

## TAIRUA GOLF AND COUNTRY CLUB (INC)

### MINUTES of Tairua Golf and Country Club Board Meeting held Wednesday 18 November, 2020 at 3.30pm

1. **Present:** Brian Fellows, Jill Shanley, Jan Collier, Tina Larsen, Michelle McLean, Jenny Chalmers, Bill Boon, Doug Hayward  
In attendance: Tony Cliff
2. **Apologies:**
3. **Minutes of the last Meeting**  
Moved that Minutes of the October meeting held on 21 October to be circulated and approved as a correct and true record  
Jenny/Jean (1 against) PASSED
4. **Business arising**  
Job Vacancies  
Tina expressed her concern to the new roles advertised was not advertised as 3 and 4 day role as previously outlined in Brian's report re his Mercury Bay Golf Club visit.

#### **13.3 Voting at Annual General Meetings**

(iii) If members are unable to attend an Annual General Meeting, they may exercise their vote by postal vote or receipted hand delivery for the election of members of the Board of Management only. Email votes will be allowed from Overseas based members only who identify and verify themselves as such and also meet the conditions as set by the By Laws.

Moved that 'A member with voting rights residing overseas at the time of the AGM needs to be identified from the membership list and emailed voting paper/s prior to the AGM. Proof of residence can be determined by a scanned document identifying residential address, the IP Address or the time zone included in the email.'

#### **5. Correspondence**

In

Anonymous document pinned to noticeboard. Members need to be reminded that all correspondence needs to be presented to the Board or Club Manager. Issue to be addressed in a By Law.

Out

NZMCA – Tony has updated information re Club's park over property. Now includes to showers for \$5 between 8.30am and 4.30pm. Stay is for a maximum of 3 night. Dog by prior arrangement only and must be on a lease.

Moved correspondence tabled be accepted

Jill/Jenny PASSED

#### **6. Reports**

**President's** – Brian – reinforced his email circulated prior to the meeting of the importance of committees going forward for the management of all aspects of the club. He expressed his sadness to see Tony go and acknowledged the contribution Tony has brought to the club.

**Health & Safety** – Brian

**Course** – Brian

**Men's** – Bill

**18 Ladies Golf** – Tina (as written)

**Golf Croquet** – Michelle (as written)

**Kitchen/Social** – Jenny (as written)

**Managers** – Tony (circulated)

**Publicity – Jean**

Moved that reports be accepted

Tina/Jill PASSED

**7. Finance Report as tabled**

<b>Accounts</b>	<b>Nov 2020</b>	<b>Nov 2019</b>
Current Account	\$ 92,479.00	\$24,920.00
Saving Account	\$ 35,044.00	\$25.00
<b>Net Position</b>	<b>\$127,523.00</b>	<b>\$24,945.00</b>

Moved that the President become a signatory and Terry become Administrator of the Westpac Bank Account  
Jan/Tina PASSED

Moved that payments for month of October be approved and that the financial report be accepted.  
Jan/Bill PASSED

**8. Membership**

**New Members**

Tony & Bev Parsons – golf croquet  
Barbara Joyce – first year  
Lance Peggs – full member  
Declan Adamson – first year member  
Kylee Drummond – full member  
Hamish MacGregor – country member  
Claire Stuart – country member  
Julie Fellow – first year member  
Hunter, Austin and Cullen, Crowe – junior members  
Cruz Collins – junior member  
Zoe Bourne – junior member  
Ray Russell – first year  
Sharon Travers – country member

Moved that the Board approved and welcome the new members

Jan/Jean PASSED

**Resignations**

Paul Petley  
John Devereux  
Bill Boon - injury  
Mark Harper

**Simon Rollo**

Albert Kabili - suspended/injury

**Senior Membership**

Nominations (Proposer - Jean McCann/Seconder - Brian Fellows) were tabled for senior membership for Jenny Chalmers and Mike King (Proposer – Brian Fellows - Seconder Tina Larsen)  
Nomination (proposer/seconder) was received for senior playing membership for Val Bradley

Moved that that these memberships be approved

Tina/Jean PASSED

**9. General Business**

**Volunteers** – with the departure of the club manager, the role of the volunteers on committee will be essential for the club going forward.

**Communications** – Tony reminded Board members of the importance that lines of communication are open especially with new staff coming on and formation of committees

**Manager's role** – Tony asked for the Minutes to record clearly that he had not been involved in the discussions regarding or the job descriptions for the manager's role.

Moved that Tony's has not been part of Board discussions for Administration Office Manager and Front Office PR. Tina/Jill PASSED

The Board expressed their thanks to Tony for carrying out his role of club manager and wished him well for his future endeavours.

**Auditor** – Xero accounts can now be produced by the Club. Lisa Radford's role is no longer required. Tony recommended to the Board that Lisa be approved as our auditor.

Moved that Lisa Radford of Phillips & Co be appointed auditor for the Club. Tina/Jill PASSED

**50<sup>th</sup> Anniversary** – Founder's night already to go, 55 attending. Board members are asked to mix and welcome. Nibbles and refreshments will be provided by the Club.

Moved that Board approved Club pay for drinks on the evening. Brian/Jan PASSED

Par Tee – 80 of 100 tickets have now been sold. Organisation for the evening is all in place.

**Golf Croquet finances** – Golf Croquet members have meet and formed committees for going forward. Michelle asked permission from the Board to purchase new equipment and to retain future income from their green fees and raffle in a separate bank account which will be managed by the golf croquet treasurer.

