

**MINUTES OF A WORKING PRACTICES MEETING HELD ON
Wednesday 5th February 2020**

Present:

Captain	W Evans
President	I W Sherlock
Greens	G White
Social	J Hall
Competitions	A. Lambert
Hon Sec	S Martin
<u>Also Present</u>	
Professional	M P Boyle
House Manager	S Gilligan

- Set-up greens@ email address – Done
- Set-up shared diaries Greens/House/Pro/Sec – Done
- Diaries to be populated
- Facebook *admin rights* for Hon Sec – Done
- House Manager to review Facebook daily for Room Hire enquiries
- House Manager to populate Booking & Marketing spreadsheet on receipt of enquiries.
- Hon Sec to circulate spreadsheet to Committee monthly
- Hon Sec & House Manager to liaise and obtain retrospective data for Room Hire and House Manager to populate spreadsheet
- Hon Sec to obtain retrospective data for Societies, populate Societies' spreadsheet and circulate to Committee
- Hon Sec to populate Society spreadsheet on receipt of enquiries and circulate to Committee
- Pro to make Opens special
- Pro to liaise with various helpers to drive promotion/entries
- House Manager to ensure staff are fully occupied during quiet periods

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
Monday 24th February 2020**

Present

Captain	W Evans	Y
President	I W Sherlock	Y
Captain Elect	S P McGee	Y
Past Captain	S Hanmer	Apologies
Lady Captain	K Watson	Y
Honorary Treasurer	J Orchard	Y
Greens	G White	Apologies
Greens & Opens	M Wild	Y
Junior Development	L Butterworth	Apologies
Social	J Hall	Y

Competitions	A Lambert	Y
House/Clubhouse Development	D Shenton	Y
Bar/Clubhouse Development	D Howles	Y
Marketing	M D Barlow	Y
Health & Safety	D Lewis	Apologies
Hon Sec	S Martin	Y

Captain

- Captain welcomed all and emphasised that he'd like everyone to do all they can to improve the quality of the meetings and focus on the key issues. If this is to happen detail needs to be debated at sub-committee.

Minutes of Meeting Monday 27th January 2020

Proposed by Darren Howles and seconded by Steve McGee as a true and correct record. Signed by Captain.

Lady Captain

- **Report circulated**
- Ladies Academy going well.
- Further meeting with Helen Searle (County Liaison Officer), re issues raised via Members' Survey, held 29/1/20 and outcome circulated.
- Detailed proposal for the future of the Games Room is progressing.
- Honorary Life Membership proposed and agreed for Beryl Harrison

Matters Arising from Minutes of Monday 2nd December 2020

Secretary's Business Monday 24th February 2020

Membership:

	7 day	6 day	5 day	3 day	Country	PMG	Junior	Social	Total
Men									
Nov 2015	254	73	26	21	1	-	28	111	514
Nov 2016	254	74	26	59	1	-	76	103	593
Nov 2017	259	54	32	100	1	6	66	89	601
Nov 2018	298	29	21	115	1	31	69	79	643
Nov 2019	292	35	16	100	1	64	67	79	654
Feb 2020	276	33	32	89	1	75	67	78	662
Women									
Nov 2015		50	1			-	5	39	95
Nov 2016		48	1			-	5	42	96
Nov 2017		45	2			0	10	39	96
Nov 2018		52	3	1		0	12	34	102
Nov 2019		56	4	1		1	11	30	103
Feb 2020		52	5	1		1	11	29	99

- The above figures include 38 men aged 18-30 and 1 woman aged 18-30.
- And 15 Ladies Academy Members
- **Trial membership** – Yellow Bags Tags with expiry date. **1 Trial member**
- **3-Day** – Red Bag Tags.

- **PlayMoreGolf** – Green Bag Tags.
- **Rule 4.4 Defaulters:**
 - Money Claims in course for 3 defaulters and warning of legal action sent to another. Court date set for one.

Subscriptions 2020

- Invoices emailed & posted 10/2/20

Albatross Digital Marketing

- Still generating worthwhile leads but we need to sweat them more.

