|  |  |  |  |
| --- | --- | --- | --- |
| **UPHALL GOLF CLUB**  **Minutes of Annual General Meeting 2016** | | | |
| **Minutes written by:** Steven Grady | | Page 1 of 14 | |
| **Location of Meeting :** Uphall Golf Club | | | |
| **Date of Meeting :** 9th February 2016 | | | |
| **Present -**  Captain –  Vice-Captain -  Treasurer -  Secretary -  Match Secretary -  Assist Match Secretary –  Green’s Convenor -  Ass Greens Convenor - | E Kennedy  B Mackintosh  S Grady (chairman)  J Saunders | Ladies Captain –  Ladies Convenor -  Linlithgowshire Rep -  Sponsor Convenor -  House Convenor –  Asst house convenor -  Junior Convenor -  Membership Convenor-  Club Manager - G Law | A Brotherston  D Watson  E Kennedy  P MacMillan |
| **Distribution:** All members of UGC Club Administrator Website | | | |
| **Meeting Agenda**  **Item 1. Introduction and Review of the Past Year.**  **Item 2. Minutes of the Annual General Meeting of 10th February 2015.**  **Item 3. Minutes of the Special General Meeting of 30th March 2015.**  **Item 4. Matters Arising.**  **Item 5. Presentation of the Club Accounts and Balance Sheet.**  **Item 6. Junior Update.**  **Item 7. Council recommendation on Fees and Subscriptions.**  **Item 8. Council recommendation on changes to the Constitution.**  **Item 9. Election of Office Bearers and Council Members.**  **Item 10. Appointment of Club Auditor.**  **Item 11. Council recommendation on a Special Payment (Levy).**  **Item 12. Any Other Business.**  **Item 13. Date of the next Annual General Meeting**  **(Tuesday 7th February 2017 19.30hrs)** | | | |
| **Total attendees at the 2016 AGM was 90.** | | | |

|  |  |
| --- | --- |
| **Item 1** | **INTRODUCTION AND REVIEW OF THE PAST YEAR – S Grady Secretary and Chairman**  Good evening everyone and welcome to our 2016 Annual General Meeting. Thank you all for attending this evening.  Mr Grady explained that the Captain was indisposed; having completely lost his voice and accordingly, Mr Grady would Chair the meeting on the Captain’s behalf.  Could I ask first of all if there is anyone present who is not a fully paid up member of the club can they please leave the meeting. The AGM is a private and confidential meeting not open to the press and therefore anyone representing the Press should also leave. No information should be provided to the Press without prior authorisation from the Council. Can I ask that all mobile phones are switched off please and any questions to come through the chair in a proper manner.  May I ask everyone to be upstanding to observe a minute’s silence as a mark of respect to the members and former members that have passed away during this past year.  **Apologies: Aidin Dobie, Alison Wilson, Kenny Young, Sylvia Crighton, Bill Crighton, Terry Robertson, Ron Millar, Susan Watkins, Alan Watkins, Joe McManus, John Brown, Sandy Calder, Danny Russell, Graham Reid, Roy Middleton, Andy Stevenson.**  **Review of the past year 2015-16 (Club Captain Earle Kennedy)**  Playing-wise it was largely a successful season. The condition of our course is gradually improving with the investment done in drainage work reaping benefits and the greens as good as they have been for many years. Because of this minimal rescheduling of competitions was required and all competitions were completed. Amendments/improvements to bunkering are ongoing with restructuring of the bunkers at the 15th, 17th & 18th over the winter completing this task. Unfortunately consistently high levels of rainfall since the end of the season have meant that we have been forced to invoke a temporary trolley ban on the course; it should be remembered that this is only a short-term measure to protect the course so that it is in optimum condition for the start of the season in April. Our thanks go to all the greens staff for their hard work in carrying out this work as well as their ongoing work to keep the course looking at its’ best throughout the season.  This year’s Club Championship was won by Jordyn Rhind, his 2nd title, who beat Graeme Stevenson 2&1 in a high quality final. Mark Steil beat Kenny Rees 4&3 in the 2nd Class final while Hugh Traynor won the 3rd Class beating Paul Watkins 3&2 in the final. Alison Wilson won the Ladies Championship, unfortunately her opponent Susan Rennie was unable to play in the final, while the Ladies Handicap Championship was won by Terry Robertson who triumphed 4&3 against Margaret Brown. In the Juniors Jack Cummings beat Craig Tibbetts by 4&3 in the A Class while in the B Class Conor Byron retained his title by beating Euan Valentine 3&2.  