

MINUTES

Committee: Council

Date: Friday 27th September 2019

Venue: The Pavilion, Stormont

Present: Ms. Heather Cousins –Chair
Mr. Bertie Ellison – Vice Chair
Mr. David Reilly – Social Club Rep
Mr. Colin McWhirter – Elected
Ms. Geraldine Heaney – Regional Rep
Mr. Brian Murphy – Elected
Mr. Chris Heatley – Pavilion based Sports Club Rep
Mr. Val Russell – Elected
Mr. Tom Kennedy – Elected
Ms. Caron Alexander – Elected
Ms. Siobhan Smyth - Elected

In Attendance: Mr. Gerry Kelly – CEO
Mr. Kieran Devlin – Director of Facilities & Operations

Apologies: Mr. Michael Carson – Treasurer
Ms. Karen McConnell – Regional Rep
Mrs. Kitty Brown – Regional Rep
Mr. Brian Vincent – Regional Rep
Ms. Lynda Sloan-Elected

1.0 Minutes of previous meeting

The minutes of the meeting held on 28th June 2019 were accepted as true record of the meeting.

2.0 Matters Arising

Mr. Kelly confirmed that the following actions from the previous meeting had been actioned:

2.1. Executive away day

The Executive away day to look in more detail at communication with members and customers will take place in the New Year.

2.2. Membership

The membership team had met with Regional Reps in August 2019 to discuss how best to develop and promote events for regional affiliated club members.

2.3. Apprenticeship Scheme

The apprenticeship scheme had been explored further and we are hoping to use it to recruit trainees in two areas of the business.

2.4. Membership Processes

IT Assist had been in touch with the Membership Team regarding the process to develop membership applications online.

3.0 Executive Report

Mr. Kelly gave a summary of the performance of the Association for the period and highlighted a number of points in the report which are set out below.

3.2 NICS Accommodation Review

Mr. Kelly reported that he had been working with representatives from Ballykelly House to compile a business case to secure a wellness room in the building for staff. He confirmed that the case had been approved and that work should commence early in the new financial year.

He also reported on the work with Stormont Estate staff particularly around the development of outdoor cycling sheds and in supporting the estate with overflow car parking during July and August following the re-opening of the PlayPark.

3.3 Members Events

He reported that since January 2019 several events had been delivered to members including a very successful ski trip to Andorra involving 22 members and the Easter event which was delivered to over 600 members.

Although he indicated there has been a general fall in the number of members participating in events over the first 8 months of the year-most notably at the annual reception, the family fun day and the learn to surf day-all of which were traditionally well attended events.

Mr. Russell, the Membership Team and the Regional Reps met to discuss the issue to understand the reasons for this trend. Early indications suggest that centrally organised events are falling out of favour with members in preference for events that members can do in their own time with family and friends. This is supported by an increase in usage of membership plus offers and a significant uptake and demand in the purchase of tickets for cinemas and sporting fixtures. In relation to the latter it was noted for example, that 1200 tickets were sold to members and affiliated clubs in the first 8 months of 2019.

It was agreed that the membership team in conjunction with regional reps will work together to explore the development and promotion of activities which reflect the changes in members preferences.

3.4 The Pavilion Complex

The Pavilion Complex including the NICS Social Club has seen its best trading year in the last fifteen years. Each area of the business has performed very well during the period. Mr. Kelly outlined the positive impact of the Coffee Pod which has been a great success for the Social Club since it opened in July 2019.

3.5 Membership Benefits

He reported on the work with NISRA who have provided statistics about the NICS workforce which has enabled the membership team to gain a better understanding of the NICS which will support targeted membership and marketing campaigns.

Mr. Kelly raised the issue that was presented at the recent AGM regarding fees for members in the 16-18 yrs. age bracket who pay the full NICSSA subscription rate despite still being in full-time education. Club reps requested a reduction in the fee to support them in attracting more members in this age group. After discussion on a paper compiled by Mr. Kelly on the issue Council agreed to a reduced annual fee for this category of membership of £20 per annum to be applied from 2019/2020 winter season.

