

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

### **Minutes of the third meeting on Monday 17 June 2019 at 7:30pm in Finance office.**

Present:

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

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

No Apologies.

David Reilly welcomed Jim Savage to the meeting, encouraged him to participate during the meetings and reminded all members that matters discussed at the Committee are to be treated as confidential.

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

No Correspondence.

#### **3. Minutes of the last meeting (Monday 13 May 2019):**

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

#### **4. Matters arising from the minutes of Monday 13 May 2019 meeting:**

Items 4 (1) Strategy – Kieran Devlin distributed the operational plan to the Committee. A brief discussion took place on the document. It was agreed that it would be circulated to the Committee via email for comments, if any, at the next meeting.

**Action Point: Business/Operational Plans to be emailed to Committee members. (Kieran Devlin)**

Item 4 (5) – Memorandum of Understanding (MOU) – David Reilly informed the Committee that the MOU review was nearly completed and the percentages of shared costs are being assessed by the Treasurers. When agreed, a meeting between the Chair and Treasurer would take place before the Association and the Social Club sign-off the reviewed MOU.

Item 4 (6) – Audit Management Letter – Kieran Devlin informed the Committee that Auditor's recommendation about the Social Club subscriptions has been actioned and monies due to the Social Club are paid over in a more timely manner.

Item 5 (1) Vending Service - This to be discussed under AOB.

Item 5 (2) – Coffee Shop pricing for members – It was noted that currently no-one receives discount on hot beverages in the Social Club and, therefore, it would not be appropriate to offer discounts at the Mo Mowlam Play Park Coffee Shop.

Item 6 (1) – Mo Mowlam Play Park Coffee Shop – Kieran Devlin informed the Committee that a sub-account had been actioned by Joanne King in order to monitor progress. However, expenditure maybe more difficult to separate within the Social Club's accounts, but all actions will be taken to ensure that income and expenditure can be reviewed.

Item 10 (2) - Trustees – A brief discussion took place about the Club's trustees. David Reilly informed the Committee that the current trustees can be replaced by the current Committee or at the next AGM. The precise trustees' role needs explanation but it appears to be more in name only because the Association acts as guarantor for the Social Club. David Reilly will draft a letter for the Club's Solicitors and seek clarification, particularly on their role and the legal position.

**Action Point: Write to the Club's solicitor and seek advice to ensure full compliance with legislation. (David Reilly)**

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

Strategy – As above (Item 4).

Legislation – No discussion.

Finance – Kieran Devlin presented the Committee with the financial report for the period-ended 31 May 2019, which shows a small deficit of £9k, but, compared to the same period last year, the £29k turnaround is very encouraging.

Operations – Kieran Devlin presented the new monthly report which detailed the catering figures for breakfast, lunch and evening meals with a comparison to the previous year. Room bookings figures show a significant increase this year compared to last year. Three new part-time staff have been recruited and currently they are undergoing training. A new menu will be introduced this week and the number of covers for recent events, including the Steak Night and Father's Day, are encouraging. The Mo Mowlam Play Park Coffee Shop in the Stormont Estate will open on Tuesday 25 June 2019.

A brief discussion took place on drinks promotions. It was agreed that Kieran Devlin would look at a number of options for such events so that promotions are consistent across the board at every event. It was also agreed that a greater range of promotions should be available at events, e.g. to include wine and spirits. Kieran Devlin will produce a draft concept on what could be offered at events.

**Action Point: Prepare a draft concept on special promotions throughout the year for events. (Kieran Devlin)**

A discussion took place on staffing and it was agreed to employ a bar supervisor/manager to oversee and manage all social aspects and bar promotions. A further discussion took place on the number of staff during busy periods. It was also agreed that auxiliary bar staff members dedicated to clearing tables, washing glasses and restocking shelves would take the pressure off the other bartending staff allowing them to deal with, and serve, customers. It would also be useful to train the auxiliary bar staff members on making coffees, again to take the pressure off the bartending staff.

**Action Point:       Employ a bar supervisor/manager as soon as possible.  
(Kieran Devlin)**

**Employ auxiliary bar staff members to undertake clearing tables, washing glasses, bar restocking and coffee making during busy periods. (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 – Kieran Devlin advised that the new membership system is now operational and that the month-end information uploads have been successful. Kieran Devlin informed the Committee that the next phase will involve the issuing of new Pavilion membership cards. The subsequent phase will involve implementation of the controlled access system and the final phase will include integration with till system. All Pavilion members will be contacted to advise them of the changes and Kieran Devlin will send the Chairman drafts, for approval, of the information to be issued to members.

**Action Points:       Chairman to be sent drafts of the information to be issued to members about the impending changes. (Kieran Devlin)**

**7. Approval of New Members:**

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

**8. AOB:**

July Holiday – Kieran Devlin presented the Committee with a proposal showing the opening and closing times during the July holiday. The timings were agreed

unanimously by Committee members. It was noted that the Pavilion premises i.e. both the sporting and social facilities, will be closed on Friday 12 July 2019.

**Action Point: Publish and post holiday opening and closing times for July holiday. (Kieran Devlin)**

Dance Classes/Groups – A discussion took place regarding current groups who are permitted to use the Club's facilities because some of the groups' members also hold Pavilion membership. Some issues have arisen with the groups' usage of the facilities. It was agreed that all groups would be written to and they would be reminded of the current Social Club rules regarding membership and the closing times of the facilities.

**Action Point: Issue letter for circulation to all dance groups. (David Reilly and Kieran Devlin)**

Vending Services – Kieran Devlin outlined the rationale for taking the services in-house and acknowledged some of the challenges raised by the Committee. Kieran Devlin advised that these have been considered and have been addressed. A brief paper outlining the rationale will be emailed to the Committee.

**Action Point: Email rationale to the Committee on bringing vending services in-house. (Kieran Devlin)**

Making Tax Digital – Kieran Devlin confirmed that this has been taken forward and that the Social Club is ready for the transition.

NI Pipe Bands Championship – A brief discussion took place on issues raised during the NI Pipe Bands Championships, in particular, the car parking arrangements. Kieran Devlin informed the Committee that the Association were already aware of these matters and that lessons would be learned so that the car parking issues would not be repeated in future.

Access and Egress – The Committee raised an issue about the opening times of the gates at the Newtownards Road. An incident occurred where the gates adjacent to the tennis courts were closed at 6:15pm and the Newtownards Road gates were not opened until 6:30pm which meant that no-one could get into, or out of, the Pavilion grounds.

**Action Point: Speak to Stormont Estate to manage the gates opening and closing times. (Kieran Devlin)**

The meeting closed at 9:25 pm.

**Date of Next Meeting: Monday 9th September 2019 at 7:30pm.**

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

18 June 2019