

# RINGWOOD GOLF CLUB

## Meeting minutes

Meeting title	Committee Meeting
Time and date	7.00 pm Tuesday 7 <sup>th</sup> March 2023
Chairperson	Darren Walton opened the meeting at 7.05pm
Attendees	Julie Challen, Syd Wheatley, Peter Ross, Russell Stanfield, Darren Walton, Nic Walton, Jo Stack

Item		Action																																																																																							
1	<b>Apologies:</b> Paul Kennett, Gary Govan																																																																																								
2	<b>Declaration of Conflict of Interest:</b> None																																																																																								
3	<p><b>Confirmation of Previous Meeting Minutes:</b> Proposed Motion: 'That the meeting minutes for the Committee meeting held on 7<sup>th</sup> February 2023 be accepted as a true record.</p> <p><b>Moved:</b> Peter Ross                      <b>Seconded:</b> Syd Wheatley                      <b>Carried/Failed</b></p>																																																																																								
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	03/03/22	All members	Easter raffle								
	<p><b>Business Arising from Correspondence:</b> Query raised regarding committee having a copy of correspondence prior to meeting.</p> <p><b>Action</b> – Darren Walton to discuss with Paul Kennett</p> <p>- Peter Ross to follow up Tax Office matter re BAS</p>										
5	<p><b>Secretary's Report:</b></p> <p>No new member applications!</p> <p><b>Motion:</b> 'That the Secretary's report is noted and approved.'</p> <p><b>Moved:</b> Russell Stanfield                      <b>Seconded:</b> Julie Challen                      <b>Carried/Failed</b></p> <p><b>Business Arising from Secretary's Report:</b></p>										
6	<p><b>Finance:</b></p> <p>Profit &amp; Loss Statement and Balance Sheet provided with meeting agenda.</p> <p>Peter Ross raised the issue of outstanding prizes (prizes not yet collected by members) and general discussion followed. See actions below.</p> <p><b>Motion:</b> 'That the Treasurer's report including payments for the month is noted and approved.'</p> <p><b>Moved:</b> Peter Ross                      <b>Seconded:</b> Julie Challen                      <b>Carried/</b></p> <p><b>Business Arising from Finance Report:</b></p> <p><b>Action -</b></p> <ul style="list-style-type: none"> <li>- Nic Walton <ul style="list-style-type: none"> <li>- to prepare a memo to members regarding prize purge being re-activated at June 30</li> <li>- To review MiClub records and purge prizes for past visitors and people who are no longer members.</li> </ul> </li> <li>- Jo Stack to put an item in the next club newsletter regarding the need for members to collect prizes by 30 June 2023</li> </ul>										
7	<p><b>Match:</b></p> <p>Refer to draft "No Show Policy" below. This was discussed and is to be re-drafted. See action item below.</p> <p>Nic Walton advised that MiClub has a function to record no shows of people who have booked to play in club competitions.</p> <p><b><u>Match Committee Minutes</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4a6984; color: white;">MEETING MINUTES</th> <th style="background-color: #4a6984; color: white;">RGC MATCH COMMITTEE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DATE AND TIME</td> <td style="text-align: center;">14/02/2023 18:30</td> </tr> <tr> <td style="text-align: center;">LOCATION</td> <td style="text-align: center;">RGC Clubrooms</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			MEETING MINUTES	RGC MATCH COMMITTEE	DATE AND TIME	14/02/2023 18:30	LOCATION	RGC Clubrooms		
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<b>MEETING CHAIR</b>		Nic Walton (Captain)	
<b>ATTENDEES</b>		Grant Stack (Vice Captain), Pam Kinsella (Lady Captain). Corinne Dyer (Lady Vice-Captain), Sharon Cousins (Ladies Handicapper)	
<b>APOLOGIES</b>		Graeme Mahoney (Mens Handicapper)	
<b>CIRCUMSTANCES</b>		Dianne Seehusen observing	
<b>MINUTE TAKER</b>		Nic Walton (Captain)	
<b>MEETING CLOSED AT</b>		20:30	
<b>BUSINESS ARISING FROM PREVIOUS MEETING</b>			
<b>DISCUSSION</b>		Business arising from previous meeting	
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>No new business</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
N/A	N/A	N/A	
<b>AGENDA ITEM 1</b>			
<b>DISCUSSION</b>		No Show Data received from Committee	
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Data was deemed to be interesting but not directly useful in informing a new policy regarding no shows</li> <li>A new policy will be drafted for presentation to the committee</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Draft a No Show Policy	Nic Walton	18/2/23	
<b>AGENDA ITEM 2</b>			
<b>DISCUSSION</b>		Preferred lies in bunkers	
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Ended preferred lies in bunkers</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Communicate change to members	Nic Walton	16/2/23	
<b>AGENDA ITEM 3</b>			
<b>DISCUSSION</b>		Slow play on Saturday	
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Saturday's pace of play was deemed as acceptable, monitoring to continue as standard</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
N/A	N/A	N/A	
<b>AGENDA ITEM 4</b>			
<b>DISCUSSION</b>		Short course on Mondays	
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Deemed course to have been too short on a regular basis during midweek comps <b>See action item below</b></li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Raise issue with Council	Nic Walton	29/3/23	
<b>AGENDA ITEM 5</b>			
<b>DISCUSSION</b>		Plan for fixture in the event that further rounds are lost in Championships	

