

MINUTES OF EXECUTIVE COMMITTEE MEETING
HELD 1 MAY 2017

Mr. C. WOODROW	CHAIRMAN	
Mr. T.CONNOR (part of meeting only)	TREASURER	
Ms. E. SWALES	MEMBERSHIP SECRETARY	
Mr. T. SALMAN	HOUSE MEMBER 2	
Mr. M. BUSHEHRI	GENERAL DUTIES MEMBER	

Apologies

Tamsin Smith
Jassim Hassan
James Langdale

Minutes

Minutes of meeting of 17 April 2017 for signature and approval - approved

General Manager's Report

Ramadan Tent – to be erected by 20 May 2017 for fit out and advertising. GM to arrange flooring.
Honorary Dinner – Jazz trio to be confirmed. Menu confirmed.

Staff Issues

Resignation – F&B Operative - accepted
Club Secretary – renewal of contract - approved
Employee of the month for April – Jameel (driver). Good job supporting staff.
Bar and Waiting staff – additional staff to be employed before Ramadan starts.
Chef – David to get CVs / Interviews for 2IC chef to support Roy (Head Chef)
Security guard – David to follow up on AWOL security staff

Food & Beverage

Pepsi contract – meeting rescheduled to Thursday 4 May 2017
Quotation for call waiter system – sample to be approved by EC before purchase

Buildings & Maintenance

TV / Audio visual system – technical review of proposal to be approved prior to purchase. Tariq to follow up with GM.
Public Address system – proposal to be updated and cover all areas of the Club.
Ascot restaurant refurbishment approval of civil contractor– Buqais Contracting approved (internal), immediate start with demolition works.
Gallery Bar ceiling – Gems to commence 2 May 2017, one week's work
Splash pad flooring – Premier Q to start work on 3 May 2017, will take 4-5 days

Finance & Expenses

Expenses for approval – approved, except for stage curtain balance under review.
Quotation for external backup device and software – “Crash Plan” system under review by GM & Tariq. Approved to proceed based on final recommendation.
Operating results for April – very positive and well over budgeted projections.

Membership

Applications for membership – 31 approved

Membership survey – GM to email survey to EC for review. Once approved, to be forwarded to membership.

Entertainment

Mascot Costume – Jassim to follow up

Big Night Out – great success with 551 attending (411 members and 140 guests)

Ramadan Brunches – GM to confirm alternate bands

Family Events

Kids Campout – date to be confirmed

Inflatable Saturdays – date to be confirmed

Sports & Sections

Request by Bridge Section - approved

Thursday night social football – approved, to use back tennis court from 7.30pm

AOB

Bahrain Confidential magazine sales proposal – ‘sale or return’ basis approved

UK Boarding School Information day – approved

Ballet Classes - approved for club members only

Comment Card draw – I004 (Comment: “Excellent as usual”)

AAOB

Security Uniforms – new uniforms to be in place within two weeks

Shop – Ellen to assist GM to fill with products ASAP.

Trophy cabinets – old cabinets to be removed and walls repainted

Gallery Bar – works to be fully completed within 2 weeks

Jazz trio – once per month gig approved

First Aid Training – approved for staff (2 year certificate)