

CATALINA CLUB

BOARD OF DIRECTORS
 SUMMARY OF MEETING BOD 24.10
 28 OCTOBER 2024
 Captain's Lounge – Catalina Club

MEETING DETAILS

DATE OF MEETING:	Thursday 31 October 2024
MEMBERS PRESENT:	C Flynn (Chair), R Gercken, A Hall, R Sinclair, M Lowe, M. Wallace, C. Lyttle, G Chapman (GM), M Judd (AGM)
APOLOGIES:	J. Shattles
GUEST PRESENTER:	S. Calabro (Finance)

WELCOME TO COUNTRY - “The Catalina Club proudly recognises the people of the Yuin Nation, the traditional custodians of the lands on which we work, play and reside. We pay our respects to the elders past, present and future.”
 The President apologised to R. Gercken for not formally announcing his unopposed re-election as Vice President to the Board for the next 3 years at the recent AGM.

MINUTES OF THE BOARD EXTRAORDINARY AUDIT MEETING HELD FRIDAY 13 SEPTEMBER 2024

– to receive the independent auditors’ findings of the audit for financial year 2023/24

Minutes of the Extraordinary Audit Meeting held Friday 13 September 2024 (24.9a) be accepted as presented.
BOD 24.10.1

MINUTES OF BOARD MEETING HELD THURSDAY 29 SEPTEMBER 2024

Minutes of Board Meeting held Thursday 26 September 2024 (24.9b) be accepted as presented.
BOD 24.10.2

ACTION LIST STATUS

- 6 Action List items completed.
- 10 Action List items identified as in progress.
- 21 new Action List items

CORRESPONDENCE INWARDS

BOD 24.10.7

- Blackheath Golf Club Centenary Invite
 - Gaming Clubs GST Rebate
 - Letter of thanks from social member re assistance when injured
 - Kruse Golf Updated plans for review
 - Sea Hawks Sponsorship Proposal for review
 - ClubGRANTS Category 2
 - Toll Gates Combined Probus Dinner - Room Hire
- LATE CORRESPONDENCE INWARDS**
- Disciplinary Committee Minutes – for one golf member and one social member
 - Email Correspondence from member regarding suggestions for Masterplan
 - Letter from above member re Masterplan
 - 2024 AGM Minutes
 - Airconditioning Platform Purlin Corrosion Quote for repair **BOD 24.10.3**
 - Ladies Constitution – to be updated to align with outcomes at Ladies AGM Meeting **BOD 24.10.4**

- 2nd Quote to Clean Clubhouse Roof
- Wheelchair lift brochure – for information
- Bi-lock Security Keys for the Gaming machines quote

BOD 24.10.5

BOD 24.10.6

CORRESPONDENCE OUTWARDS

BOD 24.10.8

- Response to Vincentia Golf Club Amalgamation Request
- Golf Disciplinary meeting request – golf member
- Social Disciplinary meeting request – social member

COMMITTEE REPORTS

BOD 24.10.10

- 2024 AGM Minutes
- Minutes of Lady Golfers Committee Meeting – September 2024
- Minutes of Vets Committee – September 2024
- Minutes of WH&S Committee – September 2024
- Minutes of GG&C Committee – August 2024

