



## **GLEN WAVERLEY GOLF CLUB Inc.**

### **MINUTES OF COMMITTEE MEETING**

**Wednesday Mar 4th, 2026 - Meeting commenced at 7.00pm**

**Present:** Chandra Naidu (CN), Gerard McIsaac (G Mc), David Wong (DW), Peter Phan (PP), Julie Benders (JB), Deb Sal (DS), Richard Au (RA), Venkatrao Kapuganty (VK)

**Apologies:** Steve Schenk (SS)

#### **Adoption of Previous Minutes from Feb 4, 2025.**

Moved **G Mc** Seconded **CN** carried (resolved post meeting on Mar. 9, 2026 - after incorporation of Captain's Report dd. Feb.4<sup>th</sup> 2026)

#### **Matters Arising**

There were several matters carried over from the previous minutes, and an agenda had been circulated to discuss and where possible resolve each item as follows:

1. Match Committee/Competition Committee/Trophy Steward/Office Duties – GMc reported that the first meeting of the match committee had been convened on 25<sup>th</sup> Feb. The match committee is comprised of Gerard MacIsaac, Del Lappin, Doug Smith and Peter Phan. David Wong co-opted on 25/2.
  - CN requested (per Feb. meeting) that the committee be organised and resourced by tasks / functions – i.e. distinguishing roles that cover booking/competition, prizes & trophy administration, from pennant golf, liaison with course management team, performance of rules / advisory functions with adequate experience and knowledge of the game.
    - Action: G Mc to circulate relevant documents and information relating to the above.
  - It was highlighted that booking / competition set up and administration is now being managed through a documented process and being rolled out accordingly. General background and outline of new process is as follows:
    - Formal communication by way of email will be sent in advance to BlueFit - to ensure regular competition slots are agreed on a forward-looking basis) to avoid overlap with public bookings taken by BlueFit. The overlap has been caused by a combination of factors, ranging from lack of formal communication and agreement with BlueFit, increase in demand from members (new and existing), increase in public / community demand, delayed sunrise timings not being accounted for whereas a hard back stop has been applied for last hit off by GWGC.
    - March tee slots are unfortunately impacted as public bookings have been taken already by BlueFit in advance which overlap with GWGC's competition timings, including some pennant days. CN managing issue with BlueFit to accommodate on best endeavours basis including opening of additional slots at a later time (after 10.30am) on congested days.
    - April, May and June tee-slots to be finalised for communication to BlueFit per above process by 8<sup>th</sup> April. 3 to 12 month projection has been requested by BlueFit.
      - Action: DW to compile info.
      - Action: CN to manage communication with BlueFit, until the booking situation settles.
    - As general rule, no slots may be marked as "Reserved" – giving all members the same opportunity to book into any slot when the booking sheet is opened at the times declared to all

members. The only exception is when the club is running special club events – e.g. matchplay rounds, interclub challenges etc., which will be managed alongside BlueFit's booking sheet. On such occasions, the club will work with BlueFit to maintain regular competition spots as much as possible.

- Action: Match Committee / All with Admin access to MiClub
- Monash and Creekside Challenge bookings have been secured. Food to be arranged per usual process – club will reimburse cost expended out of personal accounts of organisers.
- Action: Match Committee / Organisers

## 2. Junior Program / Scholarship management

- Raising of invoice to AGF for \$4,200 for scholarship.
- DW has looked into the guidelines, which require the entire junior program to be uploaded per GolfConnect as a pre-requisite before any invoicing can be done. R Au has access to the required portals to complete this task.
- Template for invoicing is available – similar to the one used to invoice BlueFit
- Action: RA / VK

