



**MEETING MINUTES**  
**Time: 7.00pm / Lion's Den**  
**16<sup>th</sup> NOVEMBER 2023**

<b>Name of Presiding Officer / Chairperson</b>	Colin Vigar (Chairperson)
<b>Minute Taker</b>	Bev Forgan (Secretary)

**1. PRESENT:**

Colin Vigar (CV)	Pat Williamson (PW)	Elizabeth O'Reilly (EOR)
Bev Forgan (BF) Min Taker	Darryl Brooks (DB) via phone	
Amanda McCormick (AMcC)	Neil Warhurst (NW) Vice Chair	
Carol Carini (CC) Left meeting at 8.00pm	Tracy Wandel (TW) Treasurer	

**2. APOLOGIES:**

Mandy McPeake (MMcP)	Tracey Phyland (TP)	

Quorum Achieved? **YES**

**3. IN ATTENDANCE (Guest/s)**

Name	Organisation / Business
NA	

**4. Meeting open**

**4.1 Welcome & Recognition - Commencement Meeting**

**4.2 Declaration of Conflict of Interest/s**

None Declared

**4.3 Confirmation of Previous Minutes**

<i>Motion</i>	That the minutes of the Meeting Held on 19 <sup>TH</sup> October 2023 be accepted as a true and accurate record.			
<i>Notes</i>	No changes required			
<i>Moved</i>	CC	<i>Seconded</i>	TP	<b>CARRIED</b>



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**4.4 Business arising from Previous Minutes**

<b>4.4.1 Item – BF</b>	Mobile Phone Purchases
<i>Notes</i>	On Hold
<i>Decisions</i>	Will purchase the second Mobile phone closer to when required.
<i>Actions</i>	BF to hold off until a second Mobile phone is required.

<b>4.4.2 Item – BF</b>	Square Invoices
<i>Notes</i>	On hold until 2024
<i>Decisions</i>	BF has a copy of an invoice created by Square Invoice
<i>Actions</i>	BF provided a sample of the invoice – committee agreed. BF to make further enquiries

<b>4.4.3 Item – PW</b>	Waiver for Christmas Floats – PW Waiting on a Quote from the Insurance Company
<i>Notes</i>	Has been completed and signed off by Insurance.
<i>Decisions</i>	Waiting for approx. 25.10.23 renewal date 31.10.23 – there may be a need to update with the insurer.
<i>Actions</i>	Insurance still to come back with further information

<b>4.4.4 Item – DB</b>	DB to contact Mark & Kat from the Truck Factory re Christmas Pageant
<i>Notes</i>	<i>Completed – can now be removed</i>
<i>Decisions</i>	Waiting to see if a driver can be organised
<i>Actions</i>	Waiting on DB to get back re a driver

<b>4.4.5 Item – PW + Committee</b>	Mannum In Motion 2025 (Leave on the Agenda)
<i>Decisions</i>	On hold at this stage



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<b>4.4.6 Item - CC</b>	New signature for emails - CC to send the new logo to BF and add to emails
<i>Notes</i>	Leave on till 2024
<i>Actions</i>	<ul style="list-style-type: none"> <li>• CC to send the new logo to BF and add to emails.</li> <li>• BF to organise the set up</li> </ul>

<b>4.4.7 Item PW</b>	That MPA arrange a meeting with Palmer Progress Association to discuss working together, joint projects and even the possibility of uniting to see if benefits could be achieved.
<i>Notes</i>	On hold until February 2024
<i>Actions</i>	PW to organise the meeting

<b>4.4.8</b>	<b>Volunteers for Pageant and T&amp;U</b>
<i>Notes</i>	Each committee member to organise 1 volunteer for pageant and Truck & Ute show. 16.11.23 We now have enough volunteers – <i>can be removed from minutes</i>

<b>4.4.9</b>	<b>Letter to History Group re Grant</b>				
<i>Notes</i>	Grant Application from History Group – Christine Denman (refer to incoming Correspondence)				
<i>Outcome</i>	PW to write a letter to Christine Denman PW has responded to the enquiry – <i>can now be removed from the minutes</i>				
<i>Moved</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: none;"><i>DB</i></td> <td style="width: 25%; border: none;"><i>Seconded</i></td> <td style="width: 25%; border: none;"><i>TP</i></td> <td style="width: 25%; border: none;"><i>CARRIED</i></td> </tr> </table>	<i>DB</i>	<i>Seconded</i>	<i>TP</i>	<i>CARRIED</i>
<i>DB</i>	<i>Seconded</i>	<i>TP</i>	<i>CARRIED</i>		

<b>4.4.10</b>	Acknowledgement of Country - BF to read out supporting Document on behalf of MMcP
<i>Notes</i>	The Acknowledgement of Country Could the committee please discuss and resolve the Acknowledgement of Country issue - I don't need to be present for that conversation, my letter says what I want to say.
<i>Outcome</i>	Committee reviewed the original decision. As requested, the letter was read out and reconsidered, a further vote was taken and the decision was to uphold the previous decision.



