

Minutes of the CGLMC Ltd Meeting held in the Greenkeeping Sheds on Monday 2nd June 2014

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

In Attendance: G Duncan (General Manager).

Meeting began 1900 hours.

Apologies

R Reyner, H Oswald.

Any Additional Agenda Items

J McLeish – Health and Safety issue – discussed under item 15.

P Sawers – OSCR Update – added as item 2.1

P Sawers – Confidential item – added as item 2.2

W Thompson – Sporting Sale, 1953 Open Championship Programme, potential Links purchase – added as item 16.

2. Declarations of Interest

There were none.

2.1 OSCR Update – P Sawers

P Sawers advised that a productive meeting took place on Friday (30th May). She advised that 2 items were seen as being favourable to the CGLMC Ltd bid. The first item is the new 6 hole junior course, and the other is the environmental work carried out including the bird boxes. P Sawers and A Reid carried out a course walk with the OSCR representatives. P Sawers advised that OSCR would like to see 2 amendments to the articles should CGLMC Ltd be awarded Charitable status. These amendments would be to state that CGLMC Ltd would continue to invest money in the Junior programme and also that they would continue to invest money in the environmental programme. These amendments have been made by the lawyers and have been forwarded to Angus Councils legal team for approval. Once this approval has been granted it will be submitted back to OSCR. P Sawers asked A McKeown to look into this matter with the Angus Council legal team. B Boyd advised that he would also be willing to speak to the legal team. It is hoped that OSCR will approve this bid very soon as they almost have all of the information they require. P Sawers suggested that the next step would be for G Duncan to look into the financial aspect of moving to a Charitable Status company. P Sawers thanked G Duncan for all of his hard work in the submission of the bid to OSCR. She also thanked A Reid for his heavy involvement.

2.2 Confidential Item – P Sawers

This item is covered in a separate confidential minute.

Congratulations

P Sawers extended her congratulations to Jessica Meek who won the St Rule Trophy at St Andrews. This was a huge achievement for her and meant that for the 2nd year in a row, a member of Carnoustie Ladies club has won the tournament.

Community Fun Day

P Sawers thanked all those involved for their help and support during the Community Fun Day. It was a great success.

3. Approved Minutes of the CGLMC Ltd Meeting of Monday 12th May 2014

Approved: J Gilbert

Seconded: G Paton

a) Matters Arising Therefrom

Use of Tees for Visitors

G Duncan confirmed that visitors are not allowed to play from the white tees, unless prior permission has been granted by either the General Manager or the Golf Services Manager. If a visitor was playing off the white tee without permission then this was a mistake and it should not happen again.

Championship Committee

A proposal for the committee will be brought to the July Full meeting.

Toilets

A McCartney enquired to whether the new toilet facility had opened. G Duncan advised that it had been open for use from last week.

Junior Coaching Breakdown

J Gilbert enquired to whether this was discussed. It was advised that it would be covered under Pro-Shop Business.

4. Greens Business

a) Approval of Minutes of Greens Meeting of Monday 19th May 2014

Approved: L Gordon

Seconded: K Sampson

b) Matters Arising Therefrom

New Tees

J Gilbert said new Ladies Tee Markers for the Buddon Links and Burnside courses had been purchased following his recommendation and the approval of the General Manager. They are at a cost of £900.00.

Car Parking

J Gilbert advised that G Duncan is to meet with a representative of the Commonwealth Games organisation team on Wednesday to discuss the car parking issues.

Health and Safety Document (Commonwealth Games Contractors)

J Gilbert asked if this document had been acquired. G Duncan advised that he had not yet got a copy but was pursuing it.

Broken Gate on Course

J Gilbert enquired to whether this had been mended. G Duncan advised that he has spoken to the Commonwealth Games Contractors about this issue, but as it has not yet been resolved. G Duncan will discuss with them again.

Movement of Out of Bounds at 18th Hole Championship

J Gilbert advised that this movement was to make a clearer boundary. The R&A had no objections to this plan.

Rangers in the Evenings

J Gilbert enquired to whether this had been arranged. G Duncan advised that a plan is in place and arrangements were being made to have Rangers out on the course on certain evenings.

Black tees for Juniors on Burnside Course

G Duncan advised that K Stott is aware of this and a plan is being organised currently.

Next Greens Meeting

Will take place on Monday 16th June 2014.

Pin Position Sheets

P Sawers enquired to which days the pins should change on the Burnside Course. G Duncan advised that the pins on all courses change on the same days, namely a Monday, Wednesday and Friday.

