

# Summary of the meeting of the Board of Directors of Catalina Club

154 Beach Road, Batemans Bay



<b>HELD ON</b>	Thursday, 20 March 2025 ( <b>BOD25.3</b> )
<b>OPENED</b>	2:54pm
<b>ATTENDANCE</b>	C. Flynn (Chair), R. Gercken, A. Hall, C. Lyttle, J. Shattles, M. Lowe, G. Chapman (General Manager), M. Judd (Assistant General Manager)
<b>GUEST</b>	S. Calabro (Finance Manager)
<b>WELCOME</b>	Welcome to Country
<b>APOLOGIES</b>	R. Sinclair (Leave of Absence)

## DECLARATIONS & CONFIRMATIONS

All Directors in attendance have confirmed that:

- They have reviewed and read the Board Packs prior to the meeting.
- They have reviewed the Clubs NSW Circulars prior to the meeting.
- There are no updates to the Register of Interests tabled at the meeting.
- **RESOLVED** that the **Minutes of Board Meeting** held Thursday 20 February 2025 be accepted as presented.
- **Business Arising** from 20 February 2025 Minutes:
  - 9 Action List items completed.
  - 27 Action List items identified as on hold or in progress.
- **Noted** the upcoming Director Diary Dates.

## STRATEGIC DIRECTION

- Review of Strategic Plan – Strategic Plan tracking well. Review and update session planned for May 2025.
- Briefing on Strategic Developments – Updated Course Master Plan presented (course routing) and updated Golfing Wing concept presented for review.
- Briefing on current Catalina Club Projects ie Reception, Gaming Restrooms, Board and Meeting rooms, Administration within expected timeframe and on budget.  
**Noted** the Strategic Direction plans and reports presentation.

## STANDING REPORTS

### 1. General Managers Report

- Membership Review
- Club Valuations
- AML/CTF Policy
- ANZ Meeting
- ATM Agreement
- DEP and Electricity Capacity
- Driving Range Business Case V2

### 2. Assistant General Managers Report

- Course Architects
- Members Carpark 18<sup>th</sup> Tee
- Southern Carpark Bridge
- Driving Range & F&B precinct
- Admin, Reception & Gaming Bathrooms
- Legacy Golf Day

### 3. Finance Reports presented by GM.

### 4. Functions: scheduled for April 2025 - nil bookings.

### 5. HR Matters: Total Employees 112, Customer Service 68, Administration 10, Golf Shop 15, Golf Course 13, Cleaning 6

- Overall employee productivity has remained steady, with wages remaining well controlled. Customer experience remains a focus here at the Club, with additional resourcing having recently been allocated at reception to provide a dedicated welcoming attendant from 10am until close of trade each day. We have welcomed the return of two former employees at Club reception which is a good indication of the Club being considered an engaging, respected and desired local employer.

#### 6. **Course Report & Statistics – February 2025**

**February 2025** – 6,451 – Average 230 players per day

**February 2024** – 6,029 – Average 207 players per day

Financial YTD 2025 – 51,442 – 212 players per day

Financial YTD 2024 – 51,422 – 211 players per day

- Increase in Green Fees, Carts and Competitions.
- Golfing Numbers up over 400 for the month compared to 2024, similar weather to 2024 with only 1 rain effected day each year
- Driving Range continues to grow in usage
- Retail showed a small increase
- Vets InterClub went really well, still very slow play.
- Men’s Pennant underway with Division 1 starting strongly, Division 2 & Seniors need to win their last match to have any chance of qualifying for finals
- Early stages of Ladies Pennant coordination
- Reciprocal numbers down on 2024 as we no longer have agreements with South Coast Clubs.
- JUNIORS, CADETS & AGF JUNIOR GIRLS: Programs have recommenced this year, AGF Junior Girls – 6 participants this year, Cadets have had over 20 kids each week so far, nearly half are new Cadets to the program, Juniors continue to develop, Bill, Keith and Alex all playing Division 1 Pennant this year and Lachie Division 2

