

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

Held on Monday 20th January 2020 AT 4.30 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		

JM welcomed all to the first meeting of 2020.

Minutes of previous meeting 16th December 2019 as circulated were taken as read & confirmed:

Proposed: DH

Seconded: JP

Passed: Yes

Matters Arising:

1. Door Closer on Men's Toilet

This has now been installed and working.

2. Sound System – **ACTION - AM**

AM to speak to the member who knows about sound systems regarding our requirements. He will advise if the current system can be updated or if we need a new one.

The quote that was received for the sound system a couple of years ago can not be located.

Minutes of special committee meeting 9 January 2020 as circulated were taken as read & confirmed:

Minutes of Special Executive Meeting held

JM, GF, KW, LH, JP and DH were present – they moved into Committee

JM had two meetings with Staff re incident 29th December 2019.

Proposed: KW

Seconded: GF

Passed: Yes

Correspondence

Correspondence: In

Caterers Resignation

To be discussed later in the meeting.

Geoff Black's Resignation – **ACTION JM & TP**

JM & TP to send a letter excepting his resignation letter with regret and thank him for all his efforts on the Committee and helping out with the Accounts.

In the Constitution the Committee can appoint another member. **ACTION -The Committee**

JM asked the Committee if they knew anyone, they think may be prepared to join the committee to come back to him with their suggestions by Friday 24th January 2020.

Mike Lightfoot letter of complaint – ACTION JM

A letter of complaint was received expressing his displeasure at one of our staff members unwelcoming manner.

JM to send a letter to Mike Lightfoot from the Committee.

ACTION - TP

TP advised that she had just received another letter of complaint about the same staff member on the same issue.

TP as the Club Manager to deal with this.

Letter of thanks from Mangawhai Historic Village

The Mangawhai Historic Village sent a letter of thankyou for the contribution towards the replacement of ice creams at the picture theatre.

Correspondence: Out

Letter to T Darwent

A disciplinary letter has been sent to T Darwent re the incident on the 29th December 2019.

Mike Lightfoot – ACTIONED TP

TP responded to the email received from Mike Lightfoot.

Sub Committee – Budget Letter – ACTIONED LH & TP

An email has been sent to all sub-sections requesting the budget requirements for the upcoming year (2020/2021).

Financial:

P&L Accounts:

Approved: JP

Seconded: GF

Passed: Yes

It is pleasing to see the Bar Turnover and that the Gaming Income is back to normal.

KW asked about the higher than normal cost in Entertainment.

TP advised that this was due to New Year's Eve – Neil Diamond Tribute show.

LH mentioned that bar wages were high. AM explained that one person is paid by gaming (authorised purposes) and JM advised that the Van driver is also comes under the Bar.

Payables:

Approved: LH

Seconded: AM

Passed: Yes

Areas of Responsibility Reports:

Financial & Signatories – AM, GB

Balance Sheet

AM spoke to the Balance Sheet.

Gaming tracking well on 31 March 2019 Year end accounts.

AM presented the Committee with a draft Gaming income, expenditure and grant spreadsheet. This to be confirmed by the accountant and once finalised it will be tabled at the next meeting.

Members Disputes – JM

Incident 29th December – discussed earlier.

Staff – JM, TP – ACTION TP

Moved into Committee

Moved: KW

Seconded: JP

Staffing issues discussed and TP to resolve issues.

Moved out of Committee

Moved: LH

Seconded: GF

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

TP working on events for this year.

Ian Walker has tendered his resignation from organising the Rugby Pics this year.

TP will endeavour to find someone else to run the Rugby Pics and send Ian Walker a letter of thanks for running this over the past years.

Repairs & Maintenance Buildings & Grounds – DH, JM

Flag Pole – ACTION JP

JP to fix rope on flag pole following the meeting.

Quotes for Painting – DH & JM - ACTION DH, JM & TP

TP presented two additional quotes for the painting – one quote similar to the first quote and the other much higher.

JM to meet with Shayne Stuart regarding the first quote to see if it still stands.

JM, DH & TP to meet with potential painters.

Roof – ACTION JM

KW asked how we are progressing with the roof repair.

JM will meet with Shayne Stuart and the Roofer and find out how soon it can be done.

Compliance, Gaming & Liquor – LH, TP

N/A

Club Sections – LH

LH advised that all sections are pretty quite at the moment.

Pool Club

The Pool Club have asked for some new cues to be purchased and to have a lock put on their cupboard. Shay Laing Smith to organise.

