NORTH RYDE GOLF CLUB LIMITED

ABN 43 000 080 035

Minutes of a Meeting of the Board of Directors
of North Ryde Golf Club Limited Held at Twin Road, North Ryde on:

THURSDAY, 27 AUGUST 2020 AT 6:08PM

Present:	Mark Mathieson	**MM**
	Alex Cicchini	**AC**
	Glenn Woodley	**GW**
	Tim McCauley	**TM**
	Henk Van Diggele	**HV**
	Greg Sheaves	**GS**
	Ben Brown	**BB**
	Edward Yi	**EY**
	Ross Donaldson	**RD**
In Attendance:	Graham Dale (General Manager)	**GD**
	Anthony Ryan (Manager FTAA)	**AR**

1. CONFLICTS OF INTEREST

The Board noted the Register of Disclosures maintained in accordance with the Registered Clubs Act 1976 (NSW).

- Noted that there were no disclosures

2. MANAGER FTAA UPDATE

- MM welcomed AR to the meeting
- AR updated the Board on how he has been made to feel welcome and was settling in well
- Advised:
    - That he now had authority for all bank accounts
    - That he had taken over payroll (King Pay and Deputy Rostering)
    - Had met with the auditor
    - Was cleaning up the balance sheet and depreciation
    - In the process of setting up a cash flow forecast
- MM thanked him for the update and advised that he was welcome to seek advice or support from the Board as the Directors have significant skills and experience

3. PREVIOUS BOARD MINUTES

The Board Resolved to:

- Approve the minutes of the meeting of the Board of Directors held on 23 July 2020 as a true record

4. AGM MINUTES

The Board Resolved to:

- Approve the minutes of the meeting of the North Ryde Golf Club AGM held on 27 July 2020 as a true record

5. GENERAL MANAGERS REPORT

The General Managers Report to the Board dated 27/08/2020 was taken as read.

- Club Person of The Year – Recommendation
  - Nominations to open on Friday 25 September
  - Nominations to close on Friday 23 October
  - Voting to open on Friday 6 November
  - Voting to close on Friday 4 December
  - Announcement of the Club Person of The Year to be on Friday 11 December

Correspondence:

- Correspondence was noted

Incident Report:

- This report was noted
- Noted that Gardener, Glenn Cranfield was involved in an accident on course while working which required hospitalisation – Board agreed to send a get-well fruit basket

The Board Resolved to:

- Receive and note the General Manager's Report

6. GOLF COMMITTEE REPORT

The minutes of the meeting of the Golf Committee held on 13 August 2020 were taken as read.

- Noted that the request from Junior Development to run BBQ fundraisers the first Saturday of each month had now been cancelled due to CovID restrictions
- Noted that all Junior camps (including Cowra) would be cancelled due to CovID restrictions
- RD raised the issue of having 2 people in a Golf Cart. It was agreed that this as with other CovID restrictions this would be reviewed at the end of September
- Noted that the Men's Pennants Semi-Final had been postponed due to CovID restrictions
- It was decided to continue with the Lottery Booking System for the time being as this was the fairest of the systems
- The pathway from the green keepers shed will be done prior to the Club Foursomes Championships

Recommendation to FTAA Committee

- That James Wilcher be commissioned to formulate detailed plans to redo bunkers on the 9th and 13th and the changes to the 18th green. Plans will be held until we can go ahead with the works once the full quotation and time frames for the works are known

Recommendation to the Board

- Pace of Play Policy
    - First 4 groups must go round in 3 hours and 45 minutes and must be no more than 20 minutes behind the group in front
    - Next 4 groups must go round in 4 hours and must be no more than 15 minutes behind the group in front
    - Every other group must be no more than 12 minutes behind the group in front
    - Players would be given a 10-minute interval to enter their score after they have finished their round
    - If a player has received 3 letters for slow play in a 6-month period then they would be required to play at the end of the field

The Board Resolved to:

- Receive and note the minutes of the meeting of the Golf Committee held on 13 August 2020
- Note the recommendation to the FTAA Committee that James Wilcher be commissioned to formulate detailed plans to redo bunkers on the 9th and 13th and the changes to the 18th green
- Approve the Pace of Play Policy

7. CLUB COMMITTEE REPORT

The minutes of the meeting of the Club Committee held on 20 August 2020 were taken as read

