



**SECRET  
VALLEY**  
GOLF RESORT

## COMMITTEE MEETING MINUTES

Saturday 3<sup>rd</sup>, February 2024

| Title                    | Name              |
|--------------------------|-------------------|
| <u>Members:</u>          |                   |
| Captain                  | Boris Zilbermints |
| Vice-captain             | Catrin Koring     |
| Competitions Coordinator | Michele Miller    |
| Treasurer                | Matt Wake         |
| Members Representative   | Noel Greene       |
| IT Member                | Olga Lobova       |
| Director of Golf         | Adam Collinson    |

Minutes:

| No: | Committee Member | Subject                        | Action/Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 1.  | Captain          | Discussion of the Agenda items | The meeting was opened by the Captain at 9 am. The Captain congratulated Committee members and proceeded with the Agenda. The Captain informed the participants that the meeting would be audio recorded to assist in preparation of the Minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     |                  | Item 1.                        | <p><b>Agreeing ToR for the role of Competitions Coordinator. We have a ToR for a CompSec as a member of the Committee, as that role together with JE has moved to the Proshop the responsibilities need to be clearly defined, separated and announced to the members.</b></p> <p>Proposed Terms of Reference (Addendum 1) for both positions were sent to Director of Golf (DoG) and CompSec on 31.01.2024 for review and comments. There were no comments received from either of them. CompSec Jamie Evans was personally invited to attend the Committee meeting to provide input on his new role and proposed ToR. JE refused to attend. The Committee regarded that response as unacceptable.”</p> <p>DoG said that he read proposed ToR and although he did not have any major objections, he needed more time to study the proposal and to provide his feedback upon returning on February 13<sup>th</sup>. Meanwhile, the Competitions Coordinator and CompSec should work together on the proposed division of their responsibilities.</p> <p>There was a lengthy discussion during which a new composition of the Competitions sub-Committee was agreed. The sub-Committee consists of three members: Captain, Competitions Coordinator and DoG. DoG could be assisted and/or represented by the CompSec at the sub-Committee meetings.</p> |



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|  |  |         | <p>The Captain is responsible for organizing Club Championship. The Championship will be open to all membership categories provided that this right is written in their contracts (DoG to provide a sample contract for Corporate members) and Club employees, with priority given to Platinum and Gold members. Unlike the previous two years, a Club Champion should be well known to the members and strongly associated with SVGR.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  |  | Item 2. | <p><b>SVGR website: two issues here: (1) the site is outdated and difficult to navigate; (2) the confidentiality was severely breached when “a new member” was given a list of members' emails. Many members are very unhappy.</b></p> <p>The Webmaster Willie El Fakir was invited to attend the Committee meeting to provide his input but failed to do so. <i>A meeting with the Webmaster was held on February 6<sup>th</sup> following another invitation from the Captain. The notes from it are put below in italics.</i></p> <ol style="list-style-type: none"><li>1. During the course of preparation for Online Voting it became obvious that the member list had not been updated for years. There were members who left the Club a number of years ago, and even those who passed away. New members were added to the list without timely removal of those who discontinued membership. DoG reported that a new Club website was under preparation and should go live in February - March. It would have increased functionality and be more user-friendly. The members portal would remain at its current form (improved and brought up to date) until the new club website is fully tested and operational and then incorporated into the main website. <i>The Webmaster reported that he did not have regular updates from the Proshop on who did or did not continue membership and therefore keeping the member list up to date was hardly possible. The Captain would speak to the Proshop and ask for a timely provision of information to the Webmaster.</i></li><li>2. Many members received an unsolicited email from a new member before the online voting. Sending unsolicited email with promotional material to addressees who you have not contacted to get their permission is not legal in Cyprus, and it could set a very bad example. Despite explanation provided at the AGM it seemed obvious that the emails were sent to a select group of members and not to all Gold and Platinum</li></ol> |



