



Waipu Golf Club Board Meeting Thursday 23rd January 2020 at Waipu Golf Club

Meeting opened at 2.03pm

Present: Gary Meyer, Robert Glen, Frances Warren, Ross Seward, Greg Shanaghan, Helen Wheldon, Murray MacFadyen, Juanita Cranston (from 2.19pm)

Apologies: Nil

Minutes of previous meetings – 17 November 2019 and 16 December 2019. Accepted as true and correct record. *M/S GS/HW – Carried*
 Post AGM meeting 25 November 2019 not yet circulated to Board. A/p Chair to follow up and advise.

Matters Arising from previous meeting Nil

Correspondence – Inward

Date	Source	From	Subject
8-Jan	lttr	NZ Golf	Levy Process for 2020 AND Summary of 'who we (NZ Golf) are'
8-Jan	lttr	Wpac	Statement
8-Jan	publication	Golf	Golf magazine x 3
8-Jan	lttr	Apex Ins	Calendar
8-Jan	lttr	Cardz Unlimited	Plastic Cards 92 cards
8-Jan	parcel	unnamed	spare part enclosed (no documentation)
15-Jan	lttr	NthInd Reg Cncl	Potential Water Shortage Advice
15-Jan	lttr	Ewen Anderson	Self-Addressed Envelope for Membership card
17-Jan	lttr	NZ Post	PO Box rate and services increase notification
22-Jan	email	BB College	req from BBC for golf tournament on 29 March

Correspondence – Outward

Date	Source	To	Subject
22-Jan	lttr	Ewen Anderson	Membership card issued by post as requested by Ewen

Inwards/Outward Correspondence accepted. *M/S JC/GM - Carried.*

Matters arising from correspondence

1. Levy Process for 2020 AND Summary of 'who we (NZ Golf) are' from NZ Golf A/p Secretary to scan and distribute to Board (A/p) to engage with statements relevant to their areas and provide feedback on NZ Golf's Role, Vision and Key Strategy for discussion next meeting.
2. BB College request for Golf Tournament on 29 March. Discussed. WGC currently hosts one local charity golf event each year – this year's slot is currently committed to the Marsden Lions, who assist the wider Bream Bay community, therefore the BB College request is declined. All schools in the area are donated 2 green fees and cart for their specific fund raising events. This can be offered instead to the BB College Department requesting the golf event for their fund raising efforts. *M/S GS/GM Carried*

Reports

Finance – *m/s GS/JC carried*

Bob forwarded the Board reports by email on 21 January and advised that as there is not much to report other than what was included in the January newsletter finance report so he has not done a separate Finance Report for the Board this month.

Bob noted that green fee player income was up 22%, carts up 16%, also noted grounds maintenance lower than last year, whilst wages overheads are up 6% this is similar to the minimum wage increases so hours must be similar to that worked this time last year.

Matters arising from Finance Report

Murray queried how the Melbourne Cup Sponsors contributions were accounted for advising he understood the total sponsorship was for \$4,000 one main sponsor contributing \$2500.00 and 4 support sponsors providing \$500 each – Ian Kitchen, Marsden Cove Canvas, Carters Building Supplies, Elite Joinery.

A/p Bob will follow up and update the Board.

Gary advised that he and Bob met with Stew McLeod representative for ECOSSE and asked that Bob update the Board on this meeting who advised that several clubs (Sherwood Park, Mangawhai, and Whangarei – with approval at the Board level) are looking at installing this POS system which will provide more effective accounting of moneys received from Members, Green Fee players, and shop and bar services.

Bob briefly advised other benefits and the initial quote, however has requested a new quote.

Moved that the proposal is accepted subject to a revised quote that is no greater than that offered to other clubs and that installation could commence within 3 months. *M/S GS/RG carried*

Clubhouse Staff and Services - Report presented at the Board meeting by Gary

1 Thursday \$1 a hole discussed and to be reinstated from second week of February i.e. 13 February 2020. *M/S GS/RG – Carried.*

2 Increase in Green fees to include \$5 'voucher' to spend at the club will be introduced when the new POS system is implemented. *M/S JC/GM – Carried.*

3 Rosters Constantly being monitored to achieve efficiency, Janet is doing well with the rosters and staff have shown their initiative and used discretion on their hours worked both when the golf bookings are busy and when not.

