

Raglan Club Executive Committee Minutes

25/06/2018

Present : Debbie Dalbeth, Pablo Rickard, Craig Bridgman, Maxine Picard, John Joensen, Glenn Rangitonga, Darryl Hawkins

Apologies: Gary Kite

Minutes from meeting held on 25/05/2018

That the minutes be accepted as a true and correct record.

Moved Pablo Seconded Debbie Carried

Correspondence

Letter from DIA, our compliance is due, change of management needs updating, Rose Meek, John to respond

The community house wants to use van. Van is not available for loan due to ongoing expenses.

The rate for use of the van by adjuncts to be \$40 plus fuel for trips to Hamilton and \$80 plus fuel for longer trips

Bowling Club wants \$1000 per year to cover green maintenance. The committee needs to meet with them for a discussion.

That the correspondence be accepted:

Moved: John

Seconded: Debbie

Membership.

That the membership be accepted, subject to the Clubs criteria:

Moved: Maxine

Seconded: Debbie

Kitchen

The oven switch has been fixed, The new fan should be here soon.

Mauro will give the committee a proposal for a tea/ coffee/snack bar at the end of the existing bar.

The kitchen is working on a new snack food menu.

Treasurers report.

The good news is that we are showing a profit. We made 12k in March, we lost 12k in April due to holiday pays etc and we made \$4.8k in May. This compares with April 2017 -\$1.5k and May-\$8.9k.

Bar sales are up \$3.9k on May last year but \$5k down on April

Waikato Times subscription has been cancelled with Sponsors now providing the paper. Subscription was being increased to \$63pm. We will now save \$756pa.

The gaming float has been decreased by \$2k now the machines are being cleared daily.

To Do

- Look at leaking taps in restrooms
- Review the security lighting to reduce number of bulbs or replace with LED or energy saving bulbs.

Managers report

A busy start for Beryl reviewing and updating many of our procedures & policies to ensure we are complying with current legislation.

Achievements

- Gaming machines are now being emptied daily and the VenuTrac program is being utilized as it should be.
- Managers Register now in place as required by legislation.
- Host Responsibility Policy and Procedures submitted.

Goals

- Arrange online training with staff covering Evacuation, Harm Minimization & Food Handling Safety.
- Approach Police re. possible staff training/discussion on Armed Hold Up's & Harm Minimization.
- Implement a Van log book & discuss with Committee the possibility of charging a km fee along with hire cost.
- Sort eftpos so that it will work in conjunction with tills rather than separately

R&M

- Electrical -the kitchen oven caused a power outage for them which had to be repaired on a Saturday afternoon.
- Mens urinals are to have a needle valve fitted to reduce water usage from the cisterns which currently are set to fill/flush on a constant cycle.
- Outside taps to be capped off also to reduce usage/wastage.

H&S

- Accident Reporting Procedure submitted.
- HSE procedures incl. Hazard Identification & Safe Work Method Statements ready for submission.
- Pothole in carpark fixed
- No incidents this month.

General Business

Craig outlined a proposal to start renting out parking spaces. Permission for this needs to be granted by the members so will take a remit to the AGM

Debbie gave an overview of what we need to do and by when for the AGM.

Meeting ended at 8.30

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.