

TAIRUA GOLF AND COUNTRY CLUB (INC)

Minutes of the Board Meeting held 28 April 2021, 1pm at the Club House

Present

B Fellows (President), M McCann, J Harrop, J Collier, J Chalmers, S Fang

Apologies

Jean McCann

Moved that apology be approved and accepted

Mike/Jenny PASSED

Minutes of the March meeting

Corrections: Subscriptions and Affiliation Fees were not included in March payments as stated

Moved that the Minutes of 31 March 2021 meeting be accepted as a true and correct record

Jan/Jack PASSED

Matters Arising

Membership Categories – Country membership was discussed. Board wants to see Country members eligible to play in competitions, vote and stand for office. Jenny volunteered to come back to Board with wording to this effect. Golf Cart **Business case** – Steven reported that the lease carts were due for a service in March 2021. John to follow up. Steven to continue gathering evidence for business case re leasing v purchasing. It was recommended if leasing is the option the Board needs to stipulate conditions eg graduated monthly payments over the term of lease, damage/return option, purchasing options at end of lease.

Cart lease due to finish in October 2021.

Attendance at Board Meetings – Brian Doug has informed Brian that he wishes to resign his Board position as he can no longer commit.

Moved that Doug's resignation be accepted Jenny/Mike PASSED

The Board to inform members of Doug's resignation via the next Newsletter and be guided by 11. (iii) of Constitution re a replacement

11 (iii) If there is a vacancy on the Board, interest in filling the position shall be called for from the membership and the vacancy may be filled by a temporary appointment by the Board. Such appointee to retire at the next Annual General Meeting but shall be eligible for re-election at the Annual General Meeting.

Machinery – tractor still to be fixed for resale. The purchases of Prescott's golf cart is not going ahead. Parts cannot be sourced and repairs too expensive. , No 4 cart parts have arrived and been installed by Geoff. Cart steering is still faulty. John has been asked to organise the return of the cart and replacement with another cart.

SWOT analysis survey for Strategic Plan - document circulated by Jack to Board members to consider. Draft Development Timetable presented to Board. Board agreed in principle to proceed with timetable presented. Jack and Jan to contact members with previous experience to ask them to review the 2016-2021 plan and feedback for Board.

Correspondence

OUT – response to Jills letter sent

IN

Jan reminded Board members that all correspondence should be circulated prior to meeting. Any correspondence requiring discussion should go to Brian before meeting for circulating.

MOVED that the outward correspondence tabled be accepted and approved

Brian/Jack PASSED

Reports as circulated be taken as read

1. President - Brian
Moved that a new chainsaw be purchased for the club. Jan/Mike PASSED
Brian has Eagle tickets available to sell to members
2. Club Captains – Mike & Jan. An example of run sheet is to be re introduced for organisation of future tournaments
3. Golf Croquet - Jenny
4. Kitchen - Jenny
5. Publicity - Jean
6. Financial - Jan

Account	28 April 2021	31 March 2021
Current	\$ 24,703.62	\$19,113.42
Saving	\$100,055.65	\$100,055.65

Income & Expenditure Report was presented for Board comments.

Payments approved for payment by Finance Committee totalled \$21,699.54 included the annual golf affiliation payments for NZ Golf 7,848.98 and Waikato Golf \$3,748.59.

MOVED that the April accounts totalled \$21,699.54 approved by the Finance Committee for April be approved for payment. Mike/Jack PASSED

Golf Carts Summary for the period 1 October 2020 to 30 September 2021

Income		\$15,553
Less Lease	\$3,727	
Less other costs	\$2,293	
Net Income		\$9,553

Digger Donations – \$1200 has been received from two members. The Board expressed their thanks to these members who have asked not to be named.

Membership as at 1 March

Full Members - 106 up 2

Country Members 99 – up 3

Croquet 37 - up 4

New Members

Ren Difiore - Full Member

Joep Smeele - Golf Croquet

Chris Smeele - Golf Croquet

MOVED that the new members be welcomed, and accepted

Jenny/Jack PASSED

General Business

- a. House and Kitchen Committee By Laws. The Board suggested that maintain honours and sponsors signs in clubhouse be added to House committee. Board approved these two By Laws for publishing.
- b. Upgrading electricity supply for Club – Graeme Keyte has offered to put into an application to PowerCo re upgrading current power supply to enable additional carts to be connected in future. Jack has also spoken to Graeme re an alternative option of the installation of regulated timers.
- c. Acknowledging Volunteer and Sponsors contributions. A Sponsors section of the website is under construction. Sponsors should receive monthly Newsletter. Signage for sponsors needs updating in clubhouse.

