

Minutes of the Major Projects Sub-Committee Meeting held in the Greenkeeping Sheds on Monday 27th July 2017.

Present: P Sawers (Chairman), C Yule (Vice Chairman), G Murray, J Gilbert, T Healey, K Fraser

In Attendance: G Duncan (General Manager)

Meeting began at 1400 hours.

1. Apologies

A McColgan, J McLeish, A McKeown.

2. Declarations of Interest

There were no declarations of interest.

3. Business Justification Case

P Sawers said questions had been raised at the last full board meeting regarding the scope of the Golf Centre extension project. She explained the scope was well established and fully detailed in the Business Justification Case. It was now the responsibility of the development group (P Sawers, G Murray, T Healey and A McKeown) appointed by the board to implement the board's wishes as stated in the Business Justification Case.

P Sawers said the objectives of the project remained quite clear, as what the outcome the project was to deliver.

4. Project Approach

P Sawers said the project approach had been approved by the full board on April 11, 2016 when the Golf Centre Development Group had been appointed. The remit of the group was to progress the project as approved and report back to the Trustees via the General Manager and Darren McKay of Christies.

P Sawers went through the various project stages as follows

- Selection of Project Manager - Completed
- Selection of Contractor - Completed
- Contractor presented timeline for the build - Completed

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| • Staff engaged with regard to final interior layout | - | Completed |
| • Feedback from board on final interior layout | - | Completed |
| • Management team to implement transition | - | In progress |
| • Regular updates to board | - | In progress |
| • T Healey managing change control | - | In progress |
| • G Murray managing project finances | - | In progress |

5. Build Timeline

P Sawers referred to the build timeline which was supplied in the paperwork. She said all indications are that the project is keeping to, or very close to, the timeline as detailed and she had no concerns at this time. She explained the intention was to have a soft opening of the new facilities early in 2018.

6. Transition Plan Progress

P Sawers explained that C McLeod and D McDonald were reporting on office layout, C Sinclair was looking after the ground floor and G Duncan was dealing with IT requirements.

Michael Wells had a number of contacts with regard to catering from his role at the R&A, and he had agreed to produce a board paper for the meeting of Trustees on Sept 25th.

K Fraser asked if a weighting system was in place in order to properly evaluate potential franchisees. P Sawers said there was not a weighting system in place at present, but it would form part of the board paper produced by M Wells for the Sept meeting.

K Fraser said this was essential in order to allow the board to make the correct decision.

7. Areas for Decision

It was the view of the sub-committee that there were a number of areas still remaining where decisions were required.

G Duncan was asked to produce a paper, with options, for the Sept meeting on the following.

1. Use of match Secretary's office
2. Season ticket Holder discounts
3. Locker facilities
4. Trolley storage

8. Any Other Competent Business

Environmental Certification

J Gilbert repeated his point, made at the full board meeting, that he expected to see the appropriate paperwork showing the project had achieved the highest possible environmental standards.

Driving Range

J Gilbert advise the committee of the position with regards to the driving range project.

Greenkeeping Sheds

K Fraser asked what was intended with regard to the Greenkeeping sheds. G Duncan explained that A Reid had a number of proposals to develop the shed complex, which would improve safety and efficiency. However, the project was only at the conceptual stage and the moment and would be brought before the Major projects sub-committee in due course.

Meeting closed 1515 hrs.