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| **MINUTES OF COMMITTEE MEETING** |

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| **Location of meeting : Uphall Golf Club** | **Minutes Prepared by : Steve Grady** |
| **Date : Tuesday 12th May 2015** | **Reference Number : 05/15** |

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| **Present** | **Yes/No** |
| E Kennedy (Captain) | Yes |
| B Mackintosh (Treasurer) | Yes |
| S Grady (Secretary) | Yes |
| A Stevenson (Match Secretary / Linlithgowshire Rep) | No |
| D Watson (House Convenor) | Yes |
| P MacMillan (Junior Convenor) | Yes |
| G Law (Golf Course and Membership / Sponsorship Manager) | Yes |
| T Robertson (Ladies Captain) | Yes |
| S Henry | Yes |
| A McGowan | Yes |

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| **Distribution** - All Council Members, Golf Course and Membership / Sponsorship Manager, Administrator, Gents and Ladies Locker rooms and Website. |

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|  |  | **Action** |
| **1.0** | **Apologies for absence** |  |
| 1.1 | Andy Stevenson | Noting |
| **2.0** | **Previous Minutes** |  |
| 2.1 | The minutes were accepted as a true record of the previous meeting.  Proposed by : E Kennedy  Seconded by : T Robertson | Noting |
| **3.0** | **Matters Arising and Action List** |  |
| 7.1 | Snagging list has been produced and all items require to be investigated per list in the body of these minutes – to be completed by the time of the next Committee meeting or provide the Committee with an on-going strategy for the role of House Convenor. | DW |
| 12.1 | A member questionnaire is to be sent to all members, it is expected that this questionnaire will be sent out soon. | BM/SG |
| 16.1 | A full electrical survey to be conducted for the entire building with remedial / investment work being done where necessary – Danny Russell to be consulted here. | BM |
| 16.4 | Consideration to be given to any Open Day planning for 2015 (possibly September 2015), this will be discussed in full at future council meetings where a sub-committee will be established to progress matters. | SG |
| 16.6 | Defibrillator equipment has now been purchased for the Golf Club. The Lady Captain will oversee the installation and training relating to this equipment. (Scottish Ambulance Service to be engaged for this)  Looking to arrange some advertising, Gordon Law will contact Martin Dempster of the Edinburgh Evening News and Andy Stevenson will make contact with the Local Press. | TR |
| **4.0** | **Treasurer’s Report** |  |
| 4.1 | |  |  |  | | --- | --- | --- | | **Uphall Golf Club Figures Month 6** |  | **As at 30th April 2015** | |  |  |  | | **Bank** |  |  | |  |  |  | | Current Account |  | £9,095.90 | | Subs Account |  | £23,870.25 | |  |  |  | | **Net Position** |  | **£32,966.15** | |  |  |  | | Due to Suppliers |  | £7,453.50 | |  |  |  | | **Bar Cumulative** |  | **YTD** | |  |  |  | | Sales |  | £47,951.65 | |  |  |  | | Purchases | 20,500.78 |  | |  |  |  | | Opening Stock | 5,012.30 |  | |  |  |  | | Closing stock | 5,302.65 | £20,210.43 | |  |  | £27,741.22 | |  |  |  | | Gross Margin |  | **57.85%** | |  |  |  | | Wages |  | -£18,212.28 | |  |  |  | | **Outturn Profit YTD** |  | **£9,528.94** | |  |  |  | | **Net Margin** |  | **19.87%** | |  |  |  | | Noting |
| 4.2 | **Financial Performance** – **Other**  YTD  Green Fees £3,569.50 | Noting |
| 4.3 | The Honorary Treasurer confirmed that the Bank account is running well with a year on year comparison of the Bank Balance shows a positive variance of circa £12k. The overdraft facility has been renewed at a lower level and is to be used as a “Standby” facility. | BM |
| **5.0** | **Match Secretary’s Report** |  |
| 5.1 | The Matchplay entries closed on 17th April with the draws posted on 22nd April, entries down slightly from previous years.  In the Spring handicap competitions Robert Wilkinson won the 2nd Class at Harburn with Jimmy Thomson 6th. Dave Meldrum in 4th was best placed in the 1st class at Greenburn and we had nobody in the prizes in the 3rd class at Linlithgow. Entries for the Senior County Championships will be sent away on Thursday 14th May.  The league season started on Friday 8th May, we beat Greenburn 4.5 – 1.5 in our first game.  The Cameron Bowl entry (Sunday 31st May) is filling slowly; efforts to increase the entry will be made via email/Facebook/Twitter.  Club Champion Joe McManus lost in the 1st round of the Champion of Champions at the last hole away to T Greer from Braids United.  Special mention to Dave Meldrum who has beaten his age twice in the past month with 66 in the 1st Monthly Medal then 65 in the 3rd Midweek Spoon. | Noting |
| **6.0** | **Greens Convenor’s Report** |  |
| 6.1 | WORK ONGOING All greens were sprayed with liquid fertiliser as part of the feeding programme; worn areas were over seeded with bent grass seed.  The tees were scarified, hollow cored, over seeded, fertilised and top dressed with shredded soil.  The replacement of damaged sprinklers was started.  A new path was installed on the 16th bridge where shrubs were removed to make it more visible. The edge of the path at the 17th hole was prepared and seeded with turf and a rubber mat installed at the end of the path.  Maintenance of Bunker edges was started and sand was added to bunkers where required.  Thanks to Dave Meldrum and Bill Carlyon for the work they carried out during the month, thanks also to Graham Bow for providing equipment to move the carpet for the 16th path.  **FUTURE WORK**  The greens will continue to be sprayed with liquid fertiliser as part of the feeding programme. They will also be sprayed with fungicide to prevent disease.  Growth regulator will be applied to areas of rough and bunker maintenance will be completed.  Cutting heights on the greens and fairways will be lowered to summer heights as ground temperature improves.  Work will continue on repairs to the irrigation system.  Verti cutting will be started on the greens.  **STAFFING**  Anthony Stark and Lincoln Baker have started their employment on 20 hour contracts until the end of the season. | Noting  Noting |
| 6.2 | **MACHINERY**  The Cutting Units on the two Eclipse Mowers will be sent to Fairways Grass Machinery to have new bottom blades fitted and sharpened.  The Fairway Mower will be repaired by Malcolm Mitchell as required with the Cutting Units being sharpened. | Noting |
| **7.0** | **House Convenor’s Report** |  |
| 7.1 | Up to date snagging list produced, and to be progressed by the House Convenor:-   * **Roof Leaking – we are in the process of having this costed.** * **Small Hall outside Junior Locker Room –** Emergency light out. * **Gents Locker Room –** holes in ceiling and plaster on ceiling cracked – wall at heater needs skimmed. New soap dispenser on order * **Main Lounge** – Spotlight out (stage), Ceiling light out and Door emergency light out. * **Ladies Toilet** – Patch on ceiling needs painting. * **Ladies Locker Room** – key pad handle not catching, cannot open door. * **Office** – Several cracks require cosmetic attention. * **Outside –** Down pipe in need of repair and gutters to be checked. Left front of building floodlight out, back of building 2 lights out. * **Cellar double door –** outside draught excluder to be fitted. * **Gents Toilet –** water ingress through ceiling when raining | DW |
| **8.0** | **Junior Convenor’s Report** |  |
| 8.1 | The Junior open Day was a great success, 10 new kids have signed up. The mini and junior competitions have been well attended.  The plan is to generate more interest in medal play; this will be promoted by the Junior Captain along with the Junior Convenor. | Noting |
| **9.0** | **Senior Convenor’s Report** |  |
| 9.1 | Alan McGowan advised that the team lost their first game against Harburn 2.5 – 1.5. thanks to Robert Wilkinson for his continued support as Seniors Captain. | Noting |
| **10.0** | **Ladies Convenor’s Report** |  |
| 10.1 | Competitions now well under way. The ladies drew their league match against Harburn.  The summer outing will be to Peebles this year as an entry has been made to their Ladies Greensomes on Saturday 13th June. | Noting |
| **11.0** | **Membership Report (Golf Course and Membership / Sponsorship Manager)** |  |
| 11.1 | Over the past month there have been 17 resignations (4 full, 6 Junior, 3 Senior, 1 PAYG, 2 Youth and 1 winter offer)  There has also been 3 new PAYG members and 12 new Junior Members | Noting |
| **12.0** | **SGU Business Plan** |  |
| 12.1 | Disciplines adopted and used as the basis for committee meetings. A member questionnaire is to be issued to the members for completion. It is expected that this questionnaire will be sent to members soon. | BM/SG |
| **13.0** | **Social, Bar & Kitchen Report** |  |
| 13.1 | A meeting is to take place with the Caterer to discuss the way forward given the change in licence status. Changes to Front of House and also a new chef have been advised by Food Creations, it is hoped that a new simplified menu will be in place soon.  We will continue to work closely with Brian Kerr to enhance the food offering and encourage member take up going forward. Recent feedback will be shared with Food Creations. | SG/BM |
| **14.0** | **Sponsorship Convenor’s Report** |  |
| 14.1 | Sponsor invoices for the 2015/16 will be issued shortly. | BM/GL |

