

PRESENT:
Subject to
Confirmation

Lesley Tilbrook (Chairperson), Peter Bartram (Vice Chairperson), Patricia Bartram, Garry Weekley, Kara Johnson, Jennifer Robyn, Stan Szczypiorski, Joanne De Roos, Mick O'Connell, Ruth Nowlan, Joanne Medson (part), Joanne Forbes (YP Financial Services), Diana Sweeney (Minute Taker), Caroline Ramsey (Yorke Peninsula Council – Yorke Peninsula Art Exhibition Coordinator – Visitor).

MEETING OPENED

7.30pm.

1. WELCOME

Chairperson, Lesley Tilbrook, welcomed all to the meeting and thanked them for their attendance.

2. APOLOGIES

KERYN DAWES, PHILL MEDSON (CARAVAN PARK MANAGERS).

3. VISITOR

CAROLINE RAMSEY – YORKE PENINSULA COUNCIL – YORKE PENINSULA ART EXHIBITION COORDINATOR

Caroline has recently taken on the role of coordinating the Yorke Peninsula Art Exhibition which is being held over the Easter weekend 2020. She is currently visiting each of the sponsorship towns - Edithburgh, Ardrossan and Yorketown.

The 2020 exhibition will be held from Friday 10 April through to Monday 13 April. Opening night for the Exhibition will be on Wednesday 8 April at Ardrossan where winners of the various categories will be announced. Judging for these categories will be held on Monday 6 and Tuesday 7 April.

Edithburgh will be hosting the Sculpture exhibition at the Institute, with a prize of \$1500 for best in show and a \$500 People's Choice Award. Donations can be made by the visiting public over the exhibition days and any monies received will be given to the community. The community can also use the event to raise money by hosting morning teas or providing light lunches.

Edithburgh will be required to supply volunteers to help run the event (possibly for a few hours each day or a few hours just on one day) and each volunteer will have a role description and be given a briefing to help facilitate smooth running of the event. Any volunteer help would be greatly appreciated.

The Exhibition is a fantastic opportunity to showcase the talents of the residents of the Yorke Peninsula and Caroline is looking forward to working with the community at Edithburgh. For further information, please contact: Caroline Ramsey – Yorke Peninsula Council – 8832 0037 (Maitland) – on Tuesday/Wednesday/Thursday or via email at admin@yorke.sa.gov.au – Attention: Caroline Ramsey. *Caroline Ramsey left the meeting at 7.44pm.*

stocking the stickers will be \$2.00 per sticker.) **Action: G Weekley to distribute.**

#31 (12/11/19)

Moved: Garry Weekley **Seconded: Joanne de Roos**
That Progress sell the UV stickers through the Caravan Park, Edithburgh Deli and Newsagency, Surf Shop, BP Outlet and Post Office at a cost of \$2.50 to the general public and a cost of \$2 per sticker to the outlet.

CARRIED

#8 Membership forms. Membership forms have been distributed to the wider community via post office boxes, Facebook and the Cooee.

All committee members were reminded to complete and return their forms as soon as convenient.

#9 Edithburgh/Coobowie pamphlet. D Sweeney to liaise with R Nowlan and S Millowick (Uniting Church) to update the pamphlet to present to Progress going forward for consideration.

8. REPORTS

ITEM #: 8.1 CARAVAN PARK WORKING PARTY REPORT

Next Meeting to be held 10/12/19 at 2pm.

October meeting report was distributed to all members prior to the meeting.

There were no recommendations to consider.

ITEM #: 8.2 CARAVAN PARK MANAGERS' REPORT

October report distributed to all members prior to the meeting.

There were no recommendations to consider.

ITEM #: 8.3 PROGRESS FINANCIAL REPORT.

Report distributed to all members prior to meeting.

1.1 Financial Reports from MYOB

The following reports have been submitted for your consideration:-

1. Balance Sheet for Edithburgh Progress Association as an entity.
2. Profit and Loss for "Jobs".
3. Profit and Loss compared to previous year.

Commercial Income is \$50K higher than this time last year, \$16K of this is for ASL/Storage Vans, etc. paying in advance due to the new fee schedule, the balance is growth in tourism dollars of \$32K.

The grant of \$27,500 GST Inclusive, from the Office for Recreation and Sport has been received for the Edithburgh Tennis Courts resurfacing. Consideration of funding for the shortfall/fundraising ideas will need to be made soon to ensure this project can be completed by the due date. Discussions will occur with John Braund, Keryn Dawes and myself on possibilities and firming up quotes, etc. Do any new Progress members want to be involved in this project?



Expenses have increased by \$12K approximately which is mainly due to an increase in Cleaning Contract wages as per agreement – approximately \$17K more than last year.

1.2 Budget Review

I enclose the September budget review for your information and will discuss at the meeting for the benefit of the Members.

