



## Minutes of Board of Management Meeting held on Wednesday 29<sup>th</sup> September 2021 at 10am

### Board Members Present

Paul Stoner (PS)	Chairman
Victor Satariano (VS)	Vice Chairman
Eugene Cranley (EC)	Treasurer
Vincent Portelli (VP)	Member
Victor Denaro (VD)	Club Captain
Beverley Hall (BH)	Lady Captain
Chris Stahl (CS)	Secretary

### In Attendance

Phil Luxon (GM)	General Manager
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### Items 1/2 – Approve Previous Minutes

Minutes of Monthly Board Meeting held on 13<sup>th</sup> July and Special Board Meeting held on 23<sup>rd</sup> August 2021 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 3 – Actions Arising from Previous Minutes (not covered by Agenda)

- Notice of Casual Vacancy published and election to BOM held in w/c 9<sup>th</sup> August.
- Board Chairman, Vice-Chairman, Treasurer appointed for 12 months and announced as PS, VS, EC
- All old tees levelled for start of season
- New Course/Slope Ratings and Handicaps announced effective from start of season.
- New temporary Scorecards produced
- Rest Area furnished with benches outside main entrance
- SportMalta advised of rust on new Driving Range fence – contractor to correct.
- New Receptionists trained

### Item 4 – Covid-19 Restrictions

With easing of social distancing rules, players will no longer be able to reserve empty slots in their flights except in competitions. Office will advise members that with immediate effect bookings may be consolidated to improve Course utilisation.

### Item 5 – Reports from BOM

#### a. Chairman.

There was a lengthy confidential discussion about a serious disciplinary situation. Individuals concerned to be advised privately of proposed sanctions, suspensions and probation with decisions recorded on their personal files.

#### b. Club Captain

Members advised that Tim Cleasby had resigned as Competition Secretary through pressure of work, now replaced by Phil Luxon. Changes to rules of competitions published and implemented. Social Drinks Evening organised successfully on 25<sup>th</sup> September with some 70 members in attendance.

#### c. Lady Captain - No additional comments.

#### d. Treasurer – No additional comments

#### e. Other Board Members. GM had highlighted fact that some €4k remained unclaimed after 12 months on bar cards/wallets that had belonged to members who had resigned or were deceased. Policy to be drafted on emptying lockers, recovering keys and refunding or allocating moneys still held on RMGC accounts.

**Item 6 – New Committees.**

- VP presented a verbal report on his new Commercial Committee. Membership has been confirmed and number of new initiatives being considered. These will be documented and presented for approval at a future Board Meeting. Particularly concerned about ‘no shows’ – recommends that Visitors make prepayments to secure bookings; and that Members use swipe cards to confirm attendance.
- EC reviewing the role of the Finance Committee and submission of Captains’ Committees Accounts as required in Policy #11. He will update the old Finance Manual that was produced by Doug Nelson when he was Treasurer.
- BH and PS are in the process of setting up their Membership and Greens Committees.

**Item 7 - Financial Report (August)**

- a. **Key numbers, Membership.** Statistics distributed before the Meeting. Membership is very healthy and revenue now improving with better weather, less Covid-19 restrictions and an increase in visitor numbers.
- b. **Outgoing Club Captain’s Year-End Project** – announced as new Course Furniture following rejection of ‘reservoir tee’ on 15<sup>th</sup> as impractical.

**Item 8 - Report from General Manager**

- a. **General Status of Golf Course.** Course looks in great condition following seasonal rain. Rough is likely to become less punishing as grass dies back in the Autumn. Challenge is how to maintain this standard throughout the year.
- b. **Sand imported from Italy.** If sand found not to meet USGA standard, will consider buying similar quality sand in small batches locally to save on shrinkage during transportation and storage.
- c. **16<sup>th</sup> Green.** Now extended and turfed. Temporary Green likely to remain in use until end October.
- d. **Training & Development of Staff** – on-going in Office and with greenkeepers. Would like to recruit young apprentice golf professional from EU on short term basis as Assistant Director of Golf who could support him in the Office and a Competition Secretary.
- e. **Contractors.**  
**Saffron** contract must be tightened on renewal to ensure that price increases are approved by BOM.  
**Pro Shop** reducing stock and members’ balances as prize moneys paid into individuals’ wallets.

**Item 9 - Policy #11.** Approval of new Policy combining Management of Captain’s & Ladies’ Committee Funds postponed pending a further detailed review by EC.

**Item 10 – Membership Communication Platform(s).**

- GM has hired Cristina Gomez part time to manage Club’s social media platforms, e-newsletters, PR and associated content creation.
- 4 separate Facebook accounts need to be consolidated and current social media platforms to be updated in parallel.
- Considering moving from BRS to Club Systems to remove duplicate workload in the Office.
- Distance Measuring devices (e.g. Garmin) need to be are updated to cover 4 tees and new Course layout and distances.
- Must ensure that RMGC always has visibility and article in Marsa Sports Club Magazine.
- New Website nearing completion – will be presented at next meeting.

**Item 11 – Any Other Business.** None

**Item 12 - Date of Next Meeting – Tuesday 19<sup>th</sup> October 2021** (to be confirmed).

Meeting closed at 1300.

Chris Stahl (Secretary)

Approved: \_\_\_\_\_

Paul Stoner (Chairman)

## Action Points for GM

<u>Action No</u>	<u>Actions Outstanding</u>	<u>Input/Support</u>
1.	Review, modernise and update Finance Manual	EC
2.	Update Policy #11 to include Management of Ladies Committee Funds	EC/BH/VD
3.	Produce Policy to recover lockers and clear dormant accounts when Members resign or are deceased.	CS
4.	Document embellishment plans for Course for inclusion in CDP & Environment Policy #19	BH
5.	Review Laferla Insurance cover	EC
6.	Reduce 'No Shows': consider use of Swipe Cards by Members; Visitors prepaying to secure bookings	VP
7.	Advise Members that they can no longer reserve empty slots in their bookings as a Covid facility	
8.	Advise Members that Office may consolidate Members' & Visitors' bookings to improve Course utilisation	
9.	Consider recruitment of young apprentice Golf Pro as assistant in the Office	
10.	Test quality of imported sand and replace locally if cheaper	
11.	Develop marketing resource	
12.	Consolidate Facebook pages and ensure that our social media platforms are updated in parallel	
13.	Consider replacing BRS with Club Systems	
14.	Ensure that distance measuring devices (e.g. Garmin) are updated for new tees and distances on the Course	
15.	Consult Saffron on Menu, Pricing and Discounts	VS