

Minutes of the CGLMC Ltd Full Meeting Held in the Greenkeeping Sheds on Monday 11th April 2016

Present: P Sawers (Chairman), C Yule (Vice Chairman), A McArtney, J McLeish, T Healey, A MacKenzie, L Gordon, J Gilbert, G Paton, H Oswald, G Murray, I Frier

In Attendance: G Duncan (General Manager)

Meeting began 1900 hours

1. **Apologies:** A McColgan, A McKeown

a) Any Additional Agenda Items

J McLeish enquired whether Trustees have individual email addresses which can be used. G Duncan to investigate and inform members.

b) Declarations of Interest

I Frier and T Healey declared an interest in the request submitted for Autumn Meeting tee times.

2. Approval of Minutes of the CGLMC Ltd Meeting of Monday 7th March 2016

Approved: T Healey

Seconded: L Gordon

3. Approval of the Minutes of the CGLMC Ltd Meeting of Monday 14th March 2016

Approved: T Healey

Seconded: G Murray

4. Approval of the Minutes of the CGLMC Ltd Meeting of Monday 29th March 2016

Matters Arising:

A MacKenzie asked P Sawers to confirm that the proposal made by J Gilbert at the meeting of March 29, 2016 was as detailed in the minutes. He said if the minute was accurate, he would not have seconded the proposal. P Sawers confirmed the minute was correct and said she had specifically detailed the proposal at the meeting in order to ensure it was clear what was being proposed.

Approved: L Gordon

Seconded: G Murray

5. Greens Business

a) Amendments

Page 34 Under Ladies Tees the first sentence should be replaced with the following.

P Sawers was invited to attend a meeting with C Sinclair and A Reid, after which J Gilbert became aware of the proposal.

Page 34 Under Ladies Tees the last sentence of the first paragraph should be changed from “a decision will not be made within 4 weeks” to “a decision will not be made prior to this season”.

Page 34 The sentence “J Gilbert suggested that M Ebert”, should read “J Gilbert strongly recommended that M Ebert”.

Approval of Minutes of the CGLMC Ltd Greens Meeting of Tuesday 15th March 2016

Approved: L Gordon

Seconded: P Sawers

b) Matters Arising

A McArtney questioned the need to change tee positions. P Sawers felt it was not her decision and J Gilbert agreed to leave it with P Sawers and L Gordon to give it their consideration and bring to the next Greens Meeting.

T Healey disagreed with the protocol that a decision cannot be made then changed.

It was agreed to go ahead with what was agreed at the Greens sub-committee meeting which was P Sawers and L Gordon would liaise with the various Ladies Golf Clubs and report back with their findings.

P Sawers confirmed that if a full consultation can't be done it will be carried on to the next meeting.

6. Finance Business

There was no business. Next meeting was scheduled for 25th April 2016 but as several committee members are unable to attend that date a new date will be set.

5. Pro Shop Business

I Frier informed the Committee that the Customer Journey Improvement Visual Graphics are now installed. Also bag handlers, concierge, radios and customer service have all come in under budget.

J Gilbert asked about the distribution of the strokesaver which he said should be done when the golfer arrives, not by the tee-head starter. I Frier said he would advise the Head Professional accordingly.

6. Major Projects Business

P Sawers recommended that the sub-group of the Major Projects sub-committee consisting of P Sawers, G Murray, T Healey and A McKeown be authorised to continue as the project managers for the Golf Centre extension.

This was approved.

J Gilbert asked that minutes, or meeting notes, be supplied to Trustees for all meetings that occurred.

7. Tournament Business

There was none.

8. PR Business

There was none.

9. Season Ticket Business

There was a meeting for Season Ticket business due to be held on 25th April after the Finance meeting but as this date was not convenient a new date will be set by J McLeish.

10. Environmental

J Gilbert met with Dr Bob Taylor of STRI and made a number of suggestions with regard to the environmental booklet. A new draft is being prepared.

11. Charitable Applications Business

G Paton said a notice has been published informing people of the cut-off date of 15th May, 2016. L Gordon informed the Trustees it was in the same edition as Golf Centre news.

12. General Managers Report

Caddie Master

G Duncan informed the committee that A Roy has started her 12 month agreement as Caddie Master. During this period of time the various questions and concerns raised by the Trustees will be addressed and reported back to the Board.

Seniors Open Championship

G Duncan informed the committee that W Thompson no longer wishes to carry out the duties as House Convenor for the Senior Open. He had approached B Morton who was willing to undertake the role for the Senior Open. G Duncan said the role of House Convenor would be much more demanding for the Open Championship 2018 and he considered it would be more appropriate that the role be filled by a Trustee for that event.

Trustee Reports

Recruitment Policy and Procedures

With the proposed Recruitment Policy and Procedures, G Duncan assured the Trustees they can feel confident that there are full procedures and policies in place. P Sawers asked if this was for full-time and seasonal staff. G Duncan confirmed it was for all staff. T Healey asked if this will be rolled out to all staff. G Duncan confirmed this would be sent to all staff involved.

The Trustees approved:-

- i) The recruitment procedures and policies, as detailed in the supplied report, be approved and implemented.

Financial Procedures

Following the fraud that took place there is a recommendation for a new procedure regarding purchasing and ordering. There will be a cost involved but budgeted.

G Duncan said that any questions can be brought to meeting or emailed to him.

A MacKenzie asked why we did not use SAGE, as he thought it could suit our requirements.

H Oswald questioned whether there was a recommended user nearer at hand, rather than Suffolk. She also asked for more detail on the costs of Sap SE and Oracle.

P Sawers asked how quickly this can be implemented over the whole organisation.

G Duncan said 3-4 months.

G Murray said he would have preferred that the report went via the Finance sub-committee before being considered by the full board.

G Duncan said the questions would be answered and the report re-submitted at the next Finance sub-committee meeting.

13. Golf Services Manager Report

A request had been submitted from the Caledonia Golf Club for some of their Autumn Meeting tee-times to be allocated to the On Course Foundation who raise money for injured military personnel. The Caledonia had run this last year and it had not caused any issues with the Autumn Meeting.

The Trustees approved:-

- i) The On Course Foundation be allocated tee-times as detailed in the supplied report.

Combination Tickets for Accommodation Providers

A small sub group met to discuss the Combination Ticket and discussed how it can be utilised by accommodation users, without overloading the course. Accommodation providers, hotels and B&Bs in the DD7 area will be given 6 x 4 balls for £165, instead of the usual £200. These will be used throughout the whole season. Golfers will be given a code when they have booked accommodation, and then they can contact CGLMC direct and pay for golf.

J McLeish, who attended the meeting thought it was not available in July and August.

P Sawers thought similar that it can be used in July or August if times were not taken, although this was unlikely. J Gilbert agreed.

A MacKenzie felt it would cause disquiet among members who were being balloted out on the Burnside and Buddon Links.

G Murray asked if this would be monitored and asked how we would know if the ticket had been used.

P Sawers said it will be closely monitored. Each accommodation provider will be given 6 unique codes which can only be used once. P Sawers assured the Trustees this would run for one season to see how successful it is.

The Trustees approved

- i) the Combination Ticket proposals, as detailed in the supplied report, be implemented for one season as a trial.

16. Companies House Matters

G Duncan confirmed to the Trustees that W Bowles has resigned and has informed Angus Council. H Oswald said he has to resign through Angus Council, which has not yet happened.

15. Health & Safety Report

T Healey informed the Board he has met with L McGregor to discuss the framework for Health and Safety. He proposes meeting with Heads of Department and members of staff probably 4 times a year.

There being no other business the meeting closed at 19.40.