

**Minutes of the CGLMC Ltd Pro Shop Sub-Committee Meeting
held in the CGLMC Ltd Office on Monday 12th March 2012**

Present: C Yule (Pro shop Convenor), W Thompson, P Sawers, G Murray.

In Attendance: G Duncan (General Manager), C Sinclair (Head Professional).

Meeting began 1830 hours.

1. Apologies

G Wilson

2. Head Professionals Contract

C Yule advised the committee that this item was discussed at the Full Committee meeting and he would like to add his support for the Head Professional. He added he would be hoping to liaise with the sub-group of Chairman, Vice-Chairman and Finance Convenor who were charged with resolving this issue.

3. Year to Date Figures

These figures were circulated prior to the meeting.

W Thomson advised that there are lots of overheads and expenses that are not controllable by C Sinclair and yet count towards his bonus at the end of the year. The possibility of a management fee for things such as administration, electricity, gas was discussed. G Duncan advised that this is an option, but would have to be looked at more closely with regard to Charitable Status. W Thompson said it was often more appropriate to allocate these costs on a m² basis.

C Yule enquired to why the cost of sales is much higher in December 2011 than any other month. C Sinclair advised that a large number of invoices from 'Golfino' (RE: Ladies Open 2011) came through in December so all had to be paid in a lump sum.

4. Teaching Studio Update

C Sinclair advised the committee that the Studio was finished in the middle of February and is very good. C Sinclair thanked Huxley and the Directors for their contribution towards the studio. C Sinclair advised that the potential to have members sign up for lessons after visiting the studio is about 30% which is higher than expected. Nikky and Michael have obtained a considerable number of follow up lessons.

5. 10 Minute Lesson Update

There have been at least 150 people attend the lessons. It has raised the profile of the Pro Shop and the staff as well as providing positive PR.

6. Staffing (S Race Resignation)

The letter was circulated prior to the meeting.

C Yule said that Simon had been an asset to the Links during his tenure with the company and wished him all the best on behalf of the committee in his future position.

C Sinclair advised that he will not be replacing S Race with another PGA Pro as Michael and Nikki are sitting their exams at the moment. He advised that he has approached a potential employee who is currently awaiting the decision on an alternative job opportunity.

7. Any Other Competent Business

C Yule reminded the sub committee that the management of medical emergency events is by the Pro-shop. He advised that the required annual training for CPR/defibrillator trained staff has been arranged for April 2nd and May 14th. C Yule suggested that the training studio in the Pro-Shop be used for these training days as it is the ideal size and can be used without disturbing other members of the Links staff as had been the case last year. The committee agreed.

C Sinclair advised that G Wilson asked him to highlight that there may be an issue with the crossover of stock (mostly confectionary) between the Pro-shop and Coffee shop. C Sinclair advised that confectionary counts towards £10,000 of business in the Pro-shop and if the Coffee shop sells the same products then it could be detrimental to sales. The committee agreed that the Coffee shop has to be up and running before it is possible to see whether there will be an issue. W Thompson said that the prices should be the same between the Coffee shop, Pro-shop and Tea Hut if the same products are sold from each outlet.

C Sinclair advised that Michael and Nikky have received their results for their 2nd year dissertations, Michael received 2 distinctions and Nikki received 2 merits. The committee agreed that they had performed very well.

There being no other competent business, the meeting was then closed at 18.55 hours.