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<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Agreed that no further rounds can be played after 18/3/23, if more that one more round is lost event will be shortened</li> </ul>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A	N/A	N/A
<b>AGENDA ITEM 6</b>		
<b>DISCUSSION</b>		<b>Revamp of heat policy</b>
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Discussed change of heat policy to aid Pro Shop in s3elling spare spots</li> </ul>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Monitor BoM forecasts at different times	Nic Walton	N/A
<b>AGENDA ITEM 7</b>		
<b>DISCUSSION</b>		<b>MiClub access trial with Pro Shop</b>
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Accepted terms of trial</li> </ul>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A	N/A	N/A
<b>AGENDA ITEM 8</b>		
<b>DISCUSSION</b>		<b>Free drop zones in garden beds</b>
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Agreed to leave free drop zones as they are</li> </ul>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A	N/A	N/A
<b>AGENDA ITEM 9</b>		
<b>DISCUSSION</b>		<b>Major events registration</b>
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Agreed to return to requiring players to put "YES" or "NO" on their cards for major events qualification</li> <li>Registration sheet to be used as a means to guarantee a tee time only</li> </ul>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A	N/A	N/A
<b>AGENDA ITEM 10</b>		
<b>DISCUSSION</b>		<b>VGL event handicaps for Saturday ladies</b>
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Decided to shelve the discussion for another meeting</li> <li>Potential maximum handicap introduced into events used for determining entrants into VGL comps</li> </ul>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A	N/A	N/A
<b>AGENDA ITEM 11</b>		
<b>DISCUSSION</b>		<b>Members playing outside comp times</b>
<b>CONCLUSIONS</b>		<ul style="list-style-type: none"> <li>Deemed that allowing members to play outside comp tee times is unfeasible</li> </ul>
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

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	N/A	N/A	N/A
	<b>AGENDA ITEM 12</b>		
	<b>DISCUSSION</b>	<b>Return of prize purge</b>	
	<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Informed match committee that prize purge will return on 1/7/23</li> <li>Members will be informed with plenty of time</li> </ul>	
	<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	Communicate out to members	Nic Walton	25/2/23
	<p><b>Motion:</b></p> <p>‘That the Match report is noted and approved.’</p> <p><b>Moved:</b> Nic Walton                      <b>Seconded:</b> Peter Ross                      <b>Carried/</b></p> <p><b>Business Arising from Match Report:</b></p> <p><b>Action -</b> Nic Walton</p> <ul style="list-style-type: none"> <li>- To discuss with council representatives regarding the placement of white markers for play on Mondays and Wednesdays.</li> <li>- Requested by Chair Darren Walton to revise and simplify “No Show Policy” and re-submit to committee for consideration.</li> <li>- To Ask Pro Shop Manager Ben who now has access to MiClub if he can record no shows on the system.</li> </ul>		
8	<p><b>Social:</b></p> <p><u>Club Championships</u> – On the last round of club champs, we had monthly medal BBQ and the spinning wheel raffle.</p> <p><u>Newsletter</u> – I am wanting to get the next newsletter out prior to Easter, so around last week of March, can you please provide me with any inclusions before then if you haven’t already done so.</p> <p><u>Ladies Golf Trip to Bright</u> – There are 22 ladies heading to Bright early April for what we hope will be an annual trip for RGC ladies. (This event is fully booked)</p> <p><u>Easter raffle</u> – Chocolate hampers made with 10 prizes in total. Tickets selling now for draw on Saturday 1st April. \$2.00 a ticket or 3 for \$5.00 – Available over the Bar.</p> <p><u>Golf Trip – Tocumwal</u> – 27-29th October 2023 – Deposit of \$2k has been paid by the Club. Registration will be set up in MiClub to open on August 1st, followed by all monies to be paid Sept 30th – limited to 40 spots only including non-golfers.</p> <p><u>Games Night</u> – Saturday 1st July. Strictly tables of 6 people. BYO Food/Nibbles, dress up if you dare or maybe have a theme for your table – fun night of games including Bingo, Putting, Trivia Quiz &amp; more.</p> <p><b>Motion:</b> ‘That the Social report is noted and approved’.</p> <p><b>Moved:</b> Jo Stack                      <b>Seconded:</b> Julie Challen                      <b>Carried/Failed</b></p> <p><b>Business Arising from Social Report:</b></p> <p><b>Note.</b> Nic advised that MiClub can be used to manage Tocumwal Golf Trip.</p>		
9	<p><b>House:</b></p> <p><b>Bar Report</b></p> <p><b>1. Till ring-offs</b> - the weekly till ring-offs showed a loss for the month of \$119.50. This would mainly be due to volunteer staff incorrectly ringing up sales or giving incorrect change. This amount is a sizeable increase on previous months. If it continues, I will look to complete till ring offs more frequently to identify any patterns.</p>		