## 3. GW Sports Hub Open Day (arranged by BlueFit)

- To be held on Sunday March 22nd between 11am and 2pm, with no impact on Competition and Pennant tee times. CN has provided to the committee further details of club's involvement, including the areas within the facility that will be utilised for various events on the day.
- It is an opportunity to showcase the club and drive membership promotions on the day
- Action: CN to provide flyer from BlueFit and draft wording for the communication to all members.
- Action: DW to send out as general communication
- Gazebo will be provided by BlueFit. Booth to be set up with tables and banner (to be moved from club room) along with promotion material incl. membership forms etc.
- Action: JB with help from committee as required.
- JB will arrange for ladies to man the Golf booth.
- Action: JB to arrange
- Glenvale Tennis is providing sausage sizzle (cooking effort and covering cost). GWGC requested if they could part sponsor cost of food – a figure of \$100 was mentioned by a representative of Glenvale Tennis. Committee approved unanimously.
- Action: CN to communicate to Glenvale.
- BlueFit sponsoring starter kit as prize for membership Raffle.
- Action: CN to co-ordinate with BlueFit
- Action: JB arranging Raffle tickets for prize
- Joining Fee discount of 50% proposed i.e. \$50 joining fee instead of \$100 for those signing up on the day. Committee approved unanimously.
- Action: DW / VK to make any changes that may be necessary to standard membership application forms and process.

## 4. IT Security

- PP advised that access password for club computer and Admin system will be changed periodically for greater IT security.
- Action: PP to implement and advise those who currently have Admin profile to GWGC systems e.g. MiClub and GWGC webpage (via Wordpress)
- GMc procured gift cards for GWGC, thinking they were requested by the club, to then discover later it was a scam email.
- Action: All – to be vigilant in responding to emails, particularly those that request actions be taken involving club finances. Requests for procurement of significant items will be initiated through discussion at the committee meeting and authorised accordingly in accordance with financial authorities vested in the committee (see item 6). If in doubt, please confirm authenticity of such email requests by a phone call to the requester.

## 5. VGL Affiliation Fees / Membership Categorisation

- CN requested that club membership categories be maintained in a way that active playing members can be easily mapped to VGL membership fees to ensure no. of subscription fees collected align with payment to VGL, which are linked to records in GolfConnect,
- VGL current invoice assumes all members in GWGC's database as at 31st Dec. 2025 are active playing members, hence full VGL fees payable for them.
- DW proposed that non-playing members (including social members and life members who are not active in GWGC) be removed from the club's MiClub directory.
  - Action: DW / VK to review updated invoice from VGL when received and to process accordingly.

## 6. Financials – Delegation of Authority

- CN requested that a financial authority matrix be agreed and documented for financial control and governance. This delegation will of financial authority will ensure that committee members only make financial commitment, within their authority and limit (as approved by the committee and within the constitution of the club).
- As a general principle, commitment and payment of expenses to a third party on behalf of the club shall be done by committee members and only on needs basis - and for such members to undertake that expense in accordance with the authority and limits set out.
- For incoming payments, cash receipts to be minimised – instead the club's tap and pay terminal to be used where items have been set up in the terminal (merchandise, subscriptions, tokens etc. – no card fee or GST is payable by the payer)
- The GWGC debit card to be used where feasible for adhoc purchases. The card is linked to the club's transaction account with inherent controls built in through the bank's systems, record of every transaction is readily available. Alternately, payments may be made by direct bank transfer, which enables easy tracking and reporting from bank statements. All of the above will minimise handling of cash.
- It was proposed that the following financial authorities, including commitment and spending limits be approved by the committee for expenses incurred for the club's operations:

Committee Member	Purpose	\$ Limit (single transaction) for described Purpose	Required Documentation
President (Men / Ladies)	All	\$100 or as authorised by Treasurer; Full invoiced amount by approved vendor supplying goods/services to the club.	Receipts, vendor invoices (to be provided to Treasurer)
Treasurer	All	\$100; Full invoiced amount by approved vendor supplying goods/services to the club.	Receipts, vendor invoices (to be provided to Treasurer)
Captains (Men / Ladies)	Discharge of Captains' duties and responsibilities	\$100 or as authorised by Treasurer	Receipts, vendor invoices (to be provided to Treasurer)
House and Social	House and Social events (Food and kitchen consumables)	\$100 or as authorised by Treasurer	Receipts, vendor invoices (to be provided to Treasurer)
Secretary	Public officer duties and responsibilities	\$100 or as authorised by Treasurer	Receipts, vendor invoices (to be provided to Treasurer)
All other Committee members	For specific items as approved by the Treasurer	For specific items as approved by the Treasurer	Receipts, vendor invoices (to be provided to Treasurer)