Moved that golf croquet purchase the equipment required from existing funds held and the Club opens a separate bank accounts for raffle and green fee income. Tina/Jenny PASSED

Jenny expressed her concern that some golf croquet members still do not feel as if they are part of the 'Country Club'. Incoming Board member to address these issues.

**AGM** – Nominations close on the 20 November, financial accounts to go out to members via Chimpmail.

**Job Vacancies** – Board will interview all applicants on Monday 23 November. Interview team to consist of Brian, Michelle, Jean and Jan. Jan to inform applicants of interview date and times.

**Future Golf tournaments -**

Christmas cracker cancelled by Club Captains.

Twilight golf has started, averaging 26 players. Sponsors Darren & Sandie from First National Tairua Ambrose on 27 December has been cancelled by Board due to too many tournaments on calendar over December and January, no sponsor and not enough volunteers to run the event.

Tairua Christmas Open is ready to go. Sponsors

Business House golf planning has started for Wednesday 8 January

Family Fun Day Erin happy to sponsor –Tina to co-ordinate with Erin

Vistalite Tournament to be followed up on

**Thank You letters**

**Buildlink** for the donation of the Ute.

Move that complimentary one year golf subscription be offered to John. Brian/Bill PASSED

**Ray Russell** – for donation of brand new BBQ

**Punters** sponsors of the Melbourne Cup

Thank you card to be sourced from The Local Advertiser for future use

Loyalty cards – to be held over

**Farewell for Tony**

Members will be invited to attend 11 December Happy hour to farewell Tony, welcome new Board members and farewell departing Board members. Jenny to organise nibbles.

**Summer Planner** – Jean has complied and submitted dates and advertisement to the Local Advertiser

**Departing Board members**

Brian thanked Tina, Bill, Michelle, Jill for their roles as Board members.

**Next Meeting Closed 6pm**

**Next meeting at Clubhouse after AGM 28 November**

**Reports** – see AGM reports

**Presidents Report** – Brian Fellows

**Health and Safety** – Brian Fellows

**Course Report** – Brian Fellows

**Men's Golf** – Bill Boon

**Ladies 18 Hole** – Tina Larsen/Jill Shanley

**Kitchen/Social Report** – Jenny Chalmers

**Golf Croquet September** – Michelle McLean

**Manager's Report** – Tony Cliff

To say it has been a hectic year would be an understatement. 12 months has flown by and we have seen a period of consolidation coupled with a little dishevel thrown in. A large number of changes on the Board with resignation for a combination of reasons. Despite all of this we have achieved much including a great financial result and a new constitution. Top all this off with a dose of Covid which has changed and shaped much from election results and people, systems, beliefs, to even entire countries.

Happily, the Club is now well positioned to go forward. With the Special General Meeting behind us along with the changes that meeting brought there is an understanding that Golf has to be the largest focus for the club and expanding this is the key priority whilst anything developing on the back of this is a bonus. The country appears to be recovering well and whilst a vaccine has been developed getting it, distributing it to everyone is a different thing. It appears NZer's will be moving around NZ in large numbers this summer which could lead to a busy time on the course and hopefully lead to even better Green Fee takings than last year and more memberships which many clubs are seeing.

Geoff has continued to work on the course and the reformation of a Course/Greens committee will lead to all work being prioritised and planned to improve the course even more. The recent offer of the use of a small excavator for the club will highlight categorically how this asset can assist the course. Keeping the strategic plan at the forefront, getting buy in to it and making it happen will be key roles for the future Boards and Management Staff.

The key to Tairua Golf & Country Clubs success will never be in its paid staff. There will simply never be enough of them to do all the work/jobs. The clubs core and key volunteers are the true essence of the clubs survival. It is going to be a considerable time before the population of Tairua Town reaches a point where this model will ever change. Finding replacement volunteers with a happy disposition, a great spirit and a willingness to help for the good of the club rather than personal gain will be the biggest challenge the club faces to remain viable in the future.

**Finance Report** – Tony Cliff

October has been another good month for the club with the weather being dry leading to good activity on the Golf Course. Our bank accounts are solid with the following comparisons to last year.

Account	Nov '19	Nov '20
Chq A/c	\$ 24,920	\$ 92,479
Saver A/c	\$ 25	\$ 35,044
Net Position	\$ 24,945	\$127,523

Net overall Bank position is \$102,578 improved from the same point last year.

As this meeting is early accounts are yet to be approved by the finance committee but we are carrying forward a little over \$12,000 in bills payable this month as entered to Xero.

Accounts to be paid this month will be circulated to the finance committee and confirmed for payment.

The Profit and Loss Accounts as circulated is best summarised as follows:-

Comp Fees have been steady at \$1.8k for Oct. Following a question last month please note some competitions are taken to income as net figures if expenses have been paid directly out of the income.

Cart Hire is excellent at \$1,582 well in excess of lease costs.

Green Fees for November have been strong @ \$8,382. A great result and are already sitting at \$4,442 1/2 of the way into November.

There are no extraordinary expenses this month and our results are showing a Net Profit of \$98,547 (but more realistic at \$2,347 ½ way through November after several very big days and the Clubs NZ event) remembering our system takes our subscription invoices directly to income. We currently have \$46,200 outstanding in subscriptions due. It will be a busy time following these invoices up and a timely reminder to members to remind them that they need to be financial to vote at the AGM approaching soon.