

NICS Social Club Management Committee 2017 / 2018

Minutes of the eighth meeting on Wednesday 17 January 2018 at 7pm in Finance Office.

Present:

David Reilly (Chairman), David Jackson (Treasurer), Kay Uprichard, Philip Anderson, Billy Gamble, Nic Leitch, Denis Hamill, Shaun McMorran and Kieran Devlin (Acting Secretary and Operations and Facilities Director). In attendance (part only): Gerry Kelly (NICSSA CEO).

1. Apologies:

No Apologies.

2. Correspondence:

No Correspondence.

3. Minutes of the last meeting (Wednesday 13 December 2017):

The Chairman asked the Committee to review the minutes of the last meeting on Wednesday 13 December 2017. The minutes were then unanimously agreed by Committee members.

4. Matters arising from the minutes of Wednesday 13 December 2017 meeting:

Item 4(4): Shadetree Sports – Gerry Kelly informed the Committee that communications with Shadetree Sports are ongoing and that the latest correspondence indicated that the matter would be resolved shortly. Gerry Kelly indicated that, if the matter was not resolved within the next 5-7 days, then legal advice would be sought on how to proceed.

Action Point: Contact Shadetree Sports regarding outstanding invoice and take forward legal action if payment not received by 24 January 2018. (Gerry Kelly)

Item 4(4): Change to BoI – Kieran Devlin informed the Committee that the bank accounts were live, however, the switchover team in Dublin are currently dealing with the transitions of all Direct Debits, etc. and the date for the completion of the official transition is 30 January 2018.

Item 4(10): Liz Hobbs Group (Outdoor Concert) – Kieran Devlin informed the Committee that a team from the Liz Hobbs Group would visit the site on 30 January 2018. Gerry Kelly proceeded to say that the finer detail would be discussed at that time and a decision on how to proceed would be taken after the discussion.

Action Point: Final information on the agreement to be presented at the next meeting (Kieran Devlin)

Item 6: Whistles Bar & Restaurant TV's – A brief discussion took place on the TV's in the Whistles bar and restaurant. It was agreed that the small TV at the fire exit door to the balcony would be replaced with a larger TV and that the current larger TV on the fire exit wall, and facing down the bar, would be relocated to the right and up slightly so that it is more visible from further down the bar and viewing is not being blocked by the pillar.

Action Point: Upgrade the TV at the exit door and relocate the TV on the fire exit wall and facing down the bar. (Kieran Devlin)

Item 9: Publication of Minutes on Website – It was agreed that the minutes from tonight's meeting would be the first minutes to be published after clearance at the February meeting of the Committee.

5. Reporting on Club matters:

Strategy – Kieran Devlin presented the final 2017 Business Plan report and the 2018 Business Plan to the Committee. No issues were raised.

Legislation – No discussion, as NI Assembly has not met since 13 March 2017.

Finance – Kieran Devlin presented the Committee with the financial report for the period up to 31 December 2017, which shows a surplus of £8k. This represented an improvement of £6k compared to the same period last year. Kieran Devlin informed the Committee that the 2017 accounts still needed accounting adjustments to be made and that the surplus may increase slightly.

Operations – Kieran Devlin informed the Committee of the following:

Bar Supervisor – Kieran Devlin informed the Committee that no final conclusion has been reached on the replacement of the bar supervisor, however, over the next few weeks a more concrete decision would be taken on moving forward with the position.

The Committee raised an issue that staffing levels in the bar need to be maintained, particularly on Saturday's, especially during the busy times. It was accepted that some of the staff are new and just going through training but any difficulties would be improved over time as the staff bed into the organisation.

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. Whistles Refurbishment:

The Committee was informed that works had been completed with only some snagging works to be finalised.

1. Invoices still to be paid: Kieran Devlin informed the two invoices were still outstanding.
2. Outstanding Items:
 - a. Purchase of four additional bar stools
 - b. Installation of fixed seating at back fire exit
 - c. TV in corner/Back Fire Exit (See agenda item 4 above)
 - d. Reception TV Information

Action Points: Purchase four bar stools. (Kieran Devlin)

Purchase and install additional fixed seating. (Kieran Devlin)

Identify information to be displayed on reception TV and install material. (Kieran Devlin)

7. Issues Log:

Issue 1 – Mobile Coffee Unit – Kieran Devlin informed the Committee that the Big Lottery Fund application is almost complete and will soon be ready for submission.

Issue 2 – Buzzer Access Control system – A discussion took place on this matter and the Committee was reminded of the continuing importance of ensuring that proper controls are operated to regulate access to the bar area. It was advised that when the Front Door (of the Pavilion) is replaced later in the year, access controls will be installed as part of its replacement. However, before that, once reception is closed in the evenings, a (second) visitors' book will be retained in the bar to record details of those customers, who are not Club members, wishing to access the bar area. Since membership cards are now required when someone asks for a purchase at the bar, any person who does not have the required membership card and is not known to be a member of the Club, should sign the visitors' book.

Action Point: Visitors' sign-in book should be permanently held in the bar to cover non-members being signed in once reception is closed in the evenings. (Kieran Devlin)

8. Approval of New Members:

Kieran Devlin presented a list of prospective members and these were agreed unanimously. It was also agreed that, in future, the report should have the applications forms attached.

Action Point: Provide the applications forms with the list of new members for approval by the Committee. (Kieran Devlin)

9. AOB:

A number of matters were raised:

1. Bottles/Cans (Soft Drinks) – Following discussion, it was agreed that canned soft drinks (e.g. Coke/Diet Coke) also should be dispensed from the cold cabinets in the bar.

Action Point: Re-introduce canned soft drinks. (Kieran Devlin)

2. AGM – Kieran Devlin reminded the Committee that the AGM has been scheduled for Wednesday 14 March 2018 and that nominations for Committee membership should be received by Friday 23 February 2018.
3. AGM Notification/Letters to Clubs – David Reilly informed the Committee that he had written to all Pavilion-based clubs seeking nominations for Committee membership. David Reilly indicated that he had not received any nominations and that he would be sending an email as a reminder.

Action Point: Email all Pavilion-based sports clubs reminding them that the Social Club Management Committee are seeking nominations. (David Reilly)

4. Membership – Gerry Kelly informed the Committee that some sporting clubs had not submitted their respective fees for their members and that the matter is currently being dealt with by Chris Heatley. Gerry Kelly also informed the Committee that, if the matter is not resolved ASAP, it would be passed to the Council to enforce sanctions against defaulting clubs.
5. Committee Meal – It was agreed that on Friday 2 February 2018 the Committee would have a meal together, as there was not time to have it during the Christmas period.

The meeting closed at 9:15pm.

Date of Next Meeting: Wednesday 14 February 2018

Kieran Devlin (Acting Secretary / Operations and Facilities Director)
19 January 2018