- a) Increased Commercial Income to \$850,000 based on trends from last year, plus the 5% increase in fees implemented from 1 July.
- b) Laundry increased to \$13,500 based on occupancy levels of the park from 18/19.
- c) Computer expenses allocated \$2,000 due to upgrades with the office renovation.
- d) RMS online fees increased to \$1,000 due to social media campaigns and increase in online bookings, plus module costs for operational purposes.
- e) Council levy – highlighted as this may be negotiated with Council for the Soakage issues at the park.
- f) Grants – inclusion of the Office for Recreation and Sport - \$25K Edithburgh Tennis Courts resurfacing.
- g) Souvenirs - inclusion of \$5,000 for Progress Souvenirs – Bird Book 3rd edition reprint and Edithburgh Stickers.
- h) Sponsorship – increased to \$8,000 to include \$3,000 Art Exhibition Sculpture and \$3,000 Light Church Carols sponsorship, plus \$2,000 general allocation in case of local Youth sporting, etc.
- i) Swimming Centre increased to \$15,500 - \$10,000 annual allocation, \$1,500 pontoon ladder upgrades, \$4,000 BBQ contribution.
- j) Tennis Courts – included the \$25K grant with \$20K pledge.
- k) Oval watering – highlighted as Progress needs to determine if an annual allocation is to be made.
- l) Loan Funds and Drought Funding – possibility of obtaining funding through a submission to Council for Drought Funding monies. Capital expenses have been increased accordingly also. This is still to be considered by Council.
- m) Ensuite Cabins upgrade – allowed for 5 cabin interiors to be upgraded towards the end of 19/20 and beginning of 20/21.
- n) Jumping Pillow – increased the allocation for this project to include the boundary fencing.
- o) LTFP – reallocated the Cabin project of installing new cabins to 21/22 due to the Northern Amenities and Ensuite Cabin projects to be completed first.

1.3 Police Clearances

Another not-for-profit Board that I work for has Police Clearances in place for all staff, contractors and Board Directors. I pose the question for Progress to consider if you would like to implement this in your organisation? Progress has already set in place a requirement for any Annual Site Licence or Residential patron to provide a police clearance (at their cost), but should Progress actually do their own due diligence and obtain police clearances for their own staff contractors and Committee members. For discussion.



Police Clearance. It was agreed that all current members, contractors and staff who did not have a current Police Clearance were to provide one to the Administration Officer by the 2020 Annual General Meeting and that any new staff/contractor/Progress Committee Member appointed after that date provide a Police Clearance upon taking up their position.

#33 (12/11/19)

Moved: Garry Weekley

Seconded: Ruth Nowlan

That all current Committee members, contractors and staff who do not have a current Police Clearance were to provide one to the Administration Officer by the 2020 Annual General Meeting and that any new staff/contractor/Progress Committee Member appointed after that date provide a Police Clearance upon taking up their position. The Police Clearances are to be funded by Progress.

CARRIED

#34 (12/11/19)

Moved: Peter Bartram

Seconded: Garry Weekley

That the September Budget Review and Long Term Financial Plan, as presented, be accepted, with the inclusion that the 19/20 Community Grants be redirected to the Edithburgh Tennis Courts upgrade.

CARRIED

ITEM #: 8.4 TOWN IMPROVEMENTS WORKING PARTY.

(Next Meeting date 19/11/19 at 7.00pm).

Due to Melbourne Cup, the scheduled meeting of the TIWP was not held.

L Tilbrook re-scheduled the meeting to 19/11/19 but due to many of the members being unavailable (away or on leave), this meeting was cancelled. L Tilbrook to re-schedule. **Action: L Tilbrook.**

Working bees and volunteer projects around Edithburgh. It was agreed that Progress would drive seasonal working bees (four per year for different projects) with the community and allocate community members for participation in other projects around the town.

Item #: 8.4.2 Edithburgh Markets.

Last market was 10/11/19. Pat Bartram was unable to attend and stall numbers were down. The next market is 8/12/19.

J Robyn to request K Molyneux take down the Edithburgh Community Market Facebook Page as it is out of date - 2016. **Action: J Robyn.**

ITEM #: 8.5 A DAY AT THE 'BURGH.

G Weekley provided a verbal report at the meeting.

- Event to be held this weekend.
- Amber Poulton and Anne Wills/Peter Goers events sold out.
- Urgently need volunteers to help set up – meet at Blanche Street at 7.30am Sunday 17/11/19.
- Late addition of Helicopter Joy flights by Barossa Helicopters Sunday 17/11/19.
- Jumping Castle will not be present due to not having current insurance.



- There would be no charge for stallholder participation for any of the local Edithburgh businesses.

J Forbes enquired if the Helicopter would be making a contribution/paying a stall fee for the day so she could include with the budget. Discussion ensued regarding fee structure, deadlines for permits, Administration Officer attendance at future meetings to ensure all components were covered from an administration level to ease the volunteers' roles. K Johnson advised that no contribution is being made from the helicopter as it is promoting Edithburgh.

L Tilbrook requested that a review of the 2019 event be presented, via a written report, to Progress at the December meeting by the Day at the Burgh committee.

It was also agreed that for the 2020 event, the Administration Officer attend as many Day at the Burgh meetings as possible and a written report be distributed to Progress for each monthly meeting.

ITEM #: 8.6 INSTITUTE REPORT.

(Next Meeting 19/11/19 at 7.30pm)

B Braund gave a verbal report to D Sweeney prior to the meeting.

- Meeting held 6/11/19.
- Maintenance is ongoing (salt damp).
- Ian Hage meeting with members on 15/11/19 with a view to painting the Institute.
- Mugs/teaspoons, etc. to be lent to Troubridge Hotel for the 150 birthday celebration afternoon tea 16/11/19.
- Extra chairs being hidden behind stage to accommodate the Art Exhibition on 15/11/19.
- S Goldsworthy advised Institute toilet cleaning regime has not changed – Monday/Wednesday/Friday. Toilets are also checked on a public holiday Monday. Windows are cleaned 2/3 times a year.
- Any further issues with the toilets, please contact Council ASAP.

ITEM #: 8.7 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date –Tuesday 19/11/19 at 7.30pm).

No report was tabled.

ITEM #: 8.8 COUNCILLOR'S REPORT.

Nil.

ITEM #: 8.9 150 YEAR CELEBRATIONS.

- Still some plaques to be erected and some have been placed on the incorrect buildings and will need to be relocated.
- Running sheet to be posted on Facebook. **Action: D Sweeney.**

9. General Business.

Edithburgh Progress Association Planning Session Proposal. J Robyn presented a draft planning session proposal for member consideration. It was agreed to hold the Planning Session at the end of February 2020. **Action: J Robyn/ALL.**



Standard Member Protocols: Quotations for Progress projects (see 7.2).

Committee member emails between meetings. L Tilbrook advised that any correspondence required by members between meetings be forwarded to the Administration Officer for circulation, collation of responses and notifying all members of the outcome of those responses.

Information requests from the community. It was advised to all new members that if they have received an information request/concern from the community to direct the relevant community member to either contact Progress via post (PO Box 62 Edithburgh) or email (edithburgh.progress@internode.on.net) their request/concern to the Administration Officer and it will then become part of the next month's meeting correspondence.

Donation to Friends of Yorketown Hospital on behalf of the Edwards Family following the passing of Mrs Jean Edwards. A donation of \$100 is to be given to the Friends of Yorketown Hospital on behalf of the Edwards family as per their wishes following the passing of Mrs Jean Edwards earlier in the month.

Action: J Forbes.

#36 (12/11/19)

Moved: Joanne de Roos

Seconded: Patricia Bartram

That a donation of \$100 be sent to the Friends of Yorketown Hospital on behalf of the Edwards family as per their wishes following the passing of Mrs Jean Edwards.

CARRIED

Carols by the Sea – Sausage Sizzle. J Edwards has agreed to host the sausage sizzle as he has done for many years previously, but in the event that he is unable, the Administration Officer is to enquire the availability of P Gray and B Fynney. It was also agreed to email the Council to ensure the BBQs are all in working order by the day of the event. **Action: D Sweeney.**

Remembrance Day Wreath. It was agreed to send a letter of thanks to John Edwards for laying the wreath on Remembrance Day. **Action: D Sweeney.**

Lolly bags for Christmas Eve at the Park. J Medson advised all lolly bags had been organised and were ready for distribution on 24/12/19. J Medson to provide Santa with his suit and contact K Dawes re: use of the Edithburgh fire truck on the night. **Action: K Dawes to check availability for fire truck.**

CPR course. J de Roos queried whether Progress would be willing to hold a CPR course for the community during the summer period. R Nowlan advised that a similar course had been conducted at Marion Bay and she would pass on relevant details to D Sweeney. **Action: R Nowlan.**

Ferry to Edithburgh. M O'Connell reported that he, and John Edwards had met with Fraser Ellis regarding considering Edithburgh as a better option (depth of water at Edithburgh) than Port Vincent for a proposed ferry crossing. F Ellis to provide information to M O'Connell going forward.

Extension of Caravan Park Lease. The extension to the caravan park lease was onset to J Forbes from S Beech. However, the area highlighted did not incorporate the entire area of the Park. J Forbes to follow up with S Beech. It was agreed that, upon receiving the updated lease document, that it is signed, sealed and returned to Council by the Chairperson and Finance Officer. **Action: L Tilbrook and J Forbes.**

#37 (12/11/19)

Moved: Peter Bartram

Seconded: Joanne De Roos

That upon receiving the updated lease document for the Edithburgh Caravan Park, that it be signed, sealed and returned to Council by the Chairperson and Finance Officer.

CARRIED



S Szczypiorski thanked the Finance and Administration Officer for their professionalism in carrying out their respective duties.

VIO signage. J Medson queried when suitable signage indicating the location of the Visitor Information Centre at the Post Office in Edithburgh would be installed. **Action: D Sweeney to follow up with Council.**

Performance Reviews. Performance reviews are to be conducted in early February. These will involve:

- The Caravan Park Managers
- Finance Officer
- Administration Officer

Appointment of Progress members to conduct the reviews and dates and times for the reviews to be discussed at the December Progress meeting.

MEETING CLOSED

10.30PM

Lesley Tilbrook, Chairperson

DATE OF NEXT MEETING – 10 December 2019.

