

# GOLF NSW LIMITED

Minutes of the meeting of the **BOARD OF DIRECTORS**  
held at 1A Duncan Street, Arncliffe  
on Thursday 28th June 2012 at 9.00am

- Present:** Chris Allen, Sue Fabian, Frank Gal, Alan Harrison, John Lock, Jean Moran, Lynne Ritchie, John Waanders & Darrell Watts
- Apologies:** Nil
- In Attendance:** Greg Mills and Graeme Phillipson
- Open Meeting & Welcome:** The Chairman opened the meeting and issued a welcome to all present.
- Conflict of Interest:** Declarations - Nil
- Confirmation of Minutes:** The minutes of the meeting held on Tuesday 8<sup>th</sup> May, 2012, were confirmed as a true and accurate record of proceedings.
- It was also agreed that a set of minutes from Board Meeting (Sunday 17 June) be confirmed as a true and accurate record of proceedings. Chris Allen undertook to send these minutes to Graeme Phillipson.
- Chairman's Update:** Verbal Report from Chris Allen
- NSW Opens  
It was noted that the Government (via the Dept. S & R - Communities) had committed funding for the two events to the value of \$10k per event, with Destinations NSW still contemplating a larger commitment that will not be approved and or finalised until their Board meeting on July 5. It was agreed to reconsider the future of the events at this time.
  - GA Meetings (21 June)  
Handicapping and Course Rating - comments previously circulated by Lynne Ritchie. Of particular note was that the GolfLink roll-out of changes to the handicapping system may not be occurring until around the end of 2013.  
Policy Committee - minutes from a meeting held in London were discussed, which involved the first meeting that talked about the possibility of a single world-wide handicapping system. Chris Allen to circulate minutes.
  - Notice was received re GA's AGM that has been set for 19

November. Golf NSW Board Members were asked again to consider possible candidates from NSW for the GA Board.

**Business Arising /  
Action Items:**

1-1 Engagement of an IT Consultant

It was reported that AVO Computer Care had discussions with Chris Allen, Graeme Phillipson and James Black to discuss the requirements of the proposed "IT Systems Audit" and that a recommendation was expected shortly.

1-2 Women in Golf Survey - from Golf VIC

Sue Fabian advised that she was approached via email from Frances Crampton in relation to the GA 'Women in Golf Working Party' who requested assistance in sending out a survey to women golfers. It was noted that Christy Collier had sent this survey to our database of women players.

1-3 CEO Replacement Process

Chris Allen reported that two Recruitment Companies have been requested to submit a proposal.

1-4 John Karren

It was noted that GA Independent Board Member, John Karren, would be asked to attend a future Board Meeting.

**Committee Reports:**

2-1 Finance

John Lock reported a projected surplus of \$150k for the 2011/12 financial year.

2-1-1 Budget

All departments had completed submissions. John Lock was waiting for final word regarding the NSW Opens.

2-1-2 Proposal for 2012/13 use of DGA Development Funds.

A combination of television advertising and 'come and try days' was discussed as a better spend of this money. It was also noted that JNJG would like to be involved in such a program, involving television advertisements and the promotion of the next step in the JNJG Schools Program. JNJG suggested a dollar for dollar investment if this type of proposal was agreed.

It was agreed to continue funding programs under current guidelines until a structured marketing program

is determined. It was also agreed that Clubs could apply directly for funding of a Club based program, for up to \$500 of funding.

It was also agreed to request the Secretary (or President) of each District attend a meeting to discuss the role of the District. Greg Mills to arrange a meeting, towards the end of August.

2-1-3 Variations of Time Payment of Affiliation Fees.

Greg Mills advised that only 6 clubs had requested to have their affiliation fees paid by instalments, with only one (Tamworth) who requested an alternative payment schedule. If any other requests arrive before the deadline they can be separately assessed, but finalisation will be agreed with John Lock before a commitment is provided.

2-1-4 Company MV Policy (Cost to staff packages)

It was agreed to:

- Not request those staff with company vehicles to reimburse the business for the retrospective non-deduction of their respective cost of vehicle charges as a result of incorrect salary package calculations;
- Examine the cost of lease versus outright purchase of company vehicles;
- Provide only the CEO and General Manager – Golf with on-going exclusive use of company vehicles after 1 July 2013 (subject to confirmation of our legal position to do this). Rod Clark and Christy Collier be required to 'return' their vehicles on or by 30 June, 2013, whereby those two vehicles will be disposed of or used as 'pool vehicles' at the discretion of the Board;
- 'Pool vehicles' to not be used for private use, other than the option to drive them to and from home. However, a charge will be applied for such use should it occur;
- Golf NSW to pay for all road tolls for company vehicles (whilst undertaking business); and
- Cars to be replaced every 80,000kms or three years (whichever comes first).

2-1-5 Staff Annual Leave Policy

It was agreed that:

- a) the draft policy was approved, pending the deletion of the heading - Sporting Organisations Award 2010;
- b) staff be given the days off between Christmas and New Year Public holidays as a bonus without affecting their annual leave;
- c) it should be an option for staff to 'cash out' annual leave from time to time, provided that at least twenty days of accrued leave is still available. A staff member have also taken at least two weeks of annual leave in the previous 12 months (in the interest of Workplace, Health and Safety); and
- d) Leave Loading to be accrued monthly and paid as leave is taken from 1 July 2012; and

2-1-6 State Team Alcohol Policy

It was agreed that Graeme Phillipson draft a policy for Junior and Senior team Managers and Players, for consideration at the next meeting.