➤ Action: VK & CN to finalise and formalise implementation as soon as possible.

- VK raised that a request for \$2,000 upfront payment to the Ladies' account (to cover pennant costs) sits outside his remit (under the constitution) to action despite past years' practices.

- CN notified that this issue has been raised in previous years and for costs to be reimbursed (upon presenting of receipts after they have been incurred) or paid directly to the vendor upon presentation of invoices (e.g. for BlueFit for greenfees and drinks). The proposal, however, did not gain the support of past committees. Ladies' accounts (including pennant costs) have only been reconciled at the time of auditing of final accounts at the end of the FY.
- It was agreed that all Ladies' pennant costs will be paid by the club (from the main account) on actual cost basis – as reimbursement to the captain for costs incurred during away matches (with receipts) and / or when invoices from third parties e.g. BlueFit (for home matches) are sent directly to the Treasurer as was the case in 2025.
- It was acknowledged that the Ladies' account does have sufficient funds should it require to settle any incidental and urgent costs incurred that cannot be invoiced to the club directly.
- CN highlighted that the club's financials are ultimately rolled up under a single P&L and Balance Sheet, financed wholly by GWGC as the operating entity. Multiple accounts have been created and will remain for convenience. Ladies' operations and activities will be always supported and not be impacted in any manner by how the club chooses to pay to external parties.
  - Action: VK (reimbursement of Ladies' pennant cost based on actual receipts)
- VK highlighted that monies will need to be transferred out of the Savings Account to cover the initial shortfall in the club's day-to-day transaction account to pay approx. \$25k in a single payment VGL Fees. As members' subscription flows into the transaction account throughout the next 4 weeks, the overall position will be restored over this period. The committee approved the transfer of funds from the GWGC's Savings account for the above stated purpose.
  - Action: VK

## 7. Secretary's Report and General Correspondence

- Nil

## 8. House and Social

- No report. Duties are being shared mainly between CN, DS and DW. This is expected to continue until an additional member is recruited into the committee. Committee will continue sounding out to members to seek interest for this role.
  - Action: Committee

## 9. IT Support

- Several committee members are facing email issues, in particular messages from GWGC email accounts not getting through to servers for BigPond
  - Action: All those with email issues to take up directly with PP who will try to assist.
- Office PC replacement – PP has identified new PC include cost for a new PC and printer for the office. A quote of \$1315 was provided, plus estimated cost of laser printers (colour and mono)
- Committee approved the purchase of new PC and colour laser printer. Committee approved changing of the current hosting service provider of the club's IT systems, including moving to single host from the current shared environment.
  - Action: PP to coordinate purchase and initiate change out of service provider for web hosting.
- Membership subscription notices have been tested through email test run to committee members. No issues were encountered. Ready to implement.
  - Action: PP / DW / VK to co-ordinate email notices and tracking of payments

*Moved GMc; Seconded VK; Carried*

## 10. Treasurer Report

- Key Highlights
  - The Balance Sheet position remains materially unchanged from EOM January 2026 to EOM February 2026
  - Total Assets (i.e. Cash + Term Deposit) balances at circa A\$ 117k
- The Net Loss for the month of February 2026 is A\$ 1,044

