

**Parksville Curling |Club
Board of Directors
Minutes of September 24, 2015**

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on September 24th, 2015. The meeting was called to order at 1855 by President Ron Boag. Members of the Board in attendance were Terry Miller, Ray Gamracy, Jim Hoffman, Nancy Douglas, Leslie Osborne, Spish Legowski and Winnifred Rehill. Board members absent were Maurice Creagh, Tony Reinsch and Chris Rose. Non-voting member present was Tim Kottsieper - Ice Technician/Manager.

Approval of Minutes:

The minutes of the August 20th, 2015 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

Motion: to accept the minutes of the August 20th, 2015 regular Board meeting as amended, moved by Jim Hoffman, seconded by Spish Legowski. Motion carried.

Approval of Agenda:

Removed from Agenda –

Recovering cloth on Broom heads

The following addition to the agenda was proposed:

(1) First Aid Course

Motion: to accept the Agenda for the September 24th, 2015 regular Board meeting, as amended by the above addition. Moved by Jim Hoffman, seconded by Spish Legowski. Motion carried.

Business Arising from the Minutes.

- (1) **Action:** Tim Kottsieper to have main entry doors re-keyed on Monday September 28th, 2015. Side doors will not be changed to allow access for Renters. Tim will maintain a list of key holders.
- (2) Tim reported that the lighting changes are continuing. Estimate coming for changing lights in the bar area. This will be covered under the Lighting Grant.
- (3) **Action:** New exterior signs are in place. Tim to get key from city to open back gate to access back wall of club to install the sign.
- (4) **Action:** Re: Liquor License. Final paperwork to be completed, including remaining Criminal History check.
- (5) **Action:** Jim Hoffman to check with City of Parksville as to any other requirements regarding our liquor license.
- (6) Fan in lower hallway has been installed to prevent a repeat of the mold problem.

- (7) Refresher Clinic dates not set. New curlers signed up at Registration. Next year we should put the Novice Clinic after Registration.

New Business

- (1) **Motion:** An e-mail motion was circulated to the board: A motion was made to add a rider to our existing insurance policy to cover volunteers. Motion was passed by e-mail voting.
- (2) Curl BC Men's Bonspiel Tour –Jim reported that our Men's Bonspiel will be included in the Island Tour. The club will pay \$5 per team entered in our Men's Bonspiel. For more information see the Curl BC site.
- (3) Leslie reported that we missed the Deadline for an advertisement in the local "What's On" Magazine. Will calenderize in order to meet the 2016 deadline.
- (4) Tim reported that our Ice Rental fees were the same as other clubs. We give a discount to members and a 50% discount to Juniors renting the ice for practice.
- (5) Tim reported that Derrick is scheduled to come in to install a timing bell.
- (6) Refrigeration: Ice Plant. Increased inspections under Work Safe. High priority is replacing Safety Valves and upgrading ammonia detection system. New controller, ammonia level alarms and sensor will cost approximately \$5000.00. Additional recommended expenditures include \$6500 for relief valve & relief system replacement; \$1500 for ventilation fan switching; and \$3000 for safety repairs to compressor door & vestibule. The combined cost of these recommended repairs and replacements is ~\$16,000.
The condenser and chiller are in good shape. We will have some warning if these are in need of replacement and can look into availability of Grants at that time.
Motion: Nancy moved that we apply \$16,000.00 from the PCC Capital Levy account for the above noted upgrade. Ray seconded. Carried.
- (7) It was discussed as to whether we needed curlers to sign a waiver. It was decided that it was not necessary. Will introduce this for those involved in special projects such as the work done on the siding.
- (8) First-Aid Course: A basic First-Aid Course with CPR and AED training is \$55.00 per person. The club would pay \$25, with participant paying the remainder. It was noted that this course is advantageous to have for family and other events. We hope to have 2 curlers trained per league. It was suggested that Tim and Chris also have the training as they are often in the building during league curling.
Action: Ron to discuss with Maurice Creagh that a request to League Captains for information as to who is already trained and who would be interested in taking the course.

Reports

President - Ron will send a letter to Sue Powell thanking her for supporting our request for 100% Tax Exemption.

Ron will be away from October 21st until December 30th, 2015. Terry Miller will be acting as President during Ron's absence.