- d. Club Laptop for Janine – Janine does not have her own laptop and has asked for the Club to supply her with a laptop to enable her to continue her PR Manager role off site.
Moved that a laptop be purchased for Janine’s use Jan/Brian PASSED
- e. Draw for Bay Island Voucher as part of the Easter Ambrose Tournament was held - winner Brent Arnell to be notified

Meeting closed 4.11 pm

Next meeting Wednesday 26 May 2021 at 1 pm

Reports

President – Brian Fellows

The new five ton digger has arrived and is now helping to improve our course. It has cleared many of the drains 3, 8 fairways and behind 7 tee. It has also been very useful holding the large pine by No 10 ladies tee while rings were being cut ready for firewood splitting. The digger will be housed under cover by the fire burning area. To date we have had three donations of money for our digger totalling nearly \$2000 The golf cart that was offered to us for \$500 has been professionally checked out and is not a viable proposition for our club. It has been taken back to Prescott’s. Main problem no spare parts and the cost to get to a hire standard was \$4500+

Firewood sales are steady, about 4/5 loads per week. We still have trees to ring and split and to recover at the end of Tairua Heights. We have chainsaws but we need a new one to replace one that causes a continuous problem. The Field Days are coming up and we could get a reputable brand for \$1500-\$2000. I ask permission for this to ensure firewood supplies continue and we do not overburden private chainsaws. I have managed to find a man who will look at our Ute to advise and maybe help us to get the Ute to warrant standard.

Our golf carts are becoming more popular with our members and visitors. The renewal of the cart lease is coming up in Sep/Oct. if we are to buy/hire carts we need to have a more stable supply of electricity to our Club. This could cost \$10,000+. At the moment we are getting quotes for this.

Doug Hayward has verbally (to me) resigned from the Board. His ongoing renovation at home and his commitment to his aging father has precluded him from being an active Board member. Thoughts on a replacement for the remainder of the year.

As an “Eagle” our organisation raises money through a yearly raffle to promote junior golf. I have ten books of ten tickets per book to sell. I also have golf balls to give away. Usually I give one ball per ten tickets=\$20 this year I have extra golf balls and I can give away one ball per five tickets.

Course Report – Brian Fellows

A group of ladies have done a great job of upgrading the gardens around the bowling green making this a much tidier place for campers.

The greens are in great condition after the recent coring. This will help to keep our greens in good condition as we move into winter. From now on the weather will dictate what we can achieve on the golf course. The dredging’s will be very useful on our tracks.

During the winter period we can concentrate on the following:

Green drainage

Tee restoration

Track formation

Fairway drainage

Reorganisation of machinery. What we need to keep and what we don’t need.

Men's Report – Mike McCann

Again, the weather has been very kind to us as we missed only two haggles due to rain although six men did brave the rain on one of them (me not being one of them).

On the 16/4 we had a visit from a tour group (AR tour) with approx 30 players taking part. Ken Edwards started them off at 08.30am although he had been here from 0700am and he was still here when I left at 0700pm. Thanks Ken a great job.

Easter Sunday, we had an Ambrose competition kindly sponsored by Gary Jameson of Bay Insurance. 30 teams took part, weather was great, and everyone seemed to enjoy the event.

On Saturday 17/04 we had our annual visit from the 16 club for the 16-club challenge. This is a competitions played Tairua v the 16 club with the best average score winning a wooden trophy in the shape of a set of golf clubs and trundle. I am pleased to tell you Tairua won!

The Digger is already starting to show benefits to the course John Fraser has been clearing out some of the drains and the water has been flowing much better.

We have organised a match committee, Ken Edwards has agreed to be vice-captain and Rick McLean has also agreed to be on the committee, Rick being very useful on the computer so will be great for setting up competitions and of course Jan Collier as Ladies 18-hole captain. Also, we have the run sheet back which will help better organise tournaments as everything will be set out, such as who will start do the cards and organise prizes.

