



Waipu Golf Club Board Meeting Thursday 27th February 2020 at Waipu Golf Club

Meeting opened at 2.00pm

Present: Gary Meyer, Robert Glen, Ross Seward, Greg Shanaghan, Helen Wheldon, Juanita Cranston

Apologies: Frances Warren, Murray MacFadyen, Laurie Bell

Minutes of previous meetings – 23 January. Accepted as true and correct record. *M/S GM/GS 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

Inward			
Date	Source	From	Subject
28-Jan	lttr	cardzunltd	membership cards
30-Jan	email	Jshelford HOD BBC	appreciation of GF and Cart offer
31-Jan	email	Talay Quinlan	event query
3-Feb	email	Oranga Tamariki	query
10-Feb	email	Oranga Tamariki	query re cost of room hire and catering charges
11-Feb	email	Ashton Dunn	WGC Bar and Kitchen chillers
12-Feb	email	Tower Insurance	Complicated insurance is out
1-Feb	email	Ngaire Britten	Resignation notification
14-Feb	email	DOC	Notification of Argentine Ant Control at Uretiti DOC camp
17-Feb	email	Tee Café	Attached 'Letter to Members'
19-Feb	lttr	NZ Golf	WHS introduction

Correspondence – Outward

Date	Source	To	Subject
30-Jan	email	Jshelford HOD BBC	decline Tournament request
31-Jan-20	email	Jshelford HOD BBC	advise on options to obtain donation voucher

2-Feb-20	email	gtalay@gmail.com	advised event policy
10-Feb-20	email	myaccount@creditconsultants.co.nz	request copy of invoice for payment request
11-Feb-20	email	Oranga Tamariki	Decline request for venue hire for conference
21-Feb	lttr/email	Ngaire Britten	response to resignation

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

Matters arising from correspondence

It has been noticed that some emails directed to the club have not been forwarded to the Board. Moved that all emails addressed to the Club, arriving at WGC email addresses are forwarded to the Board Secretary. *M/S RG/JC Carried*

REPORTS

Finance – *M/S GS/GM carried*

Bob presented the below report previously emailed to the Board on 20 February.

January 2020 Results

January results with a \$33k profit look very good and compare to January 2019 profit of \$28k.

Subscriptions for January brought the YTD (4 months) total to \$135k which is 3.7% ahead of last year and close to the average subs price increase for this year. Without having seen the memberships data yet it would seem the total paid up membership numbers are similar to the same time last year.

Green fees continued strong for January, 25% ahead of last year. Cart rentals again increased over last year (11% YTD) but this increase was less than the increased cart lease costs for the additional carts. This suggests the utilisation of carts has fallen as we had 27% more cart capacity but only collected 11% more revenue. This suggests the additional carts did not accrue any financial benefit to the club. We will look a bit further into this.

Both for the month and YTD compared to last year, bar revenues are down and consistent with this bar purchases are down and bar wages down marginally but that is largely due to this year coding some of Aaron’s time to admin for his other activities. While we had made good progress over latter December and all of January with reducing duplication of bar and shop staff in quiet times, I think we need to keep working on this for further staffing efficiencies.

Driving range balls revenue appears to have dropped ~50% compared to last year, however gross revenue is about 20% down YoY but we now pay Zale to pick up the balls which YTD is ~\$1.1k and this is netted off the revenues. This averages ~40% of gross revenue or ~\$2.00 per bucket.

Perhaps we should be considering increasing the price per bucket that is very cheap. Even \$1 per bucket would recover some of the decreased revenue.

Scorecard revenue is also down ~11% compared to last year. This also needs to be reviewed considering the increased green fee players and without any appreciable decline in members scrambles.

Sponsorship revenues are well down on last year. Even with a further \$4k being invoiced in early February sponsorship is still only about 2/3rds of last year.

Following comments at the last board meeting the revenues for the Melbourne Cup event were reviewed. While the YTD FY 2020 accounts show a net profit on the event of \$979, most of the revenue was booked erroneously in the Sept 2019 accounts (as received). This \$3,138 can't be changed in the accounts but effectively the event returned to the club a profit of just over \$4k.

Overhead costs appear well under control. The primary variance is the reduction in maintenance costs.

Ivy has been collating data over January to compare the additional shop and bar hours agreed to this summer to compare with additional sales to quantify the net benefit to the club.

Note, the wages data is over a five week period covering all January and a couple of days in February. Revenues are for the calendar month. This is consistent between periods so does not distort the comparative figures and ratios.