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|  |  |         | <p>members listed on the website. The Club must implement a strict data protection policy to avoid such issues happening in the future. Every member, who does not want his/her personal data being displayed at the Member's portal should be able to advise the Webmaster what information, if any they want to make visible to others. <i>The Webmaster said that he did not receive such email but was in full agreement that the members' personal information should not be used for personal/commercial use without a prior approval.</i></p> <p>A mechanism should be put in place to allow Club Members to have their Personal Data removed from the Club/Management Websites. The DoG agreed that he would issue a letter to all Members giving them the opportunity to have their Data removed. <i>The Webmaster confirmed that this is possible and he would do that at the request of each particular member.</i></p> <p>Noel presented a Privacy Policy from a golf club in the UK. It was unanimously agreed that Privacy policy/rules must be implemented at the Club soonest.</p>                                                                   |
|  |  | Item 3. | <p><b>Trevor needs to complete a handover to Matt. It would be good if someone conducts an audit of the accounts. All prizes were calculated by Willie and there were some mistakes which were pointed out to him. Trevor denied any involvement into that process. The accounts need to balance.</b></p> <p><i>Both Willie and Trevor (on holiday) were unwilling/unable to attend in person or via telephone to discuss this matter. A meeting with the Webmaster was held on February 6<sup>th</sup> following another invitation from the Captain. The notes from it are put below in italics.</i></p> <p>The members agreed that there was no formal Treasurer's report at the AGM. When Trevor returns, he needs to give a proper report and to complete a handover to the new Treasurer. Iona Elliott has agreed to audit the accounts upon her return to Cyprus in March. Following the refusal of Trevor to enable Treasurer and DoG to access Members Funds until his return from holiday, the funding for the Captain's Drive In competition will now need to be personally funded by the Captain and re-imbursed when Members Funds can be accessed.</p> |



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|  |  |         | <p>The Captain identified mistakes in the calculation of prizes for team competitions where a ghost player was involved. It seems that the ghost's allocation was not distributed among the winning team members and was not passed to the members' funds. The Captain identified the discrepancy in early January 2024 and will ask that the Audit pays special attention to this issue.</p> <p><i>It was agreed that the Captain, together with the new Treasurer would meet with the Webmaster and Trevor, upon the latter's return to go through past team prizes payouts.</i></p> <p>Matt proposed to prepare a prize matrix that would provide members with the expected payout amounts <u>before</u> a competition. In this way members would know what's at stake and also the prize vouchers could be prepared beforehand and be available for the presentation at the balcony upon conclusion of a competition.</p>                                                                                                                                                                                                                                                                                                                                       |
|  |  | Item 4. | <p><b>Club constitution - very outdated. A new one was promised over six months ago, but there have not been any updates since.</b></p> <p>Everyone agreed that the Constitution is outdated. There are now requirements that a Club's constitution needs to comply with the CGF rules. After a discussion it was agreed that: (i) a template of Constitution provided by the CGF should be used as a basis for drafting ours; (ii) Aphrodite Hills has a new constitution and we could use it as a reference; (iii) Committee would seek help from experienced members to assist in drafting a new Constitution, a timeframe until the end of March 2024 was agreed; (iv) a draft Constitution need to be discussed and agreed with the Management and BOC and then approved according to CGF and Republic of Cyprus rules and regulations, including approval by the members, all of which could take time.</p> <p>The Committee members also agreed to introduce guidelines as to eligibility of applying for a Committee position, such as: (i) minimum of three years as a Club member; (ii) a person applying for Captain or Vice-Captain should have a previous Committee experience; (iii) maximum time at the Committee should not exceed three years.</p> |



