

**Minutes of the Carnoustie Golf Links Management Committee Meeting held in the Greenkeeping Sheds on Monday 15<sup>th</sup> October 2012**

Present: G Wilson (Chairman), P Sawers (Vice-Chairman), R Reyner, L Gordon, J Gilbert, W Thompson, D Valentine, G Paton, B Boyd, H Oswald.

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

Meeting began 1900 hours.

**Apologies**

A McCartney, J McLeish, C Yule, G Murray, S Brown.

**Any Additional Agenda Items**

There were none.

**2. Declarations of Interest**

R Reyner – Personal friend of C Matthews, and therefore will not take part in discussions or votes.

D Valentine – Part of department at the Council that put forward the C Matthews proposal. Will answer questions but not take part in any votes.

**3. Approval of Minutes of the CGLMC Limited Meeting of Monday 10<sup>th</sup> September 2012**

Approved: P Sawers

Seconded: W Thompson

**Matters Arising Therefrom**

There were no matters.

**4. Greens Business**

**Approval of Minutes of the Greens Meeting of Monday 17<sup>th</sup> September 2012**

Approved: G Wilson

Seconded: J Gilbert

**(b) Matters Arising Therefrom**

L Gordon advised that she was pleased that the rough is being kept shorter.

G Wilson congratulated the Greenkeeping staff for all of their hard work and effort to get the course back in order after the bad flooding last week. The drainage / flooding issue will be discussed at next week's Greens Committee meeting.

## 5. Finance Business

### (a) Approval of Minutes of the Finance Meeting of Monday 24<sup>th</sup> September 2012

Approved: W Thompson

Seconded: G Wilson

### (b) Matters Arising Therefrom

G Duncan, on behalf of G Murray, advised the directors that CGLMC Ltd had received a letter from Angus Council asking whether CGLMC Ltd would be willing to contribute to the Angus Ambassador package for Catriona Matthews. At the Finance committee meeting, it was agreed that further information was needed before a decision could be made. G Duncan advised that he had received confirmation that the package was for the period 2012-2013, meaning that it would run out in April 2013.

Discussions were held regarding the benefits of having C Matthews as an ambassador for the next few months. D Valentine advised that even although Catriona may not be the ambassador at the time of the 2013 Ladies Open, she will be in the lead up to it, which is when many of the bookings are made.

It was advised that no other Carnoustie Country Clubs contribute to this package. Suggestions were made that the cost should be reduced as it is already half way through the year. W Thompson suggested that all of the clubs in Carnoustie Country make a small contribution. R Reyner advised that most clubs would not contribute as they cannot afford to.

J Gilbert suggested that CGLMC Ltd should do all it can to support Angus Council and Carnoustie Country. The directors then agreed that a decision did not need to be made tonight. G Wilson, P Sawers, G Murray and G Duncan are meeting with S Cartwright in the coming weeks and it should be possible to find out from him whether it is financially viable to make this spend. It was suggested that it may be more efficient to make this spend for 2013-2014 and include the cost in the budget. It was agreed to defer a decision on this matter until after the meeting with S Cartwright.

### Staff Bonus

The Finance committee have recommended a staff bonus rate of 2.5%, meaning a total spend of £31,000. H Oswald suggested that this is not a staff bonus and is in fact a 'profit share' as the award is not based on performance of individuals. W Thompson advised the directors on the way in which this percentage was worked out for this year (based on the profitability of last year). The spend has been budgeted for. This would be paid out in November. The directors agreed:-

- i) to award a 2.5% bonus (profit share) to all staff.

### Staff / Directors Discount and Season Ticket Holders Discount

W Thomson advised the committee that he worked alongside C Sinclair to produce a list of logo'd items that can be made available to staff and directors at cost price. He suggested that it would be good if the directors could agree on 2 colours that can be purchased for attending events when representing CGLMC Ltd.

In regards to Season Ticket holders, W Thompson advised that a logo'd sweater and shirt will be available at an agreed cost. It will be marketed for local golfers to 'share our success'. The items will be available between April and July on an order only basis. C Sinclair is happy that this will not take any sales away from the shop.

The directors agreed:-

- i) to implement the staff/directors and season ticket holder proposals as described above.

## **6. Pro Shop Business**

### **a) Approval of Minutes of the Pro-Shop Sub-Committee Meeting of Monday 24<sup>th</sup> September 2012**

Approved: W Thompson

Seconded: G Wilson

### **(b) Matters Arising Therefrom**

G Wilson advised the committee that in regards to item 4, Head Professionals Contract, he felt it was not appropriate for a committee to discuss one individual salary. G Wilson then proposed that C Sinclair's salary be dealt with through an appraisal system that is the same for all other CGLMC Ltd. staff. The directors agreed.

G Wilson praised C Yule and all of the staff involved in the emergency incident last month. All went well and the response was very good.

### **Trolleys**

G Wilson advised that under the item of Trolleys, he forgot that the meeters and greeters are involved in the income of the trolleys and this will need to be discussed further before a proposal can be put forward.