#### 7. **Superintendent Report**

- COURSE: The course in general is presenting well with twice weekly cutting of kikuyu surfaces and greens being cut at least every other day with rolling occurring occasionally. Practice nets have had a thorough clean with the pressure washer. An insecticide and pre- emergent for Poa and broadleaf weeds has been applied to all kikuyu surfaces. A recurring complaint around stones in bunkers has been brought to my attention in the Grounds, Greens and CATS meeting held in early February. The Natural construction of the bunkers is the main cause here allowing any rainfall erosion to expose aggregates in the sub-profile and leach into the base where play is typical. Upon inspection I have found that any remedial work such as sieving or raking will prove illogical and extremely labour intensive only to require redoing after any significant downpour. In the interim I can top up some of the more problematic bunkers with fresh sand that will conceal the stones. Another complaint I have been made aware of is the placement of tee markers and the distance from the coloured plates not being consistent over the 4 colours. Upon Investigation I have found that there is a disproportionate area of teeing ground in front of the yellow plates and behind the blue. What this means is we are limited to about 3 metres on average in front of the yellow plates which restricts use of the rest of the markers in forward positions if we are going to be “consistent”. If we are to be consistent the course will almost always play at its full length and turf quality will be dramatically reduced in the restricted teeing corridors.

#### 8. **Marketing Report**

- RESTAURANT: Focus on lunch specials and new bar offers over key trading period.
- BAR: Weekend cocktail and dining focus, Valentines and Superbowl
- CLUBHOUSE: Music programmed to maximise potential downturns. Added music for the first time to drive Valentine’s sales on a Friday evening and entertainment held the room with great upswing in sales. Gaming Room compliance signage and ATM signage all update and now fully compliant. Working on all exterior and internal hoardings as part of refurb program.
- GOLF: Tournaments experience higher entry levels - Bay Open – 150 early entries. Launched Catalina’s very first International Women’s Day Get Into Golf program for Saturday 8th March. Currently running adverts in Inside Golf, this month the focus was the PGA win with a half- page article on Rodney. Next month is Far South Coast’s Favourite Golf Club/Top 100 advert and junior golfing editorial.

**RESOLVED** the Management Reports be accepted.

## SUB COMMITTEES

1. Workplace Health & Safety Committee
  2. Vets Committee
  3. Junior Committee
  4. Greens, Grounds & CAT's Committee
  5. Ladies Committee
  6. Golf Operations Committee
    - Saturday Medley grades to change to reflect a more even distribution of players within grades.
- RESOLVED** that the Sub Committee reports/minutes be accepted.

## CORRESPONDENCE

IN/OUT	Details
OUT	<b>Reciprocal agreement between Catalina &amp; Narooma Golf Club</b>
OUT	<b>Member</b> Disciplinary Letter
OUT	<b>Member</b> Disciplinary Letter
OUT	<b>Member</b> Disciplinary Letter
OUT	<b>Response to CMA re: G.Chapman service</b>
OUT	<b>Email to Member regarding Cart Insurance</b>
IN	<b>Email to Member regarding Cart Insurance</b>
LATE IN	<b>Vincentia Golf Club interest in Amalgamation</b>
LATE IN	<b>Cyber Assessment Report</b>

**RESOLVED** that all correspondence be accepted as presented.

## PAST PERFORMANCE

**RESOLVED** that Management accounts for Feb-25 be accepted.

**RESOLVED** that the Financial Performance Report & Statutory Lodgements for February 2025 be accepted.

**Gaming Reports – Noted.**

**Membership Reports - RESOLVED** that all applications for membership be accepted as presented.

## Governance & Compliance

**RESOLVED** that all compliance reports be accepted.

## GENERAL BUSINESS

- Golf Club's Insurance Package for the renewal term of 31/03/2025 to 31/03/2026

**RESOLVED** that Management renew the policy under the terms and conditions of Gallaghers Insurance Quote

Private insurance for Golf Carts with the following changes be made:

- Add new conditions and amend conditions 1 – 3 to reflect *Section E – Driving a Cart – General* and Section G clause 41 of By-law 10.
- Retain conditions 4 and 5.
- Clean up all documents so that they align.
- Confirmed that it was clear that if you have a private cart in the cart shed, you **must** have your own private insurance, third party at a minimum.
- All forms related to the By-law should be attached to the By-law.

**RESOLVED** that Managements recommendations are approved and amend conditions 1-3 as mentioned above and retain conditions 4 & 5.

- The Business case for two new Mini cashier Recyclers presented.

