

Minutes of the CGLMC Ltd Meeting held in the Greenkeeping Sheds on Monday 13th January 2014

Present: P Sawers (Vice-chairman), G Murray, W Thompson, H Oswald, L Gordon, C Yule, G Paton, A McArtney, A McColgan, J Gilbert, A McKeown, R Reyner, K Sampson, B Boyd, J McLeish.

In Attendance: G Duncan (General Manager), C McLeod (Golf Services Manager).

Meeting began 1900 hours.

P Sawers started the meeting by welcoming Aiden McColgan to the Board. He will sit on the Board as a Dalhousie Golf Club representative.

1. Apologies

There were none.

2. Any Additional Agenda Items

Seagreen Update – P Sawers. Added as item 4.1.

Letter of Thanks from G Wilson – P Sawers. Added as item 4.2.

Amendments to meeting dates – G Paton. Added as item 4.3.

3. Declarations of Interest

A McKeown, H Oswald and B Boyd all declared their interest in any discussions regarding custom fitting.

ELECTION OF OFFICE BEARERS

| <u>POSITION</u> | <u>2013/14</u> | <u>2014/15</u> | | |
|-----------------------------------|-----------------------|-----------------------|---------------------|------------------|
| <u>CHAIRMAN:</u> | G. Wilson | P Sawers | G Murray | <u>Nominated</u> |
| | | | L Gordon | <u>Seconded</u> |
| <u>VICE-CHAIRMAN:</u> | P. Sawers | W Thompson | P Sawers | <u>Nominated</u> |
| | | | R Reyner | <u>Seconded</u> |
| <u>FINANCE CONVENOR:</u> | G. Murray | G Murray | P Sawers | <u>Nominated</u> |
| | | | C Yule | <u>Seconded</u> |
| <u>GREENS CONVENOR:</u> | J. Gilbert | J Gilbert | P Sawers | <u>Nominated</u> |
| | | | G Murray | <u>Seconded</u> |
| <u>TOURNAMENT CONVENOR</u> | A. McArtney | A McArtney | P Sawers | <u>Nominated</u> |
| | | | G Murray | <u>Seconded</u> |
| <u>PR CONVENOR:</u> | L. Gordon | L Gordon / B Boyd | P Sawers / R Reyner | <u>Nominated</u> |

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|--|--------------------|---------------------------------------|------------------------------|-------------------------|
| <u>ENVIRONMENT CONVENOR:</u> | | 10 votes / 3 votes | J Gilbert / K Sampson | <u>Seconded</u> |
| | J. Gilbert | J Gilbert | P Sawers | <u>Nominated</u> |
| <u>SEASON TICKET CONVENOR:</u> | | | J McLeish | <u>Seconded</u> |
| | J. McLeish | J McLeish | P Sawers | <u>Nominated</u> |
| <u>MAJOR PROJECTS CONVENOR:</u> | | | A McArtney | <u>Seconded</u> |
| | G. Wilson | P Sawers (as Chair) | | <u>Nominated</u> |
| <u>DISCIPLINARY CONVENOR</u> | | | | <u>Seconded</u> |
| | P. Sawers | W Thompson (as Vice Chair) | | <u>Nominated</u> |
| <u>PRO-SHOP CONVENOR:</u> | | | | <u>Seconded</u> |
| | W. Thompson | W Thompson / R Reyner | P Sawers / W Thompson | <u>Nominated</u> |
| | | Declined / Agreed | G Murray / K Sampson | <u>Seconded</u> |

Election of sub-committee members:

Any amendments to sub committees should be emailed to G Duncan.

4.1 Seagreen Update – P Sawers

P Sawers advised that a meeting was held on 18th December between CGLMC Ltd and Seagreen. Seagreen agreed verbally to not carrying out any work during tournaments being held at Carnoustie. 1st Golf will be carrying out the trench works. There may be an issue with Seagreen's procurement but this will be detailed in the terms and conditions agreed to by both parties. The MET mast has still not been erected. P Sawers advised that the mast may never be erected as Seagreen have advised that they can collect the necessary data by other means. All indications currently suggest that there will be no works started within the next 2 years at least as more technical assessment is required on Seagreens part.

