

NICS Social Club Management Committee 2019/2020

Minutes of the ninth meeting on Monday 10 February 2020 at 7:30pm in Main office.

Present:

David Reilly (Chairperson), David Jackson, Sandy Webb, Nic Leitch, Jim Savage, Shaun McMorran, Gillian Lynas and Kieran Devlin (Acting Secretary and, Operations & Facilities Director).

1. Apologies:

Apologies received from Billy Gamble (Treasurer).

2. Correspondence:

An invitation to tender for conference room hire has been received from the Department for Communities (DfC).

3. Minutes of the last meeting (Monday 13 January 2020):

The Chairman asked the Committee to review the minutes of the last meeting on Monday 13 January 2020. The minutes were agreed unanimously by Committee members.

4. Matters arising from the minutes of Monday 13 January meeting:

Item 5 (1) - Membership Report – Kieran Devlin provided a template on the overview of membership. The report will provide an opening balance, recruited members and resigned membership plus a closing balance for each month.

Item 5 (2) – Social Convenors Meeting – Kieran Devlin informed the Committee that the meeting had not been convened. Kieran Devlin to follow up the meeting.

**Action Point: Convene meeting with clubs' social convenors.
(Kieran Devlin)**

Item 7 (1) – Trustees Update – David Reilly informed the Committee that this would be covered under Item 7 of the agenda.

Item 8 (1) - Membership Application – The previous month's membership had been approved following circulation of the list to members after the last meeting.

5. Reporting on Club matters:

Strategy – The updated strategy will be due out after the next Council meeting Friday 28 February 2020.

Legislation – Kieran Devlin informed the Committee that with the NI Executive back up and running again we may see a movement on the reform of the licensing laws.

Finance – Kieran Devlin was unable to provide an update on the current year's finances as input of the final journals on Sage by the accountants had not happened, as the accounts for 2019 still have to be finalised first.

Operations – Kieran Devlin presented the monthly report which detailed the catering figures for breakfast, lunch and evening meals with a comparison to the previous year. All the year-to-date figures covering income, catering covers and room bookings show an increase compared to last year. The new Coffee Pod is exceeding all expectations and is providing a strong income stream for the Social Club.

6. Issues Log:

Issue 1 – Access Control System – Kieran Devlin advised that the new access control system is progressing and that implementation is planned for March 2020.

Issue 2 – Staff Call System – Kieran Devlin to investigate this option.

Issue 3 – Mobile Coffee Unit – On hold.

7. Trustees Update:

David Reilly provided an update on the trustees and he advised that the following were going forward as trustees;

Bertie Ellison
Billy Gamble
Ray Harrison
Sandy Webb

David also informed the Committee that the trustees would be receiving the minutes of each meeting so that they would be kept up to date on the operational issues of the Social Club. David also advised that he had contacted solicitors and had instructed them to draft a deed document which would include the changes to the trustees and set out the terms of the Social Club trust.

8. Approval of New Members:

Kieran Devlin presented a list of prospective members with their associated application forms, which were approved by Committee members.

9. Cash Reserve Fund:

A brief discussion took place on the paper that David Reilly produced about the setting up of a Cash Reserve Fund. It was unanimously agreed to proceed with setting up of the cash reserve.

10. AOB:

New Glasses – There was a brief discussion about new Tennent's glasses and Kieran Devlin to investigate this with Tennent's NI.

Action Point: Contact Tennents NI about the provision of new beer glasses. (Kieran Devlin)

Chairperson – David Reilly informed the Committee that he intended to step down as Chair explaining that, by the AGM in March, he will have completed five years in the role and he felt that it would be the right time for someone new to take over the position. David advised that he would be willing to continue in the chair until a suitable replacement had been identified and installed.

The meeting closed at 8:20 pm.

Date of Next Meeting: Monday 2 March 2020 at 7:30pm.

Kieran Devlin (Acting Secretary / Operations and Facilities Director)
14 February 2020