

NICS Social Club Management Committee 2018/2019

Minutes of the first meeting on Wednesday 25 April 2018 at 7pm in Finance Office.

Present:

David Reilly (Chairman), David Jackson (Treasurer), Shaun McMorran, Nic Leitch and Kieran Devlin (Acting Secretary and Operations and Facilities Director).

1. Apologies:

Billy Gamble, Kay Uprichard and Philip Anderson.

2. Correspondence:

Tennents NI Letter – Letter informing of new account details taking effect from 1 May 2018.

Big Lottery Fund – Letter indicating that we were unsuccessful in our application.

Action Point: Contact Big Lottery Fund to get feedback on the application so that we can apply again in the future. (Kieran Devlin)

Bank of Ireland Letter – Letter informing of the GDPR and effect on the Social Club and what action to be taken.

3. Minutes of the last meeting (Wednesday 28 February 2018):

The Chairman asked the Committee to review the minutes of the last meeting on Wednesday 28 February 2018. The minutes were then unanimously agreed by Committee members.

4. Matters arising from the minutes of Wednesday 28 February 2018 meeting:

Item 4(4): Shadetree Sports – Kieran Devlin informed the Committee that communications with Shadetree Sports are ongoing. Gerry Kelly, CEO to contact Tourism NI to get a further update but the matter should be resolved soon.

Action Point: Contact Tourism NI regarding outstanding invoice. (Gerry Kelly)

Item 4(4): Liz Hobbs Group (Outdoor Concert) – Kieran Devlin informed the Committee that all information had been passed to the Liz Hobbs Group as they need to apply to Belfast City Council for a license. Kieran Devlin informed the Committee that an agreement with the Social Club had not been finalised yet.

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

Item 4: Whistles Bar & Restaurant TV's – A brief discussion took place about the TV on the fire exit wall which needs to 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)

Item 6: Whistles Bar & Restaurant Furniture – Kieran Devlin informed the Committee that four bar stools had been ordered and that they should have been here mid-April.

Action Point: Contact the supplier to get an update. (Kieran Devlin)

5. Reporting on Club matters:

Strategy – An update on the current strategy would be presented after the next NICSSA Council meeting on 11 May 2018. David Reilly informed the Committee that, following the Strategic Away days on 9/10 April, a draft of the next three-year plan will be presented to the Council meeting in May and then it will be circulated for feedback to all parties involved.

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

Finance – Kieran Devlin presented the Committee with a financial report for the first quarter of 2018. Although, the financial position is not as good as the financial position for the same period last year, the small deficit is to be expected as there have been fewer events taking place.

Operations – Kieran Devlin informed the Committee of the following:

Staff – Kieran Devlin informed the Committee that a third chef has been appointed, and that additional bar and reception staff have been interviewed and they are currently going through training.

Bar Supervisor – Kieran Devlin informed the Committee that no final decision has been made on a replacement of the bar supervisor. However, it was agreed that if a member of staff was given such a responsibly when on shift, a responsibility allowance would be given to reflect the additional responsibility, especially in the evenings.

Bottom Gate – A brief discussion took place and the Committee was informed that cars are still parking along the path at night and sometimes during busy periods.

Action Point: Gate to be monitored and closed with a sign installed to state no parking at any time, entrance and driveway must be kept clear at all times. (Kieran Devlin)

Car parking on front tiles – A brief discussion took place and the Committee was informed that cars were still parking on the tiles along the front of the Pavilion building.

Action Point: Reception staff to ensure that, when lifting the barrier, everyone is informed not to park on the tiles. (Kieran Devlin)

Reception TV – A brief discussion took place and it was agreed that the reception TV has not been fully utilised in advertising the Pavilion. The TV should show items of interest at all times, e.g. “what’s on” today, special offers, upcoming events, upcoming sport on TV, Pavilion-based sports clubs’ fixtures for the week, subscription fees, who is using the Pavilion rooms that day, Membership Plus offers, restaurant opening times and menus, special notices (e.g. on access/egress) etc.