**RESOLVED** that Managements recommendations are approved to purchase the two new Mini cashier Recyclers.

- The updated Course Routing Masterplan was presented.

**RESOLVED** that the Course Routing Masterplan be accepted and taken to the next level of a detailed hole by hole plan by the course architects.

- A new Life Members Privileges policy presented and accepted Life Membership Nomination & Criteria By-Law to be modified to include.

**RESOLVED** that the Board approved the Life Members Privileges policy as presented. By-Law 20.

- A quote for surveying services for the internal layout of the Club was presented to the Board. It was agreed we need to have the survey completed not only for the present works, but for all future Club renovations.

**RESOLVED** that the Board approved the quote.

- Cyber Assessment Report discussed. Further investigation to be undertaken.
- Locker waiting list - Management to contact those members with multiple lockers and request if they would kindly relinquish a locker.
- Definition of the age at which we cease support for juniors that come through our junior programme discussed. Precedent will be set therefore set guidelines need to be established.

**RESOLVED** that the Club create guidelines that define that the Club may continue to provide existing support past the 18<sup>th</sup> birthday, up until either the junior turns 19, or commences full time employment (whichever occurs first).

- Templates from Pigott & Stinson for the Membership Disciplinary Committee received to ensure best practice and good governance is practiced.

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**MEETING CLOSED:**

5:11pm

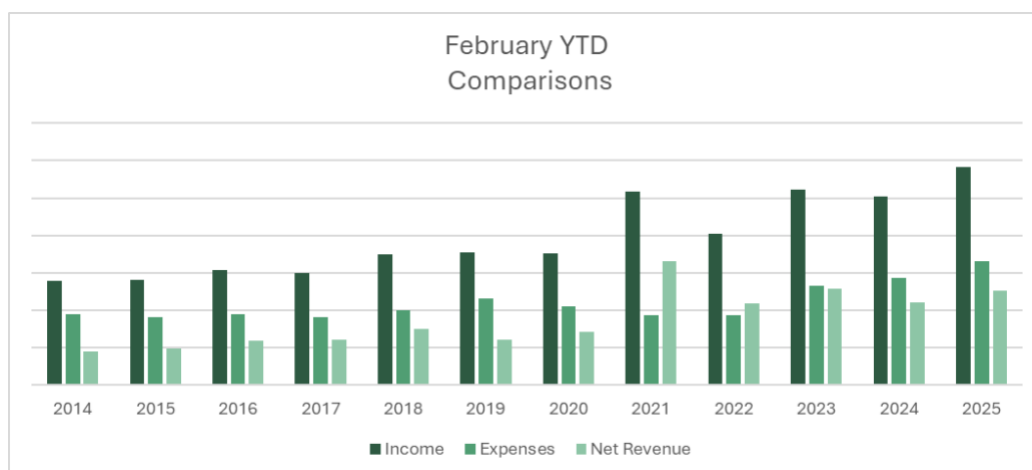
**NEXT MEETING:**

Thursday, 22 May 2025 @ 3pm (New Board Room)

## MEMBER SUGGESTIONS – Nil to report

Nil

## FEBRUARY YTD FINANCIAL COMPARISON TABLE



## FEBRUARY MEMBERSHIP TABLES

FEBRUARY 2025			
	20 25	20 24	%Change
7 Day	523	523	0.00%
Week Day	309	279	10.75%
Country	96	94	2.13%
Intermediate	18	15	20.00%
Under 35's	58	55	5.45%
Junior	43	49	-12.24%
Cadet	52	46	13.04%
Life	3	2	50.00%
<b>SUB TOTAL - Golf</b>	<b>110 2</b>	<b>10 63</b>	<b>3.67%</b>
Social 1	4573	4327	5.69%
Social 3	4549	3969	14.61%
Social 5	2927	2599	12.62%
<b>SUB TOTAL - Social</b>	<b>120 49</b>	<b>10 895</b>	<b>10 .59%</b>
<b>TOTAL MEMBERS</b>	<b>13151</b>	<b>11958</b>	<b>9.98%</b>
Visitors	8380	6771	23.76%
Guest of Member	35	44	-91.55%
Function	3	14	-78.57%
Contractors	77	74	4.05%
Visitors	8495	7273	16.80 %
Member Visitation	18433	15819	16.52%

