

NICS Social Club Management Committee 2019/2020

Minutes of the eighth meeting on Monday 13 January 2020 at 7:30pm in Main office.

Present:

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

1. Apologies:

No apologies.

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 9 December 2019):

The Chairman asked the Committee to review the minutes of the last meeting on Monday 9 December 2019. The minutes were agreed unanimously by Committee members.

4. Matters arising from the minutes of Monday 9 December meeting:

Item 8 (1) - Door Access Timings – David Reilly noted that the timings needed to ensure that they covered the 24-hour period for each day of the week.

5. Reporting on Club matters:

Strategy – A brief discussion took place on the Business Plan and a few issues were raised:

Under Aim 2 – Increase growth by 5% - It was agreed that a report indicating the opening membership, members added, members removed and closing membership per month would assist monitoring and keep the Committee informed on membership growth/decline.

Action Point: Provide a report on membership on a monthly basis. (Kieran Devlin)

Under Aim 4 – A fit for purpose structure – Kieran Devlin provided the Committee with the new structure which set out the staffing under each of the managers.

Under Aim 4 – Branding – A note to check what is meant by communication under the progress column.

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 presented the Committee with the financial report for the period-ended 31 December 2019, which shows a surplus of £25k. However, compared to the same period last year, this represents a £33k turnaround and is extremely encouraging. Kieran Devlin informed the Committee that some final year adjustments needed to be made. Kieran Devlin also provided the Committee with an update on the current position on the Advance Discount with Tennent's NI.

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.

A brief discussion took place about putting on some entertainment for New Year's Eve. It was agreed to have exploratory discussions with the social conveners of the sports clubs to examine options throughout the year as well as New Year's Eve.

Action Point: Convene a meeting with social conveners of clubs to discuss options for entertainment. (Kieran Devlin)

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 February 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 Billy Gamble had come forward following the recent request and that he had contacted Bertie Ellison, who confirmed that he would be happy to remain as a trustee. Jim Savage indicated that another member of the Club indicated that he would consider being a Trustee. However, an understanding of the role would be required before a decision could be made. It was agreed to issue the member with the same papers so that he fully understood the role before deciding. Sandy Webb also agreed that she would be happy for her name to go forward as a trustee.

Action Point: Email information on the Trustee Role. (Kieran Devlin)

8. Approval of New Members:

Kieran Devlin informed the Committee that the list of prospective members was not available. It was agreed that the list be circulated to members for approval.

Action Point: Email Committee members the list of prospective members for approval. (Kieran Devlin)

9. AOB:

Soap Dispenser – The length of time taken to replace the soap dispenser in the men's toilet was noted and consideration should be given to providing two dispensers.

Smell behind bar – A bad smell behind the bar was noted. Kieran Devlin explained to the Committee that this was an ongoing occasional problem with sewer.

Back Bar Door – Staff to be reminded to keep the door behind the bar closed at all times.

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

Committee Xmas Dinner – It was agreed for Friday 24 January 2020 7pm for 7:30pm.

AGM Nominations – The Committee were reminded about their nominations if they were standing again for re-election.

Meeting Schedule – A brief discussion took place on the Chairman's proposal that Committee meetings should take place every two months rather than one every month. It was agreed that this would be a decision for the next Committee after the AGM.

Name Badges – Kieran Devlin informed the Committee that this was still ongoing.

Beer Chiller – The failure of the chiller had caused a problem several weeks back. All staff will be made aware of how to resolve the problem should it occur again.

The meeting closed at 8:55 pm.

Date of Next Meeting: Monday 10 February 2020 at 7:30pm.

Kieran Devlin (Acting Secretary / Operations and Facilities Director)

14 January 2020