3.6 Events

Mr. Kelly also reported that the number of high-profile events have taken place at the Complex during the period including Ireland's international cricket fixtures against Afghanistan which were held in May, the Pipe band Championships in June, the Zimbabwe cricket fixtures in July and hosting of the NI Soccer team in September in preparation for their matches with Germany and Luxembourg.

3.7 Cleaning Contract

Mr. Kelly talked through a paper on cleaning at the Complex which had become a real issue since the retirement of the two cleaners who had been with the Association for over 15 years.

He set out the purpose of the paper which was to seek approval to contracting out the cleaning function subject to further detailed analysis on costs. He also talked through the background, and key quality and continuity of service considerations of the proposal before seeking Council approval to move to the next stage in the process which will involve interviewing potential suppliers to examine the cost of the proposal in more detail. After discussion Council approved the proposal.

4. Financial Report.

In Mr. Carson's absence Mr. Kelly provided a brief report on the profit and loss and balance sheet account for the period up to and including 31st August 2019.

In summary, income for the period was down by £4k but this was directly related to the absence of August membership subscriptions which didn't register in the account until September 2019. Other income was consistent with the same period in 2018.

Referring to expenditure Mr. Kelly confirmed that spend for the period was down by £3k. Whilst there were increases in Pavilion and competition costs these were offset by reductions in staffing and business support costs to leave the account with a modest surplus of £3k for the period.

Referring to the balance sheet Mr. Kelly reported that the balance sheet reflected the significant reduction in liabilities due to the speedy payment of creditors during the period and the reduction of long term liabilities following the payment of loans.

The net result of the movements in income and expenditure during the period resulted in a £3k surplus and an increase in total reserves to £874k.

5 Strategic Issues

5.1 Future Capital Development

Mr. Kelly informed the Council that a 600 page Sports Development Plan had been submitted to Sport NI in May 2019 to bid for capital funding for the proposed capital project at the Pavilion Complex. It was his understanding that the Board at Sports NI had reviewed all funding applications with a view to informing successful applicants of the outcome of that review by mid-October 2019.

He confirmed that he was working on a financial model for the project in consultation with key users.

He was also working with the bank regarding potential interest rates should borrowing be required to facilitate the project.

5.2 Meeting with DoF

Mr. Kelly reported on meetings that he and Ms. Cousins had with DoF officials regarding a review of the relationship between the Association and DoF.

He confirmed that at the most recent meeting with Michael Cooke, DoF he was asked him to compile a Terms of Reference (TOR) for the review which he did and which he included in a paper which was tabled for discussion by Council.

After discussion on the paper setting out the TOR Council endorsed the paper and TOR. Mr. Kelly agreed to send the paper to Mr. Cooke for his consideration.

Action: Mr. Kelly agreed to send to the paper on the review of the relationship between NICSSA and DoF to Mr. Cooke for his consideration.

6. Any other business

6.1 Honorary Life Membership

It was agreed after discussion to confer Honorary Life membership on David Ferguson and Gerry Cosgrave for services to the Association over many years.

Action: Mr. Kelly agreed to consider arrangements for conferring Honorary Membership on both members.

There was no other business and the meeting ended.

7. Date of Next Meeting

The next meeting is Friday December 13th at the Pavilion Complex.

Action Required	Para No	Responsibility	Timescale
<p>Review of relationship with DoF</p> <p><i>Mr. Kelly agreed to send the paper on the review of the relationship between NICSSA and DoF to Mr. Cooke for his consideration.</i></p>	5.2	Mr. Kelly	By 30 th September 2019
<p>Honorary Life Membership</p> <p><i>Mr. Kelly agreed to consider arrangements for conferring Honorary Membership on Mr. Ferguson and Mr. Cosgrave.</i></p>	6.1	Mr. Kelly	By next meeting on 13 th December 2019