



Minutes of RMGC Board of Management Meeting held on Tuesday 20th October 2020 at 10am

Board Members Present

| | |
|-------------------------|-----------------|
| Paul Stoner (PS) | Chairman |
| Victor Satariano (VS) | Vice Chairman |
| Beverley Hall (BH) | Member |
| Vincent Portelli (VP) | Treasurer |
| Richard Waterhouse (RW) | Club Captain |
| Phil Luxon (PL) | General Manager |
| Chris Stahl (CS) | Secretary |

Apologies

| | |
|--------------------|--------|
| Victor Denaro (VD) | Member |
|--------------------|--------|

Item 1 – Approve Previous Minutes

Minutes of Board Meeting held on 15th September 2020 had been circulated in advance. Being no changes, they were signed by the Chairman and will be placed on the Club noticeboard and uploaded on the RMGC website in the secure management folder for Members' information and future reference.

Item 2 – Actions Arising from Previous Minutes – not covered by Agenda

- BOM has received Management Accounts and Forecast for 2020
- BOM has received proposed Budget for 2021 and new sustainable Business Plan
- Ladies' Section Accounts now provided for publication with Minutes
- Competition Rules & Procedures updated on website
- AGM/EGM cancelled on 2/11/20
- No social events being planned whilst Coronavirus restrictions in force.
- Representative of Malta Tourism & Consumer Protection visited Golf Course on 15/9/20 and proposed 3 stage Tree Planting Project. Being progressed with good communication.

Item 3 – Status of Coronavirus Restrictions

- Evidence suggests that hot spots are now in Sports Clubs with younger members. Concern that Government may be forced to close all sports clubs.
- Consider keeping Terrace bar, restaurant & kitchen open in the Winter in order to provide outdoor catering whilst coronavirus restrictions remain in place. Will need additional, portable windbreaks.
- Add blank tee times to BRS booking system to provide greater flexibility on intervals between flights.

Item 4 – Reports from BOM

- a. **Chairman** - No comments in addition to those under Item 8 below.
- b. **Captain**
 - General support from Members for closure of Course for maintenance on Mondays
 - Requested that greens be cut on Sundays in the growing season as required
- c. **Board Members** - No further comments

Item 5 – Auditor's Report & Accounts for 2019

- Office needs to obtain Related Parties Declarations in line with Policy #5.
- 2019 Accounts must be approved by Board Members for Commissioner for Voluntary Organisations (CVO) prior to formal approval at next AGM. They will be published for Members' information.
- Auditor can be reappointed in 2021 at next AGM.

Item 6 – Draft Minutes of AGM 2019

These had been placed on the website and were approved by BOM subject to a minor amendment concerning MFA contract. Can now be forwarded to CVO as required with formal Members' approval at AGM.

Item 7 – AGM Reports. These and supporting presentations to be published by end October.

Item 8 – Financial Issues

- a. Finances to Date (September) – Year-to-end September statistics compared with 2019 circulated showing: Green Fees at 33%, Rentals at 61% and Rounds Booked at 56%.
- b. Forecast 2020. Malta Enterprise has agreed to continue contributing to salaries until March 2021. Expecting to break even, cash wise, at year end having closed CCS and contributed to ERF.
- c. Membership Numbers, Recruitment & Retention – Statistics to 19 October circulated showing Full Paying Membership of 521 compared with 486 in 2019. But forecasting significant number of resignations when Members invoiced for 2021.
- d. EGM Report & Presentation – to be published by PS in mid-November so that Office can raise invoices for 2021 on time.
- e. Treasurer’s Report from Finance Committee – to be published in support of EGM Report and Accounts in mid-November

Item 9 – Report from General Manager.

a. General Status of Golf Course`

- PL & his team congratulated on status of greens and their work on the Course in these difficult times with limited resources.
- Upgrade of irrigation system continues. 65% of fairway irrigation heads upgraded – planning to complete by March 2021.
- New software to be installed shortly for new controller.
- Some progress killing chafer bugs (no chemicals permitted); successful treatment against mole crickets on fairways.
- Putting green by front door now removed. Planning to establish outdoor seating area.
- Need fine grain sand as existing sand is of good quality for fairway bunkers but too coarse for greenside bunkers.
- Fencing is currently being installed for the Driving Range. Slow progress with SportMalta contractors. May not complete until December.