Action Point: Get reception staff to take responsibility and ensure that all information is kept up-to-date and that the TV is fully utilised. (Kieran Devlin)

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 the Big Lottery Fund application was unsuccessful and that a further submission will be made at a later date. (See Agenda Item 2)

Issue 2 – Buzzer Access Control system – A discussion took place on this matter. A number of the actions had been agreed at an earlier meeting between Kieran Devlin and David Reilly. David Reilly advised the Committee of the matters that were agreed, including the need for controlled access on seven doors (Pavilion front door, bar entrance door, rear fire exit door, men’s and women’s changing room doors, gym door and the office entrance door). The control system should allow independent control of each door, i.e. the times when the controls operate and the access granted to individuals regarding their membership level (gold, silver, bronze or staff member). Kieran Devlin informed the Committee that a meeting with the installers is to take place tomorrow to establish the specification of the system and the software to be used to control access. Kieran Devlin advised the Committee that once this information was obtained a check would be made to ensure that the software and system would be compatible for use with current membership cards. Kieran Devlin also informed the Committee that it was hoped that the installation of the new door would take place w/c 7 May, however, this is still to be finalised. Kieran Devlin stated that temporary access would be needed when the works started and use of the back fire exit could be the best possibility. On completion of the works, members would be informed of the necessity that cards are used once the system is fully operational.

Action Point: Ensure that the software and system is fully compatible for the future access controls. (Kieran Devlin)

Issue 3 – Whistles Bar and Restaurant – It was noted that a number of the actions had been completed but some actions are still to be taken:

1. Purchase of Bar Stools
2. Purchase of Bench Seating

Action Point: Follow up purchase of bar stools and bench seating. (Kieran Devlin)

7. Co-option of Committee Members:

Following a brief discussion the Committee unanimously agreed that two people should be co-opted onto the Committee. David Reilly advised that Gillian Lynas (NICS Hockey Club) and Sandy Webb (NICS Hockey Club) had indicated their willingness to join the Committee and he proposed, and the Committee unanimously agreed, that they should be co-opted onto the Committee.

Action Point: Follow-up letter informing the new members of the result of the nominations and invitation to join at the next meeting. (David Reilly)

8. Subscription Increase:

Following a brief discussion it was agreed to increase subscriptions, as outlined in the subscriptions proposals presented by Kieran Devlin.

9. Schedule of planned meetings:

David Reilly presented the Committee with the planned schedule of meetings for the incoming year.

10. Approval of New Members:

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

11. AOB:

A number of matters were raised:

1. Drink Price Increase – Kieran Devlin presented the Committee with details on the current GPM on all drinks sold. Following a brief discussion, it was agreed that non-member prices should be maintained at a minimum of 70% GPM without the need for prior approval from the Committee of any changes but the Committee would be advised after any price change. A significant differential between members' and non-members' prices was seen as essential to encourage non-members using the bar to join the Social Club. It was also noted that members' prices would continue to be monitored and would be discussed at future meetings. It was noted that bar prices for members and non-members had last increased on 1 April 2017 and 1 January 2017, respectively.
2. Disciplinary matters – A brief discussion took place on this matter as a number of incidents had occurred recently which resulted in unacceptable behaviour towards staff. The incidents included, e.g. remarks which could be considered to incite hatred and the lack of parental control of children. It was agreed that this would be dealt with using the disciplinary process.

Action Point: Disciplinary process to be activated in accordance with the Club's Disciplinary Procedures. (David Reilly and Kieran Devlin)

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 next meeting. (David Reilly and Kieran Devlin)

4. General Data Protection Regulations – These new Regulations come into force on 25 May 2018 and it was noted that NICSSA is examining the implications for it and its associated clubs, including the Social Club, and would be in contact with clubs about the matter.

The meeting closed at 8:30 pm.

Date of Next Meeting: Wednesday 30 May 2018

Kieran Devlin (Acting Secretary / Operations and Facilities Director)
26 April 2018