BOD 24.10.9

MANAGEMENT REPORT

Strategic Plan –

- Course Architect – provided a detail draft plan with staging options for consideration
- The Clubhouse refit rollout is scheduled to take place following the completion of the Reception area in 2025
- Members carpark 17th Tee – currently waiting on construction certificate
- Southern Carpark bridge – currently waiting on designs and quotes
- Driving Range & Food & Beverage, Mini Golf Plans – still developing
- Admin, Reception & Gaming Bathrooms renovation – demolition undertaken, waiting on Construction Certificate
- **Membership Applications for September 2024**
- **Functions Authority:** scheduled & booked for November 2024 as presented.
- **Gaming Machines – Club Catalina License #239470**
- **Director & Top Executive Declarations**
- **Detailed Finance Reports** including Budget & P&L presented by GM & Finance Officer.
- **HR Matters:** Total Employees 96, Permanent 32, Part time 9, Casual 55 (11 Golf Course).
 - 169.75hrs Training September 2024
 - Onboarding of new employees, and cross-training/upskilling of existing employees for relief cover and succession planning to include cellar, bingo caller, payroll, banking, rostering, and the supervisor role.
 - Aggressive Customer & Robbery Response training conducted by Barringtons on 23 September 2024 at the BB Soldiers Club (sponsored by the Liquor Accord) was attended by 10 customer service & reception team members from Catalina.
 - Leading Teams sessions were held on 27 September 2024 for the Course Maintenance Team, and Middle Management (Duty Manager) Team.
 - ‘Team of Many’ Future leader training was conducted with the 8 employees across various levels from within café, beverage, gaming and duty manager departments each week for one hour, on 6,13, 20 and 27 September.
 - Performance appraisals completed for Senior Leadership Team.
- Spring Menu - The menu launched with FAQs for the teams on the new vegan offer. Developing the meat and dairy-free offer allows Catalina to compete with the upward trend in self-improvement and dietary wellbeing.
- Website: The new veteran’s portal is now complete in testing and now needs to be updated with photography and copy.
- Catalina Rewards - The program is scheduled for launch on 1st October to meet the new financial quarter.
- Refurbishment - As part of the planned refurbishment, and due to its long duration impacting the kerb appeal of the club, marketing has created a hoarding for the fenced area that will surround the administration suite area facing the roadside. The images celebrate the unique course environment and the ambition of the club as well as its supplier collaborators.

- **Golf Statistics** **September 2024** – 5,628 rounds (188 players per day)
 September 2023 – 6,629 rounds (221 players per day)
Financial Year 2025 (July - June) – 16,923 rounds – down (184 players per day, 92 days)
Financial Year 2024 (July - June) – 18,409 rounds – (200 players per day, 92 days)

Preparations have begun for the men’s Gold Medal Playoff on November 9th which will be a lead into the Club’s Presentation Night on Monday 18th November. This will highlight our member achievements as well as our Representative Pennant teams for the year.

The 2025 Fixtures Guide is in its first Final Draft form.

Course Maintenance Tasks (September)

Having recently held the South Coast Open the course is in good condition with some improvements still required on fairways and green surrounds to achieve full turf coverage. Much of this is required on 19-27 with efforts on this 9 reduced while preparing 1-18 for the event.

Broadleaf weeds are beginning to sprout in fairways, tees and rough and we have begun to treat accordingly. Slight discolouration may occur in the kikuyu during this process.

Work is continuing removing small casuarina sucklings around waterways to ensure they don’t continue to crowd



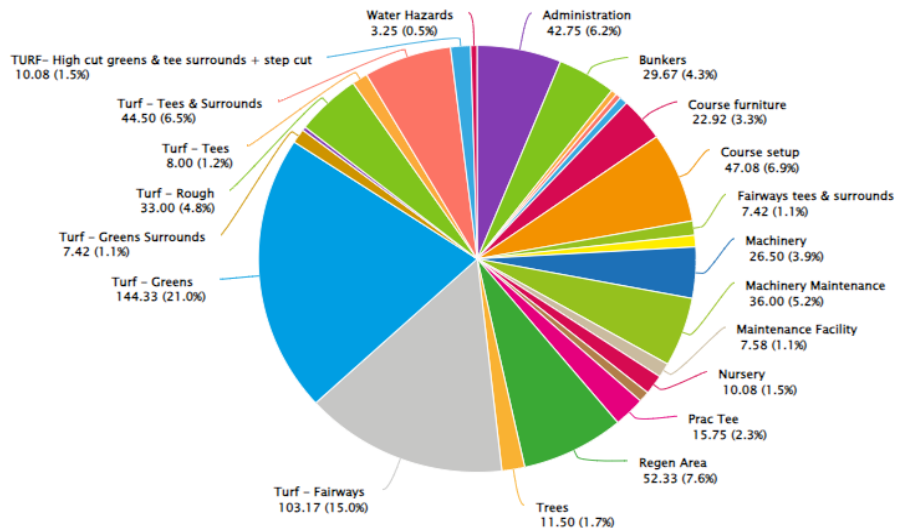
greens and produce shade over playing surfaces. With the South coast open behind us and the soil temperature increasing regular “dusting’ of greens will occur through the growing season to improve ball roll and dilute thatch.