In the Linlithgowshire competitions we had a fairly successful season overall. Our Summer League Team, finished 3rd of the 9 Clubs competing, just 1 point behind Pumpherston and the winners Bathgate, who won for the 4th season in a row; special mention to our Junior Champion Jack Cummings who won 6 of his 7 games played in his first season in the team. At West Lothian our Courier Trophy team lost to Harburn in the quarter-finals with the competition being won by Pumpherston for the first time since the 1980’s. Our Seniors League Team finished 4th out of 13 competing Clubs with Pumpherston winning the title. We also had individual winners in the County events, the main ones being Jordyn Rhind winning the County Championship at Pumpherston and Joe McManus retaining the Seniors County Championship at Deer Park. There were also wins in the County Team Championship (Jordyn Rhind, Joe McManus, Graeme Stevenson and Alan Moffat comprising the 4-man team) as well as Robert Wilkinson in the 2nd Class Spring Handicap at Harburn and Jim Kinniburgh in the 1st Class Autumn Handicap at Uphall. Rab Beveridge and David Oliver were successful in the Seniors County Doubles which was also at Uphall. Well done to all the winners.  Our Junior Team finished as runners-up in both the Summer League and the Century Cup, with Bathgate being the winners each time. The Summer League triumph in 2014 enabled the team to enter the Junior Team Home Nations Golf Championship last year and after 3 local & regional qualifying events (at Liberton, Dalmahoy and Gleneagles) we managed to make it through to the Finals at Antequara Golf Club in Spain in March, one of only 2 Scottish Clubs (along with Liberton) to do so. Fund raising events for this trip are ongoing with a working committee of Past-Captain Tam Flannigan, Professional Gordon Law and Junior Convener Pete MacMillan organising events to raise the necessary funds; the Junior Team have been fully involved in this and they, and the working committee, appreciate the generosity and support of all the members which will enable them to have an enjoyable experience representing our Club on an international stage; good luck to the boys in Spain!  The website continues to be successful with the club making use of this, and also our Twitter feed and the email distribution list, to keep members up to date with ongoing developments in the club, as well as daily course status updates. The change to the new Clubv1 system, which is used as a membership database as well as for all competitions & handicap administration, was smoothly completed and the Ladies have also recently moved from Club 2000 onto the new system for all their Competition Results. We have also started using the leaderboard function on Clubv1 for major tournaments and Opens and our thanks go to life member Richard Sneddon for donating the funds to purchase the software for this; Richard dedicated this to his late father John “Apple” Sneddon. The new online booking system was also launched at the start of last season and after a few initial teething problems this has proved to be a very valuable addition to the services we offer the members enabling easy booking of times for Competition and bounce play; we are currently discussing the benefits of having a programme to enable draws to be done for weekend competitions through BRS, watch this space for details.  Our Franchise Agreement with Food Creations will come to an end on 31st March and, after completing an extensive survey of our members, we are actively seeking a replacement service which will best match what the members have requested. More information on this will be shared once we have been able to get a suitable arrangement in place.  Once again we must thank all our sponsors for their support throughout the year; Gordon and other Council Members continue to try to bring in revenue from this avenue but in the current financial climate this is not easy. I would encourage anyone who wishes to sponsor the club in any way, or who knows someone who might like to assist us, to get in touch with Gordon or the office.  There have also been other initiatives carried out by the Council this year; the fence between the 17th tee and the car park was refurbished and as you will see from elsewhere in the AGM pack we are now looking to resurface the road and car park area from which leads to and surrounds the Clubhouse, as well as resurfacing all worn areas of the main Car Park. This is required from both a safety point of view as well as an aesthetic one and the Council would consider this work to be essential if we are to continue moving forward as a Club.  Finally a note of thanks is due to all members who have voluntarily assisted the club over the past 12 months; you are too numerous to mention individually but your help is greatly appreciated. Without this work our club could not continue to grow and flourish and I am hopeful that this will continue going forward so we, as a Council, can give you, the members, the golf course you deserve and the best membership experience that we can. |