What is this analysis telling us?

1. Across the bar and the shop the total hours dropped from 590 hours in Jan 2019 to 575 hours in Jan 2020 despite the clubhouse and bar being open longer hours. This shows that staff made good progress with reducing duplication of staff during quieter periods particularly at the end of days.
2. Total shop sales did not increase as much as extra hours worked. In 2019 the shop wages were 21c for each \$ of revenue. The extra hours in 2020 cost 43c for each extra dollar of revenue. Some of this variance is due to the increased pay scales for staff and this will further impact in the year ahead, so we need to keep refining the hours to further reduce staff duplication.
3. Better management of bar hours has cushioned the impact of lower revenues. However, the wages ratio still increased marginally. Further consideration needs to be given to opening the bar later, maybe 12 noon particularly in winter and quieter days so we reduce wages over the period of very low bar takings.

	Shop			Bar		
	Jan-20	Jan-19	Diff %	Jan-20	Jan-19	Diff
Total Hrs	392	317	24%	183	273	33%
Total Wages with Super	\$9,552	\$6,794	41%	\$4,581	\$5,911	23%
Total Sales	\$39,355	\$32,875	20%	\$12,648	\$16,965	25%

%	24%	21%		36%	35%	
Net margin after Wages	\$29,803	\$26,801		\$8,571	\$12,016	

On the balance sheet, receivables are higher than last year due to \$26k of lightning strike insurance recoveries being accrued here. Also, Tee Café is in arrears again on its share of power and cleaning owed to the Club.

Bob Glen

Director

Matters arising from Finance Report

1. Melbourne Cup query from 23 January minutes is explained in the Finance Directors report above.
2. Cost reduction focus – review of invoices undertaken by Chair noted an unauthorized expense for printing concession cards. Moved that 1) Concession Cards are removed and destroyed. M/S GM/RS Carried; 2) Any decision affecting revenue need to be signed off by the Board Member responsible for the area the cost is impacting and flagged to Finance Director. M/S GM/GS Carried
3. Sponsorship revenues – the difference with Sponsorship revenue on last year is possibly a timing issue. To be reviewed with the Sponsorship Director.

Clubhouse Staff and Services - Report presented at the Board meeting by Gary, and Minutes of Clubhouse Staff February meeting referenced. *M/S GM/GS carried*

- 1 Staff/Board Golf night held on 21 February. Interesting and enjoyable golf. Many thanks to Aaron, Polley, and Frances and helpers for catering this fun event.
- 2 Staff meeting due to next week on 2 March – agenda items welcome send to Gary.
- 3 Feb/Mar newsletter due – send items to Aaron as soon as possible.

Buildings and Carts – Ross reported at the meeting as follows: *M/S RS/GM carried*

- 1 Water tanks – still work in progress with prices being sought.
- 2 Cart shed update – looking good on completion many thanks to those who helped Ross with the Build all putting in a good effort - Don Mann, Bob Mackenzie, Michael Gusterson, Ron Cave.
- 3 Cart shed and Clubhouse painting by Ron Cave will start on Monday 9 March.

- 4 Secure office space will be priced once the Cart Shed is completed and considered with the Club's capital promotions.

Grounds Report – *emailed 26 February to the Board and presented at the Board meeting by Greg Shanaghan M/S GS/GM Carried*

February Grounds Report.

The dry spell has continued through January and our water level is at 1.05m. This is not a critical level but we have reduced consumption and will look to further reduce as we can see no significant rain being forecast in the near future.

Most Auckland and Northland courses have significantly reduced their water usage and we understand that Kauri Cliffs have sacrificed their fairways to ensure they have sufficient water to retain their greens.

Greens were vertispiked early February and verticut and sanded in mid-February. This is keeping our greens sward in a healthy state and as the weather is cooling towards Autumn, we will lower greens cut height slightly and reduce water volume on them to build up green speed.

The upgraded irrigation on 8th and 11th greens has seen immediate improvement to both the greens and their approaches.

Thank you to both Men's and Ladies committees for discussing options on protecting fairways we recommend that Mark, clean and place be retained as the fairways have essentially disappeared anyway.

Following discussion with the Head Grounds person we are recommending to the board that we seek an apprentice to work with him so that we have a qualified back up to cover him on the technical aspects of grounds/greens. Viz chemicals, spraying, disease identification and control.

We will develop a Job Description for this position.

Following discussion with John Ross, our contracted mechanic, I am recommending that his hourly rate be raised (amount discussed 'In Committee'). This new rate to effective from 2nd March 2020.

