



Minutes of Board of Management Meeting held on Tuesday 19th October 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
-----------------	-----------------

Items 1 – Approve Previous Minutes

Minutes of Monthly Board Meeting held on 29th September 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)

- Finance Manual reviewed by EC. Happy with Procurement, Invoicing processes. May need to increase some limits such as Depreciation when Manual updated.
- Laferla Insurance Policy reviewed by EC – see Item 10 (below)
- Visitors now required to pay in advance to secure bookings
- New marketing resource (C Gomez) recruited part-time to handle all RMGC social media and uniform branding.

Item 3 – Covid-19 Restrictions

All Covid restrictions now lifted on the Course as recommended by Government. Some restrictions remain in force in the clubhouse. Players to be advised that they will no longer be able to reserve empty slots when booking flights except in competitions; and that the Office reserves the right to consolidate bookings of 1 or 2 player flights. This should improve Course utilisation when flights become more limited after clocks go back in the Winter. Members and visitors will need to be made aware that they could be required to play alongside other players in the same flight.

Item 4 – Reports from BOM

- a. Chairman
- b. Club Captain
- c. Lady Captain
- d. Treasurer

Items a, b, c, d deferred until next monthly meeting

e. Other Board Members.

VS proposed stopping use of Membership Cards for catering discounts. Saffron to be instructed that 15% discount should apply to all food. Proposed setting up small working party to consider changes to current and future Saffron contract. Also advised that RMGC needs to implement its plan on the storage of fuel.

Item 5 – New Committees.

BH advised establishment of new Membership Committee. Plans to host new members' evenings and to meet all new members individually. Wants Driving Range upgraded as this is first facility used by new members.

Item 6 - Financial Report (September)

- a. **Key numbers** Statistics distributed before the Meeting. Revenue improving with better weather, less Covid-19 restrictions and an increase in visitor numbers.
- b. **Membership** is very healthy.

Item 7 - Report from General Manager

- a. General Status of Golf Course.
- b. 16th Green.
- c. General Status of Office & Clubhouse.
- d. Training & Development of Office Staff & Greenkeepers.
- e. Contractors - Saffron & Pro Shop.

Deferred until next monthly meeting.

Item 8 – Approval of updated Policy #11. Deferred pending detailed review by EC.

Item 9 – New Website & Management of Social Media

New Website nearing completion – will include all material in current website. Should be launched before end of year with lots of new facilities and improved ease of use. The possibility of establishing a members’ forum was discussed. It was placed on a ‘to do’ list but is not felt to be a priority given the work scheduled in the short and medium term.

Item 10 – Insurance of Golf Clubs. Propose extending current Laferla Insurance policy to cover members’ Golfing Equipment and clothing in the clubhouse as a standard benefit. Need to consider duty of care for Saffron staff in the kitchens and Pro Shop staff on site.

Item 11 - Any Other Business. It was agreed that all unused credits dated from 2019 and earlier held on RMGC books should be refunded to members as discounts against their 2022 subscriptions.

Item 12 - Date of Next Meeting. Special meetings called on Tuesday 26th October & 2nd November to help finalise Budget for EGM in November. Next regular monthly meeting scheduled for **Tuesday 16th November 2021** (to be confirmed).

Meeting closed at 1345.

Chris Stahl (Secretary)

Approved: _____
Paul Stoner (Chairman)

Action Points for GM

<u>Action No</u>	<u>Actions Outstanding</u>	<u>Input/Support</u>
1.	Modernise and update Finance Manual. Consider increasing some limits such as Depreciation	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.	Extend current Laferla Insurance Policy cover to members equipment and clothing on site.	
6.	Review Booking Procedure and Reduce 'No Shows'. Consider use of Swipe Cards by Members	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.	Refund pre-2020 credits on RMGC books with 2022 subscriptions.	
10.	Instruct Saffron that they must give 15% discount on all food bought by Members	PS
11.	Consider recruitment of young apprentice Golf Pro or interneees to assistant in the Office	
12.	Test quality of imported sand and replace locally if cheaper	
13.	Improve storage of fuel	
14.	Consolidate Facebook pages and ensure that our social media platforms are updated in parallel	
15.	Consider establishing Forum for exchange of Members' comments	
16.	Consider replacing BRS with Club Systems	
17.	Ensure that distance measuring devices (e.g. Garmin) are updated for new tees and distances on the Course	