Treasurer - Nancy clarified that the Capital Levy is reflected as a Liability on the Treasures report because it is owed back to the club.

Banquets and Bonspiel: Terry reported he has a meeting with Elaine Daag-Jackson regarding 2016 four Foot Camp, catering and building rental charge.

Motion: Nancy made a motion that we increase the charge for meals by \$2.00 per plate and not increase building rent for Four Foot Camp 2016.
Seconded by Terry. Passed.

Bonspiels – Terry needs list of contacts for Bonspiels for the Website. Requested a Poster for the Men’s Bonspiel. Winnifred informed him she is not available to do Senior Mixed Bonspiel.

Leagues – Ray reported that the League Captains Meeting was well attended. Most leagues are full with some leagues having one or two teams with a bye. Question arose as to adding another draw to accommodate the extra teams. Leagues affected are Tuesday night Ladies and Thursday Mixed. We do not want to turn curlers away as the only way the club can progress is with more curlers. The stick league has increased to four draws with 3 on Friday and one Tuesday morning after Senior Mixed.

Bar – Jim reported we sold \$750 and \$2,000 worth of bar products for the Four foot Camp and Summer Spiel, respectively.

Building and Facility – Spish’s report with Fall General Meeting minutes. Cost of siding approximately \$5000.00.

Marketing and Publicity – Leslie trying to interest paper in writing an article about our new façade.

Concession – Chris submitted that the concession is ready to begin another curling season and will be open for business starting Monday September 28th. He has an initial group of volunteers helping serve lunch Monday through Friday. He has requested captains ask curlers for menu suggestions; he will do his best to meet these requests. He will start by serving same items, coffee, tea, hot chocolate and assorted drinks. The first week he will have soup and sandwiches. He is hoping by the second week to be serving requests. He will put together a short promo for the web site, advertising the concession and suggesting people consider staying for lunch.

Fund Raising – Winn exploring availability of Grants. Terry agreed to look after Grey Cup Raffle tickets again. Winn will consider ideas for a club raffle to be run after Christmas.

Manager – Tim reported it would cost approximately \$600 to upgrade brooms and sliders for the Juniors.

Tim will bring in 2 styles of club jackets and take orders.

We have been offered an ATM for Bonspiels, no charge to the club and we make \$.20 on every transaction.

Pickleball club has rented concourse for Friday 4:30 until 8 p.m.. They do not need bar or concession.

Tim received confirmation that there is \$2,000/year available for ice makers helper.

Tim will write up a newsletter to be sent out.

Round Table –

- (1) Discussion on work done on Comox Curling club. What was their process to get the Regional District to move ahead on the project?

Action: Ron to contact Comox about the process.

- (2) There was a request for expenses to be paid as soon as possible after receipts submitted. A discussion followed in which it was stated that all receipts presented to the Treasurer need to be original receipts, if possible. The President proposed that a reasonable time for payment of these receipts be within 3 days of presentation. The Treasurer advised that although this may be reasonable, there may be times, due to circumstances, when it could take a little longer. We all understand that we are all volunteers in our duties on the Board, and there has to be some consideration in meeting deadlines.

It was further stated that if anything other than an original receipt is involved, there may be delays in being reimbursed. To avoid these delays, particularly when the reimbursement involves a "created value", the recipient should secure prior agreement, as to value to be reimbursed, along the following guidelines:

- for amounts up to \$100- from any member of the executive committee
- for amounts over \$100- from the Board, [by email is okay]

- (3) We all thank Nancy for her ongoing diligence in doing the thankless job of being the club's Treasurer. We can thank her, many times over, for having the financial information available to us, when we need to make the hard decisions of running the club. In my mind, the job of Treasurer is the custodian of all the revenue we work so hard to bring to this club. I expect and ask for wisdom and caution in the dispersing of the assets that we are responsible for.

- (4) Leslie offered to clean up bar.

- (5) Question as to removing graffiti from backdoor.

Action: Tim to look into what product the city uses.

- (6) Lights are going out in arena, ballasts are failing.

- (7) Availability of grippers?

Action: Tim will arrange to purchase grippers at cost from Nanaimo curling club and will have them for sale in the PCC.

Next Meeting: October 14th at 1900 hours (a week early so Ron can be in attendance)

Meeting adjourned at 2140.