



Minutes of the Rabbits Committee Meeting held at SKGC on 13th February 2016

Members Present

Ian Pears
Nick Milburn
Steve Smeeth
Andy Murton
Ian Scholefield
Andy Davis
Gary Noble
Carole Fewings
Colin Bee

1. Welcome and Apologies

Nick opened the meeting and welcomed everyone, apologies were received from Mark Davis, who was unable to attend the meeting. However Mark passed on his views of the previously circulated discussion document to Nick for consideration at the meeting.

Nick pointed out that this meeting was primarily to consider the discussion document produced by Andy D on behalf of the Rabbits Committee in order to inform discussions and to help in arriving at any decisions on the future of the Committee, as such he asked Andy to present the paper following the item to ratify the Rabbits contribution to the kitchen renovation.

2. Donation to Kitchen Renovation

Gary reported to the committee that a quorum of members had taken the necessary decision to offer a £400.00 donation to the Club as a contribution to the new cooker refit as part of the kitchen renovation. The cooker cost in excess of £2,800 and all the sections of the club had contributed too.

The actions of the quorum of members was ratified by the Rabbits Committee.

3. **Future Structure of the Rabbits Committee and Roles and Responsibilities of the Members**

Overview of Document

Andy D gave an overview of the discussion document explaining that he had endeavored to take an objective view of the way in which the Rabbits Committee operates and to set out options to further improve the committee.

The discussion document starts by setting out some of the background on how the Rabbits Committee has evolved.

The document goes on to outline the present structure of the Rabbits Committee of President, Chairman, Captain, Vice-Captain, secretary, Treasurer and three Committee Members. The present arrangements means a four year tenure from Vice-Captain through to President.

The document then touches on how Rabbits Committees operate in other clubs with the main similarities being the Captain and Vice-Captain Setup along with other support.

In terms of the Roles and Responsibilities of the Members of the Committee there are some loose definitions in the Terms of Reference for Members but the view of the document was there are certain areas of work that are not being undertaken regularly or are being shared e.g.

Membership Matters *(keeping members details up to date, seeking members' views, updating notice board and information sheets/Rabbits info guide.*

Social Secretary/Fund Raising *(taking/sharing the lead on ideas/organising social events, and developing ideas for future fund raising and selling raffle tickets etc.*

Publicity *(taking the lead on and organising newsletters, tour reports, photographs, captain's inaugural drive in, information for Rabbits Web page etc.*

The main part of the document considers five different Structures to improve the structure of the committee, these were seen as follows:-

1. Status Quo
2. Amended Status Quo
3. Traditional Style Committee
4. Captain Led Committee
5. Open Style Committee

Discussion on the Findings of the Document

The Members of the Committee had all been given a copy of the document for consideration prior to the meeting and had been asked to study the content.

A lengthy discussion took place on the content of the discussion document and a range of views were given e.g.

- Colin Bee was involved in forming the Rabbits Section at SKGC and became its first Chair, the initial structure was a Chair, Captain, Vice-Captain and Admin Support.
- Originally the Rabbits struggled to build up the membership of the section and was used to gain Members for the club by encouraging fun golf for high handicappers.
- One of the overriding factors for some members was to keep the running of the group both simple and informal, however it was accepted that some formalities had to exist in the running of the section's affairs e.g. Treasurers position.
- There was an acceptance that the role of President was not needed in the current structure.
- The general consensus from the committee was that Option 4 (Captain Led Structure) was seen as the best overall fit of all of the options. A discussion took place on whether the two redundant committee positions from this option should be retained but the general view was that they should not.
- Nick asked for a show of hands for Option 4 the structure of which was based upon:-

Captain (Chairperson)
Vice-Captain (Vice-Chairperson)
Secretary
Treasurer
Member 1
Member 2
Member 3

The result was a unanimous decision to adopt this as the new structure, including the proxy vote from Mark Davis.

- A discussion took place on the Roles and Responsibilities of the three Committee Members in the context of the document i.e. Membership Matters, Social Secretary/Fund Raising and Publicity, due to the fact that the nomination forms for the three members did not specify roles it was decided to leave the allocation of work to the new committee following the AGM.

Actions

1. **That the new Rabbits Committee Structure following approval at the Rabbits AGM be changed to**

Captain (Chairperson)
Vice-Captain (Vice-Chairperson)
Secretary
Treasurer
Member 1
Member 2
Member 3

2. **That the Rabbits Constitution be changed to reflect the new structure and reported to the Rabbits AGM.**
3. **That the Captain becomes the Rabbits Representative on the Club's Management Committee.**