

# **Parksville Curling Club Board of Directors Meeting Minutes of January 18, 2017**

## **Call to Order:**

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, January 18, 2017. The meeting was called to order at 19:00 by President Ron Boag.

Members of the Board in attendance were Ron Boag, Nancy Douglas, Ross Renwick, Tony Reinsch, Doug King, Spish Legowski, Terry Miller, Brian Onushko, Ray Gamracy, and Lesley Osborne. Nonvoting members Graham Weatherby and Tim Kottsieper were also in attendance.

Absent: Jim Hoffman

## **Approval of Minutes:**

The minutes of the December 14, 2016 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the December 14, 2016 regular Board meeting as amended. Moved by Ray Gamracy, seconded by Doug King. Motion carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the January 18, 2017 regular Board meeting. Moved by Tony Reinsch, seconded by Brian Onushko. Motion carried.

## **Reports**

### **President (Ron Boag):**

Dec 16: Cheryl asked me to thank the Board for the cheque to offset the pizza costs for the Junior league. On behalf of the Board, I replied “ that you [Cheryl] have always been one of those people who gives before they ask. It is not very hard to support anything you ask for.”

Dec 21: Nancy, Graham and I met with Darryl [advertising salesperson] to clarify some sponsorship issues, review the AGS contract, discuss the clock installation and advise Darryl that he will now be dealing directly with Graham on most of the advertising and

signage concerns. Graham will coordinate collection and disbursement of funds with Nancy.

In addressing Action item #2 – The “contra” contract with AGS [sign in return for copier and computer] expires December 2017, so it cannot be removed at this time. Darryl also advised that the clock installation is currently on hold, pending Clinton Miller’s advice and also due to the difficulty in finding an affordable electronic clock.

Dec 15: Open letter to club members – Thank you to all the volunteers, update on the RDN LTRP, advice regarding upcoming installation of on ice TV camera system and new bleachers, recognition of Graham’s presence in the club, advice on the Biz after Biz meeting, Jan 19 and request for volunteers for upcoming bonspiels and BC Mixed finals.

Jan 3: Executive Committee meeting to discuss Biz after Biz meeting, Graham to suggest ideas on structuring incentive compensation for himself [as discussed as a potential when we hired him], basis for forward planning of the club’s future is restricted by the 5 year lease clause that requires a City referendum to change, which we felt had a very low probability of ever happening due to cost, etc.

Jan 11: Action item #6 – I met with Penny Shantz and Cheryl Noble to discuss their ideas on what they would like to talk about at the Business After Business meeting on Jan 19 at 5pm. At around 5:30 they will have a curling demo/participation for the guests. At about 6pm, I will do a brief talk on the value of curling, the economic benefits to the community and then introduce Penny and Cheryl. They will talk about how they each started curling, and promote the sport of curling as a “team” builder for businesses, with an offer of ‘dinner and a curl’ for Feb 15<sup>th</sup> [pizza and an opportunity to learn how to curl under the instruction of both Penny and Cheryl].

Jan 12: Brian and I attended the Chamber of Commerce monthly dinner to promote the Biz after Biz meeting, and the club.

### **Treasurer (Nancy Douglas):**

A preliminary financial report for end-December 2016 was received by the Board. There were no issues or concerns raised with respect to the report or the clubs finances. Nancy noted that the Fortis gas bill was materially higher in response of the cold weather. Brian Onushko suggested investigating whether the PCC could qualify for reduced utility rates as an affiliate of the RDN.

### **Banquets, Bonspiels and Website (Terry Miller):**

#### **Bonspiels and Banquets:**

Masters Open Bonspiel January 6-8, 2017

- Very successful bonspiel hosted by PCC with games in Parksville and Qualicum
- Fully subscribed with 32 teams

- 7 curling clubs represented
- 5 sponsored events and 3 unsponsored events
- Co-Chairs Terry Miller PCC and Charles Shier QBCC
- Banquet coordinator Judy Hawkes
- 42 volunteers worked the event
- Very good coverage by PQB News

### **Webmaster Report**

- Terry has been in contact with League Captains requesting that they review and update, if necessary, the material on the website.