The rate has not been changed since his contract rate was set on 1 October 2018.

All other terms and conditions of his Independent Contractor status remain unchanged.

Greg Shanaghan

Director Course and Grounds.

Matters arising from Grounds report

Board commented on the great condition of the greens given the dry summer conditions.

1. Discussion about the need for qualified grounds staff, ensuring qualified back up is available. Board agrees in principle to take on a person who is prepared to gain the appropriate qualification. Moved that Greg proceed with researching recruitment and report back to Board. *M/S GS/GM Carried*
2. Board discussed Greg's recommendation to raise hourly rate of the contracted mechanic. Moved that the rate is increased from – to – (In Committee). *M/S GS/GM Carried*

Sponsorship – Frances emailed to the Board on 26 February. *M/S FW/JC Carried*

General Update

Sponsorship Contracts

I am more familiar with the contracts now. They are all very personalised. Aaron and I are working through them ensuring they follow the same format with specific dates, values and expectations.

I am currently working with Kennedy Garland (Pharma Health) to get some form of sponsorship back. Possibly the 9 Hole Women's Tournament.

I have also approached Michelle Alison from Fresh Choice for cart signage.

Otherwise we have prioritised renewing contracts which include memberships.

Events

The Staff and Board golf and barbecue was well received. What was impressive was the way the staff stepped in and assisted at every opportunity. Especially Aaron and Polley who made salads and Bron, who helped with the clearing up. Many thanks to all that assisted and all those who participated in a fun evening.

The Sponsors night is on Friday, March 13th and we will do a BBQ again with a slightly different menu.

We will have Ambrose golf for those wish to participate.

Aaron is contacting all the Tee sign sponsors so we can get the draw organised.

We have also sent an updated sponsor list to Fastsignz to enable us to update the sponsor's Board before sponsor's night.

I am one step behind with all these projects but sticking at it doggedly, waiting for the light at the end of the tunnel. I need to access to Aaron on Wednesdays, meaning please don't have him training in the shop unless I am totally up to date.

Fixture Book

The fixture is finally out. Providing the price is similar to last year the advertising should cover the cost.

Thanks,

Frances

Membership Juanita emailed to the Board on 26 February. *M/S JC/RS Carried*

February 2020

There is light at the end of the tunnel with Membership administration close to being fully up to date after 2 months of processing backlog due in part to the end of year renewals, a number of membership changes and a busy time at the clubhouse with Green Fee players and visitors at the club over the holiday period.

I am pleased to say the membership numbers as of 14 February can be reported and it is even more pleasing that membership numbers have increased on this time last year.

Reconciliation of membership	Balance as at 9th Dec 2019	Movement	Current Balance 9th Feb 2020		
				2019	2018
9 Holes	65	-7	58	62	61
Associate	29	-6	23	24	11
Full Playing	205	-27	178	183	180
Juniors	15	1	16	8	9
Life Members	6	0	6	6	6
Pay as You Play	62	0	62	52	49
Under 25	4	3	7	3	2
Casual Short Term **	2	-1	1	6	5
	388	-37	351	344	323
Social	24	-5	19	18	23

I have been 'hands on' with membership throughout January and February to gain an understanding of the processes followed for membership, the issues impacting effective and timely actions and supporting Ngaire with the areas of focus to bring it all up to date.

A concern of being behind with the membership administration is the potential impact to members e.g. with delays to welcoming them and not having their email addresses uploaded so they feel they are included in club news – this is regrettable and I am hopeful that the extracted learnings of this year doesn't have us in the same situation next year.

Thank you, Clubhouse staff who have worked extra hours, to allow Ngaire the time to focus on membership and Gary and Bob for approving the increased wage bill to get things up to date.

New Members for Board Approval

Alan Bucknell
Steven Brown
Marco Rodrigue
Sam McNamara
Joe Leggat

Health & Safety

Health and Safety February 2020 – Juanita

As Board member new to this responsibility my focus for February is to start at the Clubhouse and check documentation.

There is a hard copy file in the office holding incident reports and other information however I would expect there would be more information available – such as club house checks etc. – and soft copy records as well, so I will continue searching.

Whilst I have flagged my intention to catch up with Colin Lee H&S staff support person for the course, I am yet to make an appointment to meet.

Incidents

29 January – damage to cart # 5 by sheet of black MDF stored in the cart shed. Notified by Ngaire to Gary and Don Mann (former H&S manager) Gary forwarded information to Ross (responsible for buildings and carts) and me (responsible for H&S). Ngaire advised incident report is in tray in the office.