Raffle Roster – ACTION TP

The new 6 week roster for the raffles TP will have sent out on Friday, 24 Jan 2020.

1st week Bowls

2nd week Golf

3rd week Darts

4th week Pool

5th week Pentaque
6th week Club

KW suggested that we have additional raffles on the night such as frozen Chickens, seafood etc due to the fact that the raffles are often sold out early and people miss out on tickets.

Grant Applications – LH, JP – ACTION TP & JP

JP and TP to prepare an advert advising that “The Mangawhai Club that Applications for Funding is Now Open”. This ad to go into the local Memo and Focus next additions.

Futures Committee – AM, KW

KW suggested that the Club look into appointing a Sport Architect to draw up plans for the future of the Club.

Health and Safety – GF – ACTION GF

GF still working on it.

First Aid Training

TP advised that she has a costing for First Aid Training for all the staff from St John’s the cost is \$2060.00 for up to 20 people.

GF advised the Jess Costella does the Life Saving first aid training and he would contact her to find out what it would cost for all 12 staff to be trained.

NEW MEMBERS NEW MEMBERS December 2019:

Annette & Miles Wilson, Barbara & Paul Davidson, Gareth Hyndman, Leslie Taylor, Stuart Bailey, David Mickelborough, Keryn Possin, Linda Thomas, Annette Rangi, Aaron Allott, Sheila Smith, Christine Boyle, Samuel Boyle, Timothy Boyle, Steven Cameron, Bruce Miller & Karen Miller, John & Maggie Andrews.

Approved: JP

Seconded: GB

Carried: Yes

General Business

Staff Training

GF asked about staff training.

TP advised that the staff had **Armed Robbery Training** and **Harm Minimisation Training** training that day.

GF said that the Van needs to be included in our Host Responsibility.

Committee Training to follow this meeting with Club’s NZ Representative Keith Ballantyne.

Caterers Uniform

Motion: The Club to provide the Caterers with a Uniform

Moved: GF

Seconded: LH

Motion: Lost

Caterer Contract Applications – ACTION JM & TP

The Club has received 5 applications for the Catering Contract.

One applicant has been interviewed the remainder of applicants will be interviewed by the end of this week.

LH & KW to be notified of the interview times and days and if possible will also attend the interviews.

ATM

The Committee have been asked to look into getting an ATM.

The Committee decided against getting an ATM due to the cost to members to get money out.

Freezer in Kitchen – ACTION JM, DH & JP at 2.30pm Tuesday 21 January 2020.

KW advised the small freezer in the kitchen needs to be removed as it is a potential health hazard.

National Maori Bowls Tournament – ACTION TP

The Committee have received a request for financial assistance from two bowling members. As this tournament is not a NZ Bowling or Charter Club Tournament the Committee decided Against their request.

TP to advise applicants by letter.

Mangawhai Beach School – ACTION JP

TP tabled a request from the Mangawhai Beach School to donate for a silent auction for this group of five 13-year olds from Mangawhai Beach School who worked hard throughout 2019 to research Diversity and Stereotypes within our Mangawhai Community. This group, tutored by Cate Campbell and Brooklyn Wilson at Mangawhai Beach School won the NZ National Future Problem Solving Finals in Auckland so that they now have the opportunity to compete and present their Community Future Problem Solving research to international delegates at the University of Massachusetts in Boston in June 2020.

This request was handed to JP to put with Grant Applications as it was felt that this was a worthy case for a grant.

Any Other Business

Managers' Report

I am happy to report that we have had a busy time over the Christmas period with all our out of town members enjoying the facilities as well as our locals.

Non-Bowlers day was again a great success with everyone enjoying themselves, the bar was also very busy & the turnover for this day was fantastic.

New Year's Eve was a great evening with our Neil Diamond tribute drawing over 200 people to the Club for the evening most of which stayed till the end dancing the night away.

I would like to thank all my staff for their long hours & support over this busy period, there were nights that they were run off their feet having to work long hours, sometimes missing out on their own family gatherings to cover this very busy period.

Our new Courtesy Van is being utilised constantly & I am happy to say that our Members have been donating to this service which is helping us with the running costs.

I am looking forward to 2020 & bringing some new events, entertainment & community fundraisers to the Club & I am currently working on a new Membership drive in hope that we can increase our Membership numbers this year.

Tina Price
Secretary/Club Manager

TP also wanted to thank Vicki for doing a great job Spring Cleaning.

Meeting Closed 6.03pm

**NEXT MEETING:
Monday the 17th February AT 4.30PM**