5. Finance Business

a) Approval of Minutes of the Finance Meeting of Monday 26th May 2014

Approved: A McKeown

Seconded: P Sawers

b) Matters Arising Therefrom

G Murray asked for approval from the committee for the Draft Budgets of CGLMC Ltd and Carnoustie Links Ltd, and for the Price Proposals which were circulated prior to the meeting.

The directors agreed:-

- i) to approve the CGLMC Ltd budget, the Carnoustie Links Ltd budget and the Price Proposals as supplied to the directors by the Finance Convenor.

6. Pro-Shop Business

a) Approval of Minutes of Pro-Shop Meeting of Tuesday 13th May 2014

Approved: C Yule

Seconded: W Thompson

b) Matters Arising Therefrom

TGI Newsletter

P Sawers advised that it was discussed at the Pro-Shop meeting that CGLMC Ltd should try and collect as many email addresses of members as possible in order to improve the information in the database. She advised that R Reyner had recommended that a letter be sent to any season ticket holders who CGLMC Ltd do not already have an email address for. P Sawers suggested that if letters were to be sent, they should go to all members in order to make sure the most up to date address is on file. She advised that there is also the option for the starters to collect addresses, perhaps by using an incentive scheme, such as a prize draw. K Sampson advised that within the student community, email is not an effective way of reaching the audience. W Thompson advised that the demographic of members at CGLMC Ltd is different to students and email is still likely to be used by many members.

The directors agreed:-

- i) that, in the first instance, information should be collected at the Starters Box.

VIP Open Day

This will be held on 20th June 2014. P Sawers asked that as many directors as possible should attend the event.

Website POS

W Thompson advised that within the redesign of the website, a POS system will be linked in, meaning that anyone booking golf through the website will be directed to the online shop automatically.

Professionals Attached to CGLMC Ltd

P Sawers advised that it was proposed that no Professional Golfer, unless employed by CGLMC Ltd should be allowed to give lessons at the Carnoustie practice facilities.

P Sawers then advised that she would like to submit a counter proposal as she suggested that it is an extreme position to take on those people who have may have been giving lessons at Carnoustie for many years. She advised that CGLMC Ltd have only had Professionals available since 1999. She believes that there is no impact on the revenue as CGLMC Ltd do not make any income from staff professionals teaching in their spare time. P Sawers suggested that the Pro-Shop should be allowed to monitor the situation and report back to the directors if it is felt that these lessons taking place are an issue. If it is then seen that there is an issue, then it should be organised that all Professionals giving lessons at CGLMC Ltd could be registered with CGLMC Ltd and all lessons could be booked through the Pro-Shop, with an administration fee charged, giving a small income to CGLMC Ltd.

P Sawers proposal is as follows: The status quo should remain in regards to lessons being carried out at CGLMC Ltd. This situation should be monitored by the Pro-Shop staff and should it become apparent that there is an issue a review should be carried out. If it is felt that the issue is major, then all lessons should be booked through the Pro-Shop and an administration fee charged for the service. This was seconded by B Boyd.

C Yule enquired to whether P Sawers had discussed this with C Sinclair, as C Yule advised that C Sinclair had noted at the Pro-Shop meeting that he was uncomfortable with other Professionals giving lessons at CGLMC Ltd. P Sawers advised that she asked C Sinclair whether he felt this was a major issue currently and he advised that he did not. C Yule advised that if C Sinclair is comfortable with this situation, then he would be in agreement to P Sawers' proposal.

W Thompson advised that the original discussions surrounding this item was with regard to professionals using the Carnoustie Golf Links name when entering tournaments, it had then moved on to the discussions regarding teaching at Carnoustie. He suggested that an agreement has to be produced so that any Professional who wants to use the Carnoustie Golf Links name can sign up to and be registered on CGLMC Ltd system. The committee agreed to W Thompson's suggestion and agreed to have this arranged.

G Paton suggested that any Professional giving lessons at CGLMC Ltd should be able to prove they have the relevant insurance.

Discussions were held on whether it would be possible to regulate Professionals using CGLMC Ltd facilities to teach.

K Sampson advised that CGLMC Ltd would have a 'unique arrangement' in allowing non-employed persons to give lessons on the course.

The directors voted as follows:

Counter proposal by P Sawers (including W Thompson's suggestion of an attachment agreement) – 11 votes

Original proposal by R Reyner – 0 votes

Abstained – 1

Junior Funding

J Gilbert advised that he had thought this would have been discussed at the Pro-Shop meeting. W Thompson advised that due process has been followed and CGLMC Ltd are almost in the position to employ a Junior Co-ordinator who will review the Junior Programme and Junior Budget.

