

**MINUTES OF EXECUTIVE MEETING  
OF THE MANGAWHAI CLUB INC**

**Held on Tuesday 28<sup>th</sup> April 2020 AT 3 PM**

		Present	Apologies	Absent
John Merrick President	JM	Y		
Leigh Hunt Vice President	LH	Y		
Alan McIntyre	AM	Y		
John Phillis	JP	Y		
Dave Henderson	DH	Y		
Gordon Finlayson	GF	Y		
Kris Wintle	KW	Y		
Geoff Black	GB		Y	
Tina Price Secretary Manager	TP	Y		
Michelle Drummond		Y		
Mona Guttenbeil - Representative Bowls	MG		Y	

JM welcomed all to the meeting and thanked everyone for attending.

Minutes of previous meeting 23<sup>rd</sup> March 2020 as circulated were taken as read & confirmed:

Proposed: KW

Seconded: GF

Passed: Yes

**Matters Arising:**

1. **Catering – ACTION – TP & MD**

JM and TP met with the Caterer and discussed how they are going to operate the Takeaway Menu under Level 3 – They are taking Level 3 Restrictions seriously and doing everything we can to maintain exceptional and extensive hygiene standards to protect both Customers & Staff

They are commencing the Takeaway Menu from today (Tuesday 28<sup>th</sup> April).

MD will email Menu's to members; TP will post Menu's on Facebook and the Caterer will paint the Blackboard and put on the roadside.

The Committee said we would support them as much as possible.

2. **Painting**

TP has spoken with D Just the painter and arranged for him to finish the painting in the Lounge area starting Wednesday and Thursday this week. D Just has offered to do these 2 extra days inclusive of what we have already paid him so there is no extra cost to the Club.

**Correspondence**

***Correspondence: In***

**Email from Ken McLeod – ACTION TP**

Ken sent an email requesting that members be able to come and have a roll up during Level 3 – ensuring that they practice safe distancing and have allocated time slots.

JM tabled a letter from Bowls NZ which recommended that “bubbles must stay within their immediate household etc” see attached.

KW read an email which was sent out by The Mangawhai Bowling Club stating that there would be NO bowling during Level 3.

The committee agreed to follow The Mangawhai Bowling Club decision along with advice from Clubs NZ and Ministry of Health and not allow bowling during Level 3.

Once the Government move to Level 2 then we will allow bowling adhering to the strict distancing rules.

Carried.

TP to find out from W Neal when he is going to do "Greens Maintenance".

***Correspondence: Out***

Letter to Shay – re Ian McInnes Memorial Pool Competition – advising due to Covid-19 the Club is unable to offer financial assistance for the tournament.

Letter to Mangawhai Bowls – Acknowledging the thanks for the presentation from A McIntyre & K Wintle

Letter Wayne Neal – from NZ Bowls re maintenance and care of turf and nursesey plant.

**Financial:**

**Government Wage Subsidy**

JM advised the Committee that we received the Government Subsidy within 2 days of applying.

This is an up-front payment towards the 80% wages for 12 weeks.

**Deed of Reduction Debt - ACTION JM & TP**

LH brought up the Deed of Agreement about the Bowling Club Gifting of the of the remainder of debt.

JM to write to Bowling Committee to discuss removing the remainder of liability for the continuation of the Club.

**P&L Accounts:**

**Approved: JP**

**Seconded: DH**

**Passed: Carried**

**Payables:**

**Approved: JM**

**Seconded: LH**

**Passed: Carried**

**Areas of Responsibility Reports:**

**Financial & Signatories – AM & GB**

AM discussed the budget for the upcoming months.

How the club is going to pay the fixed costs during the lockdown which the Club has to pay regardless whether it is, open or not.

JM spoke to the Committee about acquiring a bank loan to help us through this period.

**Motion** – Apply to the ASB for a Bank Loan for the continued survival of the Club.

Proposed: JM

Seconded: JP

Carried.

JP presented some suggestions on the financial recovery of the Club from Covid 19

After much discussion the Committee decided at this time not put any financial pressure on our membership. Proposal Two is an option that the Committee may revisit in the future.

### Guarantor of Courtesy Van

JM signed as “personal guarantor” on the finance for the purchase of the van and has asked that as soon as possible the Van be paid in full so as to release him a guarantor, so he doesn’t have the liability.

### **Gaming Income Distribution**

N/A

### **Members Disputes – JM**

N/A

### **Staff – JM, TP – ACTION TP, LH & KW**

As sub-committee consisting of TP, LH & KW to discuss the staffing over this period.

TP to meet with all staff to talk to them about the return to work and what it’s going look like.

Opening hours may vary during this trying time, how many days and hours we will be open e.g. possibly only open 5 days out of 7. This will depend of course on the patronage of the Club

### **Marketing, Events & Promotions – JP & TP**

N/A

### **Repairs & Maintenance Buildings & Grounds – DH, JM**

N/A

### **Compliance, Gaming & Liquor – LH, TP**

N/A

### **Club Sections – LH**

Everything has been cancelled!

### **Grant Applications – LH & JP – ACTION JP & MD**

JP to draft a letter to go to the applicants to advise them that due to the current situation no funding is available.

### **Futures Committee – AM & KW**

N/A

### **Health and Safety – GF –**

### **Managers’ Report –April 2020**

Well what a month, living in isolation has not been much fun but keeping to our bubbles & following the governments recommendations has at least helped NZ keep this virus at bay as much as possible.

We thankfully received the governments subsidy for wages, so we have been able to pay our staff at 80% to keep them all going during these unusual times.

Michelle & I have been working from home on the Accounts for end of year which Michelle is now liaising with our Accountants to finalise last year’s accounts hopefully in time for our AGM in July.

We are currently looking into the procedures we all need to put into place for our return to work & for the re-opening of the Club.

Talei our caterer is working on opening the Club kitchen for delivery meals next Tuesday 28<sup>th</sup> April & has produced a fantastic menu to re-introduce her food to our Members & the local Mangawhai public.

We are all looking forward to being up and running again ASAP.

Tina Price  
Club Manager

**NEW MEMBERS NEW MEMBERS April 2020:**

N/A

**Approved:**

**Seconded:**

**Carried:**

**General Business**

Re-opening

The Club will have been sanitised for re-opening at Level 2

This will include the cleaning of windows, curtains, chair covers, Pokies Room including all machines, chiller, bar, back storage area, ensure the beer lines are ready to go etc.

Put in place a "Contact Register" for signing in and out with names and phone numbers for anyone entering and exiting the Club.

Sanitisers put in prominent areas of the Club for Staff and Members.

Tables and Chairs to be arranged for safe social distancing.

Investigate if we are required to have dividers between Pokies machines.

Promotions

Introduce a Happy hour everyday we are open from 4 to 6pm.

Food and Alcohol promo.

We will look at some form of entertainment as soon as viable.

**Any Other Business**

AGM Date

The AGM date will be 25<sup>th</sup> July 2020.

JM asked all members of the Committee to let him or LH know if they are standing again.

Funding

GF suggested that the Club not give any funding to the community in the foreseeable future. That the Club utilises the funding to create a safety net in case this sort of thing happens again.

Members Comments

TP advised that we have received a lot of emails from Members with positive comments about returning to the club as soon as possible.

JM thanked everyone for their attendance.

Meeting Closed 5.05pm

**NEXT Meeting Monday the 18<sup>th</sup> May AT 4.30PM**