### **Leagues (Ray Gamracy):**

League Captains meeting was held January 10:

- Reinforced the importance of League Captains role to successful league play and Club special events
- Last week of league play to be March 13-17
- Reminder no league play February 27-March 5 to accommodate ice prep and Provincial Mixed Championships
- Roger Pick (Thurs night mixed league) recommended that due to heavy demand the Board look at an additional Thursday 4:30 PM draw/league next season
- Junior curling: There are 20 Junior curlers registered. A Junior bonspiel will be held Saturday February 18. Reminder that some Jr. Curlers are available to spare in other leagues
- Monday night Men's league: Two draws, 6:30 and 8:30 (15 teams)
- Tues and Thursday senior leagues down to 8 and 6 teams, respectively. Shortage of women players
- Tuesday and Friday Stick Leagues are very popular. 55 individuals (80 players in league play)
- Tuesday night Ladies League has 12 teams; elected to use byes rather than introduce a late draw
- Friday night Fun League has 66 players; 7:15 draw is full, 26 players attending 5pm draw. Has become an important feed for other leagues. Emphasis is on fun, recreation and socializing
- Spares policy: Each league sets their own rules for use of spares. Should be clarified at start of league play
- Each league to set their own format for identifying League Champion and year end activities
- Club Championships: There is a need to review the current format for determining Men's, Ladies, and Mixed teams Club Championships. Little interest from membership in Club Champion playoffs. Senior mixed leagues have trouble fielding two teams, given the shortage of women skips or thirds. May be possible to make an "all star" teams. Women's leagues have problem with timing of playoffs and conflict with Nifty- Fifty Bonspiel out of town. General lack of interest due to lateness in year (mid March) and Spring school break.

- Options for consideration:
  - Change date and format (suggestions?);
  - Limit to Men’s League only, where interest is higher;
  - Combine with other club event (ie. Volunteer/membership appreciation day);
  - Forego entirely.
- After considerable discussion it was agreed to run the Club Championship this year as planned.
- **Action:** Ray Gamracy to form a subcommittee (comprised of Ray Gamracy, Nancy Douglas, and Graham Weatherby) to examine alternatives to the current Club Championship process and come back to the Board with a recommended path forward.
- League Captains were asked to obtain expression of interest for men’s and ladies teams to participate in North Island Curling Club Championships to be held in Comox March 10 to 12, with winners moving to the Provincial playoffs in Richmond in mid-April. The Board is asked to consider financial support to teams that may show an interest in representing the PCC in this event.

### **Bar (Jim Hoffman):**

Ron Boag advised that the bar is well stocked, inventories are adequate for all upcoming events, and the bar is running well.

Brian Onushko raised concern over the adequacy of bar staff for the Parksville chamber of commerce “Biz-to-Biz” function on Thursday, January 19.

Concern continues regarding reliability of the bar cash register and instances of the machine freezing up for periods of time. Discussion moved to Round Table.

### **Marketing and Publicity (Lesley Osborne):**

There were no new developments to report in this area.

### **Building and Facility (Spish Legowski):**

Trophy cabinets taken down, trophies are at present in the lounge area, awaiting a new display “home”. Some of the wood was salvaged, the rest was recycled.

- **Action:** Spish Legowski to come back to the Board with a recommendation for placement of a trophy display for the PCC trophies, together with preliminary cost estimate.

The area opened up by the removal of the trophy cabinets has been painted. There are some minor areas to finish. The windows to the viewing area have also been painted. Apologies to all club members for the strong paint smell at the time. Thanks to Brian for the loan of his air “purifier”!

Brian Onushko raised concern over the adequacy of the paint cover over previous lettering, and asked Spish to consider application of an additional coat over the area.