Ladies Report – Jan Collier

Our golf has been affected by rain on two occasions over the month of April. 9 Hole golf has been steady, with fields of 15+ players each Tuesday. 18 hole players are struggling to get 10 players in their field. Our Tuesday numbers have been boosted by visitors and men.

The three rounds of 18 hole team pennants have been completed. Tairua ladies did not feature in the top three positions. Our 9 hole ladies still have one round of their team pennants to complete this coming Monday. The 18 hole handicap Matchplay Championship are into the final round. Congratulations to Nat, our Silver matchplay champion for 2021. It's really exciting to see that we do have three Silver Division players for the first time for many years. The 9 hole Handicap Matchplay Championship winners have been decided for 2021.

Our 9 hole ladies are hosting the final round of the BOP 9 Hole Pennants here on Monday 3 May and their Autumn 9 Hole tournament on Friday 7th.

Kitchen/Catering – Jenny Chalmers

April has been a busy month in the kitchen starting with the Bay Insurance Easter Ambrose Tournament when hamburgers were served to more than 70 players and supporters making a profit for the club of \$446.00. This was followed by a visit from the Alan Rose Golf Tour group who were served lunch and bar snacks and then several very busy Saturdays when usual numbers requiring bar snacks were boosted by visitors to the club. The committee has attempted to streamline catering processes to ensure everyone who helps in the kitchen knows the routines and is able to provide consistently tasty food at a reasonable price yet always profitable for the club. Many thanks to all the catering team. Sharing the load is working well.

We are currently working on our accounting system so that we will be able to present accurate income and expenditure data to the club. Previously for many tournaments where lunch was provided the catering portion of the tournament income was not credited to the kitchen and so we have been unable to produce

reliable kitchen accounts. Adjustments have been made to the club accounting systems and it is hoped the problem is now rectified.

Golf-Croquet

Marketing, Promotions and Publicity Committee Report

A meeting of Jean McCann (Chair), Anna McGuire and Janine Carson PR Manager held 23 April to discuss various issues as minuted below.

Administration

The need for a Club laptop for Janine to type up minutes at Board Meetings and work from home was discussed. Jean to request agreement for purchase.

Sponsors

Jean took photographs of all sponsored tees and of potential tee sites. Janine to send thank you letter, photograph of current tee advert and invoice dated 1 April for payment on 20 May 21. Also discussed request for sponsors to check tee advertising and update if necessary. Saw need for advertising to be standard size and sites cleaned up. In next two newsletters Jean will highlight Club Sponsors. Jean approached Tairua Plumbing who, as now asked, will renew sponsorship of membership cards. Janine to send Invoice. Sponsors spreadsheet from Jean to be amalgamated with Janine's to finalise tee advertising and pinpoint vacant sites.

New Members

Janine sends out welcome email to new members with password for members page and links to Constitution.

Website

Janine met with Brett Colman from Sticks and he updated membership enrolment page "Join here". Janine updated membership form to meet all membership info requirements and added "privacy" clause opt out as passed at last board meeting. Sponsors site now to be revamped. Video on You Tube but Brett to insert link on website.

On inspection there are discrepancies with the 2021 programme with colours and confusing information. This highlighted need for a simple version of 9 and 18- Hole weekly programme with correct seasonal starting times to be uploaded.

Mail chimp

Janine updated membership information and cleaned up site. Added 31 new contacts.

Email marketing engagement

Your subscribers, broken down by how often they open and click your emails.

- 90% Often: Your percentage of subscribers who are highly engaged and often open and click your emails.
- 1% Sometimes: Your percentage of subscribers who are moderately engaged and sometimes open and click your emails.
- 3% Rarely Your percentage of subscribers who are not very engaged and rarely open and click your emails.

Newsletter

March newsletter sent out on time highlighting Junior Golf.

Bylaws

As the Kitchen and House Committee portfolios no longer contain Social Events, the need for, and co-ordination of Social Events such as "Mid Winter Christmas Dinner" was discussed. Decided it needed to be written into our Portfolio to be presented to the Board at April Board Meeting. Anna and Janine to work on plan for Club Social Events.

By Laws

THE HOUSE COMMITTEE

As set out in the Tairua Golf and Country Club Constitution 11.

Every sub-committee may include a member of the Board and shall elect a Chairperson from its membership.

