

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

### **Minutes of the first meeting on Tuesday 2 April 2019 2019 at 7:00pm in Finance Office.**

Present:

David Reilly (Chairperson), David Jackson, Gillian Lynas, Sandy Webb, and Kieran Devlin (Acting Secretary and Operations and Facilities Director).

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

Apologies received from Billy Gamble (Treasurer), Shaun McMorran and Nic Leitch.

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

No Correspondence

#### **3. Minutes of the last meeting (Wednesday 11 March 2019):**

The Chairman asked the Committee to review the minutes of the last meeting on Wednesday 11 March 2019. The minutes were then unanimously agreed by Committee members.

#### **4. Matters arising from the minutes of Wednesday 11 March 2019 meeting:**

Items 4(6): Strategy – David 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. However, pressures of work meant that production of the Operational Plan has been delayed.

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

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

Strategy – As above (Item 4).

Legislation – No discussion.

Finance – Kieran Devlin presented the Committee with the financial report up to the period of 31 March 2019. Kieran Devlin report that for the first quarter a surplus of £26k was achieved, however, adjustments need to be made for depreciation figure and March salaries. Even taking these matters into account, the trading position is generally better than the same period last year.

Operations –

Kieran Devlin presented the new monthly report and advised the Committee of the following:

Financial Position – Income from bar, catering and conferencing.

Catering Figures – Statistics for breakfast, lunch and evening catering with a comparison on the previous year.

Room Booking – Statistics on room bookings with comparison figures on the previous year.

Bar Staff – Recruitment notices for one full-time, and four part-time, staff have been issued, with four requests to date for Bar Supervisor post, and seven requests for Part-Time staff posts, all with a closing date of the 5 April 2019.

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 had a problem with the last update. The issue needs to be solved before the whole system can go live. A meeting has been arranged for Tuesday 9 April with the company involved and IT Assist to sort out the problem.

## **7. Alcohol Prices for Members:**

Correspondence had previously been received from Tennents NI to indicate that an increase in the price of keg beer would take effect from 1 March. At the 11 March Committee meeting it was agreed that the new Committee would look at the alcohol prices for members at its first meeting. A lengthy discussion and debate took place on the prices for members but it was agreed that there should be a 20p increase in the price of a pint of beer and, along with small changes to some other prices, the price changes for members would take effect from 1 May 2019. Changes to prices for non-members would be applied immediately.

The price increases were then unanimously agreed by Committee members.

**Action Point: Notification to be displayed to inform members. (Kieran Devlin)**

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

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

## 9. AOB:

Date of Next Meeting – David Reilly informed the Committee that he would email members to get a consensus on which day, or days, would suit members to be available for the monthly meetings.

**Action Point: David Reilly to email Committee members with a range of possible dates. (David Reilly)**

Bar TV's – Kieran Devlin advised the Committee that feedback had been received from members that the size of the TV's, especially the two TV's at the entrance into the bar and restaurant should be increased. The Committee agreed to the increase in the size of the TV's to either 50" or 55", depending on the price.

**Action Point: Purchase and have new TV's installed. (Kieran Devlin)**

Co-option of Members – David Reilly informed the Committee that there is still one position to fill on the Committee. David asked Committee members if they knew of anyone who would be willing, and would agree to join the Committee, to advise their names at the next meeting, so that a vote can take place to co-opt a new Committee member.

**Action Point: Committee members to bring names of members for co-option to next meeting. (Committee Members)**

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, following a recent meeting with one of the current trustees, who decided to step down from that position. A meeting needs to be arranged with NICSSA to discuss suitable people to be appointed as trustees in line with the Social Club's Constitution and Rules.

**Action Point: A meeting to be arranged with NICSSA to discussion appointing new Trustees. (David Reilly)**

Subscriptions – David Reilly informed the Committee that following the AGM NICSSA had increased its subscriptions from July 2019. The Social Club policy is to follow suit, however, it would have to be agreed at the Committee's next meeting. It was agreed that a paper to support the increase would be presented at the next meeting.

**Action Point: Membership subscription increase paper to be presented at the next meeting. (Kieran Devlin)**

Memorandum of Understanding (MOU) – David Reilly informed the Committee that the current MOU was now in its fourth year and that it is scheduled to be reviewed every three years. It was agreed that a meeting with NICSSA to discuss any changes to be arranged.

**Action Point: Meeting with NICSSA to discuss the review of the current MOU. (David Reilly)**

Audit Management Letter – PGM Chartered Accountants audited the Social Club's Accounts 2018 and had nothing to report. However, the auditors recommended that all Social Club subscriptions, initially paid to NICSSA, should be more fully recorded and paid over to the Social Club in a timelier manner.

**Action Point: NICSSA Membership Team to arrange to more fully record and pay over subscriptions to the Social Club in a timelier manner (Kieran Devlin and Kieran McGarrigle)**

The meeting closed at 8:40 pm.

**Date of Next Meeting:** TBC.

**Kieran Devlin** (Acting Secretary / Operations and Facilities Director)  
3 April 2019