Nick and his “Team” are still in the process of erecting the support cabling for the CCTV cameras. The North end support is up, and is being “tweaked”. We are awaiting the arrival of cameras and monitors in order to make final installation adjustments to the camera focal points.

Still awaiting an estimate for plumbing a coffee station in the concession area.

Brian Onushko raised a concern over smoking outside of the PCC facility. This related both to compliance with City of Parksville by-laws and with the poor image being created by having a tin can full of cigarette butts at the front door.

- **Action:** Spish Legowski will look into the availability and cost of an appropriate cigarette butt disposal system and report back to the Board.

### **Ice Technician (Tim Kottsieper):**

- (1) Taylor Hall has been covering for Tim while he recovers from a minor workplace accident. The accident was logged in the Incident Log and Taylor’s hours have been extended. Feedback on Taylor’s work has been positive. Tim is developing options for further backup to Taylor in order to ensure adequate capacity in the event of future downtime.
- (2) An ice dam buildup prevented drainage from one of the dehumidifiers in the arena area. The issue has been addressed. In so doing, a slow leak in Freon system was discovered in the second humidifier. The issue was addressed by valve replacement at a cost of \$300 plus \$150 for labor.
- (3) Curl BC has informed Tim that he is approved as the Ice Technician for the BC Mixed Provincials to be held at the PCC in March. This is normally a role reserved for a Level III technician; however, Curl BC expressed comfort with Tim’s experience and training in working high profile events such as this.
- (4) Tim also advised the Board that with five years of ice-making experience and having worked six Province-sanctioned bonspiels, he is eligible to take his Level III certification. The only Level III course being held in 2017 is in Sudbury, Ontario.
  - **Action:** Tim Kottsieper will prepare a short report on the Level III certification program and budget to attend and report back to the Board.

### **Insurance and safety: (Doug King)**

- (1) First Aid Equipment & Supplies

The Board approved \$225 budget has, with assistance from Terry Miller, supported the purchase of a First Aid Emergency response tote box now centrally

located on the home end deck. Identified with standard red and white colored First Aid symbols, the tote offers a centralized, easily accessed location for essential First Aid items to provide emergency response at the ice level. Stocking of the tote will be complete, based on the budgetary detail, with the procurement of “Bio-Barrier Face Shields” to be coordinated with the purchase of AED replacement pads before the expiry date of mid-March 2017.

- **Action:** Post the location of the PCC building, to be referenced when contacting Emergency Medical Services for ambulance response. Ensure that the municipal address description, PCC home site Google Maps description, and EMS Google Maps site location descriptors are the same.
- Post an itemized description and quantity detail of all items within the First Aid Emergency response box in close proximity to the Incident Reporting documentation binder, with a column for requirements/replenishment requests.

## (2) Insurance

Recurring question: “Will the installation of a security surveillance Camera system lower our insurance policy premiums?”

Hub International / Barton Insurance Brokers (Contact: Paul Scorer) replied: “The installation of a security surveillance Camera system would have no lowering effect on our insurance policy premiums, however the club should consider the addition of this equipment in respect to the value of their contents insurance.”

## Fund Raising (Ross Renwick):

Researched the Curl BC electronic lottery and concluded that it is too manpower-intensive to operate reliably and effectively. Recommended that we not proceed with this fund raising option. Agreed by the Board.

### CCTV System Update:

- The CCTV committee tabled a revised configuration for the system calling for 10 x 24” TV monitors to be mounted vertically in the viewing area, with one pair at each end of each sheet. This replaces the earlier option of 5 x 40” monitors, providing improved viewing. The Committee spoke to a number of additional advantages of the proposed redesign, including the ability to readily access the feed from the PCC website. The Committee expressed comfort that the redesigned system can be purchased and installed for a budget of \$8,250 which is a slight increase from the \$8,000 budget approved for this project at the December Board meeting.

