

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

**Held on Monday 17<sup>th</sup> February 2020 AT 4.35 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		
Tina Price Secretary Manager	TP	Y		
Michelle Drummond		Y		
Mona Guttenbeil - Representative Bowls	MG		Y	
Carol Stebben – Representative Bowls	CS	Y		

JM welcomed all to the meeting.

Minutes of previous meeting 20<sup>th</sup> January 2020 as circulated were taken as read & confirmed:

Proposed: JP

Seconded: KW

Passed: Yes

**Matters Arising:**

1. Sound System – ACTION - AM

AM met with Terry Mathews and he quoted between 4½ to 5K to upgrade the Mixer, Power Amplifier & 100 Vault Amplifier.

The cost of the speakers is additional and would cost around \$1200 for the pair.

The Committee to up-date the system up to the value of \$5k (this does not include the speakers).

Proposed: KW

Seconded: LH

Carried

AM to arrange with Terry Mathews to install the new system asap.

At this stage we will not be updated the speakers.

2. Caterers

The current Caterers (T&A Catering) last day will be 28<sup>th</sup> February 2020.

Our new Caterer Talei Gumtree will start on 29<sup>th</sup> February 2020.

T&A Catering will come in on the 29<sup>th</sup> February to clean the kitchen.

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## **Correspondence**

### ***Correspondence: In***

#### **Letter from Bowls - ACTION JM**

The Committee have received a letter from the Mangawhai Bowling Club advising that any dealings with the KDC need to go through the Bowling Club as they are the lease holder.

JM to reply to the Mangawhai Bowling Club.

#### **Letter from Neville Franks**

The Committee have received a letter of thanks from Neville Franks on behalf of his team thanking them for the contribution towards the Charter Club Tournament held in Petone.

The team played well and qualified through to the section play but were beaten in the post section play.

#### **Budgets -Petanque & Darts -ACTION LH**

LH to come back to Committee with recommendations.

### ***Correspondence: Out***

#### **Mike Lightfoot – ACTIONED TP**

TP responded to the second email received from Mike Lightfoot.

#### **Geoff Black's Resignation – ACTIONED TP**

TP sent Geoff Black a letter thanking him for his time and efforts on the Committee and accepting his offer of help with the accounts at Financial Year End.

### **Financial:**

#### **P&L Accounts:**

**Approved: DH**

**Seconded: JP**

**Passed: Carried**

#### **Payables:**

**Approved: LH**

**Seconded: GF**

**Passed: Carried**

### **Areas of Responsibility Reports:**

#### **Financial & Signatories – AM, GB**

#### **Gaming Income Distribution**

AM advised that he, LH and TP will be meeting with the accountants to discuss the distribution of the gaming funds on Friday 21.02.2020.

This is to ensure that we are allocating the funds correctly.

#### **Members Disputes – JM**

JM Dealing with it.

#### **Staff – JM, TP**

TP advised that Robbie has now taken over the Bar Manager's Role and he has taken the new role very seriously and doing a fantastic job. He has the full support of all Staff.

Zac's role has now changed to that of Duty Manager.

DH wanted to commend all the staff for their excellent work over the last couple of months.

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

TP suggested changing the membership draw to start at \$500.00, it will jackpot as normal until it reaches the new total of \$1600.00 if not won beforehand.

**Proposed: LH**

**Seconded: AM**

**Passed: Carried**

The new membership draw will commence on Tuesday 18 February 2020.

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

#### Roof

The roof has been repaired and is nearly completed.

#### Painting – DH & JM -

The painting has commenced and areas that have been done are already making the club rooms look a lot brighter.

DH to check to see if the Kitchen area was included the quote.

#### Veranda - ACTION DH

DH has received two quotes for outside covered in roof Areas one from Archgola and the other from The Flat Roof Company

The areas that have been quoted for are the front outside seating area and the front entrance and the BBQ area off the Pool room.

It was noted that the BBQ area off the pool room would be difficult due to the different angles of the surrounding structures. And would not be aesthetically pleasing.

