

## **NICS Social Club Management Committee 2018/2019**

**Minutes of the ninth meeting on Monday 11 March 2019 at 7:00pm in Finance Office (Note: This meeting was originally planned to take place on 6 March but that meeting had to be postponed).**

Present:

David Reilly (Chairperson), Billy Gamble (Treasurer), David Jackson, Shaun McMorran, Philip Anderson, Sandy Webb, and Kieran Devlin (Acting Secretary and Operations and Facilities Director).

### **1. Apologies:**

Apologies received from Gillian Lynas and Nic Leitch.

### **2. Correspondence:**

Letter received from Tennents NI informing the Committee that the price per keg of beer will increase from 4 March 2019.

**Action Point: Increase Non-members' price of keg beer. (Kieran Devlin)**

**Increase of Members' price of keg beer to be considered and agreed at the first meeting of the 2019/2020 Committee. (Kieran Devlin)**

**Email GPM figures to Committee members with the new pricing structures. (Kieran Devlin)**

### **3. Minutes of the last meeting (Wednesday 13 February 2019):**

The Chairman asked the Committee to review the minutes of the last meeting on Wednesday 13 February 2019. The minutes were then unanimously agreed by Committee members.

### **4. Matters arising from the minutes of Wednesday 13 February 2019 meeting:**

Items 4(5): Strategy – David Reilly had previously advised the Committee that the Strategic Plan 2019-21 has been endorsed by the Council. David also informed the Committee that the 2019 Business Plan has been populated and that the Operational Plan will need to be completed with the staff shortly.

**Action Point: Business Plan to be circulated to Committee members with the Operational Plan being circulated once completed. (Kieran Devlin)**

Item 4(6): Call System – David informed the Committee that following a review of cleaning staffs' duties, cleaning staff will have responsibility for setting-up the rooms at night. This would allow bar staff to remain at the bar at all times. However, it will be monitored once the full-time cleaning staff have been fully deployed to carry out

their duties. If this new arrangement is successful, a call system would not be necessary.

**Action Point: Call System to be added to the Issue Log for consideration should it be required in the future. (David Reilly)**

## **5. Reporting on Club matters:**

Strategy – See agenda item 4 above.

Legislation – No discussion, as NI Assembly has not met since 13 March 2017.

Finance – Kieran Devlin was unable to present the Committee with the normal monthly financial report because the 2018 Accounts have to be finalised, and closing amendments made, before opening balances can be rolled forward for the new accounting year.

The Committee were provided with a summary of the 2018 Accounts for the Social Club which have been prepared and audited by PGM Accountants. The 2018 Accounts show a small deficit of £11k for the year. A number of queries were addressed to the satisfaction of Committee members and the 2018 Accounts were unanimously approved by the Committee for presentation at the AGM on 13 March 2019.

Operations –

*Staff* – Kieran Devlin advised the Committee of the following:

*Bar Staff* – Recruitment notices for one full-time, and four part-time, members of staff will be issued within the next week.

*Finance Officer* – Joanne King will take on the full-time post of Finance Officer after the resignation of Lisa Tolan.

Priorities List – Capital spend:

Priority 1	Balcony Furniture	Ongoing.
Priority 2	Small Mac Balcony	Ongoing.
Priority 3	Pavilion Signage	Ongoing.
Priority 4	Solar panels	Ongoing.

## **6. Issues Log:**

Issue 2 – Buzzer Access Control system – Kieran Devlin advised the Committee that the new membership system is due to be fully installed shortly but it needs some customisation before the access control system and the till system can be fully implemented. It was agreed that there is a need to give members a full month's notification before going live with the access control system. When the new system is introduced all members will need to personally collect their new Social Club membership cards so that a photograph can be taken and information packs will be

provided to explain the new system. Although it was planned for the system to be introduced by the end of March 2019, it will be slightly later than this, to ensure that it is fully operational before implementing access controls.

#### **7. Approval of New Members:**

Kieran Devlin was unable to present a list of prospective members with their associated application forms because staff shortages meant that the information was not immediately available.

**Action Point: List of new members to be emailed to Social Club Committee. (Kieran Devlin)**

#### **8. AOB:**

Chairman's Report – David Reilly informed the Committee that he would be unable to attend the AGM, and that Billy Gamble would be standing-in to chair the AGM. A copy of the Chairman's Report would be provided to those who attend the AGM.

**Action Point: Insert David Reilly's e-signature onto Chairman's Report. (Kieran Devlin)**

The meeting closed at 7:30 pm.

**Date of Next Meeting:** TBC.

**Kieran Devlin** (Acting Secretary / Operations and Facilities Director)

13 March 2019