### Bleacher enhancement:

- The committee also reported on an alternative approach for enhancing seating in the lobby/viewing area. The approach would utilize the existing bleachers in

developing a two-tier viewing area that could be readily adjusted for wheelchair access/viewing and removed and stored in the event that the larger lounge area is required.

- An extensive discussion took place around the proposal, with a number of issues raised, including:
  - Impact of the proposal on the seating capacity of the lounge/viewing area. In this regard, it was suggested that we secure a new seating capacity appraisal;
  - Fire department review and approval of the proposal, from the perspective of egress and safety;
  - Ability to ensure the stability and evenness of the system, to eliminate rocking;
  - Need for a set of specs for the proposal.
  - **Action:** The CCTV committee will take these suggestions on board and come back to the Board with a more complete proposal and recommendation for the enhanced bleacher system.

Lounge area TV viewing:

- With the 10 x 24” monitors in the revised CCTV proposal being dedicated to ice viewing, the committee raised a third initiative to accommodate the showing of televised curling and other sporting events in the lounge/viewing area. Would require purchase of two SMART TV’s, two cable boxes, and mounts (repositing the TV in the Bar area).

**MOTION:** Subject to receipt of satisfactory information regarding the bleacher upgrade, the Board was asked to approve a budget of up to \$15,000 for moving/storing the bleacher components, to accommodate the following expenditures:

- CCTV system: \$8,250
- Bleacher system: \$2,500 + carts
- TV viewing: \$2,500

The motion was moved by Ross Renwick and seconded by Tony Reinsch. Motion was carried.

## Promotion (Brian Onushko)

Activities:

- No Update: Background: Ongoing communications with other BC clubs regarding sponsorship and operating models. Oliver Club model remains the best reference to date.
- Update: In discussions on rates and Tuesday 1:30 to 3 timeslot. Background: Ongoing School District 69 - School Program offer for Thursday afternoon open ice times (1:30 to 3 & 3:30 to 5). Have also engaged with QB Club to develop Grass Roots Program and graduated Junior Competitive Curling league.
- Update: City of Parksville is requesting RDN support to decide who will provide approval to remove trees. Requested deadline of Feb 1st/2017. Background:

Proposal to City of Parksville Parks Manager (Warren Payne) for Tree Removal around club with support of Spish.

- Update: Committee will provide short term fundraising opportunities & models to board in Feb meeting. Background: PCC Subcommittee (Ross & Graham-Sponsor Mgt, Adverting and Fundraising). Met on Dec 2nd to discuss objectives and next steps. Require existing agreement regarding Sign Contract. Evaluating Oliver Club Sponsorship model as a template for PCC.
  - \*Challenge to developing model is current RDN Lease Term and status of Club Business Plan.
- Update: Raised ~\$848 in bottle returns plus \$633 in donations = Total \$1,481. Have discussed holding funds in PCC Accounts and tracking expenses for club Junior Program. Bar contributions from Jan 19th collection was approx \$60 in donations. Members contributions approx \$300. Remaining \$445 was through community collections and some drop offs. Background: Organize Bottle Drive Fund Raiser for Ballenas High School Girls Team to attend Provincial Champs in Smithers March 2 -5. Also researching other sources of funding for Team Jackets (Thanks to Cheryl Noble for \$250 Donation and PCC Blue Vests)
- Update: Still processing application for Interior 2 x 4 & 1 x 4 Troughers. Have repaired outside entrance fixtures. BC Hydro Energy Efficient Lighting Upgrade Project for interior and rink areas with support of Spish.
- Update: Finalizing activities for Jan 19th Chamber of Commerce “Business After Business” Event -Work with Chamber & Board on Promotion and activities promotion and next steps for City of Parksville Delegation
- Update: Discuss PCC U18 and High School Teams results, upcoming events & program/coaching support model for 2017/2018 season. (\* Plus Curl BC, 4 Foot Camp, SD 69 & framework for PCC Junior Participation).