J Gilbert then suggested that if CGLMC Ltd are employing a new Junior Co-Ordinator then C Sinclair should not be paid for his role as Junior Convenor. W Thompson advised that cost of employing someone for this new role has been included in the budget. It was advised that C Sinclair will still be accountable for the Junior Co-Ordinator and the Junior Programme as a whole. C Sinclair will then report to the General Manager. J Gilbert then suggested that the Junior Co-Ordinator should report directly to the General Manager and that he was not in agreement of paying C Sinclair the Junior Convenor salary.

B Boyd then enquired to why C Sinclair was not invited to the Full meetings when there is often many discussions focused around the Pro-Shop and his role. G Duncan advised that in general it is thought that most issues regarding the Head Professional are dealt with within the Sub-Committee meetings, but there is no reason why he cannot attend a Full meeting.

A McKeown suggested that there are many issues discussed at the Full board that should be dealt with at the Sub-Committee meetings.

W Thompson advised that the Junior Co-Ordinator budget will come in within the budget of £4,000. J McLeish enquired to whether this person will only be employed by CGLMC Ltd for 4 months. W Thompson advised that the review will take place over 4 months, and the results of the review will determine how long a contract the Junior Co-Ordinator will receive.

J Gilbert suggested that in the next staff review, the amount of meeters and greeters employed should be reviewed, as some of their responsibilities could be carried out by the Pro-Shop staff.

A McCartney enquired to whether the £20,000 in the budget for the Junior Programme was as per previous years. W Thompson advised A McCartney on the breakdown of where the figures had come from.

7. Major Projects

a) Approval of Minutes of Major Projects Meeting of Monday 26th May 2014

Amendment: Introduction of single buggies on the Buddon Links course was discussed.

Approved: G Murray

Seconded: A McKeown.

b) Matters Arising Therefrom

Open Championship 2015 at St Andrews

P Sawers advised that there is a shortfall anticipated during the time of the Open at St Andrews due to a reduction of visitor fees. This does not take into account the reduction in sales from the Pro-Shop. C McLeod was tasked with producing proposals to counteract this shortfall.

P Sawers then advised that C McLeod has put forward the following proposal:

From the Tuesday to the Friday of the Open at St Andrews, C McLeod proposes that from 6.30am to 4.30pm all times be made available to visitors. Members could play the course between 6.00am to 6.30am and after 4.30pm. The Buddon Links and Burnside Courses would only be open to Members and no visitors. W Thompson advised that this proposal in practice would make up around 60% of the shortfall during this time.

It was highlighted that C McLeod is aware there will be an impact on the clubs during this time. The club secretaries would be invited to discuss this further with CGLMC Ltd.

K Sampson suggested that if this time is so popular, could CGLMC Ltd consider increasing the greenfees also. G Duncan advised that CGLMC Ltd would have credibility issues with the tour operators, and P Sawers advised that this price change would have to be approved by Angus Council.

G Paton suggested that this situation happens every 5 years, therefore CGLMC Ltd should have a plan in place make sure that the shortfall is made up in anticipation during the 4 years prior to the Open at St Andrews. W Thompson agreed.

J McLeish advised that it is unlikely that any member will want to go out on the course after 4.30pm, therefore the course should be open to visitors all evening. P Sawers said there would be issues with having enough daylight to complete the round.

The directors then agreed:-

- i) that on 14, 15, 16 and 17 July 2015, from 6.30am to 4.30pm on each day, all times will be made available to visitors. Members can play the course between 6.00am to 6.30am and after 4.30pm. The Buddon Links and Burnside Courses would only be open to Season Ticket Holders and no combination tickets are to be sold for the 4 days.

P Sawers advised that C McLeod will look at targeting the European market for the other 3 weeks surrounding the Open in 2015.

Golf Centre Plans

P Sawers advised that a Major Projects meeting will take place on 30th June after the Finance Meeting in order to discuss the plans and the price breakdown.

Introduction of Single Buggies on the Buddon Course

P Sawers advised that this item was discussed, but it was agreed that logistically, at this time, it is not possible to tell whether the storage and rental of buggies is possible. She suggested that as the plans for the Golf Centre develop, this should be looked into and if it is seen to be feasible then proposals should be brought forward at that time. J Gilbert advised that this echoes with the discussions at the Greens Committee Meeting. The directors agreed.