# Summary of the meeting of the Board of Directors of Catalina Club

154 Beach Road, Batemans Bay



<b>HELD ON</b>	Thursday, 20 February 2025 ( <b>BOD25.2</b> )
<b>OPENED</b>	3:04pm
<b>ATTENDANCE</b>	C. Flynn (Chair), R. Gercken, A. Hall, R. Sinclair, C. Lyttle, J. Shattles, M. Lowe (Online), G. Chapman (General Manager), M. Judd (Assistant General Manager)
<b>GUEST</b>	S. Calabro (Finance Manager)
<b>WELCOME</b>	Welcome to Country
<b>APOLOGIES</b>	Nil

## DECLARATIONS & CONFIRMATIONS

All Directors in attendance have confirmed that:

- They have reviewed and read the Board Packs prior to the meeting.
- They have reviewed the Clubs NSW Circulars prior to the meeting.
- There are no updates to the Register of Interests Register tabled at the meeting.
- **RESOLVED** that the **Minutes of Board Meeting** held Thursday 19 December 2024 be accepted as presented.
- **Business Arising** from 19 December 2024 Minutes:
  - 7 Action List items completed.
  - 12 Action List items identified as on hold or in progress.
- **RESOLVED** the Board made an Out of Session acceptance of quote to undertake a Club Cyber Security Audit. **(4.5)**
- **RESOLVED** that the Board made an Out of Session motion to promote Sophie Booth from Cadet to Junior membership. **(4.6)**
- **RESOLVED** that the Board note the upcoming Director Diary Dates. **(4.7)**

## STRATEGIC DIRECTION

- Review of Strategic Plan through Monday.com
  - Briefing on Strategic Developments
  - Briefing on current Catalina Club Projects ie Administration and Reception within expected timeframe and on budget.
- RESOLVED** that the Strategic Direction plans and reports be accepted. **(5.3)**

## STANDING REPORTS

1. **General Managers Report**
2. **Finance Reports** presented by GM.
3. **Functions:** scheduled & booked for March 2025 as presented.
4. **HR Matters:** Total Employees 115, Customer Service 70, Administration 10, Golf Shop 15, Golf Course 14, Cleaning 6
  - **HR Business Unit Plan:** Overall employee productivity has remained steady. Peak period recruitment was successful, as was the adoption of 2am closing across 7 nights by the team. Moving forward we will be focusing on the customer experience throughout the Club, commencing with reception.
5. **Course Report & Statistics – January 2025**
  - January 2025** – 7,673 – Average 247 players per day
  - January 2024** – 7,620 – Average 246 players per day
  - Financial YTD 2025 – 44,991 – 209 players per day
  - Financial YTD 2024 – 45,393 – 211 players per day
    - Strong Xmas / New Year Golf Traffic, similar to Jan 2024
    - 8 minute intervals worked well over Xmas Social timesheets

- 7 days were rain affected. Golf or Cart access also reducing opportunity of revenue
- Usage of Cart Fleet remains strong
- Competition number effected due to Rain events and Cart access
- Member Social Play strong with growing Membership
- Reciprocal numbers down with FSC agreement concluding at end of 2024

#### 6. Superintendent Report

- Course - Significant rainfall has resulted in exceptional growing conditions for all surfaces. It has also resulted in less demand on the irrigation system which is fortunate as a storm has taken out roughly 15 sprinkler IC modules. Cockatoo damage is becoming prevalent this time of year with the 12th, 16th and 4th greens taking the brunt of the attack. Bunkers also had sand Redistributed in most bases and faces.
- Greens - Greens have enjoyed the rainfall and have recovered well after renovation. Density is improving on all greens with monthly pesticide applications and some light fertiliser applied.

#### 7. Marketing Report

- RESTAURANT: Large focus on summer menu and new bar offers over key trading period.
- Social interaction on lunch and dining continues to deliver the highest consistent participation metrics.
- Highlighting menu offer on foyer screens is driving repeat custom.
- Takeaway offers look to be buoyant with new pizza livery promo. Additional promo of pizzas on roadside sign is also driving awareness.
- BAR: New focus on cocktail offer, following professional photography investment, across socials and highlighted in the clubhouse.
- CLUBHOUSE: Live Music extended for a further two weeks into January.
- Consistent upswing in footfall with mid-week music.
- Social membership is growing due to consistent quality communications across multiple touchpoints.
- GOLF: Key tournaments in early promo.  
Get Into Golf membership drive.
- Social golf promo with Chamber of Commerce/Cruise ship. Focus on Catalina golfing merch.
- Bay Open – 90 early entries.
- Uptake of PGA Award and Top 100 Public Access Course 2025 by Destination NSW.
- Cruise ship guests as social golfers from Canada plus ship's crew.