| **Item 2** | **MINUTES OF THE ANNUAL GENERAL MEETING OF 10th FEBRUARY 2015**  *That the Minutes of the AGM of 10th February 2015 be accepted as a true record of the proceedings:*  **Proposed By** : J M Reid  **Seconded By** : J A Little  **Carried** |
| **Item 3** | **MINUTES OF THE SPECIAL GENERAL MEETING OF 30th March 2015**  *That the Minutes of the SGM of 30th March 2015 be accepted as a true record of the proceedings:*  **Proposed By** : R Sneddon  **Seconded By** : S McKinnon  **Carried** |
| **Item 4** | **MATTERS ARISING**  There were no matters arising from the previous AGM or SGM minutes. |
| **Item 5**  **Item 5** | **PRESENTATION OF THE CLUB ACCOUNTS AND BALANCE SHEET**  **Treasurer's Report 2014/15 Financial Year**  The report was given by the Honorary Treasurer, Bill Mackintosh on behalf of the committee.  You will find included as part of the AGM pack accounts for the 12 month period ended 31 October 2015, which show a surplus for the year of just short of £11k.  This shows continued progress from last year’s results, helped by an increase in membership fees of £8k whilst overall costs edged up by £2k. The Committee continue to manage the Club pro-actively, continually striving to keep up the progress seen in recent years, on and off the course. underpinned by strong financial and business management across the board.  The following table shows a comparison of the member numbers in the key categories  **Full PAYG Senior Youth Young Person Junior**  **2013 241 60 118 10 4 122**    **2014 233 67 124 5 17 123**  **2015 211 81 122 17 17 118**  What is most noticeable is the continued fall in the full membership category, which has offset somewhat by the PAYG category, which remains the easiest way to join the Club at minimal up-front outlay and provides the flexibility which people expect these days. On top of that, there is the perennial issue of the demographics of the Club (and we are representative of the majority of clubs across the entire country).  At this stage, it’s worth illustrating the age profile of our paying membership in the form of a graph, which is taken straight from our membership system.    As can be seen, we still have a membership which is heavily skewed towards the age at which automatic concessionary membership applies. This would indicate that within the next 8-10 years or so (all other things being equal) those in that category would outnumber full paying members. Quite simply, that is not a sustainable position.  Accordingly,(and as you would expect), I strongly recommend the introduction of the new 25-29 category to try and stabilize and grow the membership numbers in that crucial category.  The Club’s financial position is steadily improving and we continue to fund improvements to the course, acquire additional equipment prudently to ensure that we provide our team with the right equipment to allow them to present the course in even better condition.  **Cash position and Bank Overdraft**  The cash position has improved again this year, with the balance at the date of the accounts standing at just over £29k.  The overdraft facility of £25k remains in place and whilst we did not utilise this at all in the year under review, we have kept it in place to provide flexibility and will continue to do so – the Bank remain happy with progress at the Club.  **Bar**  In terms of the bar, we saw a reduction in sales of almost £11k with profit down by £8k to £12k. Staff costs actually rose, as numbers attending functions increased, albeit spend per head has reduced significantly and there is a minimum number of staff needed to keep service levels up. We have, for certain types of function, reduced the staff to customer ratio slightly to try and reflect expected spend. On reflection, we perhaps didn’t address that issue quickly enough, but it is a difficult balancing act.  We were successful with the application for a full licence and will seek to take advantage of this more in the year ahead, subject to reaching an acceptable position on the catering front, which we hope to be able to report on soon.  **Investment**  Investment continued, principally on the golf course, supported by, amongst other things, donations/sponsorship and voluntary work by members. These efforts were significantly supported by the provision of labour, heavy plant and machinery by Gordon Bow Plant Hire.  **Subscriptions**  In terms of next year’s subscriptions, there is no increase proposed, which will see the main categories of fees being maintained for the 4th year in a row.  Can I please remind you that the deadline for “annual payers” to settle their 2016/17 subscriptions is 31 March 2016.  