Risks

With the normal flu season approaching and the international COVID-19 virus alert, it is timely to think about the part we play to protect our staff, members, visitors and ourselves.

To be discussed again at the next Board Meeting.

Matters arising – It was agreed that Clubhouse Staff would be reminded at the Staff meeting to ensure counters, eftpos, DOT GOLF terminal and another one surface touched frequently are wiped with methylated spirits as per the normal daily bar and shop hygiene routine.

Women's golf – Helen emailed to the Board on 25 February M/S HW/JC Carried

Presidents report from Women's committee Feb 2020

We had a meeting on 11th Feb, the minutes of which have been circulated.

Relevant matters:

We are happy to pay \$1500 towards the toilets, but as 1 toilet has been sponsored the women felt to half the other was appropriate.

We tried playing the lie, as requested, but as the fairways are very rough it was agreed that hitting a ball out of a hollow was causing more damage, this feedback was given to the grounds committee. There was a suggestion that in some very dry countries golfers are given a small mat to hit off, perhaps this could be considered.?

Our dates for hosting pennants have been moved to June, we wondered why the men can't do the same, especially as having bigger attendances, there is a bigger impact on the course.

The women tried playing holes 1, 5, 4, 2, then 3 and it was very popular. There is a strong request to change the lay out to this format.

Paea Paki has accepted the role of vice-captain, she and Robyn are already working well together. There is a really positive feeling within our committee, with everyone covering for Robyn and I, when we were both away on holiday.

We need to add Twilight to our board agenda; there were only about 7 people there last week, the caterer was obviously not happy. I have told the café that we do not expect food on Thursdays unless we advise otherwise. If Twilight is cancelled someone needs to contact Lynda Peni the sponsor.

The board has not yet replied to the women's committee's letter in January. Finally, I sincerely apologise for my "no show" at the staff social, I saw that sponsors day was the 13th March, thought that they were one and the same and that I had missed the date change.

Men's golf – Report not forwarded.

Murray MacFadyen is on holiday. Laurie Bell looking after Men's golf in Murray's absence.

Matters arising from Men's and Women's Golf

Twilight Golf has had low attendance numbers and is cancelled for 27 February. There is a view that a Twilight finale be held on Thursday 20th March. Moved that the Twilight Finale and the future of Twilight be referred to the Men's and Women's Committees to sort out.
M/S JC/GS Carried.

General Business:

1. WGC Signatories and System Access – Bank Account, MYOB, DOT GOLF, Website, FB, Security

Discussed, all systems used at WGC need to be reviewed and updated to ensure signatories/approvers and those with access to systems are those Board Members and staff currently in office or employed by Waipu Golf Club and in the case of Board Members that signatories are relevant to the area of their responsibility.

Moved that MYOB, DOT GOLF, Website and Security are reviewed and that access is adjusted for only current relevant Board Members and staff. Gary will work with Clubhouse Staff and Robert Glen (Bob) with Accounts staff on this. *M/S GS/GM Carried*

Moved that Bank Account Signatories for Westpac are adjusted as follows: – Remove the following approver/signatories - Ian Kitchen, Margaret Pennington and Murray MacFadyen. Add signatory – Gary Meyer. Keep the following signatories as is: - Robert Glen (Bob), Juanita Cranston. *M/S JC/RG Carried*

2. Women's committee 8 January letter – Signed off and forwarded to Women's President
3. Staff Issues 'In Committee'
4. Tee Café – 'In Committee' – Sponsorship night, Food after closing, Coffee machine, Brett's letter of 11 February 2020
5. Melbourne Cup – covered in Finance
6. Summer Cup – issues arising are being covered by Greg's review of scrambles.
7. Scrambles – Greg – Board updated that Greg is taking the lead on this and a brief report will be forwarded once Greg has met with all Golf sections holding scrambles.
8. Tournament – Greg – as per Scrambles.

9. Communication of Committee meeting minutes – To enable better dissemination of information, Board minutes once approved by the Board will be available as follows: hard copy posted on Notice Board as happens now, added to the WGC website and emailed to the respective Secretaries of Women's and Men's Golf and emailed to 'Waipu Golf' for Clubhouse staff for their information.

All committee minutes e.g. Women's, Men's, Vet's, Junior's, Match, Clubhouse, Grounds, Sponsorship, Health and Safety and any other committees are to forward their minutes to the Board Secretary.

Meeting Closed 3.59pm

Next meeting 26 March 2020 2pm