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|  |  | Item 5. | <p><b>VAT issue. It was raised with the Management over a month ago. Need to know the dates for applying/obtaining a new license.</b></p> <p>DoG asked the Captain to read out a response received from BOC as he had nothing to add to it. "On the basis of advice received, the operating company has submitted an application to the Tax man for the application of this 5% for any qualifying services offered. Response from them is pending. However, it is important to note that the services offered to golf players are on a total cost basis and not on a fee + vat component". A discussion followed. When the license is received the Club would get additional funds which it could spend on the course, on the facilities improvements, on making a rebate to the members or not increasing the fee next year. At the end of the day it would be a management decision made by the Bank and the Committee understands that, nevertheless it would continue to engage with the management and the Bank seeking the best outcome for the members.</p> <p>The Bank approved significant expenditures in 2023 for purchasing new machinery and equipment that allow the greenkeeping team to make significant improvements to the course. DoG agreed that such information would be provided in the next Course Superintendent's report.</p> |
|  |  | Item 6. | <p><b>Junior Academy. Has been discussed a while ago. The promise was that the Junior Academy would be up and running in December 2023 or latest in January 2024.</b></p> <p>DoG reported that the Academy is being restarted and that a letter would soon go to the members. Members' children will have priority if they wish to enter their children. The Academy used to have as many as 80 kids training at our Club, the goal is to gradually increase the awareness and the numbers. Joe will be teaching kids assisted by DoG. Junior competitions will be kept on the Fixtures list. The Academy needs to be advertised not just to the members but to a wider audience using social media and other sources.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|  |  | Item 7. | <p><b>Need to discuss and agree competitions format, schedule, entry fees, prizes, ceremonies etc. Pace of play must be enforced, regardless of members or guests. There must be new procedures and marshals trained and given authority.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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|  |  | <p><u>Pace of Play.</u> Matt mentioned that he discussed the issue with marshals and almost all of them complained about rudeness and disobedience that they get from some club members. The marshals need to be supported by DoG and empowered to make decisions, even those that could be unpopular with some of the members. Ready Golf measures must be implemented and followed. Competitions Coordinator is to issue a guidance to the members. Statistically the delay (slow pace) happens between 7 and 8 am and then everyone teeing off later in the day has to wait on almost every hole. It was agreed that <i>two marshals</i> would be available for every members' competition. For a members' competition a starter marshal might not be required, members know their time and could tee off and start their round themselves. A marshal could be placed between hole 2 and 3, where delays mostly happen, to assist players and ensure play continues smoothly. Management agreed to issue timing guidelines when the players are expected to complete certain holes. Tourists need to be briefed by the Proshop as to the Ready Golf, buggy use, and other related issues <i>before</i> the start of play.</p> <p><u>Format.</u> <i>Monthly Medal and Stableford competitions will continue as multi tee.</i> The draws need to be constructed in such a way, that all or at least a majority of flight members play from the same tees.</p> <p><i>Black and Yellow competitions are taken off the Fixtures List</i> and members wishing to play in such format could procure tee times from the Proshop and organize these competitions themselves.</p> <p><i>Gross prizes are removed from the competitions</i> with the exemption of the Medal competition where the gross score winner would be honored and recognized. Statistically, 95%+ of the Club members do not stand a chance of winning a Gross prize (average hcp of a gross winner is 6.2).</p> <p><u>Knock Out competitions continue at the same format.</u> These competitions are administered by Vice Captain assisted by other Committee members. The deadlines must be strictly observed. Vice-Captain is to issue a note on how KOs would be played in 2024. More match format competitions would be organized under the Captain's Choice Series.</p> <p><u>Categories Seniors, Super Seniors, Intermediate are removed from OOM.</u> We do not use these subcategories</p> |
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|    |     |               | <p>when members play in any other competition.</p> <p>Award ceremonies would be held on the Balcony and the winners announced.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    |     | Item 8.       | <p><b>Interclubs - results and takeaways from 2023, this year Catrin needs to decide the team selection process, and this will need to be clearly communicated.</b></p> <p>Catrin sent email to members with the Interclub selection criteria, the members are encouraged to actively sign up. Management and the Bank agreed to fully sponsor SVGR team shirts. Those would display the Club's logo and name, and "team member" and would be of pink blush color instead of originally intended yellow, as yellow shirts could not be manufactured and delivered in time. Catrin provided a definition of the new color: "No other color has a stronger effect on the human psyche. It reinforces all positive feelings and soothes aggression and violence. Hyperactive people become more balanced and calm". The draw for the first match vs. Minthis will be held on the Balcony on February 27<sup>th</sup>. Catrin is to agree with Toma (F&amp;B) on the menu and the cost.</p> |
|    |     | Item 9.       | <p><b>Sponsorship - discussion and approval of "Sponsors Matrix" prepared by Catrin.</b></p> <p>Catrin presented the Matrix with different sponsorship packages (Addendum 2). The Committee unanimously approved the Matrix. When contacting a prospective sponsor, the Matrix could be sent and the sponsor could select the package. Olga, with her extensive marketing background, made a few comments and it was agreed that Catrin and Olga would work together on the sponsor related issues.</p> <p>The Committee members and members are encouraged to actively seek sponsors for Club events and competitions.</p>                                                                                                                                                                                                                                                                                                                                                             |
| 2. | AOB | Member emails | <p>Noel drew Committee members' attention to several messages that he received after the AGM. With a member's permission one of those is attached to the minutes (Addendum 3). The Committee agreed with the comments and provided responses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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|  |  | Matt's budgeting proposal | The Treasurer proposed a target of 2,500 Euro Members' Fund at the end of 2024 down from 4,300 Euro that according to Trevor's report at the AGM is held at the moment. Although the original proposal was for 1,000 Euro for unforeseen expenses the members agreed with Matts proposal, which can be revisited after a couple of months when the sponsorship proposals become clear. |
|  |  |                           | The meeting concluded at 13:40.                                                                                                                                                                                                                                                                                                                                                        |

Regards,

Boris Zilbermints  
Club Captain  
Secret Valley Golf Resort