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Moved	PW	Seconded	NW	CARRIED
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**5. Correspondence Report IN & OUT**

Refer to Correspondence in & out attached to email

Motion	That all <b>inward</b> correspondence be received, and that <b>outward</b> correspondence be accepted.			
Moved	DB	Seconded	PW	CARRIED

**6. Reports**

<b>6.1 Item - CV</b>	<b>Chairperson's Report</b>			
Notes	<p><b>MPA CHAIRPERSON REPORT NOVEMBER 23</b></p> <ul style="list-style-type: none"> <li>-28<sup>th</sup> Oct meeting with Alan re fireworks all signed off</li> <li>-31<sup>st</sup> meeting with Standard re seating grant for Mary Anne reserve</li> <li>-2 November Xmas meeting at Beachy's minutes (Refer to Pageant Report).</li> <li>-1 container painted by Dean – just waiting for the lighting to be installed.</li> <li>-2 put up Xmas decs with Gus</li> <li>-3 November worked with Gus fitted out container.</li> <li>-7 November meeting with Standard re new year's fireworks</li> <li>-7 November Gus, Amanda, Pat, Bev, Neil, Tracy and I attended Palmer for volunteers' appreciation organised by MMC.</li> <li>-9 November council meeting with Gus and John met with David Hasset and John Simpson ordered trailer signage cage and got sign off on grant.</li> </ul>			
Motion	That the Chairpersons report be accepted.			
Moved	CV	Seconded	NW	CARRIED

<b>6.2 Item - BF</b>	<b>Treasurers Report – Tracy Wandel</b>			
Notes	TW provided an update of the current financial status – statements provided.			
Motion	That the Treasurer's report be accepted as true and correct.			
Moved	TW	Seconded	AMcC	CARRIED

<b>6.3 Item – CV &amp; PW</b>	<b>Grants / Fundraising Report</b>			
<b>Notes</b>	<b>Quote from UAG QU-3833 Traffic Management Cage Received</b> Total Cost \$2145.00			
<b>Action</b>	Cage has been ordered and will arrive in 2024			
<b>Notes</b>	<b>\$5K from RAA</b> for tables and Seats in Mary Ann Reserve			
<b>Action</b>	PW has obtained various quotes for the tables and seats. Look at 2x4 seaters and one with wheelchair access. Colours need to match Council chairs Plaque from RAA and MPA			
<b>Notes</b>	<b>FRRR</b>			
<b>Action</b>	PW has been discussing the grant application with FRRR – they will be reviewing and letting PW know if we can receive more than just the Govt Funding.			
<b>Motion</b>	That the <i>Grants / Fundraising Report</i> be accepted as true and correct			
<b>Moved</b>	CV	<i>Seconded</i>	TW	<b>CARRIED</b>

<b>6.4 Item - CV</b>	<b>Christmas Pageant – Sub Committee Report</b>			
<b>Notes</b>	<b>XMAS MEETING BEACHYS PUB 3PM 2/11/23</b>			
	<p><b>The subcommittee would like to recognise CAROL for her input and dedication to putting the Xmas pageant together.</b></p> <p><b>CAROL 1</b>-List of all floats in order of departure to Colin by 31<sup>st</sup> November.  <b>2</b>-Toby, Elizabeth, Mandy and Victoria to assist Carol coordinating floats on the day at Bagshaw's.  <b>3</b>-all floats report to Carol.  <b>4</b>-list of static floats to Gus.  <b>5</b>-January Mannum Mag thankyou to all sponsors etc.  <b>6</b>-finalise spread sheet with all costs, floats, sponsors contacts etc by January 30<sup>th</sup>.  <b>7</b>-supply list of all activities e.g. face painters to Amanda and where they will be positioned.  <b>8</b>- cancel judging of floats  <b>9</b> -carol to contact Bev and raise card to \$5000.</p> <p><b>PAT</b>  <b>1</b>-List of all stall holders with contacts and plan to Carol and Colin by November 20<sup>th</sup>.  <b>2</b>-all stall holders set up by 4.30 for trade report to Pat.  <b>3</b>-confirmation all event and aquatic forms actioned by November 10<sup>th</sup>.  <b>4</b>-confirmation all 200 show bags completed to Colin and Gus by 20<sup>th</sup> November.</p>			