2-1-7 Expense Reimbursement Policy Update

Following much discussion, the tabled Policy was approved, with minor adjustments. It was agreed that should a volunteer prefer to utilise their own car for longer trips, Golf NSW would pay 50c per km for under 500kms and 30c per km for any component over 500kms, otherwise a rental vehicle will be provided. It was also agreed to include a clause that Golf NSW would not be responsible for fines, insurances, etc., if own vehicle was employed

It was also agreed to create a Policy Register of all Golf NSW Policies.

As the following reports were presented at the previous day's Council Meeting, it was agreed that they be taken as read:

2-2 High Performance

2-3 Rules

2-4 HCR

- 2-5 Women's Match
- 2-6 Men's Match
- 2-7 Golf Foundation
- 2-8 Commercial
- 2-9 Council Working Group

**CEO's Report:**

- 3-1 Report re alternative operating model for clubs and feedback from Clubs NSW.

Greg Mills noted that Brett Boon, Graeme Carroll, and he had held discussions around the possibility that Clubs may be able to change their legal status from Registered Clubs to 'On Licence Premise'. If found to be a legitimate option, it would potentially provide clubs with an alternative to the increasing number compliance issues including the introduction of mandatory director training. Greg Mills undertook to report back to the next meeting.

- 3-2 Zone C Council Meeting

Greg Mills reported that there had been a recent meeting of Zone C Council and Delegates and that there were no extraordinary items of business, the exception being that the value of these meetings was questioned.

**General Business:**

- 4-1 Nomination of Trish Nance - Zone C Council Member  
It was agreed that she be appointed and Greg Mills contact her in this regard.

- 4-2 Constitution

It was agreed that the Board should consider what changes to the Constitution is required. Chris Allen undertook to follow up with Michael Palmer regarding the possible change to the voting process for the Board Elections, such that the voting is exercised exclusively by post so the process can close prior to AGM. This however, would not take effect until 2013, should it prove to be an option that is adopted as a special resolution at the 2012 AGM.

- 4-3 Foundations of Directors Course

It was agreed that John Lock and possibly Sue Fabian attend.

- 4-4 Consistency of Course Rating

Lynne Ritchie noted she will be spending nine days in Tasmania and Victoria, to rate courses in order to ensure consistency across the country. Chris Allen to ask Simon Magdulski why this is occurring.

4-5 Golf Club Legal Issues

Jean Moran proposed that Golf NSW consider employing or engaging someone with legal expertise/qualifications to provide in-house responses to specific issues at golf clubs. It was agreed the strategic planning meetings should discuss this proposal.

4-6 Alignment of the Financial Years of DGA's

It was suggested that GolfNSW approach all DGA's recommending they seriously consider aligning their Financial Year Ends with that of GolfNSW and GA.

4-7 Council Minutes

Alan Harrison noted that a public record version of the Council Minutes is to be placed on the website, as agreed at the last meeting.

4-8 Committee Sessions

Frank Gal noted that he had prepared a draft plan for the conduct of Committee Rules and Condition Sessions, such that all Districts would be visited over the next two years.

4-9 DGA Fees

Greg Mills advised that an increasing number of clubs were attempting to avoid paying their DGA affiliation fees and that the threat of disaffiliation to Golf NSW may need to be instituted where clubs persisted with this attitude.

**Correspondence:**

5-1 ***Nil***

**Next Meeting:**

1:00pm Monday 20 August 2012

(Note: Tuesday 21 August is Invitational Classic Golf at NSW GC)

**ACTION ITEMS ARISING FROM THE MINUTES**

Actions arising from last meeting				
NSW Opens	To report on receipt (or otherwise) of Govt. funding and recommend whether to proceed or not	Chris Allen / Greg Mills	5 July	
GA Board Vacancies	Golf NSW Board to consider possible persons to stand for Board of GA	Board	By next meeting	
DGA Development Funds	Develop a marketing plan to promote participation in golf in Country Areas	James Black	Ongoing (related to strategic plan)	
Meeting of District Secretaries	Arrange a meeting of District Secretaries in August	Greg Mills	asap	
Develop a Policy Register	Finalise Policies discussed at meeting and develop a register of all policies	Greg Mills	asap	Completed
Online version of Council Minutes	Prepare an online 'public record' version of Council Minutes	Greg Mills / Wynter Hines	asap	
Appointment of Trish Nance	Write to Trish Nance to confirm her appointment as Zone B Council Member	Greg Mills	asap	Completed
Constitution Changes	Board and staff to consider any changes required to the Constitution	Greg Mills / Board	Prior to next Board Meeting	
DGA Financial Year	Suggest that DGA's align their Financial Year with Golf NSW	Greg Mills	asap	
Course Rating	To ask S. Magdulski the purpose of the 9 day interstate rating visits	Chris Allen	asap	