- Income for the month is A\$ 4,192
    - Comp Fees @ A\$ 2,948
    - New membership fees collected @ A\$ 1,245
  - Expense for the month is A\$ 5,238
    - Significant reduction from previous month. Jan 2026 had several significant one-time expenses
    - Excluding the one-off expenses from the previous month, the Feb 2026 Discretionary Expenses are lower by A\$ 2.5k
    - However, the club incurred significant costs around Prize Vouchers (A\$ 2k), Merchandise (A\$ 713), Trophies & Signage (A\$ 605) and Pennant Costs (A\$ 276)
- Note: The financials are on CASH basis (not Accrual)
- Saturday Competitions – Cash flow analysis
    - For the month of February 2026, the Saturday comps yielded a surplus of A\$ 325. The surplus reduced by A\$ 94 due to increase in prize payouts and catering expenses. (Note surplus of comp fees go towards funding office costs including stationeries, Tap+Pay fees, kitchen consumables and Trophies)
    - Saturday comp. structure to be maintained with next update to be provided in the April meeting.
    - Holistic view of will be provided when sufficient data is available to understand impact on other areas that are currently funded by comp. fees revenue.
    - Attachments included in report:
      1. Bank reconciliation for the main account
      2. Balance Sheet
      3. P&L Statement – see below
      4. P&L Statement (by classification)

## Profit and loss

For 1 to 28 February 2026 vs 1 to 31 January 2026,  
accrual basis

CODE	ACCOUNT	AMOUNT	COMPARISON AMOUNT	VARIANCE (%)
<b>INCOME</b>				
4-5021	Competition Fees	\$2,947.83	\$2,505.48	17.7 % ▲
4-5031	Bar Sales	-	\$55.00	-100.0 % ▼
4-5070	Club joining Fees	\$1,245.00	\$1,660.00	-25.0 % ▼
4-5090	Merchandise Sales	-	\$119.00	-100.0 % ▼
	<b>TOTAL INCOME</b>	<b>\$4,192.83</b>	<b>\$4,339.48</b>	<b>-3.4 % ▼</b>
	<b>GROSS PROFIT</b>	<b>\$4,192.83</b>	<b>\$4,339.48</b>	<b>-3.4 % ▼</b>
<b>EXPENSES</b>				
6-0000	Bendigo Bank (Pinewood Comm. Bank) Transfers	-	\$168.00	-100.0 % ▼
6-1000	Discretionary Expenses	\$22.00	\$82.06	-73.2 % ▼
-	Trophies	-	\$2,591.16	-100.0 % ▼
-	Clubhouse Catering	\$45.97	\$135.90	-66.2 % ▼
-	Charity, Donation, Sponsorship	\$22.50	\$109.90	-79.5 % ▼
-	Catering Events (Ladies)	\$55.00	-	-
-	Catering Events	\$664.90	\$335.50	98.2 % ▲
-	Pennant Seniors - Catering	\$101.98	-	-
-	Total Catering Events	\$766.88	\$335.50	128.6 % ▲
-	Member Refunds	\$3.00	-	-
-	Consumer Affairs Victoria	-	\$206.70	-100.0 % ▼
6-1010	Accounting Fees	\$20.00	-	-
	<b>Total Discretionary Expenses</b>	<b>\$935.35</b>	<b>\$3,461.22</b>	<b>-73.0 % ▼</b>
6-3000	Fixed Expenses	-	-	0.0 %
6-3027	GWGC Womens (Comp Reimb, Subsidy etc.)	\$238.00	-	-
6-3020	Vouchers	\$2,115.00	\$1,350.00	56.7 % ▲
6-3003	Reckon Accounting Software Licence	-	\$20.00	-100.0 % ▼
6-3004	Merchandise Costs	\$713.79	-	-
6-3010	Cleaning	\$224.00	\$224.00	0.0 %
6-3014	Telephone	\$130.00	-	-
6-3015	Pennant Costs	\$276.60	-	-
6-3016	Trophies	\$605.00	-	-
6-3018	Computer Expenses	-	-	0.0 %
-	MIClub Upgrade and Support Fees	-	\$2,739.00	-100.0 % ▼
-	<b>Total Computer Expenses</b>	<b>\$0.00</b>	<b>\$2,739.00</b>	<b>-100.0 % ▼</b>
6-3021	Printing and Stationery	-	\$1,204.50	-100.0 % ▼
	<b>Total Fixed Expenses</b>	<b>\$4,302.39</b>	<b>\$5,537.50</b>	<b>-22.3 % ▼</b>
	<b>TOTAL EXPENSES</b>	<b>\$5,237.74</b>	<b>\$9,166.72</b>	<b>-42.9 % ▼</b>
<b>NET POSITION</b>				
	Income	\$4,192.83	\$4,339.48	-3.4 % ▼
	Cost of goods sold	\$0.00	\$0.00	0.0 %
	Gross profit	\$4,192.83	\$4,339.48	-3.4 % ▼

