

Secretary Report 2016

Minute of last year's takeover meeting

Time flies, it has been a year since the new committee takeover the program from Briand and Eve. Here are the items that I would like to address:

1. Connection

- Website has been running well, platform for checking handicap, newsletter, draws and calendar.
- Has up email address
- Newsletter broadcast system MailChimp also has been useful. I can add new members to the mailing list with only few click, keep everyone in the loop. The mobile MailChimp app is also working great for short broadcast messages.
- Facebook page also has been a great way to connect with most parents. All news and updated are sync with Email and Facebook. Hopefully in the future new committee can also include mobile text message for urgent message.

2. Calendar

- Google Calendar works well as parents can go online to check the whole year's events with instant update.
- We need to work on the 2017 Calendar as soon as we receive the club calendar.

3. Shirt supplier

- House of Golf has helped us to order the great quality shirts at the start of the year after Fayde Golf had failed to supplied the sizes for us. Thank you to House of Golf give us great price. Especially thank you Jane take orders from parents, and organise embroidery.
- Thank you to Jane and David Bodie from Maven Dental Group (formally Bay Dental Care) to sponsor the shirts for each kids and parents.

4. Coaches

- Earlier this year we asked Josh Taylor can help us to coach the kids, unfortunately Josh has taken a new job. Michael Hogan is also leaving us; I am sure he will be missed from 'his kids'.
- But we have 2 new coaches to join us in 2017. Details will be announced later.

5. Sunday Competitions

- Prizes. Instead of ball prizes, we have successful setup a "point system" for players to collect winning points and receive House of Golf voucher at the end of the year.
- We now run Sunday competition quite smooth, we have the new score sheets and score cards for each group. Seems they work well.

6. Season Fun Day

- Early this year I have suggested we should have fun day, eg: BBQ, Beach play, water fun etc. But seems our players prefer play golf instead. Therefore, we didn't manage to do any of them.

Role of Secretary

- Correspondence inside and outside the program
- Public relations and promote our program
- Plan meetings
- Set up yearly calendar with committees
- Receiving agenda items
- Make sure agreed actions are carried out
- Keeping up-to-date contact details of members
- Filing reports and documents
- Keep record of all publications and promotion materials
- Broadcast newsletters to members through different platforms
- Co-ordinate events
- Attendance list for each term
- Print out Score cards, score sheets for each competition
- Collect comp fees and registration fees and pass to treasurer
- Collect results for coaches
- Organise prizes and raffles
- Competition nominations and draws
- Take photos of the winners in each competition

As you all know, due to my heavy work commitment, and want to spending more time with family. I have resigned the secretary position for 2017. But I am willing to continue sponsor the website and any graphic work for the program.

Thank you all for your support during the past 6 years, especially Jane, John and Charissa for taking care big portion of work from me. I wish the program will continue to shine.

Joy Butler – Secretary of Hervey Bay Junior Golf

7/11/2016