

## **NICS Social Club Management Committee 2019/2020**

### **Minutes of the second meeting on Monday 13th May 2019 at 7:00pm in Meeting Room.**

Present:

David Reilly (Chairperson), David Jackson, Gillian Lynas, Sandy Webb, Shaun McMorran, Billy Gamble, Nic Leitch and Ciaran Duffy (Acting Secretary on behalf of Kieran Devlin, Operations Director).

#### **1. Apologies:**

Sandy Webb and Gillian Lynas to arrive late.

#### **2. Correspondence:**

No Correspondence.

#### **3. Minutes of the last meeting (Tuesday 2 April 2019):**

The Chairman asked the Committee to review the minutes of the last meeting on Tuesday 2 April 2019. The minutes were agreed unanimously by Committee members.

#### **4. Matters arising from the minutes of Tuesday 2 April 2019 meeting:**

Items 4 (7) Strategy – David Reilly informed the Committee that the 2019 Business and Operations Plan need to be completed soon and circulated for *before* the next Social Club Committee meeting.

**Action Point: Business/Operational Plans to be circulated to Committee members. (Kieran Devlin and Ciaran Duffy)**

Item 5 - Bar Staff Recruitment – Ciaran Duffy explained that the recruitment process has been extended due to a low number of applications. There was general agreement that Committee members should have some input into the recruitment process and to the pay scales appropriate for bar staff. David Reilly stated that he would discuss the recruitment process and salary with Kieran Devlin.

**Action Point: The Chairman and Kieran Devlin to discuss recruitment process, the involvement of Committee members and appropriate salaries for bar staff. (David Reilly and Kieran Devlin)**

Item 9 (1) – Bar TV's – Ciaran Duffy advised that TV's installation is being planned to co-ordinate with Champions League, Europa League and FA Cup Football competitions. Nic Leitch asked what would be happening with TV's that are currently in use. One TV is to replace a defective TV in the MacElhinney Suite and Nic suggested using the second TV as an extra advertising point.

**Action Point: Purchase of TV's and install ASAP. (Ciaran Duffy)**

Item 9 (2) – Co-option of Members – David advised that Jim Savage, Bowling Club had agreed to be co-opted onto the Committee and, in the absence of other nominations from Committee members, the Committee unanimously agreed to co-opt Jim Savage.

**Action Point: Chairman to invite Jim Savage to join the Committee (David Reilly)**

Item 9 (3) – MOU – The Memorandum of Understanding between NICSSA and Social Club is being reviewed and the Club's Treasurer will be involved in the process of the setting appropriate percentages for the Club where costs are shared.

**Action Point: Liaise with NICSSA on the MOU review. (Billy Gamble)**

Item 9 (4) – Audit Management Letter – Auditors recommended that Social Club subscriptions should be reconciled more meticulously by NICSSA and the monies due to the Social Club paid over in a more timely manner.

**Action Point: Monitor progress on implementation of audit recommendation. (Billy Gamble)**

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

Strategy – As above (Item 4).

Legislation – No discussion.

Finance – Ciaran Duffy presented the Committee with the financial report for the period-ended 30 April 2019, which shows a deficit of £9k. However, when an item for insurance (£21k), which was paid earlier than last year, is taken into account, the financial position is better than for the same period last year.

Ciaran Duffy advised that there were plans to remove the vending machines and provide the service by reception staff. Some Committee members expressed concern at this change as it may adversely affect the delivery of other reception services. Nic Leitch asked for more information on the change and the Committee agreed that a simple one-page business case should be prepared for the Committee.

**Action Point: Business Case for change to vending services to be prepared for the Committee. (Kieran Devlin)**

Operations – Ciaran Duffy presented the new monthly report which detailed the cash position including income from the bar, catering and conferencing. The catering figures showed data for breakfast, lunch and evening catering with a comparison on the

previous year. Room bookings figures show a significant increase this year compared to last year. Recruitment process is on-going and interviews to run in co-ordination with interviews for bar staff roles. A new menu will be introduced this week and the number of covers for recent events, including the Steak Night and Easter Saturday and Sunday, are encouraging. The tender application was successful for the Mo Mowlam Coffee Shop in the Stormont Estate. Sandy Webb asked if there is the possibility of NICSSA members' rates being available in the new coffee shop. The outlook for May is good as there are a number of cricket matches and conference catering events taking place.

**Action Point: Consider NICSSA members' prices for products in Coffee Shop. (Ciaran Duffy and Kieran Devlin)**

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 1 – Buzzer Access Control System – David Reilly advised that the new membership system is now operational but that the month-end information uploads need to be successful before it will be fully tested in the live environment. If this process is successful, controlled access and integration with the till system, can be implemented.

Issue 3 – Staff Call System – David Reilly advised that the Social Club is potentially losing trade due to staff being absent for short periods from the bar area, even if those absences are for legitimate reasons. A call system potentially is required, and unless proven otherwise, this may be the case even when new staff are recruited. The need for staff to be behind the bar at all times will be essential when the controlled access system goes live.

Issue 4 – Mo Mowlem Play Park Catering – David Reilly indicated that there would be a need for a monthly stand-alone sub-account to be prepared for the Mo Mowlem Play Park catering facility to clearly identify its financial viability. However, the income and expenditure would be subsumed within the Social Club's accounts.

**Action Point: Prepare sub-account for the Mo Mowlem Play Park catering facility. (Kieran Devlin)**

## **7. Schedule of Planned Meetings:**

Unanimous decision for meetings to be held on Mondays but the starting times would be moved to 7.30pm. Therefore, the next meeting will take place on Monday 17 June 2019 at 7.30pm.

## **8. Members' Subscription Increase:**

David Reilly advised that it was proposed to increase the monthly membership fee by 12p to £4.19 from 1 July 2019. The Committee unanimously agreed to the increase and also agreed that there should be a small increase every year in line with NICSSA's increases. This policy will be confirmed annually by the Committee.

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

Ciaran Duffy presented a list of prospective members with their associated application forms which were approved by the Committee.

## **10. AOB:**

Disciplinary Panels – David Reilly asked all members of the Committee if they would be willing to sit on a disciplinary panel if needed and all members agreed to do so.

Late May Bank Holiday – David Reilly asked for opening and closing times for the bar and restaurant for the late May Bank Holiday to be made clearer than previous posters. Some times were missing on previous posters and this caused confusion among members. Ciaran Duffy explained that the times will be posted in due course.

**Action Point: Publish and post holiday opening and closing times for late May Bank Holiday (Ciaran Duffy and Kieran Devlin)**

Trustees – David Reilly informed the Committee that the Social Club is required to have between three and seven trustees and that it needs to update its current list of trustees. David had identified a list of potential trustees. David advised that the Acting Secretary (Kieran Devlin) will need to contact the Club's solicitors requesting advice on the legal standing of the Club's trustees and their role and duties.

**Action Point: Contact solicitors for advice on trustees. (Kieran Devlin)**

The meeting closed at 8:20 pm.

**Date of Next Meeting: Monday 17 June 2019 at 7:30pm.**

**Ciaran Duffy** (Acting Secretary / Facilities Officer)

14 May 2019