Snakes are being seen regularly on the course in particular the 24th bridge as seen in the picture

This process is important in maintaining firm true surfaces

Planting will continue where necessary with the addition of the barriers to deter kangaroos.

Total Hours
686:45



Management Recommendations accepted as presented.

BOD 24.10.11

GENERAL BUSINESS

1. December & January Board Meeting dates / Best Practice Board meetings - discussed
2. 5km Rule & Constitutional Changes - The Club still wishes to encourage social membership.
3. Extraordinary Meeting – Tesla Agreement – leasing of property. Potentially call for a General Meeting on 12 December after 21 days’ notice given to the members. This is to coincide with the Veterans Christmas Party.
4. Cart Shed Update - Management advised that the numbers are back to 50/50. Management to provide a communication to members providing the rationale of why the list is closed and when it is to be re-opened.
5. 2023/24 Audited Financials - Management lodged with ASIC on 23 October 2024.
6. Board Uniforms – aligned with new Branding options discussed
7. Liquor & Gaming – Education session for management and Board
8. Golf Presentation - Invitees need to RSVP for the Presentation evening so catering can be arranged.
9. CMAA Newcastle Study Tour - Report to be provided to Board.
10. Catalina Classic – Captain commented that the event was outstanding and showcased Catalina in it’s best light. There were lots of visitors from Sydney.
11. Reciprocity with South Coast neighbours – change to take effect as of Jan 1, 2025 ie no agreed reciprocal rights for Catalina members with any south coast club
12. Club patron – still seeking a suitable Club Patron
13. Milk based coffees from the golf shop are lukewarm - adjust temperature.
14. Christmas period Course access - Discussed competitions for members and visitors.

MEETING CLOSED

TIME OF MEETING CLOSE:	5.36pm
DATE OF NEXT MEETING:	To be held Thursday 28 November 2024 at 3pm.

MEMBER SUGGESTIONS				
Mem. #	Tier	Suggestion	Referred to	Action
x	Gold	Enquired why the fairways weren't striped for South Coast Open	MJ	Explained the event was shadow cut for the weekend.
x	Silver	Raised that the member kiosks weren't printing tickets	MJ	Responded with thanks and resolved the issue.

New Member applications for September 2024

NEW MEMBERS	
SEPTEMBER 2024	
7 Day	2
Week Day	2
Country	2
Intermediate	1
Under 35's	1
Junior	1
Cadet	
SUB TOTAL - Golf	9
Social 1	199
Social 3	55
Social 5	25
SUB TOTAL - Social	279
TOTAL NEW MEMBERS	288

As of 1 October 2024, & 2023

SEPTEMBER 2024			
	2024	2023	% Change
7 Day	477	478	-0.21%
Week Day	283	255	10.98%
Country	75	70	7.14%
Intermediate	9	15	-40.00%
Under 35's	41	53	-22.64%
Junior	33	33	0.00%
Cadet	35	36	-2.78%
Life	2	2	0.00%
Life Subscribers	2	2	0.00%
SUB TOTAL - Golf	957	944	1.38%
Social 1	3021	2685	12.51%
Social 3	3872	3338	16.00%
Social 5	2660	2348	13.29%
NEW Members	288	299	-3.68%
SUB TOTAL - Social	9841	8670	13.51%
TOTAL MEMBERS	10798	9614	12.32%
Visitors	5954	7143	-16.65%
Guest of Member	472	435	8.51%
Function	19	78	-75.64%
Contractors	51	43	18.60%
Visitors	6496	7699	-15.63%
Member Visitation	14461	14387	0.51%
TOTAL VISITS = Visitors + Members	20957	22086	-5.11%
Visitor %	31.0%	34.9%	
Member %	69.0%	65.1%	

September YTD Comparisons table