Despite my specific request last year, the Club Administrator spent an inordinate amount of valuable time chasing up overdue fees – can you please pay on time. This includes locker fees please.  This year, anyone overdue by more than 1 month will have their playing privileges withdrawn – it’s unfair on your fellow members who either pay in advance or on time that members who have not made payment can continue to enjoy the Club’s facilities.  I trust I will have your co-operation on this matter which will allow your committee and staff to concentrate on making sure your golf club continues to move forward positively, which remains a challenge.  The Treasurer then said that he would now take questions from the floor.  No Questions were forthcoming from the floor.  **The Chairman** then asked that the accounts be accepted, and asked for a proposer and seconder.  **Proposed By: W Nimmo**  **Seconded By : S MacBride**  **Carried** |
| **Item 6**  **Item 7**  **Item 8**  **Item 9**  **Item 10** | **JUNIOR UPDATE**  **Peter MacMillan provided a report on the Junior Section**  Our junior section is thriving, we have 107 junior members.  Youngsters are enjoying the wide range of benefits on offer at minimal cost.  Membership fees are proposed to stay at £20 for the season ahead.  I will talk later about the junior teams success but first I want to say a few words about the development of our mini section.  With the help of Tom Flannigan and the rest of the junior support team we are confident the mini section will provide a steady stream of youngsters, 7 this year are moving up into the juniors where they can participate in club and team competitions.  My thanks to the junior support team for their continued assistance, they are….  Tom Flannigan, Sheila Cowie, Dave Meldrum, Margaret Meldrum, John Halliday, John McEwan, John Welch, Alison Wilson and Janette Patterson.  All the support team helped to facilitate coaching sessions at the driving range during the winter. Thanks also to Gordon Law for his coaching and giving his time for free.  Several local clubs have contacted me to ask how we have managed to make the juniors a success. The first thing I tell them is that it is a team effort and could not be done without the continued support of the junior assistants, helpers and the membership.  The mini’s look up to the older ones in the junior section.  I’m sure you will be aware of the recent success of the junior team. Qualifying to represent both the club and Scotland in the 2016 home nation’s junior team championship to be played in Andalucía 5th-11th March 2016.  This prestigious championship has its 21st anniversary this year. The junior team champions of Scotland, England, Ireland and Wales will compete for the title of home nation’s champions.  Over 1300 clubs compete in these championships. On average each of these clubs has some 60 youngsters so the teams come from a pool of nearly 80,000 players.  Many of these countries Walker Cup squads have include players who have competed in these team championships. Players such as Nick Douherty, Michael Hoey, Philip Roe and Oliver Wilson.  The finalists are  Scotland : Murrayfield / Uphall  England : Hallemshire / Burnhill  Ireland : Tandagee (NI) / Kilkenny (rep)  Wales : Green Meadow / Vale of Glamorgan  Uphall will take a squad of 9 junior’s, the format is round robin match play with six in the team and the others playing reserve games so no one is left out.  Myself, Tom and Gordon will be travelling with the squad and rest assured that we will ensure that the clubs reputation is upheld and the youngsters I’m sure will do their best to make the club proud.  The whole squad has taken part in a series of fund raisers; this along with sponsorship and great support from you the members has ensured that the trip is fully self-funding and that no club funds are required.  This sponsorship and fundraising including Texas scramble, race night car wash and bag packing sessions has allowed us to ensure the juniors will be smartly turned out and will be wearing the club and Scotland badges with pride.  The squad has shirts for each competition day, these are in Scotland colours with the Uphall and Scotland badges, they have matching golf belts and even the bags they travel with are matching with Uphall golf clubs badger logo showing everyone who we are.  The lads will look good and hopefully this will help them to play well.  I’d like to conclude by saying a big thank you to all the sponsors, club members, junior assistants and lastly but not least to the junior squad themselves who have worked hard to ensure our financial target has been met.  They took part in all the fundraisers and worked hard and I’m sure they will represent Scotland and our great club with great pride.  **COUNCIL RECOMMENDATIONS ON FEES AND SUBSCRIPTIONS**  **The Treasurer** asked for the following Fees to be adopted.  **The following was put to the members:**  **2016/17 2017/18**  Joining Fee: None None  Member £588 or (12 x £49) £588 or (12 x £49)  Member (Pay as you Go) £588 £588  (£147 then £49/Month) (£147 then £49/month)  Senior member £352.80 or (£29.40 x 12) £352.80 or (£29.40 x 12)  Junior member (9-17) £20 £20  Youth Member (18-21) £100 £100  Further Education Member £100 £100  Young person member (22-24) £250 £250  Intermediate Member (25-29) £352.80 (£29.40 x12) £352.80 or (£29.40 x 12)  5 day member £392 £392  Country Member £392 £392  Locker rental (Adult and Junior) £20 £20  **Green fees - To remain as per last year**  Weekday Round £23  Weekday Day £30  Weekend Round £30  Weekend Day £40  Winter Weekday Round £13  Winter Weekend Round £16  Introduced Guest £10  Introduced Junior Guest £3  Honoraria £750    **Note: all the above Green Fees include the premium for personal Liability Insurance, Linlithgowshire Golf Association contributions and subscription fees to the Scottish Golf and Lothian’s Golf Association.**  **Note: all Junior locker fees go towards the running of the Junior section.**  **The Treasurer asked if there were any other proposals, there being none the Council recommendations were approved en bloc and were carried without question.**  **Proposed by : G Stevenson**  **Seconded by : A Barclay**  **Proposed Changes to the Club Constitution for consideration at the 2016 Annual General Meeting**  As you know, the Committee actively works to ensure that the operation of (and prospects for) your Club are the best they can be.  One of the things which we remain conscious of is the imbalance of our membership age profile towards the higher end of the range. We are certainly not alone in this regard.  Accordingly, attracting and importantly, retaining "younger" members for the long-term is a priority for us, as can be seen by the efforts in the Junior Section which have shown fantastic results over a relatively short timescale. The next step is, of course, to ensure that these young golfers retain their appetite for the game and as many as possible progress through the various categories of membership.  We currently only have 14 Members in the 25-29 age bracket - these are full members who pay £588 (or £49 by Direct Debit), which is a significant increment from £250, which are the fees from age 21 to 24 under the Young Persons Category.  With this in mind the Committee are recommending a constitutional change by introducing a new category of Member to be called "Intermediate" for that age group. Fees would be 60% of the full subscription i.e. £352.80, thus softening the transition to full membership and hopefully increasing retention and enabling the Club to attract new Members in that age group.  Additionally, we have 20 members in the Young Persons Category who currently pay £250 (this figure was agreed under the latitude granted to the Committee at a previous AGM), many of whom will be facing a significant jump at some point soon. We simply cannot afford to lose these members.  This proposal carries the strong recommendation of the Committee and if agreed the new Clause will read as follows:  **Intermediate Membership**  **This is open to new or existing Members of the Club between the age of twenty five (25) and twenty nine (29) years. The fee for this category of membership shall be sixty percent (60%) of the Full Annual Subscription. On attaining the age of thirty (30) years as at 31 March in any year, that person will be required to pay the Full Annual Subscription by Direct Debit.**  As outlined above, the Young Persons Membership has been reduced to £250 per annum. We now recommend that this relationship to other membership fees is maintained by amending the relative Clause in the Constitution to read as follows:  **Young Persons Membership**  **This is open to new or existing Members of the Club between the age of twenty two (22) and twenty five (25) years. The fee for this category of membership shall be Forty Two point Five percent (42.5%) of the Full Annual Subscription. On attaining the age of twenty five (25) years as at 31 March in any year, that person will be required to pay the Intermediate Membership Subscription by Direct Debit.**  The key change is that the percentage was previously 60%.  Lastly, we recommend an administrative change to reflect the way that communications are now being generated by the Club. Currently, the Constitution requires that:  **"Notice of the Annual General Meeting shall be inserted in local press two (2) weeks prior to the set date."**  It is clear that very few of the Members learn of the AGM through that source, which is currently the West Lothian Courier.  