P Sawers advised that CGLMC Ltd also met with Angus Council's legal representatives. A meeting will be arranged with SSE's lawyers to discuss terms, but this is not likely to be complete until after the technical assessments have been carried out. G Wilson has agreed to continue to be involved in the Seagreen project in support of CGLMC Ltd in an advisory position.

4.2 Letter of Thanks from G Wilson

It was advised that a letter of thanks was received from G Wilson. He will attend the Links Dinner and a small gift will be given to him in recognition of the work he did as Chairman.

4.3 Amendments to Meeting Dates

G Paton suggested that the meeting arranged for the 4th August should be moved to 7th July in order that June committee minutes can be approved straight away. There will be no more meetings in July and therefore no need for a full meeting in August.

5. Approval of Minutes of the CGLMC Ltd Meeting of Monday 2nd December

Approved: G Murray

Seconded: L Gordon

a) Matters Arising Therefrom

China Trip

The cost of the trip to China with Angus Council is likely to be between £5,000-£6,000. The dates are still to be confirmed. A McKeown suggested it is likely to be the 3rd week in April. P Sawers advised that an itinerary should be submitted to CGLMC Ltd from Angus Council before it is decided who should attend the trip on behalf of CGLMC Ltd.

VAT Compensation

G Murray and W Thompson are still working on a timetable to submit to the accountants. W Thompson advised that a draft position should be available by the end of this week which will give an overview of the cost to CGLMC Ltd and the service fees. W Thompson advised that there are very clear audit trails available to submit. P Sawers suggested that G Murray and W Thompson progress this as necessary, and it does not have to come to the board for approval. P Sawers, G Duncan and D McDonald will view the figures before being submitted.

VIP Proposal

The report has been circulated to the committee. This report includes the custom fitting option of the plan. P Sawers proposed that the VIP scheme be agreed in principle with the custom fitting option being deferred and discussed further at the next Pro-Shop meeting.

W Thompson advised the committee that CGLMC Ltd would not be competing in the same market as local retailers if custom fitting was offered.

In the terms and conditions, G Paton advised that the word 'ticket' is to be added.

G Paton also suggested that it should be advised that no refunds would be offered should the membership be cancelled during the term.

R Reyner enquired to why a Season Ticket may be removed from a player. He was advised that they would have to be breaking a rule. This has never been done, but the option should always be there.

A McKeown queried item 5 which suggests members cannot make purchases on behalf of 3rd parties. He was advised that this is noted in order that members do not abuse the system. Gifts can be purchased for others within reason.

J McLeish enquired to why it states that member's privileges can be removed without any reason given. He was advised that this would only happen if the member was abusing the system. It is unlikely that no reason would be given, but it allows CGLMC Ltd the option.

R Reyner enquired to whether the Pro-Shop would be able to calculate the cost of the items for VIP members. W Thompson advised that the new software on the till can advise whether a Season Ticket holder is a member along with calculating the cost of their items including the discount. W Thompson suggested that an indicative VIP member's discount price of some of the popular items in the shop could be compiled.

The directors agreed

- i) to approve the VIP member's scheme.

Misuse of CGLMC LTD Logo

J Gilbert asked for an update on this matter. G Duncan advised that he has been in contact with the individual concerned who has agreed to remove the logo. It was advised that this could take up to 1 week. G Duncan advised that he will be in touch again after this period if the logo has not been removed.

Rebate for Golfers Car Park at Carnoustie Golf Hotel

J Gilbert enquired to whether a rebate had been agreed due to CGLMC Ltd not having access to the car park during the Commonwealth Games. G Duncan advised that a rebate will be obtained.

Junior Golf

W Thompson advised that the proposal discussed at the previous Pro-Shop meeting had not been agreed and therefore the committee had to decide how the R&A donation should be spent on the Juniors. G Duncan advised that the last indication from the R&A was that they would like to see CGLMC Ltd encouraging juniors to become members of clubs. Discussions were held regarding the Pro-Shop meeting. The directors then agreed to discuss this under item 8b).

6. Greens Business

a) Approval of Minutes of the Greens Meeting of Monday 9th December 2013

Approved L Gordon

Seconded: A McArtney

b) Matters Arising Therefrom

Buddon Course and Nets

J Gilbert asked for approval of the plans for the 1st hole of the Buddon Links course. He advised that Huxley turf would not be used, in order to reduce costs and allow greater flexibility.

