

Waipu Golf Club (Inc)

Minutes of Meeting
Monday, 16th December 2019 at the Waipu Golf Club

Meeting commenced at 7.00pm.

Present: Gary Meyer, Helen Wheldon, Bob Glen, Greg Shanaghan, Murray MacFadyen, Frances Warren and Ross Seward

Apologies: Juanita Cranston

Minutes of previous meeting – 17 November 2019

These minutes had not been completed and circulated. Agreed that when completed they would be circulated and approved by email.

Matters arising from previous meetings

Nil.

Correspondence

Inward

Date	Source	From	Subject
22-Nov	lttr	ACC	Work related injury claim notification JP
27-Nov	lttr	Linda Horomia	Resignation 9 hole member
30-Nov	email	What's Hot Promo	marketing Joint support products eg knee, ankle braces
5-Dec	lttr	Toolbox	marketing tools brochure
5-Dec	lttr	WDC	Metered Water rates
5-Dec	lttr	Diners Club	Notice regarding Diners Club closure in NZ
5-Dec	lttr	Atlas Quarries	Tax Invoice 672.75
5-Dec	lttr	ITM	Tax Invoice 275.97
5-Dec	lttr	Westpac	Statement
6-Dec	lttr	Wormald	invoice 448.50
6-Dec	lttr	Parkland	remittance advice 100.00
6-Dec	magazine	Workbench	left in clubhouse for Grounds Staff
6-Dec	magazine	Turf	left in clubhouse for Grounds Staff

Outward

Date	Source	To	Subject
26-Nov-19	lttr	WDC (hand delivered)	Liquor License renewal TP
7-Dec-19	email	What's hot promo	declining offer to stock items referred to in email 30/11

Inwards and Outwards correspondence was accepted. Moved: GS/MM Carried

Matters arising from correspondence

1. Water Rates – MM suggested that the water line from the road to the Clubhouse is old and should be replaced. Ross said that the problems that resulted in excess water, had been remedied with the replacement of pipes and joiners close to the Clubhouse.
2. Wormald – GM advised that Wormald have been informed that account will not be paid. No response.

Reports

1. **Finance** – Report presented by Bob. M/S BG/GS. Carried.

Bob reported as follows:

- (a) **October accounts** – There was an adjustment in the bar sales figures.
 - (b) **November** - Revenue all up – subs similar number of people paid as last year.
 - (c) **Wages:**
 - Bar up as well as revenue, but roster issues
 - Administration and accounting is up but due to one off payments to some staff, and needs more reassessment and analysis and will report accordingly.
 - (d) **Holiday pay** – There was an issue arising out of an excess payment of holiday pay, which was paid without approval and will be addressed.
 - (e) **Quality assurance** – Bob has contacted a Whangarei person suitably qualified who may be able to undertake the quality assurance with an estimated cost of \$2,500. Bob to follow up in the new year.
2. **Grounds Report** – Emailed earlier to the Board and presented by Greg Shanaghan. M/S GS / MM. Carried.

Matters Arising out of the Grounds Report

- (i) **Toro Workman** – Other vehicles have been inspected and team is working on replacement at the agreed figure of \$6,500. No purchase yet.
 - (ii) **Carts** – With the increased number of carts available for hire, and players bringing to course, will need extra budget figures for maintenance of tracks and paths. Also need to erect signs to prevent carts being driven on areas where irrigation pipes are positioned close to greens and to keep carts away from greens.
 - (iii) **Pumps** – Need to look very seriously at a second pump, increasing pumping capacity, so that when there is a breakdown in one pump, the course can still be watered, particularly for greens.
3. **Carts** – Six new carts acquired. Two of the original carts affected by the lightening strike have been sent for repairs and one other waiting to be assessed at the clubhouse. EZGO confirmed lightening strike repairs to be covered by the Club's insurance policy.
 4. **Buildings** – Ross reported:

- (a) **Cart shed** – On track, timber has been milled and treated, at no cost to the Club and all this undertaken by Northpine.

Ron Cave will paint the cart shed.

- (b) **Composting toilets** – These will be paid for, and installed in the new year on sites agreed to by the Women’s Committee.

5. **Sponsorship** – Frances reported:

- (a) **Composting toilets – Mike Whittaker** - Frances advised that an agreement is being drafted, confirming Mike’s contribution as a sponsor which will include in the first year membership for him and his wife. Total value \$3,850 plus GST.

Mike has chosen the toilet to be sited near the 6th tee to be the one in which he will place his signage.

- (b) **Hubands** – Frances reported on the difficult meeting she had with Hubands representative. Advice has been that there are issues in the previous sponsorship, as to what they believed they were getting and what they got. Frances confirmed said that Hubands wants some “special” type of arrangement for any future sponsorship, that is somewhat unique. They are not interested in the usual signs etc. Frances said that this is ongoing and will report at the next Board meeting.

- (c) **Fixture Book** – Frances is working with Aaron on this, and should be ready for publishing in mid January. Waiting on the fixtures to be confirmed by the Women’s, Men’s and Vet Committees.

6. **Health & Safety** – Frances had nothing to report as had not met.

7. **Membership** – The new member approvals were emailed to the Board on 9th December.

M/S GM/GS, that these be approved and the Ngaire, the staff member responsible, be notified.

8. **Women’s Committee** – The Women’s report to the Board was emailed to the Board members on 13th December. M/S Helen/Frances.

9. **Men’s Committee** – Murray reported verbally, result of the election that the office bearers as follows:

President	Murray MacFadyen
Vice President	Laurie Bell
Captain	Rob Hansen
Vice Captain	Doug Shadbolt
Committee Members	Tony Sneddon
	Roy Brooks

Advised the next meeting for the Men’s Committee would be 4th February.

10. **Vets** – Their annual meeting resulted in:

Chair	Roger Ogle
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Secretary / Treasurer Bob Cranston

11. **Junior Golf** – Nothing to report.
12. **Thursday's Dollar a Hole** – It was agreed that this arrangement be suspended until further notice.
13. **Board Meeting Dates** – It was proposed that the Board meetings be held on Monday afternoons at 2pm start in the Clubhouse.

This was subject to Juanita's availability, which would require her getting approval for a change in her roster.

14. **Complaint** – M/S GM / MM, that the Board move into committee to discuss the complaint.

Bob addressed the Board on his findings and recommendations.

The Board agreed that the Chair meet with the complainant. M/S GM / MM that the Board moved out of committee.

15. **Alcohol Management** - There was a wide ranging discussion led by Murray and Greg re: alcohol management and the Board's responsibilities.

The Board agreed to purchase a suitable breathalyser to be placed at the bar for members use.

Gary to arrange the purchase.

Next Meeting – January – date and time tba.