



CATALINA CLUB

BOARD OF DIRECTORS
SUMMARY OF MEETING BOD 24.3
MARCH 2024
View Room – Club Catalina

MEETING DETAILS

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|-------------------------|--|
| DATE OF MEETING: | Wednesday 27 March 2024 |
| MEMBERS PRESENT: | C Flynn (Chair), R Gercken, M Wallace, C. Lyttle, A Hall, R Sinclair, M Lowe, G Chapman (GM), M Judd (AGM), S. Calabro (Finance) |
| APOLOGIES: | Nil |

MINUTES OF BOARD MEETING HELD THURSDAY 29 FEBRUARY 2024

BOD 24.3.1

Minutes of Board Meeting held Thursday 29 February 2024 (24.2) be accepted as presented.

ACTION LIST STATUS

- 14 Action List items completed.
- 13 Action List items identified as on hold or in progress.

CORRESPONDENCE INWARDS

BOD 24.3.4

- Ark Express Design – Fee Proposal (Façade)
- Exchange of correspondence with member re - Strategic Plan/Course Architect
- Letter of apology to Board from 3 golfing members
- Local Sport Defibrillator program
- Camp Quality Charity Golf Day
- By-law 18 – Charity Golf Event
- Sporting Shooters Assoc Batemans Bay Branch – Appreciation Letter
- Blackheath Golf & Community Club invite – Bicentenary information
- Australian Golf Heritage Society Museum – requesting a new home for Heritage items.
- South Coast Pastel Club - Sponsorship request
- 3 x EGM Purchase, Light & Wonder

BOD 24.3.2
BOD 24.3.3

CORRESPONDENCE OUTWARDS

BOD 24.3.5

- Response to 3 members letters of apology
- Response to member re Strategic Plan/Course Architect
- Membership Suspension Letter – 12 months due to member destroying plants at front of club

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| Minutes of Veterans Committee – March 2024 |
| Minutes of Ladies Committee - February 2024 |
| Minutes Golf Operations Committee – February 2024 |
| Minutes of Grounds, Greens & CATS Committee – February 24 |

MANAGEMENT REPORT

- **Membership Applications for February 2024**
- **Functions Authority:** scheduled & booked for April 2024 as presented.
- **Gaming Machines – Club Catalina License #239470**
- **Director & Top Executive Declarations**
- **Detailed Finance Reports** including Budget & P&L presented by GM.
- **HR Matters:** Total Employees 95, Permanent 30, Part time 12, Casual 53 (11 Golf Course)
 Recruitment during the months of February 2024: 7 Beverage and Gaming, 1 Childcare, 1 Golf Course
 Recruitment for the full-time position of Marketing & Communications Manager has resulted in the successful appointment of Gill Kingston.
 HR Training - 142hrs Training (rostered) February 2024
 Senior Leadership Team participated in Leading Teams sessions held 26 February 2024. Focus on common purpose, dynamics, building strong professional relationships and incorporated the induction of Darcy.
 Beverage Training – Beer Pour & Product Knowledge was conducted by COB onsite, with 13 team members on 20 February 2024.
 Diploma of Leadership and Management conducted by Barringtons, was completed following 12 months of study and attendance at 12 sessions, by 4 key team members. Congratulations.
 Diploma of Sports Turf Management conducted by ASTMA remotely across 2 years, has been commenced by our mechanic. Statement of Attainment in Providing First Aid, Providing Basic Emergency Life Support and Providing Cardiopulmonary resuscitation.

- **Course Statistics – February 2024**

February 2023 – 5,743 rounds (205 players per day – 244 days)
February 2024 – 6,218 rounds (214 players per day – 245 days)
Financial YTD 2023 (July – February) – 43,054 rounds (177 players per day)
Financial YTD 2024 (July - February) – 51,240 rounds – 19% increase (209 players per day)

Course Maintenance Tasks (February/March)

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|--|-------------------|
| Topdressing bare areas on fairways | Complete by March |
| Attention to gardens and paths | Ongoing |
| Routine pruning of surrounding trees | Ongoing |
| Returfing the LHS of 22 nd greenside bunker | Complete by March |
| Construction of 24 and 27 Bridges | current |

Financial Report - Write Offs Accounts Receivable as presented.

BOD 24.3.7

Management Recommendations accepted as presented.

