**Minutes of Coolhurst GMC Meeting**

**Held on zoom Thursday 6 August, 2020 at 10 am.**

Present: Michael O’Callaghan, Stephen Nardelli (Chair), Charlie Logan, Sarah Luther, Martin Hearn, Tzvetelina Dimitrova.

**1. Apologies**

Peter Hilton, Paul Adderley, Bob Taylor, Nigel Hutchings, Martin Zinkin.

**2. General Manager**

The GM had submitted a comprehensive report before the meeting, key points:

* *Bar staff working at 80% paid capacity, 20% hours furloughed*
* *Housekeeping working 60% paid capacity, 40% furloughed.*
* *Weekly Bar/Housekeeping Costs Approx £1400*
* *Bar Turnover - Four Weeks to 2nd August 2020 : £832( Weekend only) £1973: £2638: £355.*

SL: are we paying full wages; we are paying NI and pension also. Furloughed people are getting full pay. We may change this from Sept/October onwards.

The wage bill is c. £18k per month.

SL: How much are we receiving for furlough payments?

We are paying about 80% of the wage bill. Collards have the full details.

SN: we might see this in a cash flow report, as we have previously asked Bob for. I must chase him.

SL: We had £1,800 profit from the bar last week. I am 50% furloughed, as is Ray. Ray’s cost is offset by not having the grounds people – he is covering that role.

**2. Finance**

SN: we need the cash flow projection to know where we are going to be in three months. We need to be able to discuss it too.

CL: The unknown factor is upcoming revenue. I would like to see a projection of the Sept to October cost base. Sarah could then analyse revenue projections to see if our cost base is fit for purpose. As we unwind the furlough scheme – we think it ends in October - we can look at the potential revenue options. This gives us what we need to consider how we manage our cost base. E.g. we might only get 50% of squash subs. Or it might be only 60% revenue in the bar – the projected revenues are uncertain. But we can predict 100% what our costs are going to be.

SN: this is information we need, the sooner the better.

Cash

SN: Our cash position is currently in a good place. SN, Bob apparently gave Sarah some financial report. SL: Bob didn’t give me a lot of detail but did say we have £222k in the bank.

We are saving cost because of saving utilities spend on the changing rooms.

SN: are costs are starting to go up now. We have spend that is already committed – CCTV and tennis court maintenance work. SN: I would like to go through these things with Bob.

**3. General Manager report continued**

SN: The way the club has been managed is impressive. Well done.

Facilities.

SL: Ray is 50% furloughed. 100% furloughed on Clubhouse contract. There is little maintenance work. There is small items to do. There is a skip ordered.

The junior program is going well. There is a waiting list. About 52% is clear profit. The parks programme is working. This will bring in c. £2k profit.

Anthony is back from furlough full time. We don’t have Gavin. We used to have Gavin for 16 hours. We are now running the programme without him.

Tennis coaching is going well. Coaching fees to the Club have been reinstated.

Food is going well. Ewa is signed up to eat-out. It is amazing you can have food for half price.

Ewa / Oasis Kitchen is now being charged the concession charge from the Club.

Criss Cross stringing is back.

Tennis – we have really good figures. Tennis membership is currently 790. This is high. The upper court work will be done in Sept. We will also do a repair to Court 5, and we’ll repairing the lines. This is a stop gap until more substantial work is done next spring. We are hiring court 8 to the BBC for one day in August. The payment will be £500 for the Club. They will also use our kitchen. There will be one camera man and two actors.

Squash – we have three courts open. The uptake was slow to start with. The booking are picking up. The three courts are enough at the moment. Paul Carter is doing sessions over two Sundays.

We’ve had 16 new squash members using an offer where we charge £50 to be a squash member from now until September.

SL: Padel – the report from Chiltern who looked at this recently wasn’t good. We’d have to lose a tennis court. Gym – we were going to open in August – but when I investigated the ventilation etc. this appear to be challenging. This might require moving a door. At the moment I don’t see we can do it in a safe way.

I have been seeking financial advice from Collards on staff matters.

SN: I have been approached by a junior academy. Could we let them use 3 courts once a week? This is for the tennis committee.

The other question: we got a note last night – a member asking for table tennis membership.

SL: we offered that member complementary membership pending what we’re going to do on social membership. I think we should suspend social membership at the moment until we’ve got a clear idea of where we’re going.

Use of urinals – they are out of use so that a urinal can’t be used while someone is in the cubical – it enforces the one person at a time rule. They work perfectly well.

**4. Tennis**

MH: The tournament was completed successfully. We didn’t charge an entry fee this year. We presented prizes and trophies costing c. £1,300. The was compensating usage of the bar on the Friday and Saturday.

The tennis committee met recently. We are getting full but we feel we can still take members. We may lose some members over the next few months for reasons such as holiday, squash restarting.

Our numbers are at an all time high but the TC view is that we can continue to accept members for the time being. We shall have a drop in numbers at the end of September due to a number of temporary memberships ceasing on the 30th as well as the " squash upgrade " offer on the same date.

Court usage activity has been eased by members taking holidays and  there will be an increase in court availability once the Junior Camps end and the heat restriction on the new Tarmac courts lessens into September.

**5. Tennis**

CL: I am putting together two or three renewal options for squash. Could there be a pro-rata fee for tennis membership for squash players?. MH and CL agreed to meet separately to discuss.

MOC: there is no clear offer to squash members currently that tells them would they would pay to become joint squash/tennis members.

MH this is difficult because the offerings between squash and tennis have different formats, e.g. one has student membership, one doesn’t. MOC: it would just be necessary to write a table with a joint offer.

MOC: could the ventilation be introduced to squash court 7 ? There is ventilation that has been blocked. SL: this might be possible. CL might know more. There may be a disconnected fan. MOC: I note we’ve been saying we won’t use this squash court because the ventilation is not good enough, and may use it for gym instead.

Meeting ended at 11 am