



**Waipu Golf Club Board Meeting
Thursday 18 February 2021 at Marsden Yacht and Boat Club**

Meeting opened at 2.29pm

Present: Gary Meyer, Gregory Raymond Shanaghan (Greg), Robert (Bob) Glen, Ross Seward, Helen Wheldon, Peter Kelly, Tim Shaw, Juanita Cranston

Apologies: Frances Warren

Minutes of previous meetings – 14 January 2021 Signed as a true and correct. *M/S GM/JC Carried*

Matters Arising from previous meeting - Nil

Correspondence to date

Correspondence to date Jan/Feb 2021

Inward

Date	Source	From	Subject
14-Jan	email	The Oaks Law Centre	adv timeframe firm is able to work on WGC instruction
14-Jan	email	Philip Eustace	Bream Bay Sports Awards - NOMINATIONS
20-Jan	ltr	NZ Transport Agency	Road user charges
21-Jan	email	Golf Managers Assoc NZ	GMANZ - January 2021 Newscast (emailed to Board 22 Jan)
28-Jan	ltr	WDC	Rates assessment
28-Jan	ltr	NZ Transport Agency	MV license Exp
29-Jan	email	Bencraige Ltd	Quote QU-0017 NZD 940.67 from Bencraige Ltd T/A Firewatch Whangarei for Waipu Golf Club
29-Jan	email	Companies Office	Final reminder to file annual financial statements
4-Feb	circular	Southern Hospitality	clearance sale advert
5-Feb	email	Member	Membership xxxx deferment request
12-Feb	email	NZGIC	Invite to 1st New Zealand Golf Industry Council Forum March 30 Gulf Harbour Country Club in person or by Zoom

Outward

Date	Source	To	Subject
29-Jan	email	Bencraige Ltd	Acceptance of Quote QU-0017 NZD 940.67 from Bencraige Ltd T/A Firewatch Whangarei for Waipu Golf Club
7-Feb	email	Member	interim response to Membership xxxx deferment request

17-Jan	email	The Oaks Law Centre	response to email of 14 Jan
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NB – any correspondence not brought to my attention this week is not included.

Inwards/Outwards Correspondence accepted. *M/S JC/TS Carried*

Matters arising from correspondence

Nil

REPORTS

Finance – Financial Reports for the month of January 2021 and for the four month period to 31 January 2021, emailed by Treasurer to Board on 15 February and highlighted below. *M/S TS/RG Carried*

1. Profit & Loss - January 2021 Month

Bar sales \$16,305 increase of 29% from previous year

Bar gross margin \$8,904 = 54% good margin level

Bar net profit \$\$2,742 = 17% still too low as wages higher than previous period

Shop sales \$6,307 increase of 50% from previous year

Shop gross margin \$3,173 = 50% good margin

Subscriptions & green fees \$76,521 increase of \$21,157 from previous year

Total Net Profit \$60,411 increase of \$26,596 from previous year

2. Balance Sheet as at 31 January 2021

Net liquid assets

Cash	302,787
Bar stock	5,622
Shop stock	12,556
Debtors	<u>26,307</u>
	347,273
less	
Creditors	<u>74,483</u>
Net liquid assets	<u>\$272,790</u>

3. Audit is progressing and Tim may be able to report on this next meeting.

Clubhouse, Staff and Services –

(1)Staff: (i) A staff meeting was held on the 18th January 2021 and the minute of the meeting was circulated to the Board on the 29th January 2021.-- Next staff meeting –1st March 2021. *M/S GM/TS Carried*

(2) Bar: (i) Hours: Gary advised that there has been a decline in the number of visitors , and therefore patronage of Bar and Café. Staff have been recording takings up to 12.00pm. Found very little to no sales on Monday, Thursday and Friday. Tuesday is also slow on most days. February is traditionally a slow month following the holiday period. Staff advised that Bar to open on 11.30am -12.00pm by Shop staff and managed by them i.e. no one rostered on the Bar those days. Staff are to be advised to stand by if unforeseen numbers arrive. *M/S GM/RG Carried*

(ii) Sam’s Monthly Bar Report for January 2021 was forwarded to Board on 8 February.

(iii) Kensington Refrigeration: Their quotes for Bar renovations were requested and will be forwarded to the Board when received. A review of Clubhouse layout is to be undertaken and quotes considered in light of that. *M/S GM/GS Carried*

(3) Cafe (i) The three month conversation meeting re; Café due on Wednesday 17th March.

(ii)Café/Bar synergy discussed. Greg outlined ongoing discussions he has been having with the Café, particularly the effect of the downturn in patronage so far during February and the rationalization of the Café and Bar staff.

Grounds – Greg emailed his and Colin’s Grounds reports to the Board on the 17th February. *M/S GS/GM Carried*

(i) Water pump is not working and will be looked at by experts tomorrow (19 February). Greg outlined possible options however will run with recommendations from experts.

(ii) Trees on the 12th Fairway (large old pines on right hand side) discussed. Moved that Grounds Committee recommendation is followed. Also Gary’s recommendation that the Norfolk Pines at the entrance to the Club and adjacent to 13th fairway be removed as well. *MS GS/GM Carried*

Irrigation – (i) Greg reported on the Irrigation Working Group’s progress to date for digging out the new ponds. . Moved that the Memorandum of Understanding (MOU) is presented to the Board for approval. *MS RG/GM Carried*

(iii) *The question of whether a second quote was needed. Following a letter to Northland Sand Supplies they provided a detailed breakdown of their costing, which Greg read to the Board. This is set out below.*

This came through as a separate email.