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	<p>5 -permission for Pat to order Santa stockings from Santa shop.</p> <p><b><u>AMANDA</u></b></p> <p>1-All activities report to Amanda for set up.          2- coordinate with Gus any help for Humphry Bear.          3-help Santa give out show bags approx. 6.30 -7.00</p> <p><b><u>ALLISTAIR</u></b></p> <p>1-crowd control main street keep behind blue line support Bev and Tracy.          2-hand out chalk to children.</p> <p><b><u>GUS</u></b></p> <p>1-coordinate UHF radios fully charged to Carol, Neil, Pat, Gus and Amanda and ensure they are returned.          2-assist Pat and organise Council re fun trailer and pickup.          3-confirm to Carol Truck Factory truck Nov 30<sup>th</sup>.          4-confirm to Carol how many Cars are locked in for pageant November25th.          5-coordinate Humphrey start to finish and communicate with Amanda for assistance.          6-organise Santa float and reposition in shearer car park.          7- reposition all static floats in main street and check with Pat as to where stall holders are located so you don't clash.          8 -organise show bags next to Santa.          9 -follow up Palmer re float</p> <p><b><u>COLIN</u></b></p> <p>1-crowd control.          2-organise Simone to open.          3-organise mc on the day.          4-organise DJ on the day.          5-help Pat position stall holders.          6-organise CFS and Police float.          7-organise PA system and fireworks.          8-organise barge.          Any issues contact Colin.          Waiver forms are currently being sent out by CC          ½ page editorial – coming events for \$339 – CC to send to MV Standard (next weeks edition)          Invoice to be sent to MPA          PW needs all the stuff to go into show bags          ER has offered to assist with filling the bags</p>			
<i>Action</i>	<ul style="list-style-type: none"> <li>• Letter to be sent to IGA for \$5000 donation towards the Christmas Pageant</li> </ul>			
<b>Motion</b>	<p><i>That the Christmas Pageant Sub Committee report be accepted as true and correct.</i></p>			
<i>Moved</i>	CC	<i>Seconded</i>	DB	<i>CARRIED</i>

<b>6.5 Item - MMcP</b>	<b>Council Rep Report</b>			
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	I need to give my apologies for the next meeting (16 <sup>th</sup> November) due to an SA Regional Council Board visit.
MMcP Apology for the meeting	

**7. New Business**

<b>7.1 - CV</b>	<b>Matters for Decision - Motion</b>			
<b>1</b>	That MPA Inc will allocate a budget of \$1500 to engage a person/company to act as a Co- Ordinator of the SA Truck n Ute show 2024. Applications will be considered by the Truck &Ute show sub-committee and any decision made will be submitted to the MPA Committee for approval and confirmation.			
<b>Moved</b>	CV	<i>Seconded</i>	DB	<b>CARRIED</b>

<b>7.2 - CV</b>	<b>Matters for Decision - Motion</b>			
<b>1</b>	That the MPA Committee agree, that electronic Copies of the minutes can be kept and stored in a folder on the Secretary's Laptop in lieu of printing and keeping of hard copies and that the Signature of the Chair be accepted.			
<b>Moved</b>	CV	<i>Seconded</i>	TW	<b>CARRIED</b>

<b>7.2</b>	<b>Matters for Discussion</b>			
<b>1</b>	NYE Fireworks			
<b>Actions</b>	All approved – remove from minutes			

**8. New Committee Membership Applications**

<i>Item</i>	One application received. 1. Renae Seekamp
<i>Decisions</i>	CV read out responses to the application
<i>Actions</i>	Committee agrees to accept membership



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<b>Motion</b>	That the new membership application to join MPA be accepted			
<i>Moved</i>	<i>PW</i>	<i>Seconded</i>	<i>DB</i>	<i>Carried</i>

**9. New Membership Applications to join MPA**

<i>Item - BF</i>	<b>No Applications</b>
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**10. Work Health and Safety**

<i>Items</i>	<i>No Items to report</i>
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**11. Strategic Matters**

<i>Item – PW</i>	<p>MPA Committee to decide on a formal strategic plan for the Association by determining a set of expectations and a timeframe to achieve same.</p> <p>PW stated that the last strategic plan was not on target for the MPA. focus for MPA was not addressed following MPA's original plan.</p>
<i>Decisions</i>	Committee agreed that a new plan needs to be put in place and to shelve the previous one.
<i>Actions</i>	<ol style="list-style-type: none"> <li>1. CV to organise a date and time for a new discussion and plan to be put together.</li> <li>2. A Quick questionnaire from each committee member and send back to secretary.</li> </ol> <p>All questions to be discussed at the next meeting.</p>