One quote was significantly higher than the other.

DH to contact Archgola to ask them to do a sketch of what the area will look like.

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

N/A

### **Club Sections – LH**

Adjunct Budgets discussed earlier.

Golf next trip Sunday 29<sup>th</sup> March – Waitira Golf Club

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

The Mangawhai Club Applications for Funding close Friday 21<sup>st</sup> February 2020. JP advised that he had received 6 applications to date.

Once all applications have been received JP and LH will go through them and come back to the Committee with their recommendations.

### **Futures Committee – AM & KW**

(Futures Committee comprises of AM, KW, Neville Franks, Ken McLeod and Fraser Smith)

AM gave a presentation to the Committee of the four area's for improvement.

AM & KW will also do a presentation to the Bowling Committee.

If Bowls agree to the 15 year plan the Club will look at getting a Sports Architect to draw up plans to be presented to the Club members.

**Proposed: LH**

**Seconded: GF**

**Carried - Yes**

**Health and Safety – GF – ACTION GF & MD**

GF has been working on the Health and Safety policy and is waiting on MD to type up the induction paperwork which will be presented at the next Committee meeting.

First Aid Training **ACTION TP & CS**

TP to find out when the staff can attend the full first aid training course which will be done at the next staff meeting.

TP invited CS to ask if the Bowling Club would like anyone on the course.

CS advised that she felt the Bowling Club would on require a refresher course.

TP to find out when Jess would be available and how much to do a refresher course.

**NEW MEMBERS NEW MEMBERS January 2020:**

Brenn Gilray, Scott Klauer, William Stewart, Christine Stewart, Paul Piper, Martin Arrowsmith, Colin Strachan, Jennifer Strachan, Larry Renner, Jason Tupuhi, Eric Backhouse, Yvonne Backhouse, Elizabeth McMillan, Craig McMillan, Karen Gregory, Stephen Bowles, Lee Bowles, Robyn Parker, John Parker, Vicky Curtin, Kyle Curtin, Nicki Maud, Michael Watson, Cathrine Wilson & John Grace.

**Approved: DH**

**Seconded: KW**

**Carried: Yes**

**General Business**

Replacement Committee Member

The Committee agreed not to appoint another committee member.

**Any Other Business**

Club's NZ Conference

TP & LH will be attending the annual Club's NZ conference on 19<sup>th</sup> to 21<sup>st</sup> March in Napier.

Pool Room **ACTION TP & DH**

GF has been asked by the Pool Club to request that the windows in the pool room be tinted. They also requested the club to look at getting an air-conditioning unit installed in that area.

TP will investigate the cost to get the windows tinted. TP also advised that putting in an air-conditioning unit in that area has already been investigated and was not feasible. Extra freestanding fans have been purchased for that area.

**Managers' Report – February 2020**

I am happy to see that we have had a very successful start to the new year, the Membership Draw has been a great draw card & Friday night was very exciting with the \$1500 draw that had to be won.

I am very pleased to see that Robbie has taken charge of his new role as Bar Manager & is doing a fantastic job, it is nice to see the support he is getting from all his team.

We are having a lot more events at the Club lately including live music, pool competitions & private hires for the Placemakers Room with Birthday Parties & Community Meetings, it is great to see the Club being used a lot more as a venue hire.

I am thrilled to say we have new caterers starting on 1<sup>st</sup> March, Talei is very excited to be joining us at The Club & from the sample menu's she has sent me I know everyone will be happy with the new choices from the staples of Fish & Chips, Steak, Burgers etc to the sharing platters & salads that I know the ladies have been requesting.

The roof is currently being repaired & should be finished this week; they found the problem & we are hoping that once we do finally get some rain we will no longer have any problems with leaks.

The painting of the interior has also been started this week, so we are all looking forward to the fresh new look happening within the Club.

Tina Price  
Secretary/Club Manager

Meeting Closed 6.17pm

**NEXT MEETING:**  
**Monday the 23<sup>rd</sup> March AT 4.30PM**