4 Carts Discussion on opportunity to increase revenue by allowing the carts to be let out later than the 2.30 deadline during summer hours. Gary will investigate the possibility of getting Zane to clean and lock up late carts. Reduced fees for carts for members with doctor's certificates Discussed, however not passed as there are currently reduced cart rates for members.

5 Tee Café The power check meter does not seem to be working correctly. Gary is assessing power and is following up the problem with Mike VB.

6 Beach Access Gary has given the OK for Brett to put in his notice to the Uretiti Campground that they can access the café via the beach.

7 Cash Out Staff have been advised that the eftpos/cash out limit for members/visitors is no more than \$50 depending on the float and that cash on credit cards is not permitted.

8 Staff discounts moved that WGC staff can have 20% discount on items purchased in the Club shop – does not include Bar purchases (alcohol). *M/S GM/GS Carried*

9 Staff night and Sponsors night – date to be finalized by Gary and Frances and will be notified.

10 Voucher Management – a long expired voucher for Movember 2017 was presented and honoured recently. Gary has asked Frances with support from Aaron to look at the voucher management at the Club.

Buildings and Carts – Ross reported at the meeting as follows:

- 1 Good working bees, good crew, the shed is near completion
- 2 Toilets are almost ready
- 3 Discussed the benefits of installing an additional water tank at minimal cost with the donation of some materials. Will get more information to put to the Board.

- 4 Suggested a secure office space could be built by using the unused space in the women's rest area adjacent to the shop. Further discussion required and will be re-tabled.
- 5 Men's committee enquired on the carpark area with a working bee for painting signs and wood areas looking shabby. Discussion followed. Men's Committee will be canvassed for volunteers.

Grounds Report – *emailed earlier to the Board and presented at the Board meeting by Greg Shanaghan M/S GS/GM Carried*

January has seen a continuation of dry weather and strong winds being the worst combination for the course as fairways invariably dry out and begin to crumble. Focus has been to nurse greens through this with additional hand watering to known dry areas and keep tees going along with reduced watering. Fairway irrigation has been significantly reduced and water levels in our ponds carefully monitored. (Currently at 1.25m)

Greens have been verticut and will be sanded this week. Vertispiker is booked in for the last week of January to promote better water penetration to the root zone.

Kikuyu on greens has been targeted by hand painting a weed herbicide directly to the plant only. Hopefully this will translocate into the root system and kill it.

All damage from the lightning strike has now been repaired so we are back to automated watering on the course.

We will be upgrading the irrigation on 8th and 13th greens as these are the two greens that we have dryness issues with. Cost will be \$3k. We will also look to see if we can put in a sprinkler in front of each green (like on the 6th) to give some irrigation to the approach to each green. If this is successful, we will look at other greens which could be successfully done.

Location of and remedial work on leaks at various points around the course are being addressed and the interim fix to stop the pump overheating due to these leaks is showing to be successful.

Ladies toilets sites have been discretely located in the areas of the 6th and 14th tees and will be installed on 22 January. Thanks Ross Seaward.

Discussion: A member who is an electrical engineer has suggested the hydrovar and pump be isolated to prevent a wipe out in future, this will be followed up

Due to the weather related condition of the course Greg discussed the possibility of amending the clean and place conditions of play and will discuss with the Men's and Women's Presidents.

Sponsorship – Frances emailed earlier to the Board. *M/S FW/JC Carried*

General Update

Sponsorship Contracts

I am not up to play with all of the contracts, however each contract will be prioritised and modified into a more standard template as we go through them.

Huband's Energy has withdrawn their sponsorship except for the driveway signage which they agreed to keep on at a reduced price, a goodwill gesture from both parties enabling us to maintain a relationship. Huband's Energy was extremely disappointed in our lack of interest in delivering what was promised in the contract plus the fact that we had allowed the "opposition" to put two units on the caterers shed without even offering them the opportunity to quote.

Mike Whittaker Mortgages Limited has signed a generous contract covering the cost of one composting outside toilet.

Aaron has secured a contract with **Coca Cola Amatil** which is annual renewable. A win, win situation where we receive finance and discounts.