### **Golf Club Fitting**

C Sinclair had advised that he would need another member of staff if this service was to be provided. This item needs further discussion before, and if, a proposal can be put forward.

## **7. Major Projects**

G Duncan advised the committee that the Toilets had been missed out of the Major Projects list and has now been inserted into the 2013-2014 timescale.

J Gilbert asked whether this list was approved by the committee. He was advised that all items had been approved but C McMahon asked for them to be prioritised so they were made into a list.

J Gilbert enquired to why the cost of the practice facility had increased and advised that he was under the impression that the drainage was to be dealt with before the practice facility was developed.

G Duncan confirmed that the practice ground drainage was scheduled to be completed done before any work would begin on changes to the operation of the practice ground. J Gilbert asked that the latest practice ground proposals be sent out for discussion at the next Greens sub-committee meeting.

R Reyner raised the matter of the improvements to be done at the Championship first tee. He felt the wooden hut was not a suitable building to be at the first tee, and did not create the correct impression. G Duncan explained that the hut was only there on a temporary basis as it was not possible to carry out work on the first tee during the playing season. CGLMC Ltd have planning permission to build a permanent hut and everything is in place to build it, along with other adjustments, whenever the directors agree. Money had been allocated in the winter works budget. G Wilson said the matter should be discussed at the next Greens sub-committee meeting.

### **8. Tournament Business**

All players taking part in the Dunhill Links were happy with the condition of the course.

### **9. PR Business**

H Oswald reiterated her comments with regard to the chairs and tables in the Pro-Centre being unfit for purpose.

G Wilson advised the committee that D Valentine will be stepping down as PR Convenor after this meeting as he is to retire from his position at Angus Council in November. The committee wished D Valentine all the best for the future and thanked him for all the hard work he has put in on behalf of CGLMC Ltd..

### **10. Season Ticket Business**

There was no business.

### **11. Golf Services Managers Report**

C McLeod advised the directors that he had received thanks from M Summers for allowing the ladies competition that was held in August.

Angus County Ladies have asked for some midweek times between 9.30am and 1.00pm on the Burnside Course in April next year. C McLeod advised that they have offered a fee of £5.00 per person. The directors agreed that they should support these types of events. C McLeod enquired to whether he could make decisions on these matters himself in the future. The directors preferred that decisions should be made on a case by case basis through the various committee meetings.

C McLeod advised that he has had no feedback from clubs in regards to whether there was any impact on their income during the Paul Lawrie Salver. C McLeod suggested that he would think the income would likely be down. C McLeod then suggested changes that could be made to the tournament:

Discussions were held regarding the prize fund. After further discussions the directors agreed:-

- i) to put in place C McLeod's suggestions as a trial for next year.

The Tournament Committee will review the prizes to be awarded, but the directors discussed at the time that perhaps the prize fund budget should not increase next year, and so would be shared between all 3 tournaments meaning a slightly smaller winning prize.

The World Hickory Open got good coverage. Many people passing by stopped to watch. The organizers were surprised at the worldwide coverage the event got. The golfers were full of praise for the Burnside course and many have said they will be back.

A television programme in South Africa is to feature courses in Angus and Tayside with Carnoustie Championship being their course of the week.

C McLeod advised that he will be attending many trade shows over the next few months and he is aware that the Ryder Cup and Open Championship are both taking place in Scotland over the next few years. He advised the committee that he will be speaking to Tour Operators to gauge the amount of visitors Carnoustie is likely to receive during the time of these events. C McLeod then asked for committee approval to present some proposals on how to deal with the increase in visitors during the few days around these events. The committee agreed that C McLeod should present proposals to the committee.

## **12. General Managers Report**

The Buddon new holes have been handed over to the greenkeeping staff. There is additional seeding still to do due to wind blow (this was anticipated). The works were completed on time and on budget.

G Duncan advised that the report on Caddie Training and Recruitment had been circulated to the directors for information and he would answer any questions on the report. R Reyner said he felt that the caddies at Carnoustie had a high opinion of themselves and were not as good as they thought they were. He considered that more formal training would be of benefit. He also suggested that caddies be graded, similar to other courses and that a system for giving feedback by players be introduced (for example, a name card with a scoring system of good/medium/bad to find out the standard we are providing).

A meeting with Seagreen and the MOD has been arranged for 20<sup>th</sup> November. G Wilson will report back to the directors.

The performance indicators are still being worked on. An initial report will be available for the directors at the November meeting.

P Sawers thanked the directors for the opportunity to play in the Dunhill Links. She advised that it was a great experience and recommended anyone who gets the chance to take part. G Wilson advised that, this year, Chris and Tony Healey had attended the Dunhill Gala Dinner. Chris has been the Chief Scorer since the Dunhill Links started and this was by way of a thank you for her hard work.

**13. Companies House Matters**

There was no business.

**14. Health and Safety Report**

There was no time lost due to accident in September.

There being no other competent business, the meeting was then closed at 2010 hours.

KS