**RESOLVED** the Management Reports be accepted. **(6.7)**

### SUB COMMITTEES

1. Workplace Health & Safety Committee
2. Vets Committee
3. Junior Committee
4. Greens, Grounds & CAT's Committee
  - Solid painted lines to remain re out of bounds.
  - Reduce the carry to the following holes on the 4<sup>th</sup> 13<sup>th</sup> 20<sup>th</sup> 24<sup>th</sup> .
  - 4-6 Flag sticks going missing each week. New flag sticks whilst cheaper do not have the reflectors or prisms within, Management to investigate reasonable alternative options with reflectors.
  - Current issue with the sand in the bunkers and the quality of the practice nets need attention – the current maintenance program in place for both these issues will be reviewed.

**RESOLVED** that the Sub Committee reports/minutes be accepted. **(7.8)**

### CORRESPONDENCE

#### ● INWARDS

- a) **Signed** 2025 Sponsorship agreement with the Batemans Bay Tigers
- b) **Eurobodalla Shire Council** -Notification of Modification of DA – 49 Beach Rd
- c) **Batemans Bay Lapidary Club** - 2023 Club Grants allocation and acquital
- d) **Eurobodalla ClubGRANTS Cat 1** - Meeting minutes
- e) **Tollgates Probus** - Thank you letter for waiving room hire

- f) **Lawrence Cutler** -Request to spread ashes **(8.1)**
- g) **Daley Audit** - Minutes of Meeting of Directors for recorded **(8.2)**
- h) **ASIC Company Statement** - Issued 30 December 2024 with updated Directors
- i) **Request for Leave of Absence** - Director Bob Sinclair - Request for 3 months LOA **(8.3)**

- **OUTWARDS**

- a) Two Disciplinary letters
- b) Response to member complaint letter.
- c) **Narooma Golf Club** - Letter re Reciprocal rights

**RESOLVED** that all correspondence be accepted. **(8.4)**

## PAST PERFORMANCE

**RESOLVED** that additional KPI's be endorsed for future Board papers. **(9.5)**

**RESOLVED** that the Gaming Reports be accepted. **(10.1)**

**RESOLVED** that all applications for membership be accepted. **(11.1)**

## Governance & Compliance

**RESOLVED** that all compliance reports be accepted. **(12.5)**

## GENERAL BUSINESS

1. **By-law 19 - By-law regulations** - update of the By-laws to reflect new terminology and new electronic practices. **(13.1)**
2. **Old Safe door** donated to SSAA Batemans Bay Branch in return for its removal.
3. **Life Member Policy** to reflect privileges - medallion, lapel pin, pro-rata reimbursement of current years golf membership, placed on the honour board, invitation to major Club Functions as VIP. **(13.4.1)**
4. **Strategic Planning Review for 2025-2027** – Meeting planned for April 25.
5. **By-law 10** - Owning & Driving a Golf Cart – update to reflect changes with Cart Insurance. **(13.6.1)**
6. **Golf Australia Policy** has changed and will not cover carts or electronic devices. The GM noted that work has started on the Membership Fees and Budget for 2025/26.
7. **Cyber Review** consultant will be onsite in March.
8. Management will meet with ANZ in relation to Borrowing & Merchant fees.
9. GM presented a draft Membership Report which will form part of the monthly Board Paper.
10. GM presented the proposed access points as outlined by engineer for the southern carpark and the greenkeepers compound, which is being worked on at the moment.
11. GM showed a rough draft of the locker room for the new Golf Wing Plan to be discussed with membership.
12. Board acknowledged the success and appreciation of the restaurant over the festive and holiday season.
13. Director mentioned the exposure to the sun whilst sitting on the deck outside the restaurant. Management to look for a potential solution.
14. It was agreed that previous arrangements between Moruya and Catalina for the Cameron Cup would remain.

