Community Transport for appointments in Adelaide. It was a wonderful service in its current form.

Travel Auctions. P Bartram reported that the Caravan Park cabins will be featured as the Travel Auction on The Chase on Channel 7 on 14 August 2018.



MEETING CLOSED

9.06PM

John Edwards, Chairperson.

DATE OF NEXT MEETING – AGM – 14 AUGUST 2018.