8. Tournament Business

A McCartney advised that the Links Championship tournament started last Friday. The 2nd qualifying round is tonight and the final will take place a week on Friday (13th June).

C McLeod will be looking for volunteer referees for this event.

P Sawers advised that she had discussed with C Sinclair the idea of a Pro-Day on the Buddon course, where the Head Professional would invite fellow professionals to play a tournament. P Sawers said this would be very encouraging for the Buddon Links greenkeeping staff.

A Tournament meeting will be held after the Greens Committee meeting on 16th June. A proposal of the Pro-Day will be submitted prior to the meeting for discussion.

9. PR Business

L Gordon thanked B Boyd for putting her in touch with his contacts at the Courier and Guide & Gazette.

10. Season Ticket Business

a) Approval of Minutes of Season Ticket Meeting of Monday 26th May 2014

Amendment: Pg 103, Item 3 - In regards to the sentence 'This can only be done after the ballot is made...' should be amended to ;This can only be done whilst a starter is on duty, on the day of play and after the ballot is made...'

Approved: G Paton

Seconded: G Murray

b) Matters Arising Therefrom

Season Tickets

W Thompson advised that the outcome of C McLeod's survey regarding the use of the 3 courses was discussed. The directors then agreed to recommend to the full board that the option to purchase a 1 course ticket be removed. This would mean that all current one course season ticket holders would have the option to upgrade to a 2 course season ticket, or remain with their one course ticket. If a member decides to keep their one course ticket they will then be removed from any waiting lists and their ticket would become dormant.

The directors agreed:-

113. that, from April 1, 2015, the introductory season ticket for Carnoustie Golf Links would be a 2 course ticket. There would be 7 day and 5 day versions available. All current 1 course season ticket holders would be offered a 2 course ticket. 1 course season ticket holders who wished to retain their 1 course ticket would be allowed to do so for as long as they wanted, but no new 1 course season tickets would be issued. There would be no limit on 2 course 5 day tickets so new applicants would always be able to obtain a Carnoustie Links season ticket. There would be a limit on 2 course 7 day and a new waiting list would likely be started.

Upgrades

It was recommended that if the course is empty in the evening (after 4.30pm) or there are spare ballot times, then a player with a 2 course ticket can upgrade to the Championship course for the upgrade fee without requiring to play with a season ticket holder of the Championship course.. This would therefore expand the access to the Championship Course and counter the complaints that the course is often empty later in the day. This option would only be available when there is a starter on duty, and can only be done of the day of play. It was confirmed that should a member have a 5 day season ticket, they would only have the upgrade option during those 5 days.

B Boyd enquired to whether this would resolve the waiting times issue. He was advised that it would partially solve the issue as members waiting on a 2 course ticket would be upgraded within a year, but those waiting on a 3 course ticket would not move. It would also allow greater access to the Championship Course at quieter times. W Thompson advised that this is a big move forward.

L Gordon asked whether the upgrade option could be made available this year. The directors agreed it should be put in place this year, but that the changes need to be communicated to the members. The season ticket movement will take place next season.

Movement of Crows Nest Tassie

J McLeish advised that he had submitted a paper previously recommending that the Tassie be moved to the Buddon Links and Championship Courses. This would give much more playing time or could accommodate more players by starting some players on the 10th hole. W Thompson asked that J McLeish resurrect this paper for further discussion. J Gilbert advised that he briefly recollected that there were issues with car parking and access when this was discussed previously.

11. Environment Business

J Gilbert advised that G Duncan is to meet with a representative to discuss the parking situation during the Commonwealth Games. The number of spaces will be addressed. Communication of the situation will be circulated to the members soon.

13. General Managers Report

G Duncan advised that the CCTV has been installed in the Pro-Shop and at the 1st holes of the Buddon and Championship Courses. The camera at the Buddon Course is a 360° camera which can double as security backup. There was a one off cost for installation and an ongoing maintenance cost.

14. Companies House Matters

There were none.

15. Health and Safety Report

J McLeish advised that coming off the 12th green of the Buddon Links Course towards the 13th tee, there are roots growing out of the soil, and this is a safety hazard. G Duncan will arrange for this to be made safe.

16. Sporting Sale, 1953 Open Championship Programme, potential Links purchase – W Thomson

W Thomson asked whether the directors would like to purchase this item from the auction house. It is expected that the item will reach between £500-£600. The directors agreed to bid for the item with a maximum bid of £1,000. It was also agreed that CGLMC Ltd should register for updates on all Carnoustie Links merchandise.

There being no other competent business, the meeting was then closed at 2035 hours.

KS