



MINUTES OF THE BOARD MEETING
MONDAY, 31st March 2026, 2:30 AM
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

1. Previous Minutes

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

Carried: Jill Morrison/Chris Pilmer

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

Carried: Jill Morrison/Chris Pilmer

2. Matters Arising

NIL

3. Risk Management & Compliance Review

To identify, assess, and monitor key risks impacting the Club's operations, assets, staff, and members, and to ensure appropriate mitigation strategies are in place.

The Alcohol Management Plan was presented to the meeting for review.
After the discussion, minor changes were agreed.

The alcohol management plan was adopted: Mike Rose/Chris Pilmer

Manager confirmed that the club's food control plan had passed its recent Audit with no corrective actions required.

A draft Board Workplan was presented to the meeting. General discussion took place with the plan being updated each meeting as the topics are finalised.

Action:

Manager to check on the exact conditions of the liquor license, regarding BYO alcohol.

Manager to complete a list of current policies

4. People

The club organisational chart was presented at the meeting, along with a list of employee's & contractors. Example of how the shop is staffed was presented to the meeting.

Discussion took place regarding the existing contracts, to ensure they incorporate any changes in employment law.

Action:

Review all staff contracts to ensure they are fit for purpose.

4. Health & Safety

Safety management plan documents were presented to the meeting, including:

- Revised H & S Policy
- Volunteer/Worker Safety Sign on Sheet
- Hazard Identification-Maintaining Course & Equipment
- Hazard Identification-Playing Golf
- Hazard Identification-Clubhouse amenities

Discussion took place, with some minor amendments to the documents.

It was moved & accepted that the documents be approved: Chris Pilner/Cath Blake

Action:

An electronic register is to be set up to record all Volunteer/Worker safety sign-in sheets.

5. Membership Report

A table showing current membership by category with last year's comparison was reported to the meeting.

- 14 new members joined from 20th Feb to 26th March 4252-4261
- Members rejoined 3891,3944,3742,3774
- Membership Year-on-Year: Up from 559 to 627
- A breakdown of members on time payment & members behind was presented.

Action:

Members behind in their subs payments to be contacted, and if no success, resigned.
Manager to include addresses on the new members report.

6. Financial Report

Motion: "That the accounts totalling \$130,874.77 for February be approved for payment."

Carried: Jill Morrison / Chris Pilmer

Profit & loss and balance sheet for the 5 months to February were presented to the meeting, and a detailed breakdown of expenses was also presented to the meeting.

Discussion took place, with concern regarding the increasing costs over the previous year, how it is likely to affect our budgeted forecast.

Would be helpful to include YTD budget figures in the reports, as well as streamlining additional reports

An interim review by our Auditor, "Absolute Auditing" is planned for the March accounts to ensure there are no delays in the year-end review.

Motion: "That the financial report for February 2026 be approved:

Carried: Jill Morrison / Frank Van Hattum

Action:

Manager to reformat accounts to include annual budget and YTD budget in the reports.
Members' balances in Xero to be reconciled to Dot-Golf Figures.
The management letter from last year's audit is to be circulated.

7. Course Maintenance Report – March 2026

Weather:

- Total rainfall: 244 mm (46 mm first 3 weeks; 198 mm last week)
- February rainfall: 150 mm
- Temperatures remain warm; consistent low 20s °C needed for optimal growth

Greens:

- Verti-draining and topdressing are underway to relieve compaction, improve drainage, and enhance surface quality
- Routine mowing, spraying, and soluble fertiliser programmes are ongoing
- Members encouraged to repair pitch marks to reduce turf damage
- Irrigation is used as required based on rainfall

Tees:

- Fertilised with granular fertiliser to recover from summer wear
- Scarifying and overseeding in progress to restore grass coverage

Fairways & Approaches:

- Sliced for aeration, water penetration, and compaction relief
- Problem areas with puddling to be Verti-drained
- Spot spraying of paspalum ongoing; broadleaf herbicide and liquid fertiliser applications planned

Rough:

- Broadleaf weed control underway; second Topra spray completed
- Scarifying and seeding to aid recovery; regular mowing ongoing

Bunkers:

- Edged and brush cut; weed control scheduled around weather conditions

Volunteers:

- Green staff expressed appreciation for volunteer support around the course

Chris provided an update on the previously identified Projects.

- Tree trimming on 3rd Tee, 17th Tee, and 14th Tee planned for Tuesday 7th April
- The trees Chris and an arborist have identified as requiring work will begin as weather allows.

The manager advised that the list of maintenance tasks identified is being worked on.

Capex Request:

Reports had been circulated on replacement of the greens runabout.

Several options had been investigated, with The Tara Turfman mid-size Electric Utility vehicle.

Motion:

The board approves the purchase of the Tara Turfman Mid-Size Electric Utility Vehicle from Parklands at a cost of \$14,800 plus GST.

Approved: Chris Pilmer/Jill Morrison

8. Sponsorship

Mike reported that he is currently putting together a package for a new sponsor, will keep the board informed of progress.

9. Correspondence

- Inwards:
 - 13-03 Women's Committee-2 x tee start
- Outwards:
 - 24-02 Adle Gunning
 - 24-02 Edna Connelly

Membership Correspondence

27/02 Board Newsletter
16/03 Events Email

The Wednesday women have requested a two-tee start despite the current numbers barely qualifying for it. After the discussion, it was agreed that the club would trial this for a month.

Action:

Response to the Wednesday women's letter advising of the trial.

Any Other Business

Meeting Closed: 5:45 am

Next Meeting: 24th April

Signed:

Frank Van Hattum (President)
24th April 2026

David Campbell (Manager)
24th April 2026