b. Greenkeeping Staff

Present staffing levels are minimal (6 staff instead of complement of 10) with limited attrition for illness or leave taking. Paul Gray working part time on Irrigation System.

c. Office & Clubhouse

- Reception being manned by MaryAnn, Kirsten and Gabrielle. Very thorough and time-consuming cleaning of buggies and trollies continues to protect against coronavirus virus. Winter hours planned 7am to 5pm.
- Need to address loss of pressure and variable water temperature in Men’s showers.
- New large water drinking machine to be installed shortly in downstairs Locker Room.

d. Contractors

Henning to be asked to review Pro Shop opening hours. Suggesting that Pro Shop stock be promoted on RMGC website.

Item 10 – Policies #8 and #11. Updated to reflect responsibility for Junior Academy moving from RMGC to MGA.

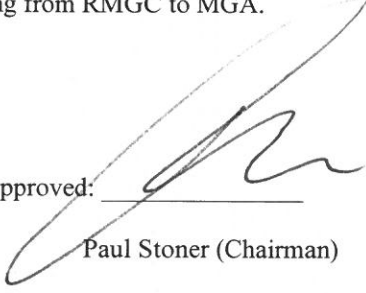
Item 11 - Any Other Business. Nothing raised

Item 12 – Date of Next Meeting - 17th November 2020 (to be confirmed).

Meeting closed at 1240.

Chris Stahl (Secretary)

Approved: _____


Paul Stoner (Chairman)

Action Points for GM

| <u>Action No</u> | <u>Actions Outstanding</u> | <u>Input/Support</u> |
|------------------|---|----------------------|
| 1. | Obtain Related Parties Declarations for 2019 Audit | PS |
| 2. | Sign off Draft 2019 Accounts for CVO | PS/VS |
| 3. | Update and sign off Draft 2019 AGM Minutes for CVO | All |
| 4. | Publish AGM Reports for 2020 from Chairman, Captains, Auditor in October | PS |
| 5. | Publish EGM Reports for 2020 with supporting presentation in November | PS |
| 6. | Publish Draft Audited 2019 Accounts with supporting Report from Finance Committee in November | PS/VP |
| 7. | Move Management Accounting from Camilleri Spiteri to Accounts Clerk | |
| 8. | Consider Marketing Plan for recruitment new Members, retention of existing Members, more Green Fees | All |
| 9. | Produce plan to provide 3 tees per hole and obtain new Course & Slope Ratings | |
| 10. | Plan to cut greens on Sundays in growing season | |
| 11. | Purchase fine grain sand for greenside bunkers when funds available | |
| 12. | Correct water pressure and temperature control in Men's showers | |
| 13. | Introduce blank tee times in BRS to improve flexibility | |
| 14. | Review block booking of tee times for Societies and Groups | |
| 15. | Establish Performance Measures for Office and Contractors | VD |
| 16. | Consider installing portable windbreaks on Terrace | PS |
| 17. | Consider retaining use of Terrace for outdoor catering in Winter months during coronavirus restrictions | |
| 18. | Review Pro Shop opening hours with Henning and offer to promote Pro Shop stock on RMGC website | |
| 19. | Sponsorship Policy #13 to be updated | |
| 20. | Organise on-going briefing sessions for members on new WHS | BH |
| 21. | Update Draft Health & Safety Policy#23, get BOM approval and publish as priority | RW |
| 22. | Update Draft Data Protection & CCTV Policy#24 prior to BOM approval | CS |
| 23. | Advise Members that Policy #10 (Guest Vouchers) will be withdrawn at end 2020 | CS |
| 24. | Review and update Disciplinary Procedures Policy #15 in light of Bye-Law #6 | PS/CS |