Fixture Book

The fixture book has taken a lot of time and energy. Aaron has procured two new sponsors which will help out while I am waiting confirmation from two past sponsors. Robyn Coutts and Mary Love have been fantastic in collating the program for me.

Marsden Print, who have been most helpful are finishing the Lions phonebook and then they will be onto ours. Last year we paid \$2500 for 300 books. Our fixture book sponsorship should recoup \$1800.

Next year I will be better prepared and hand it over to the office staff with Aaron and I covering the sponsorship.

Thanks,

Frances

Discussion:

Further information is needed before the fixtures book is sorted such as men's committee details and green fee charges.

Membership:

New member information is not available as the Clubhouse staff member administering membership is not able to deliver on the previously agreed deadline due to the workload at this time of year. A meeting is planned with the staff member and Juanita to update on the backlog and work through the issues causing this.

Moved that new members on hold due to workload delays are approved by the Board at this meeting and welcomed in the January newsletter. M/S FW/JC

Women's golf – Helen emailed to the Board on 17 January M/S HW/JC Carried

Women's Presidents report

I wasn't able to attend Christmas cheer but all the reports I have heard were positive, "good atmosphere in the club house". "Great day" so thank you to Suzanne, Rob, Murray and everyone who helped them. Christmas cheer was held on Sunday this year, was that good or do we want to turn to Saturday this year.?

Robyn Coutts, in her role as vice captain, has put a lot of work into the Fixtures Book, this wasn't easy considering she was given the task at short notice and under pressure to complete. I am impressed with her effort.

As you will see in the letter from the ladies committee, Suzanne has resigned as captain. I thank Suzanne very much for her hard work during 2019 for our women members. Robyn has accepted the captain's role, we now need to appoint a vice captain.

Our committee have worked well together, handling the challenges presented at the start of the year well. I look forward to working with them over the coming year. One particular item to address is making sure that our working women can depend on finding someone to play with on a weekend.

Helen

Helen praised the Women's Committee for getting on with the job, a committee meeting was held on 8 January. A letter from the ladies committee had previously been circulated to the Board and Greg moved that the Board responds to Suzanne's comments about Board Members. *M/S GS/FW Carried*

Helen queried Women's Pennants shirts – discussed. These will be made available to Pennants team at cost plus 10%.

Men's golf – Report not forwarded.

Murray advised despite his earlier notification on 22 January to the contrary, that the Men's Committee did have a special meeting in January.

Murray talked in general terms from prepared documentation about the Special Meeting held by the Men's Committee in early January 2020 and did not ask the Board to respond or take any action on any matter.

General Business:

1. Board Objectives 2020 - POS Management, DOT GOLF Membership software, IT upgrade of WGC PCs and Screens – POS Management discussed under Finance. DG membership and IT upgrade to be further discussed when benefits of proposed POS management system are understood.
2. Board Member roles – discussion and sign off.
3. Opening Day 26 April 2020 – Gary – error should be February 8
4. Tournament Reviews - Gary's email of 14 January refers – Discussed and moved that the September 2018 Tournament review documentation is sent to Helen and Murray for their review and further discussion. *M/S GM/JC Carried*

5. \$1 charge for golf Cards – Gary – discussed, it is noted other clubs are charging for cards now as well with some at a higher rate. The \$1 will remain.
6. Thursdays - \$1 per hole – discussed under Clubhouse services.
7. Voucher management – Gary – discussed in Clubhouse services.
8. Green Fee Players – Gary – Discussed overall as part of Finance and Clubhouse services.
9. POS equipment - update of Gary's and Bob's meeting with potential providers – Done under Finance
10. Carts – rates query – Helen – discussed under clubhouse services
11. Minutes of all board and committee meetings to post on the members section of website – Helen Agreed – Juanita to meet with Aaron and arrange.
12. Woman's account – Helen – Discussed. Moved that they work out amongst themselves the amount to be held, who holds it and how it will be accounted for. *M/S RG/HW*
13. 9 Hole association day Waipu August – Helen Yes, completed.
14. Staff Discounts – Gary – Discussed in Clubhouse services.

Meeting Closed 4.50pm

Next meeting 27 February 2020 2pm