Date: Monday 31st July 2017 Time: 19:30

Attendees: Position:

John Wright [JW] President (Governance)

Robin Thomas\* [RT] Secretary (Governance)

Lynn Hart [LH] Treasurer (Governance)

Mandy Bodenham [AB] Club Manager

Tony Amey [TA] Committee (Communication & Entertainment)

Martin Athey\* [MA] Committee (Sections Coordination)

Joan Bradley [JB] Committee (Lotto, Tote, Bingo, Raffle)

Ron Carpenter\* [RC] Committee (Financial Support)

Sue Clements [SC] Committee (Minutes)

Susie Davies [SD] Committee (Entertainment, Membership & Welfare)

Carol Duffy [CD] Committee (Membership & Welfare)

Michael Finch [MF] Committee (Building)

Clive Johns [CJ] Committee (Sections Coordination)

Val Peacock [VP] Committee (Sections Coordinator)

Mike Peate [MP] Committee (Financial Support)

Ray Powis [RP] Committee (Communications)

Apologies: \* RT \*MA \*RC

Purpose of Meeting: Monthly Committee Meeting.

Location: Committee Room : Chair- Michael Finch

Meeting Closed: 21.45

| **Item** | **Minute** | **Action** | **Decision/**  **Completion** |
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| **1**  **2** | **Secretary Report:**  RT sent his apologies, in his absence AB delivered his report as follows:  Mr Newman member has asked for 2 requests to be considered by Committee as follows:  1: To run a ‘race’ night on either Thursday 21st or 28th September to cater for 60 people. He asks we provide a price for a basket meal for 60 people. He proposes that an entrance fee of £1 be paid by non-members attending  Mr Newman assures RT that any profits made would go to the Marie Curie Cancer Research fund.  RT is in favour of organising and running our own Thursday ‘race’ nights, and for that reason votes to deny this request at this time.  2: To run a Whist Club on a Monday evening. This activity took place at the Legion with a group of 8 people prior to its closure. Currently 4 are members here, and it would mean the other 4 would join as members.  RT votes for this request to be allowed.  LH suggests for Mr Newman to attend a meeting with Governance/committee to be understanding of non-member/visitor entry procedure booking requirements in place for his future requests.  **Minutes from previous Meeting:**  Approved by Committee | **Meeting with Mr Newman.** |  |
| **3** | **Matters arising:**  AB Confirms:  The Cigarette disposable units are fitted.  The new coffee machine is in situ.  The Satellite dish is still to be put up.  The ‘What’s on’ Posters are now up on the Members board.  TA says following recent promotions there are 100 new subscribers for email newsletters and increased visitors to the website. |  |  |
| **4**  **5** | **Governance:**  **4.1** Accounts: 6 month period comparison analysis: Jan-Jun 2016/17  LH, AB can confirm significant cost savings made in key areas, and have identified cost areas to be improved on.  Labour costs down by 9%, a result of staff reduction changes during day time hours.  Overhead costs saving reductions are significant and include:  Computer systems, Rent and Rates, Telephone, Petrol, Maintenance.  Areas to watch include Bank Charges/Interest, Professional Fees; the latter has increased from £764 to over 7k.  Bar purchases have fallen from 66k to 59k showing a 9% reduction with Bar sales down by 9%, from 119k to 101k.  Total Sales to include Bar, Subscriptions, Gaming machines, Entertainment and Catering have fallen from £168.288 to £163,905..  There is an encouraging net loss of £17.980 when compared previously with £38.867.  LH, AB will continue to provide a comparison analysis for the next quarter: July-September, and from there on a monthly analysis to ensure we are breaking even.  RP notes that the Entertainment figure will need to be separated from Subscriptions, Gaming; LH agreed.  **4.2** Rule Book: LH asks for it to be updated as the current edition was last revised in 1995.  **Finance Report**/**Treasurer Report**  **5.1 AB** **Monthly stats £:**  Current Account: 10.446  Bar Takings: 23,572  Catering: 11,049  AB confirmed bar takings are down by 2k a week; this can be attributed to changing purchasing choices.  Catering is down by 5k.  **5.2** AB confirmed a final payment had been made to the Accountant of £4,800 | **LH, AB to provide accounts analysis for Jul-Sept.**  **.** |  |
| **6** | **Building Report**  **6.1** MF confirmed Satellite dish is to be put up.  **6.2** MF emailed copies of spec for’ Celexon’ large screen ‘Projector 24. He recommends this model be erected in the ‘Main Bar to show live sporting events.  This large screen and high quality coating can project with quality picture onto a large wall or screen.  AB said she was in discussion with Heineken who may also replace the screen.  The committee agree this screen ideally should be in place for the start of the Football Premiership on the 12th of August and may encourage families to attend to watch in this social area.  TA suggests it might be possible to transmit the ‘Air show’ - 31st August to the 3rd of September, with this new projector screen and live streaming direct from the event over the 4 day period.  Proposal Unanimous. | **MF to put up satellite dish** |  |
| **7**  **8**  **9**  **10**  **11** | **Entertainment:**  **7.1** TA said that forthcoming entertainments/events can be viewed on the Website/Facebook. Posters are printed and on display. All dates for planned events and activities are on a Google calendar.  Coastal Comedy Night: To take place on Thursday October 19th and will consist of 3 professional rated comedians. The ladies darts team currently play on set Thursday dates and will need to be informed of comedy act date(s) to avoid clashes. Sections agreed to speak with the ladies Dart team to re-arrange dates for their matches.  Meat raffle Friday nights: TA said that his would move to an earlier slot and complete by 8pm to allow for Friday evenings to continue with softer lighting, live music, dancing from 9pm. It’s hoped this will increase footfall and attract a younger audience. TA has organised for an acoustic piano player to perform; Cost £150. Friday night’s live entertainment will commence from late September.  Raffles: TA states they will be restricted to revised slots to help minimise member disruption for paid evening event/activity/ambiance enjoyment.  **7.2** TA outlined member/non-member ticket prices/procedures for entry to ticketed events for the following:  Freddie Mercury Tribute Act: Tickets £5 member’s, £10 non-members. Non- members purchasing tickets will benefit additionally with a free membership until renewal at start of year. As a temporary member they will continue to purchase tickets at ‘member’ prices for all ticketed acts during this temporary period.  Alibi: Tickets: £2 members £5 non-members. Tickets will include a voucher for a free drink given for presentation at bar. Members are encouraged to purchase their ticket early to avoid disappointment as tickets will go on sale 4 weeks in advance to encourage non-member purchase.  Decotonics: Tickets: £2 members £5 non-members. Tickets will include a free drinks voucher and the same booking conditions apply as with Alibi  Comedy Night: Tickets £8 members, £13 non-members; If successful this can become a regular monthly event with Xmas special  **7.3** Social Media: TA reports that the Website had 349 visitors. Facebook has increased to 1000 users. TA has put a call out for new members on SOBO.  **7.4** Advertising budget/Facebook: TA asked for a budget of £20 per event.  **7.5** TA says that Facebook ‘followers’ is now up to 231 but our posts are reaching over a 1000 viewers.  **Membership:**  **8.1** Tickets: LH reiterates Non- members/Visitors must follow procedures (see July Minutes) for paid for ticketed events. All bookings must be made 48 hours in advance.  **8.2**.(i)’Lapsed Members :We are advised that following amendments made more recently to the Rule Book, that ‘Lapsed’ members are ‘lapsed’ for 1 year and may not visit the Club as a’ Visitor’ during their’ lapsed’ membership year.  **8.3**(i) ‘Visitors’: We are advised that this has also been amended and that ‘Visitors’ may only attend the Club on three occasions in a year.  Special Visitors’ are referred to in the Rule Book and may be admitted as detailed.  **8.4** Rule Book: LH asks that the Rule Book is updated; the current edition was last revised in 1995.  **Welfare:**  **9.1** First Aid training: LH conducted a training session with staff/ committee members. We hear from SD this was put to good use when CD and Karen (staff) attended to a member who became unwell.  **9.2** A member recently presented with confusion in the Club, his family say tests reveal he’s not thought to be suffering from dementia. LH has agreed he continues as a member and should his behaviour be of concern that a taxi is ordered to take him home. The member’s family have been informed and provided their contact details for this purpose.    **Sections Co-ordination:**  **10.1** Sections: JW asks for a meeting to be called for all section heads to attend with Governance. This will enable clarity and better coordination for calendar dates.  **Any other Business:**  **11.1** Minutes for 3rd July are on the Website in the ‘Committee Members’ section.  TA has issued a password to all named Committee member users for access only; the Minutes may contain sensitive information reported discussed recorded at Committee meetings for the purpose of collective actions/decision agreements made.  Club Members may not access the Minutes unless they ’apply’ to do so.  LH suggests that RT provide more clarity on this, and to consider if an edited version could be made available for members to view so they may be kept informed,  SC agreed to speak with RT to discuss a way forward in respect of keeping members informed and updated.  **11.2** Database computer system to be replaced with software system to allow for both membership and Administration to be linked in one.  Governance will consider and look at in relation to data security/protection.  **11.3** The Committee agreed for Investigations into alleged gambling activities is discontinued at this time with insufficient evidence.  The committee are understanding there must not be any gambling activity carried out on the premises by members at the Club PSX  Any member found carrying out this illegal activity will be in breach of this rule.  CJ advised the Committee that the penalty fine is 50k if found to be in breach of.  **11.4** Entry system for membership cards: RP will look at systems/costs for this.  **11.5** Sea Cadets: Mr Paget has proposed a Sunday afternoon charity auction to take place. Consideration for membership/visitor rules apply and Mr Paget will need to be advised accordingly.  **11.6** Member complaints procedure: The Committee agree for members complaints, voiced to Committee members concerning bar, beverage food and staff, must be communicated in the first instance to the Club Manager ‘Mandy’ who is directly responsible for these areas, she can respond to the member concerned. Should matters continue to present then member concerns can be brought before Committee.  LH recommends that Committee meetings focus on strategic issues.  **11.7**Children:  (i) LH states that children accompanying members to sports matches may, under the licence agreement, remain in the club until 9pm; she adds that this is at the discretion of the Club and the Club reserves the right to ask for vacation at an earlier time with earlier evening planned entertainments in place.  (ii) All children visiting the club are the responsibility of parents/guardians while on the premises and must be accompanied at all times.  (ii) Children are not allowed in the Sports bar  (iii) In accordance with Licensed premises: Children may not buy or be served alcohol at the bar.  Please see ‘The Club PSX licence for guidance  **11.8** Leaflet printing: CJ says he has a contact who will print Club leaflets for nominal/ no charge; CJ happy to continue these conversations as/when required.  **11.9** Meeting room: LH suggested it can be used by member(s) who would like to sit in a quiet space to read, do crosswords etc.; member(s) have requested for the music to be off at certain times in the day when they would like quiet time. | **Speak to Ladies Darts team**  **,**  **SD agreed to help type up the Rule book for updating purposes.**  **Meeting to be organised with Section heads/ Governance**  **SC to speak to RT re a member’s committee minutes report** | **Facebook budget approved**. |
|  | **Next Meeting: Monday 4th September 2017**  **Place: Meeting room**  **Time: 19.30** |  |  |