- It was agreed to purchase some coloured lanterns and greenery for the Restaurant to brighten it up
- Noted that Facebook followers had increased to 1216 and Instagram followers to 801
- New TV's for the Main Bar and also for outside the Halfway Bar had been ordered. Installation would happen in the next couple of weeks
- TAB agreements had been authorised and approval to implement and install would happen in 4 to 6 weeks
- LED Signage road safety audit assessment has taken place and recommended that the site next to the 18th tee was suitable. This has now gone back to Council for notification which will be completed by the middle of September
- Signage sponsored by Lion to go on the protective netting along Lane Cove road was approved
- With the closing of the gaming room the following operating hours would come into effect Monday 24 August
    - Upstairs bar would be closed Mondays and Tuesdays
    - Downstairs bar would remain open until 6pm on Mondays and Tuesdays
    - Downstairs bar would close at 5pm on Wednesdays, Thursdays and Fridays
    - Upstairs bar would open from 4pm on Wednesdays, Thursdays and Fridays
    - Saturday and Sunday operating hours would stay the same
- It was noted that the Government had sent out a significant number of infringement notices due to CovID breeches of which several involved small gaming areas. Recommended that the Club look at closing gaming as this room is small and difficult to manage and promote social distancing and ensuring that all patrons in the room were seated, both from the perspective of Club liability and also patron safety

- The Ladies Charity Day had been successful in raising $2,560 for the Shepherd Foundation. The Committee recommended that the Club top up the funds to $5K as they were unable to hold their auctions or invite visitors
- The Committee considered the various solutions put forward for electronic sign-in units and decided to recommend that the FTAA approve the purchase of 2 X CPS electronic sign-in units

Recommendation to FTAA Committee

1. That FTAA Committee approve the closing of the gaming room due to CovID – 19 restrictions
2. The FTAA Committee approve that the Club top up the funds raised on the Ladies Charity Day to $5,000 as they were unable to hold their auctions or invite visitors.
3. The FTAA Committee approve the purchase of 2 X CPS electronic sign-in units

The Board Resolved to:

- Receive and note the minutes of the meeting of the Club Committee held on 20 August 2020
- Note the recommendations that had gone to the FTAA Committee for approval

8. FINANCE, TECHNOLOGY, ADMINISTRATION AND AUDIT REPORT

The minutes of the meeting of the FTAA Committee held on 20 August 2020 were taken as read

- Anthony Ryan the newly appointed Manager of Finance, Technology, Administration and Audit was welcomed to his first FTAA meeting
- Noted that EBITDA for the month was $128K which was $111K greater than last year
- Noted that Green Fees were up $10K to same month last year

Recommendations put forward to the FTAA Committee

1. The Committee approved the recommendation from the Golf Committee that James Wilcher be commissioned to formulate detailed plans to redo bunkers on the 9th and 13th and the changes to the 18th green
2. That Committee approved the Club Committee's recommendation to close the gaming room due to CovID – 19 restrictions
3. The Committee approved the Club Committee's recommendation to top up the funds raised on the Ladies Charity Day to $5,000
4. The Committee approved the Club Committee's recommendation to purchase 2 X CPS electronic sign-in units

The Board Resolved to:

- Receive and note the minutes of the meeting of the FTAA Committee held on 20 August 2020
- Noted the following approvals by the FTAA Committee
    1. The Committee approved the recommendation from the Golf Committee that James Wilcher be commissioned to formulate detailed plans to redo 3 bunkers (9th & 13th) and the changes to the 18th green
    2. The Committee approved the closing of the gaming room due to CovID – 19 restrictions
    3. The Committee approved that the Club top up the funds raised on the Ladies Charity Day to $5,000

4. The Committee approved the purchase of 2 X CPOS electronic sign-in units

9. GENERAL BUSINESS

- The Board approved of the weekly management report provided by the General Manager
- GW advised that the Golf Committee were doing further reviews on membership categories. TM requested to be involved

10. NEXT MEETING

Wednesday, 23 September 2020 at 6:10pm

11. CLOSURE

The meeting closed at 7.20pm.

12. CONFIRMATION OF MINUTES

Signed as a true record.

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Mark Mathieson

Chairman

31 August 2020