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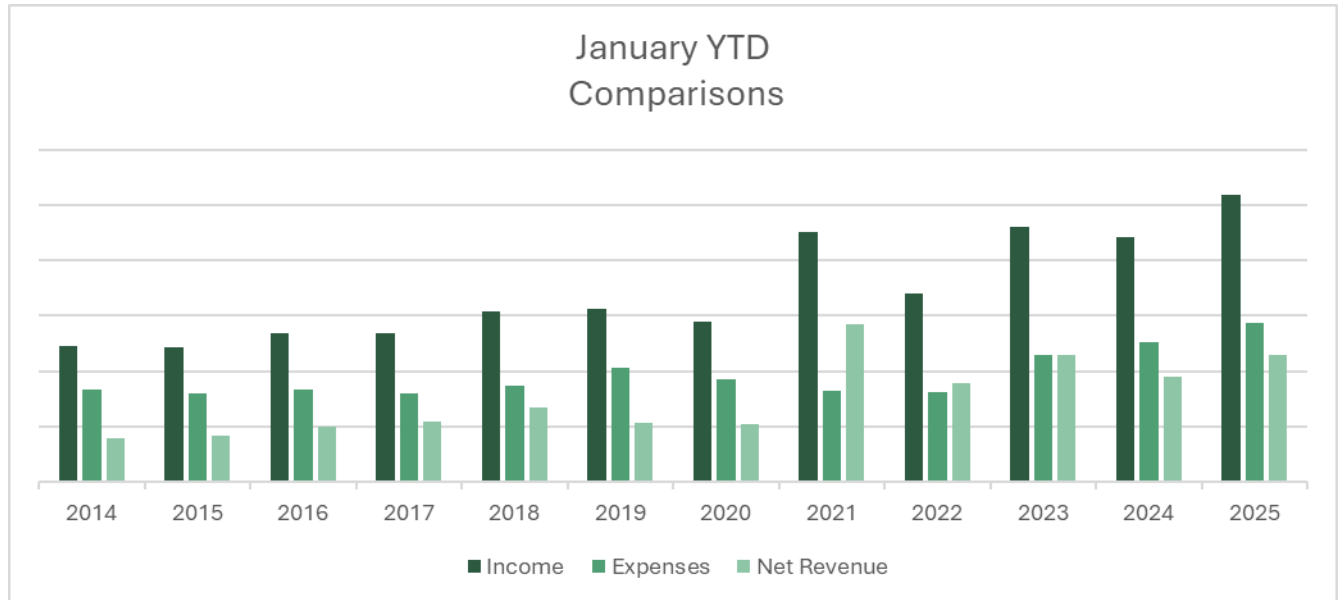
**MEETING CLOSED:** 5:35pm

**NEXT MEETING:** Thursday, 20 March 2025 @ 3pm (Golfers Lounge)

**MEMBER SUGGESTIONS – Nil to report**



## FEBRUARY FINANCIAL COMPARISON TABLE



## FEBRUARY MEMBERSHIP TABLES

JANUARY 2025			
	2025	2024	% Change
7 Day	517	502	2.99%
Week Day	302	269	12.27%
Country	93	89	4.49%
Intermediate	17	15	13.33%
Under 35's	53	56	-5.36%
Junior	41	48	-14.58%
Cadet	49	42	16.67%
Life	3	2	50.00%
<b>SUB TOTAL - Golf</b>	<b>1075</b>	<b>1023</b>	<b>5.08%</b>
Social 1	4120	3817	7.94%
Social 3	4220	3670	14.99%
Social 5	2777	2476	12.16%
<b>SUB TOTAL - Social</b>	<b>11117</b>	<b>9963</b>	<b>11.58%</b>
<b>TOTAL MEMBERS</b>	<b>12192</b>	<b>10986</b>	<b>10.98%</b>
Visitors	14763	11298	30.67%
Guest of Member	27	427	-93.68%
Function	5	10	-50.00%
Contractors	75	47	59.57%
<b>Visitors</b>	<b>14870</b>	<b>11782</b>	<b>26.21%</b>
<b>Member Vistation</b>	<b>18433</b>	<b>15819</b>	<b>16.52%</b>
<b>Visitor %</b>	<b>44.7%</b>	<b>42.7%</b>	
<b>Member %</b>	<b>55.3%</b>	<b>57.3%</b>	