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	<p><b>2. Stocktakes</b> - the stocktake summary report shows a gain of 5.4 items with a value of \$11.97.</p> <p><b>3. EFTPos</b> - the EFTPos machine stopped working on Saturday 25<sup>th</sup> February. Phone calls to help desks were not successful in resolving the issue till Tuesday 28<sup>th</sup> February. Bendigo Bank have changed their supplier and support for EFTPos. As a result, the EFTPos machine will be replaced with a Tyro machine. This has been booked in for Monday 6<sup>th</sup> March. There should be no difference to the process bar staff use to process EFTPos transactions.</p> <p><b>Motion:</b> ‘That the House and Bar report is noted and approved’.</p> <p><b>Moved:</b> Syd Wheatley                      <b>Seconded:</b> Peter Ross                      <b>Carried/Failed</b></p> <p><b>Business Arising from House and Bar Report:</b></p> <p><b>Actions –</b></p> <ul style="list-style-type: none"> <li>- Discussions are continuing regarding the social golf group Red Caps becoming social members of RGC and having access to the RGC Clubrooms and bar facilities</li> <li>- Syd Wheatley in conjunction with club member Glenn Paton are to draft a policy covering access to Clubrooms Bar operations.</li> </ul>	
10	<p><b>Ladies:</b> March Monthly Medal Winner – Diana Bradley</p> <p>On Thursday 2<sup>nd</sup> March, we held a luncheon for the changeover of Ladies Captain Pam Kinsella and Corinne Dyer. The ladies all bought along food to share it was an enjoyable day, we presented Pam with a nice Pot Plant.</p> <p>Thursday 16<sup>th</sup> March will be our Ladies Captain V President Team Game, we will have another luncheon and I will hand over my Ladies President Badge to Glenys Harrison who will take over as Ladies President at the end of March.</p> <p><b>Motion:</b> ‘That the Ladies report is noted and approved’.</p> <p><b>Moved:</b> Julie Challen                      <b>Seconded:</b> Syd Wheatley                      <b>Carried/Failed</b></p> <p><b>Business Arising from Ladies Report:</b> Nil</p>	
11	<p><b>General Business:</b></p> <p><b>Sporting Club Grants Program</b> – Application has been submitted under Category 1 – Uniforms (\$1000). Applied for \$1000 to pay for Pennant polo’s stocks. * See Business Arising</p> <p><b>RGC Lease Report</b> – distributed for discussion at a later meeting. All committee members to review.</p> <p><b>Thursday Golf</b> – should we open lady memberships up for ‘Thursday only’ given that we use only about half/two thirds of the 64 spots allocated to us? Darren Walton will draft a discussion paper on this matter for review by Match Committee / RGC Committee.</p> <p><b>Disabled Access?</b> – A supporter at darts was challenged in gaining access. Had to be carried in! Is there a solution for the future? Syd Wheatley to check the back door at west end of clubrooms as to whether it is wide enough for wheelchair access.</p> <p><b>The latest on Red Caps barbecue?</b> See House &amp; Bar action items. Note President Paul Kennett is in ongoing discussion with the Red Caps Group.</p> <p><b>Club Championship winners.</b> It was suggested that it would be nice for the club to send a note of congratulations to the winners in each of the categories. Nic Walton will draft these.</p>	

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	<p><b>Next meeting?</b> 11<sup>th</sup> April is Easter Tuesday! – <b>This date accepted as being OK</b></p> <p><b>Business Arising from General Business:</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"><li>- Nic and Russell to look into club merchandise such as Polo Shirts, Caps, Bucket Hats etc.</li><li>- Darren to create or update Club Merchandise section on RGC website including cost and photos of available items if possible.</li></ul>	
	Darren thanked members for their input and closed the meeting at 8.50 pm	
	<b>Next Meeting:</b> 7:00pm Tuesday 11 <sup>th</sup> April 2023 at the RGC clubrooms.	

## RGC No Show Policy

This policy will outline what RGC's expectations are of its members regarding no shows, and the penalties for failing to meet these expectations.

For the purpose of this policy a 'No Show' is defined as a member who does not attend for their tee time without making a reasonable attempt to notify the Pro Shop of their nonattendance on a competition day.

It is preferred that members cancel their tee time prior to the time sheet closing, however where this is not possible a member must call the Pro Shop to inform them of their non-attendance during normal operating hours. In the event that the Pro Shop is not reachable during normal operating hours the member must note this in writing to a member of the Match Committee (see contact details page). Calls made to the Pro Shop outside normal operating hours are not considered a reasonable attempt.

If a member records two No Shows in any given two month period, across all comp days, they will be given a written warning and be moved to the back of the field on their next playing day (back of the relevant block on Saturdays). Further No Shows occurring in this time will be dealt with at the discretion of the Match Committee and will likely result in a suspension from competition play.

No Shows will be monitored by the Pro Shop and reported back to the Match Committee.