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| **15.0** | **Secretary’s Report** | | | | |  |
| 15.1 | Nothing further to report | | | | | noting |
| **16.0** | **AOCB** | | | | |  |
| 16.1 | A full electrical survey to be conducted for the entire building with remedial work being done where necessary – Danny Russell to be consulted here. | | | | | BM |
| 16.2 | The fairway marker discs are now deemed redundant and will be removed from the course, the green keeper will investigate the missing marker posts from the 11th hole. | | | | | Noting |
| 16.4 | Consideration to be given to any Open day planning for 2015 (possibly September 2015), this will be discussed in full at future council meetings where a sub-committee will be established to progress matters. | | | | | SG |
| 16.5 | Discussion took place on tasks/duties to be carried out for the upcoming Silloth. | | | | | Noting |
| 16.6 | Defibrillator equipment has now been purchased for the Golf Club. The Lady captain will oversee the installation and training relating to this equipment. (Scottish Ambulance Service to be engaged here)  Looking to arrange some advertising, Gordon law will contact martin Dempster of the Edinburgh Evening News and Andy Stevenson will make contact with the Local Press. | | | | | TR |
| **17.0** | **Date of Next meeting** | | | | |  |
| 17.1 | **The next committee meeting will be held on Tuesday 9th June 2015 @ 6pm.** | | | | | Noting |
| **Council Meeting Attendance** | | | **Actual** | **Possible** | **%** |
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| E Kennedy | | | 04 | 04 | 100% |
| A Stevenson | | | 03 | 04 | 75% |
| B Mackintosh | | | 04 | 04 | 100% |
| S Grady | | | 04 | 04 | 100% |
| G Law | | | 04 | 04 | 100% |
| D Watson | | | 04 | 04 | 100% |
| P MacMillan | | | 04 | 04 | 100% |
| T Robertson | | | 04 | 04 | 100% |
| S Henry | | | 03 | 04 | 75% |
| A McGowan | | | 04 | 04 | 100% |