

**Minutes of the CGLMC Ltd Pro Shop Sub-Committee Meeting held in the CGLMC Committee Room on Thursday 26 September 2013 at 20 Links Parade**

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

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

Meeting began 7.00 pm.

**1. Apologies**

G Wilson, G Murray

**2. Head Professional's Report**

C Sinclair reported that June, July and August have been very busy months and that feedback from visitors has been very complimentary about the Pro Shop staff, caddies and the courses.

The winter sale is to commence at the beginning of November running through to the end of March and the offers will be displayed on the members' page of the website.

Twitter and Facebook will also be utilised for highlighting the sale. They have been used before with good feedback.

There will be special sales evenings held on the Saturdays up to Christmas.

C Sinclair reported on a member of staff and the situation with his PGA exams.

W Thompson advised that CGLMC Limited should endeavour to assist the member of staff with his time management in order that he was given the best opportunity to pass the final exams.

W Thompson said that it was important to demonstrate that we had shown a duty of care to the employee and also that we retained an audit trail of the assistance that had been provided.

C Sinclair said suppliers have again been punctual and on time with deliveries.

No training had taken place over the summer months due to high activity within the shop, but training would take place over the winter.

C Sinclair reported on the sales figures for June, July and August and the visitor numbers. He also reported on the average visitor spend and member spend.

W Thompson said that for next year he wished to look much more closely at the budget process for the Pro Shop.

He advised he would like to see the budget broken down month by month and a monthly comparison of actuals versus budget provided for the Pro Shop Committee. He said it was particularly important that when the visitors finish coming at the end of October that an assessment is made of the position at that time and that processes are put in place to mitigate any shortfall in the budget.

He further advised that he expected the budget process to begin earlier than in previous years and that the 2014 / 2015 budget would be a matter for consideration by the Pro Shop Committee towards the end of 2013.

C Sinclair reported on the junior coaching situation. He explained that the winter league remained popular with an average of 20 players but that the playing nights on a Friday during the summer were less popular. J McLeish enquired as to why this was the case and discussion focussed on the possible junior area to be constructed on the current 1<sup>st</sup> hole of the Buddon Links.

### **3. VIP Membership**

The Committee discussed a paper provided by C Sinclair with regard to a VIP membership option.

The Committee agreed that they were happy with the principle which was put forward. However W Thompson said it was necessary to go through the paper and pull together various ideas and possible concerns that Committee Members may have. He said if this could be done by the middle of October, he and C Sinclair would rework the document for presentation to the full board in November.

### **4. Any Other Competent Business**

There was no other business.

Meeting closed at 7.45 pm.