**12. Other Business**

<b>12.1 Item MMcPeake</b>	Christmas Lights and Santa Trail
<i>Notes</i>	<p>(Received via written report)</p> <p>The judges will be the mayor and elected members Kirsty MacGregor and Geoff Barber. The Santa Trail opens on 1 Dec and the Pageant is 2 December so rather than announcing the winners at the Pageant can it please be promoted there. Judging will happen by mid-December, then Progress can announce and set the date for awarding the prizes to the winners.</p> <p>The corrected Santa Trail flyers and posters have been distributed.</p> <p>Mandy Toczec McPeake</p>





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<b>12.2 Item</b>	DB to visit Foodland and encourage them to become a business member of MPA			
<i>Notes</i>	CV has spoken to management – they are happy to join			
<i>Decisions</i>	Can now be removed from the minutes			
<i>Actions</i>	DB to follow up Membership with Foodland			

<b>12.3 Item - CV</b>	Passwords and Security			
<i>Notes</i>	CV – all secure information relating to MPA should be held in a safe place in case of an emergency.			
<i>Decisions</i>	All information to be stored safely			
<i>Actions</i>	Chair, Secretary and Treasurer to store information in a secure envelope as agreed			
<i>Motion</i>	That all security codes and passwords held by designated personnel be recorded on hard copy in a secure envelope to be held within a place to be decided by the committee.			
<i>Moved</i>	CV	Seconded	PW	CARRIED

<b>12.4 Item - CV</b>	Purchase of a safe with a combination lock (no battery)			
<i>Notes</i>	Safe to be stored in a designated area decided by the committee			
<i>Actions</i>	DB to purchase a safe with combination lock (no Battery)			
<i>Motion</i>	That DB authorised to purchase a safe with a combination lock for installation in the container (no battery)			
<i>Moved</i>	PW	Seconded	AMcC	CARRIED

<b>12.5 Item - CV</b>	Keys & Electronics spot in Container			
<i>Notes</i>	All keys & Electronics can be stored in the Container – Solar available			

<i>Decisions</i>	Committee agreed that DB is to purchase a Key Cabinet from True Value
<i>Actions</i>	DB to make the purchase of the Key Cabinet

<b>12.6 Item - CV</b>	Caravan Park Overflow – Car Park – refer to letter from Kevin Blaik
<i>Notes</i>	CV read out the letter to the committee. Item to be added to the District Action Plan.
<i>Decisions</i>	PW to put through on the District Action Plan (re letter received from Kevin Blaik)
<i>Actions</i>	<ol style="list-style-type: none"> <li>1. Support Kevin Blaik and follow up with the District Action plan</li> <li>2. NW has asked that East Front Road be re-opened with weight restrictions e.g. weight limit of 10 ton – to be added to the District Action Plan PW believes that as part of the District Action Plan they can speak to the Destination Development Team.</li> </ol>

<b>12.7 Item - CV</b>	<b>Possible MPA project</b> – sent in by Dave Hartley (Mannum Motel and River Shack Rentals)
<i>Notes</i>	<p>Fyi – example of a video we worked with Jacob on for a Murray River Lakes and Coorong promotion <a href="https://www.youtube.com/watch?v=8Qnvx8MQIuc">https://www.youtube.com/watch?v=8Qnvx8MQIuc</a></p> <p><a href="https://tourism.sa.gov.au/news-articles/extra-500-000-funding-boost-for-significantly-impacted-flood-affected-murray-river-operators">https://tourism.sa.gov.au/news-articles/extra-500-000-funding-boost-for-significantly-impacted-flood-affected-murray-river-operators</a></p> <p>wondering if it possible for Mannum Progress Association to look at facilitating or applying for a grant from SATC for a “visit Mannum” video to show Mannum is open for business again.</p> <p>Suggest Jacob Jennings from MB would be a good starting point as a videographer as he has a lot of file footage of Mannum and surrounds which could give a lot more value to the project.</p> <p>For the grants one of the criteria’s is interested parties must be listed on ATDW (Australia Tourism Data Warehouse) which many of the towns’ operators are – ie motel, Pretoria, hotel, Mannum Golf club, Ps Marion – probably even the truck and ute show.</p>
<i>Decisions</i>	We can apply since we fit the criteria listed in the requirements.
<i>Actions</i>	PW to make application and liaise with Dave Hartley.

<b>12.8 Item - DB</b>	Trudy from Butter Factory has been asked to remove the items that spin on the outside of the shop.
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<i>Notes</i>	Compliance officer came into the shop and told her to remove the items from the front of the shop. Compliance officer was quite rude to Tracy.
<i>Decisions</i>	MPA happy to advocate in support of Tracy if this is what she wants
<i>Actions</i>	DB to visit Tracy and ask if she wants to write a letter to MPA.

**13. Next Meeting – 21<sup>st</sup> December 2023 @ the Pretoria Hotel**

**14. Meeting Closed: 9.00 pm**

Name: Colin Vigar – Chairperson: -