*Moved DW; Seconded RA; Carried*

### 11. Captains Reports:

#### ▪ Men's Captain Report:

- Due to my work commitments, I haven't been about the club as much as you would expect, but from all accounts the Golf course conditions have been great, although we are getting less daylight as we come closer to the Daylight saving finishing on the 5th April, this been causing some concerns with the booking system, maybe the president will elaborated his report.
- The capital works on the 11th tee is continuing, with the paths completed and the turf being laid on Friday 6th March, other works in the pipeline is the complete rebuild of the 50year old practice green next to the 18th fairway.
- The pennant season is well underway with the Seniors leading off, having Lost one game & Won their game away which is a great sign on things to come. Both the Red & Black Handicap teams are gearing up to start on Sunday 22nd against each other, this is shaping up to be an interesting season.
- We have held the first Match committee meeting this year and they will be scheduled each month, one week out from the general committee sitting. The match committee is made up of Doug Smith, David Wong, Del Lappen & me with Peter Phan who was an apology at the first meeting. This first meeting started with clarifying' the role of a Match Committee, we touched on a few subjects for discussion & action throughout the year.
- It has come to my attention that some Golf Clubs are looking to stop personal mobility vehicles use on their golf courses, in turn forcing people, requiring mobility assistance

around 18 holes, into an added expense of hiring a golf cart, this has caused the captain of the Seniors team to supply the GWGC a receipt for reimbursement, that require discussion, for this possible added expenses to the club. Due to this occurring, I have issued letter of disapproval to the VGL/GA to review and get involved in some manner, to help force this money grabbing practice to cease.

- Coming events are the Monash Cup, arranged for Sunday 8th March & GWGC/Creekside Challenge on Sunday 15th March with only Food & Drink to arrange for both events.
- For any Golf competition questions, issues or ruling, direct them to the Club Captain or Match Committee members for a resolution or ruling clarification.

*Moved DW; Seconded DS; Carried*

▪ Ladies Captain Report:

- The 2026 ladies' competition has begun well with good numbers participating on both Wednesdays and Saturdays. We have welcomed 5 new members.
- Sheryn represented our Club in the VGL Committee Invitational held at Medway Golf Course on February 16th. Coralie and I attended the Pennant meeting held at Medway GC on the same day. Our Pennant team has had a loss at home and a draw away.
- The Club will now have Mixed Competitions on Tuesdays and Sundays. I am having our flyers updated to reflect this.
- I have been meeting up with the ladies participating in Erica's coaching classes and inviting them to our Clubrooms before their last coaching session where I give them handouts on Etiquette and Golf terms. Some members have offered to mentor the ladies by playing 4 or 5 holes with them and explaining the etiquette of the game.