Gary advised the digger charge of \$180/hour was very competitive as a prior quote to dig out the weeds in the ponds was over \$200/hour for a similar long reach machine. The Board also found that the good working relationship

between Craig Cogan and Karl Hansen would ensure that the arrangements would be fair and competitive. It was also felt that there not many alternatives as going back to Semmenoffs was not an option. Moved that NSS Ltd be approved as the contractor subject to board approving the MOU. M/S GS/ GM Carried

Buildings – Ross reported as follows:

- (i) Grease trap – no progress. Waiting on prices.
- (ii) Clubhouse Interior paint work – this is now finished, Board agreed the area looks great and positive feedback from visitors and members alike noted.
- (iii) Furniture – Replacement of current Clubhouse chairs many of which are no longer fit for purpose was discussed and will be progressed over the next month.
- (iv) Honour's Boards – Discussed, ideally for aesthetics the Board is aligned with new Clubhouse interior colours and décor and options other than the Boards we currently have are being explored. Moved that Men's and Women's Presidents go back to members for feedback. *M/S RS/PK Carried*

Sponsorship

- (i) Sponsorship report emailed to the Board on 14 February.
- (ii) On Frances' behalf, Gary updated that the GJ Gardiner Home sign will be moved away from the entrance of the WGC and further into the neighbour's paddock.
- (iii) Sponsorship Night—Friday 26th February—Julie Draper is assisting

Membership – as of 31st January -- Bob Glen emailed his report on 14 February and reported as follows:

1. 382 members as at February 2021, whilst below the 400 odd reported in December, this is consistent with previous years at this time, there are few renewals to finalise and these are in hand. *M/S RG/HW carried*
2. 6 new members as of February 2021 are accepted. 4 are FPM. Welcome to Waipu Golf Club - Sam Bean, Mane Abraham, Henry Wong, Peter McLachlan, Peter Ostermann, Sally Osterman. *M/S RG/RS carried*
3. There are a number of members who resigned during the 1 December 31 January period yet still played in the same period. Moved that these members are charged for the games played during this period. *M/S RG/JC carried*

IT Update – Bob Glen

1. Bob updated on the card system in use for the first time in year 2020/21. Golf prizes, e.g. haggles and for tournaments can be loaded on to the cards so laminated vouchers no longer are to be used. Members are to be advised that they will have until the end of March to have them "cashed" on to their Membership Cards *M/S RG/GM Carried*

2. Use of DOTGOLF to improve effectiveness of Membership administration discussed. Moved that the DOTGOLF Membership module is purchased and implemented, one off cost is \$500 upfront and ongoing monthly cost is \$100. *M/S RG/GM carried*
3. An app for collecting green fees when the shop is not open was discussed. Further consideration will be given to this and Bob will update on details.

Health and Safety *M/S HW/GS Carried*

- (i) Grounds update included in Gregg's report.
- (ii) Clubhouse – Gary advised 2 reported incidents. Sam will assist Gary with clubhouse H&S actions and will work directly with Gary on this.

Men's and Women's Golf -

- (i) Minutes : The minutes of the Committees were circulated to the Board on the 9 February (Woman's) 11 February (Men's).respectively.
- (ii) Board reports—These were circulated to the board on 17 February (Woman's) Men's report updated at meeting.
- (iii) Women's Golf *M/S HW/GS carried* - Helen updated on Women's golf. Catering is still an issue though recognized it is early days yet. Reported displeasure with the reschedule of the Mixed Opening Day given the commitment and work the committee had put into the planned day. Twilight is going very well.
- (iv) Men's Golf *M/S PK/JC carried* - Summer Cup finalized. First Round of Pennants held. Junior Tournament held in January.

Matters arising from reports

Nil other than that discussed above

GENERAL BUSINESS

1. The Movember Tournament - Men's President discussed with their committee and recommended to the Board to continue hosting this event. Moved that Movember is charged for the use of the course and that the event is held during the week on a Thursday. Gary and Juanita to sort advice letter. *M/S PK/GM Carried*
2. Employment Services – Board discussed the growing need of expertise and support for both Employment and Health and Safety matters. Proposals from Employsure and EMA considered. Moved that Employsure is engaged as Employment and Health and Safety service provider. Initially, Bob to liaise with Employsure for Employment and Juanita for Health and Safety. *M/S RG/GS Carried*
3. Membership deferment request emailed to Chair was considered. Moved that the proposal from the member, who has paid FPM though unable to play most likely most of the year due to illness and requests deferment for next Golf year is approved. *M/S GM/JC carried*

4. Reciprocal Green Fees –

- (i) Gary addressed an incident involving a rumour emanating out of Sherwood Park re a meeting of the Whangarei Golf Clubs to discuss the issue of reciprocal green fees and the Waipu Golf Club. Gary rang the President of the Whangarei Golf Club, Don Robinson who said the meeting was to discuss an application to the Whangarei District Council for funding to promote golf.
- (ii) The Board felt that Gary should contact our reciprocal neighbours and get their views and feedback *M/S GM /GS Carried*

5. Capital Expenditure projects 2021 –

- (i) Tim emailed the schedule of possible Capital Expenditure to the Board on 15 February. Added to the schedule was 7. Grease Trap \$5000 8. IT –Office Upgrade --\$5000. *M/S TS/RG Carried*
- (ii) The Board determined that Capital Expenditure will be determined on a “case by case “ basis. *M/S TS/RG Carried*

6. Strategic Planning - Update from Bob, a survey went out to Members and the first full meeting of the Strategic Planning group will be in the first week of March.

Meeting Closed 4.40pm

Next Meeting
2.30pm 18 March 2021
Marsden Yacht and Boat Club
One Tree Point