BOD 24.3.8

GENERAL BUSINESS

- **April Board Meeting** - The decision was made to not hold the April Board meeting unless any urgent business arises.
- **Club Insurance Policy** – New insurance policy has been negotiated. Considerable increase due to a number of Golf Clubs having burning down.
- **Pump Shed Power Capacity** – currently being reviewed and updated due to additional power capacity requirement **BOD 24.3.9**
- **Charity Golf Events** – By-law 18 to be updated
- **Amalgamation** - EOI to ClubsNSW that Catalina Club may be open to a local amalgamation. **BOD 24.3.10**
- **IT – Server and UPS replacement** – to be considered.
- **Interior Design of Club furnishings** – under review.
- **Course Architects visit** - key focuses are raising the tees & greens, course routing and the Driving range and Mini Golf concept plans.
- **Membership Renewal** - Will go out on 1 May along with a trade promotion in conjunction with Robert Oatley Wines.
- **Pennant wins x 2** - Would like to get a hold of the large Pennant flag and put above the honour board.
- **Greenkeepers Compound update** - Has started and will be 12 weeks before completion.
- **Previous Bridge between 26th and 27th** – will replace existing bridge between 27th/4th and will be open for carts only
- **LG Advisory** – Strategic Plan review/update meeting at May Board meeting
- **Senior Leadership team** - workshopped Business Unit Plans
- **GM attended AGHE – Brisbane**
- **Club opened Good Friday**
- **New Bridges are being received well by golfing members.** Well done management and Armpell.
- **Club Patron** - Call for suggestion.
- **Golf Leader Board** - CAV is looking at the issue.
- **President & Director** – taking leave of absence for O/S holidays.

MEETING CLOSED

| | |
|-------------------------------|---|
| TIME OF MEETING CLOSE: | 6.05pm |
| DATE OF NEXT MEETING: | To be held Thursday 30 May 2024 at 2pm. |

| Suggestion | Referred to | Action |
|---|-------------|---|
| Club needs to place a fly zapper in the sports bar | MJ | Mitch thanked Phil for his suggestion and will take it on board |
| Congrats to the Management and Board for their progressive approach to the comms around Driving Range/Mini Golf | MJ | Thanked Peter for his email |
| Recently completed Clinics conducted by Rod and Tima and was complimentary of them | MJ | Thanked Allison for her email and referred the thanks to Rod |

| NEW MEMBERS | |
|---------------------------|------------|
| February 2024 | |
| 7 Day | 6 |
| Week Day | 5 |
| Country | 1 |
| Intermediate | |
| Under 35's | |
| Junior | |
| Cadet | 2 |
| SUB TOTAL - Golf | 14 |
| Social 1 | 138 |
| Social 3 | 68 |
| Social 5 | 18 |
| SUB TOTAL - Social | 224 |
| TOTAL NEW MEMBERS | 238 |

| February | | | |
|--|--------------|--------------|---------------|
| | 2024 | 2023 | % Change |
| 7 Day | 506 | 468 | 8.12% |
| Week Day | 272 | 275 | -1.09% |
| Country | 91 | 83 | 9.64% |
| Intermediate | 15 | 15 | 0.00% |
| Under 35's | 55 | 53 | 3.77% |
| Junior | 49 | 27 | 81.48% |
| Cadet | 43 | 28 | 53.57% |
| Life | 2 | 2 | 0.00% |
| Life Subscribers | 2 | 2 | 0.00% |
| SUB TOTAL - Golf | 1035 | 953 | 8.60% |
| Social 1 | 4072 | 3110 | 30.93% |
| Social 3 | 3761 | 3232 | 16.37% |
| Social 5 | 2515 | 2251 | 11.73% |
| NEW Members | 238 | 261 | -8.81% |
| SUB TOTAL - Social | 10586 | 8854 | 19.56% |
| TOTAL MEMBERS | 11621 | 9807 | 18.50% |
| Visitors | 6771 | 6509 | 4.03% |
| Guest of Member | 414 | 331 | 25.08% |
| Function | 14 | 207 | -93.24% |
| Contractors | 74 | 17 | 335.29% |
| Visitors | 7273 | 7064 | 2.96% |
| Member Visitation | 14026 | 12595 | 11.36% |
| TOTAL VISITS = Visitors + Members | 21299 | 19659 | 8.34% |
| Visitor % | 34% | 36% | |
| Member % | 66% | 64% | |

February YTD Comparisons