(ii) Each sub-committee is required to submit a report of its activities quarterly or as requested by the Board.

(iii) Every sub-committee shall operate within the rules, and delegated powers in accord with the Constitution and By-Laws.

House Committee Members

The PR Manager, Members from Ladies and Men’s Golf and other Board or co-opted Members possessing the appropriate skills set.

Role

To maintain to the highest standard, the presentation of the facilities of the Clubhouse and its surrounds for the enjoyment of members and visitors.

HOUSE COMMITTEE RESPONSIBILITIES

- * Overseeing and organising any maintenance or redecoration requirements in the club rooms. (Including office, bathrooms, kitchen, bar, and social area.)
- * Maintaining cleanliness and tidiness of club rooms. (Including liaison with cleaner and removal of general rubbish.)
- * Maintaining and supervising a pest control regime.
- * Managing bookings of club rooms by outside organisations and liaising with such groups or individuals.
- * Liaising with kitchen committee re dates for any catering required, suggested menus etc.
- * Ensuring club by-laws and health and safety regulations are communicated to all users of the club rooms.
- * Overseeing the overall presentation, décor, and furniture arrangement of the club rooms.
- * Purchasing items of equipment and furnishings as required and approved by the Board.
- * Organising the exterior maintenance of the clubhouse.
- * Arranging decorations, flowers, furniture when functions are booked and ensuring after the event the club rooms are restored to their usual format and cleanliness.
- * Communicating with the PR manager, Board, Bar Manager, Kitchen Committee as and when appropriate.

By-Law passed on

Signed:

THE KITCHEN COMMITTEE

As set out in the Tairua Golf and Country Club Constitution 11.

Every sub-committee may include a member of the Board and shall elect a Chairperson from its membership.

(ii) Each sub-committee is required to submit a report of its activities quarterly or as requested by the Board.

(iii) Every sub-committee shall operate within the rules, and delegated powers in accord with the Constitution and By-Laws.

ROLE OF THE KITCHEN COMMITTEE

- * To cater for tournaments and other events organised by the Men’s and Ladies’ golf captains.
- * To provide bar food for Thursday and Saturday and other club events.
- * To plan and co-ordinate a yearly plan of club social events requiring catering and designed to encourage the maximum participation and enjoyment by club members and visitors.
- * To organise rosters of volunteers for kitchen duties for all events as agreed with the House committee.
- * To liaise and communicate with the Board, club manager and other committees of the club.

KITCHEN COMMITTEE RESPONSIBILITIES

Chaired by the Kitchen Convenor and including catering team leaders and other Board and co-opted members possessing the appropriate skills set.

RESPONSIBILITIES

1. The planning, organisation and catering for tournaments and social events.
 - * Booking of dates in the club calendar and recording in the club diary.
 - * Taking bookings and fees and planning menus in conjunction with the event organiser.
 - * Organising publicity in conjunction with the publicity convenor and PR manager.
 - * Ordering, purchasing and preparation of all food.
 - * Running the food related elements of the event.
 - * Cleaning up the kitchen and dishes after the event.

2. The organisation of Thursday/Saturday bar food, Tuesday Coffee Club and Friday Happy Hour and Club Match Days.
 - * Organisation of a kitchen roster for match days.
 - * Purchase of necessary catering items.
 - * Food preparation, service and clean up.
 - * Collecting payment for food served.
 - * Ensuring all health and safety procedures are followed and the checklist completed after kitchen use.
 - * Maintaining general cleanliness of the kitchen.

3. Managing kitchen book keeping
 - * Ensuring kitchen expenditure is in line with that agreed by the club manager, finance committee or event organiser.
 - * Ensuring precise accounting and recording methods are used to ensure profits are made for the benefit of the club. Filing dockets and keeping records of income, expenditure, and profits.
 - * Liaising with the club manager regarding expenses, costs, charges, and profits.

4. Liaison and communication
 - * With the Publicity Sub-Committee in terms of newsletters, reports, and posters.
 - * With the PR Manager re bookings, bar duty staff, keys and security, food orders and deliveries.
 - * With the House Committee re maintenance of club rooms and kitchen, purchases of equipment etc.
 - * With the Board and club members to keep them informed of developments and events related to the kitchen.

By-Law as passed by the Board on

Signed by