Members Survey Sub-Committee

- Lady Captain, Susan Barlow, Sylvia Haq, Gareth White & Hon Sec met 18/12/19 to discuss. Further meeting 29/1/20 with County Liaison Officer. Output circulated with **proposals**.
- Sub-Committee propose; to ease congestion on Sunday mornings, the ladies have the tee from 10.0 a.m. – 10.45 a.m. and 4 Balls go out from 10.52 a.m.
- Amendment circulated at the 11th hour. In order to allow all to read, digest and comment where appropriate, the issue was deferred to the March meeting.
- Sub-Committee propose; the Open Turkey Trot competition be played mid-week.
- As all arrangements are already made for 2020 the Open Competitions Sub-Committee will consider for 2021.

Societies & Parties

- **Societies** for financial years to:

Sept 2012	Sept 2013	Sept 2014	Sept 2015	Sept 2016	Sept 2017	Sept 2018	Sept 2019	Sept 2020
£14K	£17K	£15K	£17K	£14K+	£15.2K+	£14.1K+	£12K	£7K
- Last Feb projected Society income was £10K
- Questionnaire sent to c80 organisers. Feedback circulated - very positive. The main message is that most are local or come on recommendation.

Room Hires for financial years to:

- | Sept 2012 | Sept 2013 | Sept 2014 | Sept 2015 | Sept 2016 | Sept 2017 | Sept 2018 | Sept 2019 | Sept 2020 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 29 | 30 | 46 | 76 | 114 | 101 | 84 | 86 | 53 |
- Total number of bookings by Feb last year was 66
 - Bar Sales Tracker Spread looks good to end January

Insurance

- Insurers in the picture re water supply leak.
- Fixed Wire Testing (Electrical Installation Condition Report EICR) received and remedial works in course.

GolfSafe

- Adult & Child Safety Policies circulated to members and added to website

- Updating DBS checks is the final piece in the jigsaw and should be complete soon,

Training

- Hon Sec attended ELAS free Mental Health Awareness seminar 4/2/20

Heads Meeting 12/2/20

The main points were:

Kitchen

- 2020 menus required asap
- To provide Hon Sec with detailed narrative to promote all relevant functions in plenty of time
- Hon Sec to email details of A&B Team fixtures - done

House

- Upstairs cloakroom now empty, can be decorated and used as a cloakroom once more
- Hon Sec to remind H&S to liaise with Easter Egg Hunt organisers ahead of the event – done

Greens

- Hon Sec to nudge H&S re mesh around pond – done
- Path from shoe cleaner to pro shop entrance remains an issue/mess. LK to liaise with GW to reorganise; with a buggy/trolley cleaning pad away from the path

Pro/House

- TMBC will charge £420pa for an additional 1100L bin – do we really need it Mike/Darren? NO

Ideas for generating Societies & Parties

- Societies: designated drivers to receive free non-alcoholic drinks all day/night (1 in 4 people)
- Societies: advertise in Golfers Local. Marketing to review

Catering Review

- Undertaken by Captain & President with Greenwoods 18/9/19 & 14/1/20
- Next meeting set for 2nd April 2020

Engraving/Honours Boards

- Will find another engraver asap

Handbook 2020

- Printing. Expected early March

Reciprocal Courtesy Golf

- Davyhulme Park GC approached again

Flags

- A member will provide two new flags in memory of parents

Proxy Voting

- Electronic Proxy Voting is possible at a cost.
- I don't feel it's appropriate for AGMs as we need to encourage attendance

GCMA Meeting 18/2/20

- Attended with Comps & H&S Secs
- New, *green* initiative re solar energy. Will explore further and possibly obtain competitive quotes

County Matches

- We will host a Seniors match on Monday 26th April 2021 and County Sec will send a further invitation shortly asking that we host again in 2022

