

**POSITIONS OF OFFICE**

President	Kristan Every
Vice President	Greg Shaw
Secretary	Kirsty Marshall
Treasurer	Carolyn Jansons

COMMITTEE

Jan Le Feuvre.
Michelle Twelftree
Kyle Mullen

PRESENT: Kristan Every, Sue Hall (Grants), Jan LeFeuvre, Kyle Mullen, Michelle Twelftree (via phone), Kirsty Marshall.

APOLOGIES: Carolyn Jansons, Greg Shaw

President opened the meeting and welcomed all members.

MINUTES OF PREVIOUS MEETING: distributed by email.

Moved Kyle Mullen **Seconded** Jan Le Feuvre

BUSINESS ARISING FROM THE MINUTES:

- 1) **Title:** Bank Signatories
Discussion: Carolyn to get banking paperwork to sign signatories.
Further action: Carolyn to get form organized for new executive members
- 2) **Title:** Projector for Institute
Discussion: Acquittal required to be submitted after projector installation, including photographs. Has now been installed. Haven't seen an invoice from Tyson yet. Sue advised will be paid as soon as sent through.
Further Action: Awaiting invoice from Tyson
- 3) **Title:** Tennis court fencing
Discussion: Michelle to speak to council regarding our lease with the property
Further action: Carried over
- 4) **Title:** Teams Documents/Folders
Discussion: Does everyone have access now? Kyle added to Teams at the meeting.
Further Action: Item closed.
- 5) **Title:** YP Council Request
Discussion: Carried over from previous meeting
Further action: Carried over

COUNCIL REPORT: Trevor

Not presented. (Requested 31/10 KM)

Business arising from council report: N/A

PORT VINCENT PROGRESS ASSOCIATION INC

Minutes

Thursday 2nd November 2023

Compiled by Secretary: Kirsty Marshall

SUB COMMITTEE REPORTS:

SUB- COMMITTEE	REPORT PROVIDED	BUSINESS ARISING FROM REPORTS
TIDY TOWNS	Yes	None
GALA DAY	No	
VISITOR INFORMATION OFFICE	Yes	Still require someone to generate sales invoices. Sue has provided support with invoices and finance reports previously and happy to continue - will need continued Progress MYOB access.
'A FOCAL POINT' NEWSLETTER	Yes	None

CORRESPONDENCE IN		CORRESPONDENCE OUT	
Date		Date	
1/8/2023	Caravan storage proposal – Peter Lehman	18/9/2023	Reply to Peter Lehman
30/8/2023	Memorial bench and plaque support letter – Tracey March	4/10/2023	Reply to Mark Erdmann
26/9/2023	Council - Lease - Port Vincent Progress & Port Vincent Sub Branch of RSL – Sue Beech – expires 30/11/2023	24/10/2023	Reply to Jenny Oldman – Aust day breakfast
27/9/2023	Council - RAA Regional Safety Grants – Nick Perry	31/10/2023	Request to Trevor Clerke for Council Report
28/9/2023	LCIS Insurance Policy Renewal Invoice		
4/10/2023	Caravan storage – Mark Erdmann		
4/10/2023	Caravan storage – Sue Hall		
5/10/2023	Drought Preparedness Grant – Sue Hall		
6/10/2023	YP Country Times Invoice		
11/10/2023	Quote for Plaques – Bray Signs		
18/10/2023	VIO Treasurer and Minutes – Julie (Secretary)		
19/10/2023	Cyber Safety and NFP governance webinar – Sue Hall		
16/10/2023	Council – YP Citizen of the Year nominations – closes 17 November 2023		
19/10/2023	SAFECOM Disaster Risk Reduction Grants -		
19/10/2023	(2 letters) Legatus Group – Disaster Risk Reduction Grant		
20/10/2023	Council – Access Advisory Working Party Meeting Agenda		
23/10/2023	Application for a Memorial Plaque – Cowell Family		
26/10/2023	Peninsula Tree and Stump Quote		
27/10/2023	Council – Wheeled Sports Facilities update		
26/10/2023	Council – Yorke Events Guide November 2023		
30/10/2023	Council – Cormorant Control Information		
30/10/2023	Peninsula Tree and Stump Quote 2 (southern end)		

**BUSINESS ARISING FROM CORRESPONDENCE:**

- 1) **Title:** Lease - Port Vincent Progress & Port Vincent Sub Branch of RSL
Discussion: We are in a joint lease. Progress leases the building from the council, RSL pay us for the power. Progress pay insurance. RSL pays contents insurance. Don't need public consultation for 5 years lease.
Further Action: Sue to find out from Barry Tozer, president of the RSL to find out if 5 years lease is sufficient or if we need to go to public consultation (time frame may not permit). Kristan, Barry and Sue to meet and discuss asap, to enable it to happen before lease expires on 30th November.
- 2) **Title:** Application for a Memorial Plaque - Cowell Family
Discussion: Would like to add a plaque for Graham in addition to existing plaque
Further Action: All in favour. Greg to forward application to Council.
- 3) **Title:** Access Advisory Working Party - new representative required
Discussion: Haven't had a representative since Beth - no-one has attended for 2 years.
Further Action: To be carried over.
- 4) **Title:** Wheeled Sports Facilities - updated information required by Council
Discussion: Reply due by 24th November. Michelle advised that lots of towns have applied.
Further Action: Michelle can chase up what they want - to advise Kristan who can draft something and send for approval. Michelle to email Kristan any info relating to this.
- 5) **Title:** Yorke Events November 2023
Discussion: Are there any events to add for Council Events Guide?
Further Action: Nothing to add.

FINANCIAL REPORT: Carolyn to forward to committee when complete. Not received at the time of the meeting.

Moved

Seconded

GENERAL BUSINESS:

- 1) **Title:** History Book
Discussion: Update and how is the committee going to progress
Further Action: Kirsty and Michelle to meet with Alan on Sunday to finalise edits. Michelle to get external person to do indexing - quote required. All in favour of outsourcing indexing.
- 2) **Title:** Caravan Storage update/quotes
Discussion: Michelle reported that quotes are coming through from PTS. Awaiting Harts quote for laying road base and crusher. Both options require substantial tree removal. Would be around 8-10K. Tidy Towns don't want the road way behind them. Has to be presented with all the pricing to Council who will decide best options. May involve depot moving. Potentially come out of Council's budget, with negotiations of a couple of years of free lease or



we pay cost of the set up with free lease for 3-4 years then go in to normal lease payments. Still some things to negotiate. Kyle reported 4 additional lease agreements, have lost 5. Current around 23. Contract currently until Dec 31st 2023. May need to ask for another 3 month extension. Does progress want to proceed with this avenue, with potentially having to pay for set up in lieu of negotiated lease term and full money back on storage fee. Sue advised Caro looking to invoice for last years (or 6 months?) lease - 20%. Moving forward would get full income, minus lease payment. Van people pay quarterly or annually. Would like to see Council's plan in writing. Michelle confirmed Council hold the title.

Further Action:

Wait for quotes to finish coming through. Likely have to extend current contract as won't be enough time to get things sorted out - will need new contracts sorted out.

3) Title:

Memorial Tree Update

Discussion:

Community member request for update. Kristan advised that new plan sent to fabricator before plans sent to council. Had \$4K grant and have spent \$1084.88. \$249 was for the development application for which we can be reimbursed, leaving about \$3K for the tree. Can't claim until project completed.

Further Action:

Caro to advise when quote becomes available.

ANY OTHER BUSINESS**1. Title:**

EFTPOS machine required

Discussion:

Subcommittee for Gala Day have purchased two squares for Gala Day and happy to share with VIO and also Saltwater Classic. VIO would like access over summer. Some fees attached when it is used.

Further action:

Contact Kristan for access to the tile reader.

2. Title:

Special Events

Discussion:

Gala Day Committee were looking at merch for Gala Day but not proceeding due to costs.

Amusements - will have wrist band which will be unlimited from 2pm - 8pm and will cost \$50. Rides are \$14-15 each.

2 jumping castles, obstacle courses etc - 8-9 rides, for ages 3yo to 10/11yo. Negotiating for rides for older kids.

Michelle asked about cash prizes for Gala Day raffle. Smaller prize pool but better prize eg \$2K first prize then \$1K second prize and packaged goods and services from the community. Tickets to be \$2 each. All in favour of \$3000

Further action:

Kristan to get in touch with Sonny about permit questions. Kirsty to follow up with Insurer again on Certificate of Currency. . Michelle to go ahead with arrangements to get raffle sorted.

3. Title:

Saltwater Classic

Discussion:

Are the display boats covered by our insurance? Usually Display boats brought out for the day wouldn't have their own insurance.

Further action:

Carried forward.

PORT VINCENT PROGRESS ASSOCIATION INC
Minutes
Thursday 2nd November 2023
Compiled by Secretary: Kirsty Marshall



Meeting closed 8:10pm

NEXT MEETING Thursday 7th December 2023 at 7.00pm in Institute Supper Room

Please Remember all apologies, Reports and Agenda Items
Must be Sent via Email to portvincentprogress@gmail.com prior to the next meeting.