

## MINUTES

Committee: Council

Date: Friday 16<sup>th</sup> February 2018

Venue: The Pavilion, Stormont

Present: Mr David Ferguson – Chairman  
Mr Gerry Cosgrave – Vice Chairman  
Mrs. Lynda Sloan - Elected  
Mr Bertie Ellison – Elected  
Mr David Reilly – Social Club Rep  
Mr Peter Close – Regional rep  
Mr Conor McGeown – Elected  
Mr Brian Murphy – Elected  
Mr Colin McWhirter – Elected  
Mrs. Siobhan Smyth – Regional rep  
Mr Paul Dawson – Regional rep  
Mr Chris Heatley – Pavilion based Sports Club Rep

In Attendance: Mr Gerry Kelly – CEO  
Mr Kieran Devlin – Director of Facilities  
Mrs. Lisa Tolan – Minute Taker

Apologies: Mr John Mulgrave – Regional Rep  
Mr Ward McConkey – Elected  
Mrs. Kitty Brown – Regional Rep  
Mr Val Russell – Regional Rep  
Mr Michael Carson – Treasurer

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## **1. Minutes of previous meeting**

The minutes of the meeting held on 8<sup>th</sup> December 2017 were agreed.

## **2. Matters Arising**

All the actions as set out in the minutes of the previous meeting had been completed.

### **2.1 Staff Structure**

The NICSSA staffing structure is now on the NICSSA website.

### **2.2 NICSSA website**

Mr Kelly thanked Mr Murphy for making some very useful comments about the NICSSA website which will be used to update and revamp it.

### **2.3 Club open days**

A series of regional workshops will be delivered by NICSSA staff over the next few months to members and office bearers of affiliated clubs as part of a process to engage and educate them on the financial and administrative procedures of running clubs. The seminars will also be used to provide an update on the work and future plans of the Association.

### **2.4 Draft business plan**

No comments were received on the draft 2018 business plan.

### **2.5 Wellbeing sub-committee**

At the October 2017 Council meeting it was agreed that Council members should let Mr Kelly know if they wanted to sit on the sub-committee set up to consider the implications of the NICS accommodation review for work-based clubs, particularly those currently with gym [facilities](#). No names had been put forward.

### **2.6 CAL course**

Mr Carson agreed to provide Mr Kelly with details of the CAL course for retired members.

### **2.7 Club grants issue**

Mr Kelly had contacted Mr Mulgrave about the issue of club grants and he confirmed that the issue had been resolved satisfactorily.

### **2.8 Process for club grants**

This will be covered at the regional seminars which will be delivered early summer 2018.

**Action point: Mr Carson to give Mr Kelly details of the CAL course for retired NICS staff.**

### **3. 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.

#### **3.1 Grow participation within the full range of services**

The membership team recruited 86 new members.

The 2018 Membership Plus card was distributed in December 2017 and there has been a significant increase in the registration of members on the website and app. This shows the value that members attach to the card.

The NICS has approved the WELL programme for a further 3 year period to 2021.

#### **3.2 Develop our facilities to meet customer needs**

The refurbishment of the bar was completed in December 2017 and has resulted in an increased footfall up to the end of the year.

New LED lighting has been installed at the Pavilion Complex and will make a saving of £12k per annum. This will help service the interest free loan from the Carbon Trust. A grant of £8k has also been secured from Energia for the project.

The next maintenance priority was confirmed as the rejuvenation of the tennis courts which is best completed in dry weather conditions. It is hoped that this will be completed early-mid [Spring](#).

#### **3.3 Develop further business initiatives – Pavilion Performance**

Food and beverage income for 2017 was up £38K compared to the same period last year. Events income was also up by £35K.

Mr Murphy reported that there is an issue with navigating through the Membership Plus website. Mr Kelly agreed to raise the issue with the Membership Plus team.

There will be a strategic planning away day in April 2018 for Council and Social Committee members. Dates and venue to be confirmed.

**Action point: Mr Kelly to speak with the Membership Plus team about a navigation issue on the membership plus website.**

#### 4. Finance

In the absence of the Treasurer Mr Carson, Mr Kelly reported on the draft end of year account.

Overall the surplus for the year was £61k, which is up £23k on the previous year.

Income is down by £26k and expenditure is down by £49K in the year.

Subscriptions are up by £1k – the first increase in 3 years. Health Works and WELL income is down by £12k. This is mainly to do with timing issues and the uncertainty of NICS budgets.

FindOut is up by £12k. Additional contracts with Waterways Ireland and HSC for resilience training have been secured.

PlayBall income is down by £15k, which is mainly due to contracting out the summer scheme to Camp Yolo. As a result the associated costs are also down by £9K.

Activ income is down by £7k although associated costs are also down by £3k. There has been a small drop off in membership as well as in classes.

Facilities charges are down by £7k, largely due to the decision not to hire out the grass pitches as much as in the previous year.

On the expenditure side staff costs are down by £3k and Health Works costs are up by £2Kk, largely due to advance purchasing of products. Grants to Clubs are down by £6k due to the decrease in membership as a result of VES. Pavilion costs are down by £10k as maintenance costs dropped during the year.

Mr McWhirter asked if the reserve account figure could be extracted from the current bank account. As the format of the accounts is regulated, it was agreed that an appropriate explanation should be added at note 7.

**Action point: Mr Kelly to ask the accountant to put a note in the accounts at note 7 to separate out the cash reserve and the cash in bank.**

#### 5. Proposed subscription increase July 2018

Mr Kelly talked through the proposal from Mr Carson to increase the level of subscription by 12p per month for full members from 1<sup>st</sup> July 2018. He confirmed that “NICSSA subscriptions” should read “NICSSC subscriptions” in the last page of the paper at paragraph 2.

