

NICS Social Club Management Committee 2018/2019

Minutes of the fourth meeting on Wednesday 12 September 2018 at 7pm in Finance Office.

Present:

David Reilly (Chairperson), David Jackson, Shaun McMorran, Nic Leitch, Philip Anderson, Gillian Lynas, Sandy Webb and Kieran Devlin (Acting Secretary and Operations and Facilities Director).

1. Apologies:

Apologies received from Billy Gamble (Treasurer).

2. Correspondence:

Michael Murray sent in a request to introduce Premier Sports to show the Guinness Pro14 fixtures as they now have the exclusive TV rights. Kieran Devlin informed the Committee that it would be an additional cost of £99 + VAT per month, on top of Sky and BT Sports. It was agreed not to proceed.

Action Point: Respond to Michael advising of the Committee's decision. (Kieran Devlin)

3. Minutes of the last meeting (Wednesday 27 June 2018):

The Chairman asked the Committee to review the minutes of the last meeting on Wednesday 27 June 2018. The minutes were then unanimously agreed by Committee members.

4. Matters arising from the minutes of Wednesday 27 June 2018 meeting:

Item 4(7): Shadetree Sports – Kieran Devlin informed the Committee that since the last meeting we have received no further payments and that continued communications with Shadetree Sports are ongoing. Further payments have been promised by Shadetree and, hopefully the matter will be fully resolved soon. Gerry Kelly, CEO still remains in contact with Tourism NI who are fully aware of the situation.

Item 4 (2): Whistles Bar & Restaurant TV's – Kieran Devlin informed the Committee that the TV on the fire exit wall has not been repositioned yet but, when the contractor returns to carry out minor repair (a snagging list has been sent to the contractor), the work would be carried out at that stage.

Action Point: Ensure works on snagging list are completed by the contractor including the TV repositioning. (Kieran Devlin)

Item 4 (2): Back Gate – Kieran Devlin informed the Committee that the back gate is now normally kept closed. Signs have been placed on the gate to advise users that it

is to be kept closed, clear from obstructions and to use the contact phone number to have the gate opened.

Item 5 (1): Bar Licence – Kieran Devlin informed the Committee that the Club has received a copy of the bar license.

5. Reporting on Club matters:

Strategy – Kieran Devlin informed the Committee that the strategy is being presented to the Association's Executive Board at their next meeting and after it has been presented it will be circulated to all Council and Social Club Committee members for comments and feedback.

Action Point: Email Strategic Plan to Social Club Management Committee. (Kieran Devlin)

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

Finance – Kieran Devlin presented the Committee with a financial report up to 31 August 2018. Although, the financial position is not as good as the financial position for the same period last year, the deficit is to be expected as fewer events have been taking place. However, it is expected that the targets set for the year will be achieved.

Operations

Staff – Kieran Devlin informed the Committee that a number of changes have and will be taking place in regards to staffing:

Cleaning – Albert Millen will be retiring at the end of October 2018 and it is hoped that the replacement will be in place being 15 October 2018.

Bar Staff – The rota has been finalised to make it more consistent and it is hoped that new part-time staff will be in place soon, with training commencing for new staff over the next few weeks.

Duty Management Role – Kieran Devlin informed the Committee, following the strategic review within in business areas, staff are currently working on a full training and operational document which help in the management of the facilities.

Reception – Following the strategic review within in business areas, staff within the membership team are now covering the evenings midweek at reception to help create a more consistent approach when dealing with members and users.

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 – Funding options will need to be considered if this is to be taken forward.

Issue 2 – Buzzer Access Control system – A discussion took place on this matter. Kieran Devlin informed the Committee that all software is compatible. However, chipped cards may need to be introduced for Social Club and Activ members. The introduction of access controls will be phased-in but members will be informed of the necessity that cards are used to gain access and obtain members' discount. The Chairman asked to be advised, before the issue of the new cards commences, of the information to be issued to all cardholders including how users operate the new system, the do's and don'ts and the Club's promotional material.

Action Point: Advise the Chairman of the information to be issued to all cardholders before the new system is introduced. (Kieran Devlin)

Issue 3 – Whistles Bar and Restaurant – It was noted that a number of the actions had been completed but the purchase of bench seating is still to be taken forward when funding is available.

7. Arrangements for Disciplinary Hearings:

The Committee agreed that the process should move forward to the next stage of arranging hearings. The hearing panel to receive the full incident reports.

The Chairman informed the Committee that he was currently reviewing the Disciplinary Rules and Procedures to help improve the process and that the amendments will be presented at the next meeting.

Action Point: The Chairman to present revised Disciplinary Rules and Procedures at the next Committee meeting. (David Reilly)

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:

New Access Arrangements – Nic Leitch advised that not everyone had received advance notification about the new access/egress arrangements regarding the main Pavilion entrance from the Upper Newtownards Road. Kieran Devlin apologised that the notification should have been emailed to members, however this was not done.

Christmas 2018 – Kieran Devlin informed the Committee that Christmas Menu, Party Night and New Year's Eve Night had been circulated and asked the Committee to encourage clubs to get involved.

Car Park Lights – It was brought to the attention of the Committee that the back car park lights are not fully operational at night.

**Action Point: Log call with Stormont Estate to check light timers.
(Kieran Devlin)**

Website Update – It was brought to the attention of the Committee that details of the Social Club Management Committee needed to be updated on the website.

**Action Point: Update website with current Committee details.
(Kieran Devlin)**

Making Tax Digital – The Chairman informed the Committee that HMRC are “Making Tax Digital” for businesses with effect from April 2019.

**Action Point: Check to ensure that the Club will be compliant by April
2019. (Kieran Devlin)**

Happy Hour – A brief discussion took place about offering a “Happy Hour” on a Saturday between 6 – 7pm, especially on dates when most fixtures are at home. It was agreed that this would be examined further by the Operations Team regarding the terms of the offering and what also could be done as part of the Happy Hour.

**Action Point: Provide an update at the next meeting on the “Happy Hour”
offering with associated costs and terms of the offering.
(Kieran Devlin)**

Gin Night – A discussion took place on offering a Gin Night to help increase interest.

Action Point: Examine options for organising a Gin Night. (Kieran Devlin)

What's on TV's – A brief discussion took place on informing members in advance of what channels and which sports are being shown on each of the TVs, as it will help to alleviate potential arguments on the day of what is to be shown on which TV. This is especially important during busy nights and when major fixtures or sports clash at the same time.

**Action Point: Introduce a schedule of what is being shown on each TV.
(Kieran Devlin)**

The meeting closed at 8:30 pm.

Date of Next Meeting: Wednesday 10 October 2018

Kieran Devlin (Acting Secretary / Operations and Facilities Director)
14 September 2018