Accordingly, the Committee recommend that the current wording is replaced by:  **"Notice to Members of a general meeting shall be deemed to have been served when intimated by the following methods :**  **1. Electronically by means of an email to the then current email address of the Member;**  **2. Details of the meeting being posted on the Club's official website; and**  **3. Notices displayed within the Clubhouse advising of the general meeting"**  *That the amendments to the Constitution be accepted:*  **Proposed By** : H Traynor  **Seconded By** : R Frame  **Carried**  **ELECTION OF OFFICE BEARERS AND COUNCIL MEMBERS**  **The Secretary read out the nominations for the office bearers and Council positions.**  **Captain E Kennedy Proposer : A Stevenson Seconder : S Grady**  **Vice-Captain G Law Proposed : S Grady Seconder : W Mackintosh (Jnr)**  **Hon Secretary S Grady Proposer : A Stevenson Seconder : W Mackintosh (Jnr)**  **Hon Treasurer W Mackintosh (Jnr) Proposer : S Grady Seconder : A Stevenson**  **Match Secretary A Stevenson Proposer : W Mackintosh (Jnr) Seconder : S Grady**  **Council Members**  **1 year to re-election**  **P MacMillan**  **D Watson**  **2 year to re-election**  **S Henry**  **A McGowan**  **Nominations for Council Members**  **Margaret Brown Proposer : Susan Watkins Seconder : Eileen Hughes**  **Scott McKinnon Proposer : S Grady Seconder : G Law**  **Anne Brotherston Proposer : S Grady Seconder : G Law**  **The remaining positions are vacant.**  **1 member for 1 year**  **1 member for 2 years**    **No one came forward to take up these positions.**  **The Secretary** said that these positions will remain open during the year for anyone to come forward; they would then be co-opted on to the Council.  **There being no further nominations the aforementioned were elected unopposed.**  **APPOINTMENT OF CLUB ACCOUNTANTS**  The re-appointment of **Whitelaw Wells** as Accountants of the Club.  Carried without objection. |
| **Item 11** | **COUNCIL RECOMMENDATION ON A SPECIAL PAYMENT (LEVY)**  The Treasurer presented the Council recommendation by saying that it is all too evident that there is an urgent need to address the disrepair to the car park and driveway which has emerged over a long period where circumstances dictated that doing anything other than “make do and mend” by patching wasn’t possible.  We have reached the stage where the car parks and driveway are not only visually poor (which can’t help our recruitment of new members), but a health & safety risk, which has been highlighted by our insurers as needing action. It is the view of the committee that the time is right to do a proper long-lasting fix, which will address both issues. The remedial work which we propose doing encompasses:   * Members’ car park - replacement of circa 200 sqm at the entrance and small worn patches elsewhere. * Driveway - replacement of all or the majority of driveway. * Back car park – replacement of all or the majority of the car park.   A full discussion took place with several questions coming from the floor these included the magnitude of the works coupled with the inclusion of certain groups into the levy payment, all of the questions were all addressed by the Treasurer.  A counter proposal to include other subscription groups into the levy payment was put forward by R Comber and seconded by A Grant  After this fulsome discussion the Committee proposals for the Special Payment were put to the vote along with the counter proposal:  Committee Proposal received 86 votes for and 4 against  The counter proposal received 4 votes and 86 against  The Committee Proposal was carried. |
| **Item 12** | **ANY OTHER COMPETENT BUSINESS**   1. **R Sneddon** asked if we can consider the erection of a light in the car park – this will be looked at. 2. **T Edwards** asked if the caddy car ban can be lifted, Jim Saunders advised that this temporary ban as put in place with a “heavy heart” and is for the benefit of the golf course but as soon as the weather allows this restriction will be lifted. 3. **I Wemyss** asked if the Committee think that £6k for SKY TV is good value for money. The Treasurer responded that it was considered necessary to maintain a fully satisfactory Clubhouse experience, however this will be kept under review. 4. **T Bryce** asked if the Committee can consider re-decorating the Clubhouse. The Treasurer advised that this is something that the Committee are turning their attention to. 5. **R Comber** asked if we will give consideration to offering the Bar with the catering package, the Secretary advised that all options are under consideration.   As there were no further questions, **The Chairman** thanked the members for attending and closed the meeting at 8.50pm. |
| **Item 13** | **DATE OF THE NEXT ANNUAL GENERAL MEETING**  **The date of the next AGM is Tuesday 7th February 2017 at 7.30pm.** |