Mr Kelly went on to explain that in July 2017 the full subscription rate was incorrectly applied to retired members. It was agreed therefore that the proposed increase in subscription rate from July 2018 should not be applied to retired members.

After discussion Council unanimously agreed to an increase of 12p per month from 1<sup>st</sup> July 2018.

## **6. Strategic Issues**

### **6.1 Future capital development**

Mr Kelly reported that Mr Ellison and he had met with all but two of the Pavilion based sports clubs to tell them about the proposed capital development at the Pavilion Complex. The general feedback from club representatives was very positive. They had also met with Cricket Ireland about the key aspects of the capital development proposals, as well as the NCU.

He went on to say that detailed research on developing a financial model was currently being carried out. Some technical and structural tests will also be carried out on the Pavilion building, most notably around the changing facilities, as part of the research stage of the project.

Mr Kelly confirmed that he was due to meet SportNI on 19<sup>th</sup> February 2018 to discuss potential funding for the project. He will also attend a seminar with the United Communities Investment Trust.

Mr Ferguson pointed out that it is important to explain to the regional members why we are developing the facilities at the Pavilion. It was recognized that the regional representatives will play a vital role in helping to convey this message to regional members. The broader issue of communication with members will be discussed at the away day in April.

### **6.2 Access and Egress**

Mr Ferguson confirmed that he will be meeting the Departmental representatives on 22 February 2018 on the issue of access and egress at the Pavilion and in particular on the report which had been completed by consultants. In summary, the view of the consultancy report confirms that work needs to be done at the Upper Newtownards Road entrance to improve traffic flows, particularly at times of peak demand, and to address health and safety concerns. The recommended preferred option is to widen the gates and improve the access area outside and immediately inside the Estate.

### 6.3 NICS Accommodation Review

Mr Ferguson reported on the meeting the he, Mr McGeown and Mr ~~Kelly had~~[Kelly had](#) with representatives of affiliated clubs with in house fitness facilities. Mr Close had also attended. The meeting was held on 29<sup>th</sup> January 2018 in Clarence Court.

Mr Ferguson said he had set out the background and context to the NICS accommodation review and the potential impact on NICSSA Clubs with in-house fitness rooms. It was confirmed that the Association had been invited to ~~te~~advise those working on new accommodation standards how best to provide for the wellbeing needs of staff, including NICSSA members. It was also confirmed that a sub-~~group of~~[group of](#) the Association's Council was to be set up under the chairmanship of Conor McGeown to look at the issue of future provision of health and wellbeing facilities in government buildings. The sub-group could involve Club representatives, depending on the issue being addressed.

Mr Ferguson said it was encouraging that club representatives present had detected a willingness on the part of the Department to be as flexible as possible in accommodating the Activ8 club in plans for wellbeing space in a refurbished building. He and colleagues had sought to reassure the representatives that the Association wanted to work them to this end.

Mr Dawson agreed that it had been a positive meeting and that it had provided a clearer understanding of the Association's approach. He noted, however, that the club was still not sure what a health and wellbeing facility and how gym equip~~ment~~[ment](#) might be accommodated. Mr McGeown said he would be finalising the initial sub group membership after the Association's AGM on 14<sup>th</sup> March 2018 and would be maintaining contact with Activ 8 club representatives on developments in the meantime.

### 7. Draft Annual Report

Mr Kelly presented the new format of the annual report which he explained had changed from a mainly narrative format to a more visual format which represented achievements throughout the year. He acknowledged that it was a marked change from the way in which the report has been conveyed in the past and expressed confidence that it will be more user friendly to members. He sought approval in principle to go with the new format and agreed to put it on the website in preparation for the AGM.

The Council were in agreement with the proposal.

### 8. AGM 2018

The NICSSA AGM will be held on Wednesday, 14<sup>th</sup> March 2018 at 7.00pm, followed by the

Social Club's at 7.30pm.

Mr Ferguson explained the regional representatives will be formally ratified at the AGM. The new representatives for the Belfast region are Karen McConnell, Gavin McCann and Geraldine Heaney; the Southern region representative is Brian ~~Vincent~~ and Vincent; and the Northern region representatives are Kitty Brown and Siobhan Smyth.

Mr Ferguson reported that Mr Cosgrave will be stepping down as Vice Chair of the Council along with Mr Close, Mr Dawson and Mr McConkey. Mr Ferguson thanked Mr Dawson for his year on Council. He also thanked Mr Cosgrave and Mr Close for their commitment, endeavor, industry and passion for the Association during their tenure and wished them both well. He paid particular tribute to Mr McConkey for over 50 years' service on Council.

Mr Cosgrave formally thanked Council members and Secretariat staff for the help, support and friendship over the years.

**9. Any other Business**

With no other business the meeting ended.

**10. Date of next meeting**

The next Council meeting will be held in the Pavilion on Friday, 11<sup>th</sup> May 2018 at 10am.

Action Required	Para No	Responsibility	Timescale
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1. Mr Carson to email details of CAL course for retired members to Mr Kelly	2.6	Mr Carson	May 2018
2. Mr Kelly to speak with the Membership Plus team about a navigation issue on membership plus website.	3.3	Mr Kelly	May 2018
3. Mr Kelly to ask the accountant to put a note in the accounts at note 7 to separate out the cash reserve and the cash in bank	4	Mr Kelly	May 2018