J Gilbert asked for approval to move the practice nets as advised in the Greens minute and to use the existing 1st green of the Buddon Links course as a putting / chipping and bunker practice area.

The directors agreed

- i) to approve both items are described in the Greens minute of 09/12/13.

Dog Walkers

J Gilbert advised that dog walkers are becoming more prominent on the courses, and this is causing various problems including bunkers being disrupted and balls being picked up. J Gilbert asked for support from the Angus Council representatives in their capacity as councillors to help alleviate the problem. J Gilbert advised that there is an environmental issue also in that nesting birds are being disrupted on the course by dogs that are out of the owner's control. G Duncan advised that many of the dog walkers do breach the Outdoor Access Code. A McKeown advised that this issue can be looked into and that he would speak to the Council's Outdoor Access officer. J Gilbert advised that the difficulty is enforcing the laws and suggested that better signage may need to be erected and the Rangers be better equipped to deal with rule breakers. P Sawers advised that A Reid is currently working with Carnoustie Canine Capers to help improve the situation. A leaflet has been produced which will be distributed on the courses and around the town.

Pitch Marks

R Reyner advised that there are many pitch marks being left on the courses. J Gilbert agreed and advised that A Reid has suggested moving some of the tees back to try and let some of the turf recover. Season Ticket holders will also be encouraged to replace any pitch marks left and the Rangers will be asked to look out for anyone not repairing their pitch marks.

7. Finance Business**a) Approval of Minutes of Finance Meeting of Monday 16th December**

Approved: R Reyner

Seconded: W Thompson

b) Matters Arising Therefrom2015 Budget

W Thompson advised that the 2014/15 budget that is currently being worked on will introduce pooled hours meaning more available hours in the summer, and less in the winter.

2010 Figures

P Sawers asked for the 2010 data from when the Open was held at St Andrews in order to analyse it for the coming 2015 Open at St Andrews. G Duncan advised that he is currently collating this information and will make it available once it is complete.

Part Transfer of Head professional's salary

J Gilbert queried the £11,000 transfer of the head professional's salary from the Pro-Shop budget to CGLMC Ltd budget. W Thompson advised that this figure was discussed in detail at the last Pro-Shop committee meeting and it was agreed that this figure be used until a more detailed figure can be accounted. W Thompson advised that he is currently awaiting a breakdown of the head professional's duties in relation to CGLMC Ltd, and once this breakdown has been received, costs will be put against the duties and a more accurate figure will be produced. This will be reviewed again in due course.

J Gilbert advised that doing this makes the Pro-Shop appear more profitable than it actually is. A McKeown advised that this figure of £11,000 is only a starting point and is likely to be amended once the list of duties has been received. This figure is not an extra on top of the head professional's salary, it is simply his salary being reapportioned within the budgets.

A McCartney highlighted that the head professional's salary is based on the original projected figures for the Pro-Shop and not the actual income.

8. Pro-Shop Business**a) Approval of Minutes of Pro-Shop Meeting of Tuesday 10th December 2013**

Approved: G Murray

Seconded: R Reyner

b) Matters Arising TherefromJunior Golf

W Thompson advised the directors that after there being no agreement at the previous Pro-Shop committee

meeting, he proposed that both options be agreed in order to encourage junior club membership. These options being that any junior membership be paid by CGLMC Ltd to the clubs directly and that any extra funding requests by the clubs (for trips/equipment, etc.) be reviewed by the directors on an individual basis.

R Reyner enquired to how much each club would receive when a junior joins. W Thompson suggested that the total number of junior membership fees be split 3 ways between the 3 associated clubs. An associated club tournament will also be organised for the juniors of all 3 clubs to take part in. The scheme is likely to cost around £2,000. CGLMC Ltd are given £5,000 from the R&A per year to spend on junior golf. After further discussions, W Thompson reiterated his proposal to fund junior club membership and grant appropriate funding requests by the clubs to encourage junior golf. This was seconded by R Reyner.

