

Minutes of the Carnoustie Golf Links Pro-Shop Sub-Committee Meeting held in the CGLMC office on Monday 24th September 2012

Present: C Yule (Pro-Shop Convenor), G Wilson, W Thompson, G Murray.

In Attendance: C Sinclair (Head Professional).

Meeting began 1830 hours.

1. Apologies

P Sawers.

2. Head Professionals Report

C Sinclair thanked the committee for the opportunity to purchase the Flight Scope equipment. It now allows Carnoustie Pro-Shop to be called 'one of the best'. The equipment is great for Juniors, members and visitors.

3. Finance

C Yule advised that the committee had been presented with comparison figures from the 1st financial year to this one. He advised that the cost of sales figure does not show the accurate state of the business. The figures in truth are actually healthy. G Wilson suggested that the methodology on how the cost of sales figure is calculated needs to be reviewed. C Sinclair advised the committee that he submits a cost of sales versus sales report to the finance department every month. The committee agreed that C Sinclair's figures should be presented to the committee on a monthly basis as opposed to the figures pulled through Sage.

This item will be dealt with by the Finance committee from this point onwards. G Murray will speak with G Duncan and D McDonald to agree the best way to present the most accurate Pro-Shop figures.

4. Head Professionals Contract

C Yule advised the committee that he would like the Head Professionals bonus structure to be reviewed as there are many things outwith the agreement that affect the final figure. G Wilson, G Murray, P Sawers and C Sinclair will discuss.

5. Emergency Incident

An emergency drill was not carried out this month as a real incident took place 2 weeks ago. The person was not badly injured, but was sufficiently injured to require an ambulance. C Sinclair explained the process that was carried out to get the gentleman to the ambulance. He advised that the procedures put in place meant that everything ran smoothly and the gentleman was at the ambulance within a few minutes. C Yule advised that he was pleased the procedures were carried out efficiently and they worked well, but suggested there is a weak link in the process, this being that one of the Rangers has not attended the Defibrillator refresher training and had this been a cardiac arrest, the outcome could have been much worse. G Wilson is to speak to the Ranger and G Duncan to make sure that training is given to this member of staff.

6. Any Other Competent Business

W Thompson advised the committee that he has worked with C Sinclair to produce a list of items which he will propose at the Finance Committee meeting be made available to all staff and Directors for a discounted price. An offer will also be proposed for Season Ticket holders. A stipulation in the terms will be that all purchases must be logo'd.

C Sinclair advised the committee to bear in mind when buying for next year, that around 25% of all goodie bags are binned. He suggested that players really only want the yardage chart, pencil, score-card and lots of tees. The committee recommended that no bags be purchased for next year.

Discussions were held regarding the income of the trolleys. It was advised that the Pro-Shop deal with the handing out of the trolleys, but CGLMC Ltd receive the income. (The Pro-Shop receives the income from the electric trolleys). It was suggested that as the Pro-Shop has lost revenue from the snacks and drinks, that giving management and income of the trolleys to the shop may be a good way to balance out the loss in income. C Sinclair advised that he would be happy to take on the responsibility. Figures will be sought for next season.

Discussions were held regarding the sale of equipment in the shop, now that the Flight Scope is in place. The committee agreed still not to sell hardware in the shop, but proposed to offer specifications for custom fitting of clubs using the Flight Scope. A charge can be made for the fitting.

There being no other competent business, the meeting was then closed at 1900 hours.

KS