

Executive Committee Meeting For January 2023 Thursday 26th January 2023

Meeting Opened at 5.32pm

Present: I McAuley (P), S Duff, S Perry (VP) M Green (VP), L Horsburgh, S McDowell (Via Zoom)
J Witehira, G Hurley, R Upton,

Attending: General Manager (Mike Williams)

Apologies:

Motion: That the apologies be accepted

Moved/Seconded

NO APOLOGIES

Carried

Previous Minutes:

- Minutes of Previous Meeting 29th December 2022
- Minutes of Management Sub Committee Meetings.

Motion: That the minutes meetings be approved as a true and correct record.

Moved/Seconded L Horsburgh / S Perry

Carried

Amendments:

- R Upton had entered an apology but is recorded as a seconder in the minutes. Noted & Changed.

MATTERS ARISING:

CONFLICT of INTEREST DECLARATION:

RELATED PARTY TRANSACTIONS:

- None

Motion: Related Transactions be Accepted.

Moved/Seconded

ACTION PLAN / RISK REGISTER & MANAGEMENT / POLICY

- S McDowell presented the risk management plan. A small group needs to go through the plan. Manager needs input here.
- Need to record the treatment plan. Committee succession planning. Need to look at who is being elected. G Hurley Insurance. MW Reviews each year through Clubs NZ Insurance. This year review valuations on staff accommodation.
- S McDowell to sit down with Manager and update.
- M Green regards Health and Safety (Armed Robbery). Look at compliance. We have a book which needs review. Time to is the issue. Work with staff at staff meetings. Induction.
- Possibly engage an Audit Committee. M Green to think of some words.
- I McAuley thanked Steve for his work on this plan.

STRATEGIC PLAN

- S McDowell updated the Strategic Plan as circulated.
- **Moved :That the Committee approve the updated Strategic Plan.**

DISCUSSION:

- Work to be done on outdoor signage. MW responded
- Club Redevelopment Plan
 - Currently with architect.

Moved/Seconded S McDowell / S Perry

Carried

CORRESPONDENCE:

- Darts adjunct Gaming Funding Request.
 - Approve funds for Darts Adjunct as per there request. \$847.50

Moved: M Green / R Upton **Carried**

- G Logan regards mobility scooter use in the Club
 - Manager advises a policy required. Suggested that road type outdoor mobility scooters be not allowed in the Club. However mobility Wheelchairs for those that are immobile are acceptable.
 - Manager to discuss with current user.
- M Pitt advised of meeting outcome.
- Discussed Architect re Building. To produce a set of plans that can be costed including costs. To be sent to us.
- Janet Randle has been replied to regards Clubs NZ Mah Jong.
- B Pram matter resolved.

DISCUSSION:

MOTION: "That all actions regarding correspondence be actioned as discussed"

Moved/Seconded **L Horsburgh J Witehira** **Carried**

TREASURERS REPORT and RECIEPTS/PAYMENTS APPROVAL CLUB & GAMING

- Payments made be approved. All Accounts.
- Wages continue to affect bottom line.
- Net cash loss. YTDDate figures well above expectation.
- Gaming only issue.

Motion: "That the treasurers report, financial statements and Accounts to pay as presented be accepted."

DISCUSSION:

- Need to look at December and January combined.
- S McDowell thanked Stu and mike for the result to date.

Moved/Seconded **S Duff / M Green** **Carried**

MANAGERS REPORT:

- Club Badges done.
- Looking at other engagements for members.
- Computers all looked at. Increasing power backup efficiency.
- Look at Raffle Co-ordinator.
- Looking for van drivers. Changed Van fares and distances.

Motion: The Manager's report be accepted as presented:

Moved/Seconded **Carried**

DISCUSSION:

MEMBERSHIP:

- **141 New Total 5008 + 394 on last month 457 Unpaid Down 277**

GAMING:

- L Horsburgh now a Gaming Committee member received DIA authorisation as a key person.
- Gaming Machine performance guarantee initiated. Two game replacements.

ADJUNCTS BUSINESS:

- G Hurley presented the Final Draft of the Adjunct rules.

Moved that the Adjunct Rules be accepted.

MOVED: G Hurley / S Perry **Carried**

DISCUSSION

LATE URGENT BUSINESS:

Carried

The next meeting THURSDAY 23rd February 2023

Meeting Closed at 6.20pm

Confirmed as a true and correct record with amendments recorded.

Chairman.....Manager/Secretary.....

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