The directors agreed

- i) to approve that annually, at the point of Season Ticket issue or renewal, all Juvenile and Junior Season Ticket holders are to be offered the option to take up a membership to the current Carnoustie based clubs that offer a Junior Membership. (The Caledonia Golf Club, The Carnoustie Ladies Golf Club and The Carnoustie Golf Club). The cost of the Junior memberships will be funded by CGLMC Ltd and apportioned equally between each of the participating clubs for each junior member who takes part in the scheme, from the provision received from the R&A.
Administration of the programme will be handled by the member clubs, who will manage the processes and present a single annual invoice to CGLMC Ltd.
Any Season Ticket holder who wishes to take up this membership would have his/her nominal membership fee paid for by CGLMC Ltd for a period of 2 years as an introductory step, then onward to their 18th birthday, if they gained / retained an SGU handicap and were actively participating in the local golf club events.

A pro-forma letter will be sent out to all junior Season Ticket holders advising them of the position.

Custom Fitting

W Thompson advised that this scheme would use Taylor Made equipment and would be funded by Taylor Made. There are only another 2 of these facilities in Scotland. CGLMC Ltd has the advantage in the local area of having PGA trained staff carrying out the fitting service. There would be no sale of hardware, only a specification sheet would be given to the player.

J Gilbert enquired to whether the £8,000 figure included staffing costs. W Thompson advised that the staffing costs have been incorporated into the budget.

P Sawers enquired to whether, if the custom fitting option did not go ahead, the staffing costs of the Pro-Shop could be reduced. W Thompson advised that this would need to be looked into.

G Murray advised that the agreement the Carnoustie Golf Shop was that CGLMC Ltd would not sell hardware. It did not specify custom fitting.

A McKeown advised that he had been advised the Carnoustie Golf Shop does not carry out as many as 200 fittings a year.

H Oswald suggested that P Sawers speak with D McNicoll before any decision is made by the directors.

P Sawers asked for clarification on the directors' current position. The directors agreed that currently there was no intention to sell hardware, logo'd or otherwise.

H Oswald advised that it could do reputational damage to the CGLMC Ltd if Mr McNicoll was not consulted on this issue. P Sawers will arrange a meeting before next month's Pro-Shop committee meeting. W Thompson will also attend this meeting if possible.

J Gilbert asked for a copy of the letter advising that D McNicoll would have to lose staff if CGLMC Ltd decided to stock hardware. He was advised that this letter was sent when the Pro-Shop first opened and is not new.

J Gilbert enquired to whether there were golfers asking 'everyday' for custom fitting. W Thompson advised that this was a figure of speech.

9. Major Projects

There was no business. A Major Projects meeting will take place after the Finance Committee meeting on 27th January.

10. Tournament Business

A McCartney advised that the Tassie entries opened last Friday. The tournament was filled within 7 minutes. There were over 400 applications and £57,000 had been received so far in entry fees. There are some international players taking part in the event this year.

A McCartney thanked C McLeod for his hard work overseeing the process on both Friday night and Saturday morning.

11. PR Business

L Gordon advised that she will inform the newspapers of the Carnoustie Canine Capers leaflets.

A McCartney suggested that the leaflets be printed in colour.

C McLeod advised that he is hoping to get the Senior Open 2016 announced this week in order that the Tour Operators can be informed at the PGA Trade Show next week.

12. Season Ticket Business

a) Approval of Minutes of Season Ticket Meeting of Monday 16th December

Approved: W Thompson

Seconded: R Reyner

b) Matters Arising Therefrom

J McLeish asked for approval to enforce the 2009 document advising that in order for a junior to qualify for a 3 course season ticket, they must fulfil the criteria highlighted in the document. R Reyner advised that juniors must be made aware of this policy. He was advised that all new juniors are sent this in a letter, but it will be reiterated each year as appropriate.

The directors agreed.

- i) the qualification rules for juniors advancing to an adult 3 course 7 day ticket be enforced, but only after it has been fully established that these rules have been communicated to the junior concerned.

J McLeish recommended that Rangers monitor slow play at random and report back to C McLeod. The directors agreed.

New ID cards will be reissued to Directors.

Season Ticket holders will be informed that Directors have authority on the course. This will also be included in the Season Ticket guide.

