

## **NICS Social Club Management Committee 2018/2019**

### **Minutes of the fifth meeting on Wednesday 10 October 2018 at 7:15pm in Finance Office.**

Present:

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

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

Apologies received from Philip Anderson.

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

Michael Stanfield – Kieran Devlin circulated the card received from Michael regarding his mother's funeral function.

BOC Gas – Kieran Devlin informed the Committee that a letter, received from BOC Gas, outlined a new ordering process.

Bank Of Ireland – Kieran Devlin informed the Committee that BOI issued a letter regarding the loan and overdraft facility. Kieran Devlin indicated that it would be discussed further under Agenda Item 5 - Finance.

#### **3. Minutes of the last meeting (Wednesday 12 September 2018):**

The Chairman asked the Committee to review the minutes of the last meeting on Wednesday 12 September 2018. The minutes were then unanimously agreed by Committee members.

#### **4. Matters arising from the minutes of Wednesday 12 September 2018 meeting:**

Item 4(1): Shadetree Sports – Kieran Devlin informed the Committee that since the last meeting the Club has received a further £1,000 payment and that communications with Shadetree Sports are continuing. Further payments have been promised by Shadetree Sports 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 9 (6): Happy Hour – Kieran informed the Committee that nothing had been progressed on this.

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

Item 9 (7): Gin Night – Kieran informed the Committee that nothing had been progressed on this.

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

Item 9 (8): TV Schedule– Kieran to speak to reception staff to ensure that this is being completed on a weekly basis.

**Action Point: Speak to reception staff to ensure TV Schedule being produced. (Kieran Devlin)**

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

Strategy – David Reilly reminded the Committee that the Strategic Plan 2019 – 2021 was emailed and asked for any feedback or comments to be sent to him so that a co-ordinated reply can be relayed back the Council before sign-off in December.

**Action Point: Members to provide the Chairman with feedback and comments on the Strategic Plan so that he can co-ordinate a reply to the Council. (ALL members and Chairman)**

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 30 September 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 taken place. However, it is expected that the financial targets set for the year will be achieved.

The Bol letter, referred to in Item 2 above, contained an offer for a temporary increase in the Club’s overdraft facility which needed to be signed by the Treasurer and Chairman.

Operations –

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

*Cleaning* – Albert Millen will be retiring at the end of October 2018 and Brian Mawhinney will be Albert’s replacement.

*Membership Staff* – Kieran Devlin informed the Committee that two staff in the Membership Team are leaving, namely, Rachel McAuley, who resigned with effect on 5 October 2018 and Maeve Kilpatrick who will be leaving at the end of October 2018.

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 2 – Buzzer Access Control system – Kieran Devlin informed the Committee that all software is compatible but that the software for the Firewall needs to be configured for the new system. Kieran Devlin confirmed that, before the issue of the new cards commences, information will 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:**            **Chairman to be advised of the information to be issued to all cardholders before the new system is introduced. (Kieran Devlin)**

**7. Disciplinary Hearings Update:**

The Chairman explained that currently two cases are being taken forward by the Disciplinary Sub-Committee:

Case 1: A Disciplinary Hearing was held on 19 September 2018 and the Disciplinary Sub-Committee decided that the person's membership should be suspended for a period of one year. However, the member exercised their right of appeal to the Arbitration Sub-Committee, which considered the appeal at its meeting on 10 October 2018. The Arbitration Sub-Committee concluded that the disciplinary breach was extremely serious and unanimously decided that the penalty should be increased and that the member should be expelled. The Arbitration Sub-Committee's decision is final.

Case 2: A Disciplinary Hearing was held on 5 October 2019. The Disciplinary Sub-Committee concluded that it could not come to a definitive decision on the matter under consideration as there were issues raised by the person involved in the incident. These issues need to be investigated before the Disciplinary Sub-Committee can come to a conclusion on the case. However, the precautionary suspension of the person involved in the incident will remain in place until matters are resolved.

## **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:**

Incident Record – All staff to be reminded of the importance of recording all minor incidents so that, if disciplinary action is considered necessary against a member in future, a more detailed record can be presented for consideration.

**Action Point: Staff to be reminded to record all incidents. (Kieran Devlin)**

Honorary Membership – David Reilly informed the Committee that Gerry Cosgrave, former Vice Chairman of the Association, would be receiving an honorary membership for his services to NICSSA and the NICS Social Club.

NICSSA Chairman – David Reilly also informed the Committee that David Ferguson would be standing down at the next AGM after 15 years as chair of NICSSA's Council.

NICSSA Council – David Reilly informed the Committee that, following the recent NICSSA Council meeting, the Social Club will be asked to provide an update at its quarterly meetings.

**Action Point: Speak to Gerry Kelly (CEO) regarding what should be included in the update report to Council. (David Reilly)**

Social Activities – A brief discussion took place on social activities. David Reilly asked the Committee to come up with possible ideas for social activities for the next meeting so that they can be discussed and taken forward by the Social Club.

**Action Point: Identify ideas for possible social activities to be taken forward by the Social Club. (ALL members and Chairman)**

Membership – A brief discussion took place about membership regarding the correct fees chargeable. A point was raised regarding a specific rate for unemployed persons. It was agreed to raise it with NICSSA

**Action Point: Provide an update on employed rate. (Kieran Devlin)**

The meeting closed at 8:40 pm.

**Date of Next Meeting: Wednesday 14 November 2018**

**Kieran Devlin** (Acting Secretary / Operations and Facilities Director)  
12 October 2018