

**MINUTES OF A BOARD MEETING HELD AT EXETER GOLF AND COUNTRY CLUB LIMITED,
WEAR HOUSE, COUNTESS WEAR, EXETER ON WEDNESDAY 29th JULY 2015 AT 5.30 PM**

Present: Will Gannon (Chairman)
Paul Dukes (Vice Chairman)
John Coombs (Finance Director)
Geoff Pascoe

In Attendance: Liz Turner (President)
Chris Jones (General Manager)
Jenni Davies (Marketing & PR Manager)
Hagit Damary (Financial Controller)
Irene Gilbert (Secretary)

Responsibility

<p>Prior to the start of the meeting Jenni Davies gave her quarterly Marketing Presentation, which is attached herewith.</p>	
<p>Overall the picture was looking very positive and JD explained that the Events Team was now being asked to be more proactive with regard to increasing room bookings. GP said that there may be interest amongst the membership and JD replied that she was putting together an email to promote our meeting rooms.</p>	JD
<p>The Spa is doing well and staff are upselling products and treatments when speaking with clients.</p>	
<p>Corporate golf days are also being promoted. The ‘no joining fee’ offer was discussed and the Chairman asked that the directors look at the submitted golf report between now and the next meeting when discussion can take place on the future of golf at the Club.</p>	
<p>Plans are in progress for promoting the re-launch of the new course layout next season.</p>	JD/CJ
<p>It was also suggested that thought be given to the format of the Pro Am, in consultation with the Pro Am Committee, to see if there is anything further we can do to improve the day.</p>	BM/CJ
<p>Digital Marketing – statistics are detailed in the report which shows we are improving although we have had some negativity on Trip Advisor. Work to be done on getting more positive stories to counteract this. Website also needs to be renewed.</p>	
<p>The Chairman had seen the on-line survey which he thought was very good. The Chairman thanked Jennie for her detailed report and enthusiasm and gave his best wishes for her forthcoming marriage.</p>	

<p>1. APOLOGIES Apologies for absence were received from Chris Harris Deans, Max Goodison and Deborah Stevenson.</p>	
<p>2. MINUTES The Minutes of the meeting held on 24th June 2015 were confirmed by the Board and signed by the Chairman.</p>	
<p>3. MATTERS ARISING Persimmon Funds – the Chairman reported that all works for renovation of the course have been discussed fully and details of expenditure are being recorded by Martyn Grant. Any financial problems that occur would be brought back to the full Board to be discussed and approved.</p> <p>Padlocks have now been introduced for the swimming pool lockers and may be purchased from Reception.</p> <p>Feedback for renovations to the Lobby Bar has been less than expected.</p>	
<p>4. FINANCIAL MATTERS Hagit Damary, who had been invited to meet with the Directors, was welcomed to the meeting. The 1st Quarter’s accounts had been circulated. The Finance Director asked Hagit whether our set up was what she had expected. Hagit said she was looking forward to working closely with the department managers to exchange information in order to prepare more detailed monthly accounts showing contribution against overheads.</p> <p>The Finance Director reported that subscription income is down year to date against last year. Membership numbers are similar to that of last year which may mean that the total numbers include more junior members.</p> <p>The Company Secretary had circulated the Final Accounts and various paperwork. The Final Accounts were approved by the Board and the Chairman and Finance Director were authorised to sign the balance sheet and directors reports. The letter of representation was approved and the Finance Director was authorised to sign on behalf of the Board. Receipt of the Audit letter of comment was acknowledged.</p>	
<p>5. GENERAL MANAGER’S REPORT A full report had been circulated to the Directors and President.</p> <p>Health & Safety – there had been 5 accidents during the month, none of which were Riddor reportable.</p> <p>The Liquor and Food results were looking good for the month.</p> <p>Discussion took place on the various wedding being held at the Club. It was agreed that the Events team should liaise with the Golf Manager</p>	

<p>to ensure music and guests do not affect the golf members on the day. It was agreed that it would be good to get to a position where we only take members' weddings.</p> <p>Geoff Pascoe said that he and his colleagues had been looked after very well during their trade show booking of the Mews.</p> <p>The GM asked the Board for approval of the following:</p> <p>To replace two boilers Welfare facilities for Green Keepers Yard Waterless Urinals and installation The above the three items of expenditure were agreed by the Board.</p> <p>The request for to install solar panels on the roof was to be discussed at a later date.</p> <p>Our Insurance Renewal has once again been transacted with the Pavey Group. It was agreed that the increase was not significant.</p> <p>Future of Golf – CJ, JD & BM to research other golf clubs, joining fees, resigned golfers - why they have left and which Club they have joined. Discussion to take place at beginning of next Board meeting.</p>	<p>CJ/JD/BM</p>
<p>6. NEIGHBOURING DEVELOPMENTS</p> <p>Information had been circulated to the Directors updating them on the alterations to the golf course. We are now well over half way through the project and the feedback from members is very positive.</p> <p>It was agreed that the Green Staff are doing a very good job.</p> <p>Discussion took place on the sequence of play. The Board was aware of the members' feedback as a whole and it was agreed that the 7 hole loop be retained to avoid the 3/4/3/4 scenario. The means that we will continue to play the first 8 holes as they are then play the reversed 17th as the 9th, the reversed 16th as the 10th, 11-16 as they currently are, then the reversed 9th as the 17th and, finally our extended 18th.</p>	
<p>7. PRESIDENT'S REPORT</p> <p>The President had nothing to report as all matters were being dealt with on a day to day basis.</p>	
<p>8. ATTENDANCE AT CLUB COMMITTEE</p> <p>The presence of a director was not required for the 3rd August as a Quorum of the Committee would meet only for the purpose of electing new members for July.</p>	
<p>9. ANY OTHER BUSINESS</p> <p>There was no further business to discuss.</p>	
<p>10. DATE OF NEXT MEETING</p> <p>The next meeting would be held on 26th August at 7.30 pm</p>	

There being no further business to discuss the meeting finished at 7.30 pm

Chairman **Date**