Member Benefits

- WC Dawson will provide discounted Fees to members

Treasurer's Report

- **Report circulated**
- M4 (1/10/19 – 31/1/20) management figures circulated.
 - Income roughly on target and in line with 2019
 - Expenses are on budget with House expenditure front-end loaded and £18K up on 2019. Some expenditure will ultimately be capitalised
 - Result is a deficit of £19K vs a surplus of £1K for M4 2019
 - Spending must be tightly controlled going forward
 - Captain emphasised the importance of providing relevant info to Treasurer within a few days of the new month

Marketing

- **Report circulated**
- Plenty of good ideas
- Promotional materials now received
- Ideas will be debated at sub-committee and proposals circulated re strategy to generate 100 Room Hires pa

Junior Development

- **Report circulated**
- C20 boys & girls turning up on Saturdays for the Academy. Great considering the weather.
- Where possible tables will be reserved in the Function Room for the Academy and parents etc. on Saturdays to ensure there's room in the Bar for the Gents' Saturday Comp players
- Academy will move back to Friday nights as soon as light permits
- GolfSafe accreditation progressing well – just awaiting DBS Reports

Social

- **Report circulated**
- 2020 Social Calendar complete and circulated
- All entertainers booked
- Disappointing that Valentine's Dinner had to be cancelled – least loss option
- Will propose an alternative to Valentine's for 2021
- Drive, Chip & Putt is developing
- New PA system installed

Health & Safety

- **Report circulated.**
- Incidents: just one reported. Sign now in pro shop to encourage reporting
- Seniors' Admin Box relocated to cloakroom
- Pro informed trolleys without winter wheels are not permitted
- Mesh fencing to be erected around pond as agreed with Insurance
- Course Assessment for Worldwide Handicaps will inform Course RA
- Draft Severe Weather Policy to be circulated shortly
- To discuss fortification of external cellar door with House Sec

House

- **Report circulated**
- Refurbishment of gents' showers now complete
- Pictures put up in ladies' locker room
- Still in dialogue with WaterPlus re leak
- Cismiser fitted in gents' upstairs urinals
- New carpet and dance floor to be fitted/installed in Function Room w/c 16/3/20
- Wooden chairs in Bar repaired/glued
- Carpet lifted and refitted in Bar Area
- Awaiting quotes re Fixed Wire review
- Fire escape to be painted on completion of new balustrade
- Balcony etc. to be jet-washed
- To discuss fortification of external cellar door with H&S

Bar

- **Report circulated**
- Sales Tracker reflects satisfactory progress
- Working with Marketing to drive sales
- No concerns reported over increased sales prices
- New balustrade will be completed shortly

Greens

- **Report circulated**
- Spend on budget
- Work on paths, tree removal and tee renovation continue
- Pricing improvements to welfare facilities in shed

- Head Greenkeeper creating Standard Operating Procedures (SOPs) weekly
- Martin Wild will liaise with view to minimising damage
- Rainfall:
 - 2018 947 mm
 - 2019 1413 mm
 - **2020**
 - Jan 85mm
 - Feb 85mm

Competitions

- **Report circulated**
- Entries for Summer KOs open. Payment via Bar card. Draw 25/3/20 will create three more weeks to play
- Valentine’s Scramble postponed and cancelled in favour of Sunday Stableford
- Winter KO deadline extended one week due to course closure
- Request to reschedule Winter 4Ball Final declined – players were told on entry and a quarter final stage date for Final would not be changed
- Brief summary of how World Handicap System will work.
 - Best 8 of last 20 scores. Otherwise best 2 scores less 2 shots
 - All games can qualify for handicap e.g. Monday Club, Seniors etc.
 - No more 0.1 increase
 - No more handicap categories
 - No arbitrary adjustments in winter – h/cap index must be used alongside slope for relevant course (mostly yellow tee course)
 - For details: <https://www.randa.org/WorldHandicapSystem>

Opens

- **No Report**

Suggestion Book

- Nothing since last meeting

Next Meetings

- **Full Committee: Tuesday 24th March 2020 at 7.30pm**

Captain _____ **Date** _____

Proposed by:

Seconded by: