

**Minutes of the CGLMC Ltd Pro Shop Sub-Committee Meeting held in the CGLMC Committee Room on Tuesday 18 June 2013 at 20 Links Parade**

Present: W Thompson (Pro Shop Convenor), P Sawers, G Wilson, R Reyner, J McLeish

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

Meeting began 6.00 pm.

**1. Apologies**

G Murray

**2. Head Professional's Report**

C Sinclair advised that May had been a successful month and pro-shop sales had been the fourth highest May in 15 years of trading. The average visitor spend was approximately £34 per person which he considered was an excellent return.

C Sinclair said that Roger Goodfellow had settled in very well and PGA intern Sean Maisey started on 1<sup>st</sup> June and has also settled in well to the roll.

W Thompson asked that a forecast for the following month be provided along with the budget with the actual figures.

C Sinclair advised that defibrillator training had taken place for Ashley Alston and Roger Goodfellow which resulted now in all 5 members of the pro-shop staff being fully trained.

**3. Operations Manual Update**

W Thompson handed out copies of the operations manual and asked the pro-shop committee members to respond with any proposed modifications or additions to the manual.

**4. Any Other Competent Business**

R Reyner suggested that the Hogan flags could be made available for sale in the pro-shop as he had indications from various people that they would like to purchase one.

P Sawers said there may be copyright issues with regards to using the Hogan name and this should be checked before any flags were made available for sale.

Meeting closed 18.30