*Moved CN; Seconded JB; Carried*

12. Membership Secretary's Report:

▪ New Members

Tony Dimitrov  
 Daisy Ellery  
 Theresa Won  
 Michelle Jeon  
 Lucas Thiel (Male Junior)  
 Irina Slocum  
 Greg Slocum

▪ Current members

Ladies Playing	52 (Includes Ladies Life)
Ladies Non-Playing	11
Ladies Life	2
Ladies Life/Non-Playing	3
Female Junior	8
Men Playing	185 (Includes Men Life)
Men Non-playing	7
Men Life	1
Men Life/Non-Playing	9
Juniors	10
Active members	259
Non-Playing members	30
<b>Total Members</b>	<b>289</b>

▪ Other

- Membership renewal notices planned to be sent no later than 9th March.

- Proposal to Delete Non Play/Life Non play members in MiClub to avoid confusion in membership numbers. VGL/Golf Australia charges insurance membership fee based on our headcount and non-play members should not be included. Golf Connect has already removed majority of Non playing members in database.

*Moved CN; Seconded PP; Carried*

### 13. Presidents Reports:

- Ladies President Report:

- Ovarian Cancer day, raised \$256. VK proposed that GWGC match \$ for \$ for funds raised, with a cap applied at \$300. Committee Approved.
- Fund raising - Waverley community raffle. Whatever Ladies sell, they get back. Raffle can be sold at Clubhouse when manned by a committee member.
- Annette letter delivered, acknowledged letter. Commented that she should not have been in the room during voting.

*Moved CN; Seconded DW; carried*

- Men's President Report:

- February experienced strong demand from members for participation in club competition events. It is critical that the club sets up and manages booking sheets proactively in conjunction with BlueFit's booking system for public users of the course in order to avoid overlaps and consequently members being turned away on competition days. A working group has been looking at ways to manage this critical area of the club's operation in a systematic manner leveraging features within MiClub.
- Our club room is getting busier with greater level of social interaction amongst members. Saturday competitions have attracted 80 players consistently for some weeks. Commencing 7th Feb, light food (toasties, muffins, dim sims) has been provided. Additionally, the increase in competition prizes for Saturday competitions has been largely welcomed by playing members.
- The committee will require more support from volunteers and expanded sub-committees to assist in house and social responsibilities.
- A meeting between Glenvale Tennis Club, BlueFit and GWGC was held on 12/2. The meeting covered BlueFit's planning arrangements for their GW Sports Hub Open Day to be held on Mar. 22. Details of the Open Day have been circulated to committee members. As a main user of the facility, GWGC will be involved in the event, providing the visiting public, information about the club and its activities including promotional items for new joiners on the day. More general information and flyer for the Open Day will be provided by BlueFit to circulate to GWGC members in early March.
- Membership renewals for 2026/27 (effective on 1st April) will be sent out to members in early March. The timing is aligned with the club's payment of its VGL annual subscription for all playing members.

*Moved DW; Seconded VK; carried*

### 14. General Business:

- DW:

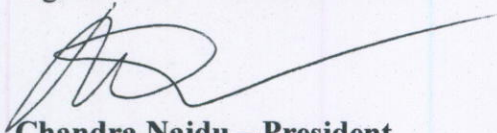
- CN and DW discussed an option for members to redeem their Bluefit vouchers to pay for membership fees. To reduce administration and tracking, only the full amount of \$155 (men's subscription) in vouchers can be used. Members can choose to coordinate amongst themselves to "pool" vouchers.
- Vouchers received in exchange for subscription will be recycled for future comp. prizes.
- Committee approved the proposal to redeem vouchers for membership subscription payment.

- Action: DW to include the option of using vouchers (full amount only) when sending out membership renewal notices.
- GMc
  - GMc raised the question of whether the club should pay for carts for players representing the club in Seniors pennant matches – where personal carts are disallowed, e.g. Dorset, Sandringham.
  - Committee approved reimbursement for impacted players. Receipt of payment made by players for carts to be provided to the Treasurer for reimbursement.
  - Action: GMc to advise impacted players / VK to arrange reimbursement

**Meeting Closed: 9:15 pm**

**Next meeting Wednesday April 1st - 7.00pm – GWSH**

Signed as true and correct record



**Chandra Naidu – President**

**Steve Schenk – Secretary**

