



MINUTES OF THE BOARD MEETING
MONDAY, 16th December 2025, 2:00 PM
WAIHI GOLF CLUB, WOODLANDS ROAD

PRESENT:

Frank Van Hattum (President), Jill Morrison (vice President), Mike Rose, David Campbell (Manager), Cath Blake, Chris Pilmer

APOLOGIES: Nil

Introduction:

The meeting was opened by Frank, who welcomed all board members and thanked those who had put their names forward for board positions.

2. Previous Minutes

Motion: "That the minutes of the November Board meeting be taken as read."

Carried: Mike Rose / Jill Morrison

Motion: "That the November Board meeting minutes be approved."

Carried: Mike Rose / Jill Morrison

3. Matters Arising

NIL

4. Election of Chairman

Frank was nominated for the position of Chairperson.

All members agreed unanimously.

Frank accepted the appointment as Chairperson.

5. Vacant Position

Frank advised that under the new Constitution, the Board may consist of up to four members. Currently, there are three members in place, and the Board has the ability to co-opt an additional member if required.

After discussion, it was agreed that the Board would proceed with the existing members. Should a skills gap be identified in the future, the Board will co-opt an appropriate member at that time.

6. Board Rotation

The constitution states that two members would step down at the end of the year, Mike Rose as the longest standing member volunteered to step down at the end of the year.

7, Code of conduct and declaration of interests.

It was agreed that all Board members will complete the Code of Conduct and Declaration of Interests forms prior to the next Board meeting.

8. Meeting Dates

The board is required to meet 10 times per year,
The Manager will prepare a meeting schedule, with meetings to be held on the third Monday of each month. 6

9. Portfolio Allocations

Following general discussion, the following portfolio allocations were agreed:

- **Jill Morrison** – Vice President / Finance
- **Chris Pilmer** – Board Member / Course
- **Cath Blake** – Board Member / Strategic & Sponsorship
- **Mike Rose** – Board Member / Sponsorship & promotions-Club Captains Board Rep
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Any additional responsibilities will be shared among Board members as required.

General discussion took place, with the Manager and Chairperson outlining and clarifying the respective roles and responsibilities of the Board and management.

Jill advised that Board communications had been well received by members and expressed support for the continuation of the monthly newsletter.

10. Health and Safety Report

The Board received the Health and Safety report for the period.

- No health and safety incidents or accidents were reported since the previous Board meeting.
- No new hazards or additional risks were identified during the reporting period.
- Existing health and safety controls and procedures remain in place and are considered adequate at this time.

11. Membership Report

- 9 new members joined from 17th Nov to 13 Dec 4204 to 4211
- Membership Year-on-Year: Up from 570 to 618.

Junior membership continues to grow, with 67 Junior members.

12. Financial Commentary for December 2025 Financial Statements

Indicative figures only, still to confirm the opening Balances, in Zero

Income:

Cash Position:	November up: \$35,771	2024	\$30,663.
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<u>Rounds Played in November:</u>	2024	2025	Variance
Member Rounds	1850	2036	10.1%
Visitor Rounds	922	834	-5.7%
Totals	2772	2870	

Income:

	Nov 2025	Nov 2024
Subscriptions	21,062	17,034
Green Fees	22,847	20,063

Carts	14,766	11,277
Shop	24,379	22,559
Bar	19,704	17,883
Total	102,758	88,816

Still several issues to sort with Xero.

Motion: "That the financial report be accepted."

Carried: Jill Morrison / Frank Van Hattum

General Discussion:

Jill advised that Xero must be fully operational as soon as possible to ensure accurate and timely financial reporting. She noted that additional training is required and recommended engaging the Club's accountancy firm to provide in-depth Xero training.

Action:

The Board requested that the Manager arrange in-depth Xero training with the Club's accountancy firm and report back on progress and costs at the next Board meeting.

13. Correspondence

- Inwards:
 - 1/12 Tim Parish Vouchers
 - 1/12 Willie Lynch Vouchers
 - 2/12 Tim Parish Vouchers
 - 11/12 Edna Connolly-Tee Times
- Outwards:
 - 1/12 Acknowledged Tim's Email
 - 3/12 Acknowledged Tim's Email

Membership Correspondence

- 25/11 Agm Reminder
- 26/11 AGM Info
- 5/12 Board Newsletter
- 12/12 The Fox Details

Voucher Redemption Policy:

The Manager outlined the current policy for the redemption of vouchers. Vouchers may be redeemed at the Pro Shop, Bar, or with the Caterer. Under the existing arrangements, the Bar and Caterer provide change when vouchers are redeemed, whereas the Pro Shop policy requires that more than 50% of the voucher value be spent.

The Manager explained that the Pro Shop policy was introduced in response to instances where members purchased low-value items (e.g. a \$0.50 pencil) and expected change from higher-value vouchers.

Following discussion, the Board agreed that the current arrangements were creating unnecessary difficulty and inconsistency.

Decision:

That change will be provided on voucher redemptions across all outlets, including the Pro Shop, Bar, and Catering, to ensure a consistent and straightforward policy.

Action:

The manager will respond to Tim Parish's letter advising of the new policy. In addition will include in the next board newsletter to members.

General Business:**Minutes:**

Suggested to investigate the possibility of AI minutes, co-polit or other systems, these systems give a summary of the minutes shortly after the meeting.

On Course Alcohol:

Although the Fox was a great success, the alcohol consumed on the course was pushing the limits. Better care needs to be taken.

Dress Standard:

Currently is:

"A Tidy casual standard of dress is always expected. Footwear worn on the course is not permitted in the club lounge."

Should also include "appropriate foot forward no Jandel's or barefeet"

Golf Simulator

The proposed golf simulator capital expenditure forms part of the long-term commercial plan, together with the Glasgow update and other identified capital works and development initiatives.

Meeting Closed: 4:10pm**Next Meeting:** 21st January 2026**Signed:**

Frank Van Hattum (President)
21st January 2026

David Campbell (Manager)
21st January 2026