A McKeown enquired to whether the Rangers will receive any training in order to monitor the slow play. R Reyner suggested that the R&A handbook should be referred to.

The Buddon Links and Burnside questionnaire will take place on the 1st tee. This way the reason for the questionnaire can be explained to those completing it.

Release of 50 Season Tickets

It was advised that R Reyner had suggested that 50 tickets be released in order to create movement on the waiting list. G Murray asked whether there is any idea to how this would impact on the courses at the weekends.

G Duncan advised that records show 11 of the 50 players at the top of the list upgrade to the Championship course regularly, but other than that, the effect was unknown.

W Thompson advised that he was uncomfortable with the amount of tickets being released and would like to perhaps encourage some players to downgrade their ticket.

W Thompson proposed that the committee wait until the questionnaire results have been returned the review all of the tickets together.

K Sampson advised that players should be encouraged to use all 3 courses if they have a 3 course ticket.

R Reyner advised that he would be happy to amend his suggestion to only releasing 25 tickets, then reviewing at the end of the year.

B Boyd advised that he was approached by a player who suggested the course is often empty, and he enquired to whether this was the case. G Duncan advised that the course is often empty at the times when nobody wants to play, such as during periods of bad weather or less popular times during the week. The problem is that the majority want to play at the same time, mainly the weekends, and, as there are no restrictions on when a player can play within season ticket holder times, the number of season tickets needs to reflect capacity during the popular periods.

J McLeish agreed that the feedback from the questionnaire is required before moving forward.

G Paton suggested that ways in which to encourage golfers to downgrade or release their tickets should be looked into.

W Thompson then proposed that once the questionnaire results have been received and collated, an integrated plan should be compiled and brought forward as a proposal. This was seconded by C Yule and the directors agreed to defer the decision for further consideration by the Season Ticket sub-committee.

Removal of Lunch Time Ballots

The directors agreed to remove the lunch time ballot process. Season Ticket holders will now be able to book times immediately if they are available.

The next Season Ticket meeting will take place after the Major Projects meeting on 27th January.

13. Environment Business

a) Approval of Minutes of Environment Meeting of Wednesday 11th December 2013

Approved: G Paton

Seconded: P Sawers

b) Matters Arising Therefrom

GEO Update

J Gilbert advised that Carnoustie has received GEO accreditation – one of only 5 other courses in the UK. This scheme runs on a 3 year revalidation system therefore a plan needs to be put in place for the future.

J Gilbert extended his congratulations to A Reid who instructed and carried out the relevant procedures in order to gain the accreditation.

14. Golf Services Managers Report

Pro-Am July 2015

C McLeod advised that this event is not likely to take place as the figures are not working out to be profitable. This will be discussed with the other clubs involved and further proposals will be brought forward in due course.

Cally Spring Meeting

C McLeod asked for approval to allow a fund raising event, organised by the Caledonia Club which would run alongside their Spring Meeting. The event helps to bring ex-servicemen into golf. They would like to put up banners and notices. Guest would be allowed to play free of charge.

The directors agreed

- i) that the Caledonia Club be permitted to run the event as described above.

PGA Trade Show

C McLeod advised that he will be attending the PGA Trade Show where he will meet up with many tour operators.

15. General Managers Report

G Duncan confirmed that the August Management committee meeting will be moved to July.

P Sawers advised that the April meeting falls on a bank holiday. This will be looked into.

Jaydee Heating

G Duncan advised that the heating cost in the Pro-Centre is extremely high and the system is prone to breaking down. He is meeting the service manager of Jaydee along with C McLeod and G Murray to discuss the situation. A service agreement is currently in place with Jaydee Heating. There have been problems in the past with the system and they are getting worse. G Duncan will report back to the directors in due course.

Winter Works

The winter works have been very good this year due to the good weather and are on schedule.

16. Performance Indicators

G Duncan advised that the indicators are going to be looked at more closely in order that they provide more meaningful data for the directors.

There were no performance issues to be raised at this meeting.

17. Companies House Matters

G Wilson has now officially retired from the Board of Directors.

A McColgan is now officially a Director.

18. Health and Safety Report

There was no business.

There being no other competent business, the meeting was then closed at 2100 hours.

KS