#### **Action Items:**

- Pending: Obtain agreement from Board Exec on 2013/2014/2015 financial model to establish cost model for hourly rink rental to SD 69.
- Pending: Draft letter to Park Manager by Dec 19. Obtain quotes for tree removal from local co’s or donations for sponsorship (ie. Hi-Rigger Tree Service). Proposing Tree removal in early 2017 prior to Provincial Spiel (or asap). \*Note Parksville Rec Plan delayed due consultant re-tender process.
- Pending: Require assistance from RDN Mgt to pursue BC Hydro Grants for Rink Area. Interior Lighting upgrades can be pursued based on Board Approval. ROI dependent on extension of RDN Lease Agreement.
- Pending: Ducks Unlimited Picture Fundraiser replacement and feedback.

#### **Manager Report: (Graham Weatherby)**

**Clock update:** No update.

**Proshop inventory:** I have made inquiries with a couple of my contacts in the curling equipment industry to investigate the viability of simple proshop offerings at our club;



specifically, what type of pricing might the PCC qualify for. Once I have an idea of minimum purchase quantities and prices, I may return with a proposal to begin stocking select items for sale to members and guests.

**Summer rentals:** Many of the recurring summer events have signed up for facility dates this summer and are being added to the club calendar as they are confirmed. Pricing is being set according to the current rate schedule. Use of the facility by each rental will be monitored to assess the appropriateness of future rate adjustments.

**LCLB:** Planning to meet with the Oceanside LCLB rep before the end of the month. The objective of the meeting is to introduce myself and clarify any recent/relevant changes to the liquor code, and how they may affect us. Will also investigate opportunities to increase the size of our licenced area. Will inform Ron Boag of the timing and invite him to participate if desired.

**Coke machine:** New keys have been secured for the coin operated Coke machine and it will be restocked for the remainder of the season. Product left in the unit that has expired and will need to be disposed of. Will attempt to secure a credit from CocaCola, as the expiry was linked to not having machine access.

## **Old Business**

- (1) Five –year plan: Ron Boag confirmed the intention to structure the PCC forward plan around a 5-year renewal of our lease in March 2018. Brian Onushko noted that this restricted the focus of sponsorship and fundraising to short-term initiatives.
- (2) Parksville Chamber of Commerce “Business after Business” meeting, January 19, 2017. The Board reviewed the preparations for the meeting and proposed agenda of events. Ron Boag will provide a summary of the meeting at the February Board meeting.

## **New Business**

- (1) Emergency preparedness: Ron Boag and Brian Onushko attended a seminar on emergency preparedness and raised the issue of positioning the PCC with the City and RDN as a potential staging facility, including storage and management of essential goods in anticipation of a major economic and environmental disruption.
  - **Action:** Brian Onushko will form a subcommittee to investigate further the interest of the City and RDN in such a role and what it could entail, and report back to the Board in due course.

- (2) City Parks Plan: There has been a delay in the scheduled City of Parksville planning process. For the time being, Ron Boag will monitor the situation and advise when the process is likely to begin.
- (3) Bar cash register: Numerous incidents have been reported of the bar cash register freezing up during operation. While the issue could be related to lack of proper training, the Board agreed that a simpler and more robust piece of equipment is required, given the large number of volunteers working with the register.
  - **Action:** Lesley Osborne will work with Graham Weatherby on the issue and come back to the Board with a proposal in due course.

### **Round Table:**

- Doug King asked Ray Gamracy to inform league captains of the location and basic function of the First Aid Emergency response tote box and to refresh curling members on the tote, the location of our AED, and the Incident Reporting documentation binder. Incident reporting should be done not only in the event of Emergency Medical Services being called, but whenever an incident occurs in order to provide support documentation for long term injury complications and the member's PAI (Personal Accident Insurance).
- Nancy Douglas advised the Board that three junior curlers from the PCC are members of the Under 18 girls team that will compete at the Provincials in Nanaimo this year.

**Next Board Meeting:** Wednesday, February 15, 2017 at 1900 in the PCC meeting room.

Meeting adjourned at 22:20.