

## **NICS Social Club Management Committee 2017 / 2018**

### **Minutes of the ninth meeting on Wednesday 28 February 2018 at 7pm in Finance Office.**

Present:

David Reilly (Chairman), David Jackson (Treasurer), Kay Uprichard, Philip Anderson, Denis Hamill, Shaun McMorran and Kieran Devlin (Acting Secretary and Operations and Facilities Director).

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

Billy Gamble and Nic Leitch.

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

Tennents NI Letter – Letter informing of price increase on draught beers with effect from 5 March 2018. This increase will be absorbed for the time being but the matter will be kept under review.

Federations for Clubs NI – The Committee agreed that membership of the Federations for Clubs NI should be renewed.

#### **3. Minutes of the last meeting (Wednesday 17 January 2018):**

The Chairman asked the Committee to review the minutes of the last meeting on Wednesday 17 January 2018. The minutes were then unanimously agreed by Committee members.

#### **4. Matters arising from the minutes of Wednesday 17 January 2018 meeting:**

Item 4(4): Shadetree Sports – Kieran Devlin 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, CEO has been in contact with Tourism NI and Shadetree who have guaranteed that the money will be paid directly to the Social Club.

**Action Point: Contact Shadetree Sports and Tourism NI regarding outstanding invoice. (Gerry Kelly)**

Item 4(4): Liz Hobbs Group (Outdoor Concert) – Kieran Devlin informed the Committee that, following a meeting with a team from the Liz Hobbs Group, the final contract has been sent with some minor amendments. It was agreed that the Liz Hobbs Group will provide the bar facilities for the event, however, they also have agreed to purchase bar products through the Social Club. In addition, there will be a capitation fee and a rental fee to be paid by Liz Hobbs Group.

**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. Kieran Devlin informed the Committee that the matrix system had a malfunction which affected the delivery of sound to the TVs but the system is to be replaced. The TV on the fire exit wall will be repositioned to increase the line of sight down the bar.

**Action Point:            Reposition the TV on the fire exit wall and facing down the bar. (Kieran Devlin)**

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

Strategy – Update would be presented after the next NICSSA Council meeting.

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

Finance – Kieran Devlin informed the Committee that no expenditure report could be presented for the current financial year, as the 2017 Accounts had not been closed off and that final adjustments had not taken place on the Sage system.

Operations – Kieran Devlin informed the Committee of the following:

*Whistles Refurbishment* - The Committee was informed that works had been completed with only some snagging to be finalised. Kieran Devlin informed the Committee that only one invoice is still outstanding and that this would be paid in due course. There was only a small overspend on the refurbishment but this arose because some additional works were identified during the refurbishment, e.g. the installation of two radiators.

*Bar Supervisor* – Kieran Devlin informed the Committee that no final decision has been made on the replacement of the bar supervisor. However, at the Quarter 1 management review meeting, it will be discussed and proposals on how to proceed would be made for the Committee to consider.

Kieran Devlin informed the Committee that the Social Club is currently recruiting part-time staff so that staffing levels can be brought back to an acceptable level.

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 – Mobile Coffee Unit – Kieran Devlin informed the Committee that an application has been made to the Big Lottery Fund and it is currently being reviewed. It could take up to six weeks for the outcome to be known.

Issue 2 – Buzzer Access Control system – A discussion took place on this matter and a number of the actions were agreed, for example, additional full-time reception staff, extended reception times, increased differential for non-members' bar prices and compulsory use of membership cards to make bar purchases. However, it was also agreed that, once the new Pavilion front door is installed, this will allow for a greater level of security especially when reception is closed at night. Access to the Pavilion building front door, and to the door of the Whistles bar leading to the reception area, will be by swipe-card for members and non-members will need to use a buzzer to gain access.

**Action Point: Install swipe-card and buzzer access control systems on the Pavilion building front door and on the door of the Whistles bar leading to the reception area and make compulsory the use of membership cards to make bar purchases (i.e. disable till override). (Kieran Devlin)**

Issue 3 – Whistles Bar and Restaurant – A discussion took place on this matter and it was noted that a number of the actions had been completed. Action to be taken on:

1. Purchase of Bar Stools
2. Purchase of Bench Seating
3. Purchase of New Window Blind

**Action Point: Follow up purchase of bar stools, bench seating and window blind (for windows near fire exit). (Kieran Devlin)**

## **7. Matter of AGM:**

Issue 1 – Social Club Accounts 2017 – Kieran Devlin informed the Committee that the draft Accounts had only just been received but he gave a brief overview of the significant points on the Accounts. The Accounts show a reasonable surplus for the year and an improvement on last year's very small surplus. The Committee had no comments to make on the Accounts which were then unanimously agreed by Committee members. The Chairman and the Treasurer will need to formally sign-off the Accounts which then will be brought forward to the AGM.

Issue 2 – Amended Club Constitution and Rules – David Reilly provided the Committee with an update on the work that he had carried out on the Club's Constitution and Rules. David Reilly asked that the Committee for approval to bring forward these amendments to the AGM. The revised Constitution and Rules were then unanimously agreed by Committee members and approval was given to present these at the AGM.

Issue 3 – Appointment of Trustees – David Reilly informed the Committee of the current Club Trustees, the process of how the list of Trustees would be revised and of the need to appoint at least one new Trustee. The Committee members agreed that the 2018/2019 Committee should deal with the appointment of new Trustees.

**Action Point: New Trustees to be proposed at the first meeting of the new 2018/2019 Committee. (David Reilly & Kieran Devlin)**

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

Kieran Devlin presented a list of prospective members with their associated application forms and these were agreed unanimously.

## **9. AOB:**

A number of matters were raised:

1. Opening hours – Kieran Devlin presented proposed opening and closing times for St Patrick's Day and the Easter Bank Holidays. The Committee unanimously accepted the proposed times.
2. Upper Newtownards Road, road works – A brief discussion took place on the current road works on the Upper Newtownards Road outside the main Pavilion entrance. There was an issue regarding the closing off of the road on the previous weekend. Kieran Devlin informed the Committee that the Association had no notification of this happening and that the Operations Team has requested a meeting with the contractors to get an update on any further road closures, so that members can be kept informed.
3. Committee members – The Chairman thanked all the Committee members for their work throughout the year and noted that some members may be standing down at the AGM. He also thanked those members who are standing again and hoped that it would be possible to replace the members standing down.

The meeting closed at 8:10 pm.

**Date of Next Meeting: TBC**

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

1 March 2018