

NICS Social Club Management Committee 2019/2020

Minutes of the sixth meeting on Monday 11 November 2019 at 7:30pm in Reception office.

Present:

David Reilly (Chairperson), Nic Leitch, Jim Savage, Gillian Lynas, Gerry Kelly (NICSSA CEO) and Kieran Devlin (Acting Secretary and, Operations & Facilities Director).

1. Apologies:

Billy Gamble, Shaun McMorran and Sandy Webb.

2. Correspondence:

No Correspondence.

3. Minutes of the last meeting (Monday 14 October 2019):

The Chairman asked the Committee to review the minutes of the last meeting on Monday 14 October 2019. The minutes were agreed unanimously by Committee members.

4. Matters arising from the minutes of Monday 14 October meeting:

Matters arising from minutes will be dealt with under the agenda. At this point the Chairman suspended the agenda and invited NICSSA CEO, Gerry Kelly to address the Committee. Gerry Kelly updated the Committee on a number of issues.

1. Staff Restructure

Gerry Kelly informed the Committee that, in line with the recent Strategic and Business Plans, the staffing structure has been reviewed to ensure that it meets the business needs. Further details will follow once the review has been finalised.

2. Capital Development

Gerry Kelly informed the Committee of NICSSA's successful funding application, at Stage 2, of the proposed Multi-sports Facility. NICSSA now progress to Stage 3, which requires a detailed business case to be compiled.

3. Trainee Food and Beverage Manager

Gerry Kelly outlined the challenges in filling the Food and Beverage Manager post. It has been concluded that the best option for the long term is to use a member of the in-house staff and develop them by providing training to gain formal qualifications and provide them with a clear career path.

The Chairman thanked Gerry Kelly for his update and then resumed the Committee's business.

5. Reporting on Club matters:

Strategy – Next update due December 2019.

Legislation – No update at present.

Finance – Kieran Devlin presented the Committee with the financial report for the period-ended 31 October 2019, which shows a surplus of £39k. However, compared to the same period last year, this represents a £75k turnaround and is extremely encouraging.

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 1 January 2020.

Issue 2 – Whistles Refurbishment – Completed.

Issue 3 – Staff Call System – Kieran Devlin to investigate this option.

Issue 4 – Mo Mowlam Park – Completed.

Issue 5 – Mobile Coffee Unit – On hold.

7. Trustees Update:

David Reilly provided an update on the trustees and he advised that solicitors had approved a letter to be sent to the trustees explaining what is required of them. Several prospective trustees were identified, and it was agreed that Committee members also should consider putting their names forward as a trustee.

Action Point: Letter to be issued to identified trustees and to Committee members. (David Reilly)

8. Access Controls:

A brief discussion took place on the implementation of the access controls. Kieran Devlin informed the Committee that once the new access control cards arrived,

information would be issued to members about how to collect the new cards from reception and about their activation and use from January 2020.

9. Approval of New Members:

Kieran Devlin presented a list of prospective members with their associated application forms, which were approved by Committee members. However, a number of applications were declined and noted for the record.

10. AOB:

Outside Balcony Door – Issue identified that the balcony door stays open causing a draught.

Action Point: Look at installing a door stopper. (Kieran Devlin)

New Year's Day – Consideration to be given to opening the bar on New Year's Day.

Action Point: Look at the possibility and agree at next meeting. (Kieran Devlin)

Tennis Club Dinner- Nic Leitch expressed, and wanted to pass on to staff, his thanks for the excellent meal and service during their Club's annual dinner.

Bowling Club Dinner – Jim Savage also expressed, and wanted to pass on to staff, his thanks for the excellent meal and service during their Club's annual dinner.

Criteria for Valedictory Letters – A brief discussion took place on the matter. The issue of any future valedictory letters for bar and restaurant staff must be agreed by the Committee and should have criteria applied, namely, that staff must have:

- completed at least on 5 years' service;
- resigned or were made redundant;
- a good performance record.

iPads – Kieran Devlin informed the Committee that iPads for the ordering of food would be introduced in the New Year.

Committee Xmas Dinner – It was agreed to arrange a date at the next meeting.

The meeting closed at 9:00 pm.

Date of Next Meeting: Monday 9 December 2019 at 7:30pm.

Kieran Devlin (Acting Secretary / Operations and Facilities Director)

12 November 2019