

# **Parksville Curling Club Board of Directors Meeting Minutes of April 19, 2017**

## **Call to Order:**

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

Members of the Board in attendance were Ron Boag, Tony Reinsch, Spish Legowski, Terry Miller, Brian Onushko, Ray Gamracy, Lesley Osborne, Nancy Douglas, Ross Renwick, Jim Hoffman, and Doug King.

Also attending was nonvoting member Graham Weatherby.

## **Approval of Minutes:**

The minutes of the March 22, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the March 22, 2017 regular Board meeting as amended. Moved by Jim Hoffman, seconded by Brian Onushko. Motion carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the April 19, 2017 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Ray Gamracy. Motion carried.

## **Reports**

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

Ron Boag relayed input from Tim Kottsieper regarding possible explanations for the almost four-fold increase in winter water usage relative to the 2015–16 period. While the increased use of a water bleed to prevent icing in the condenser during the unusually cold winter contributed to the cost, we continue to investigate other options. Tim noted that a closed loop glycol based cooling system could be added to the system at an estimated cost of \$15,000-\$20,000.

- **Action:** After lengthy discussion, it was agreed to coordinate a water shut-off and meter test to see if there is a leak somewhere in the system that could be driving this higher water usage.

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

**LCLB:** No update at this time

**Rentals:** A list of events for the balance of April, May and June will be forwarded to Terry for posting to the website.

- April 22: **Rhodo Show**
- April 25 PM to April 27 mid-morning: **Chesapeake Shores** (with additional summer days pending)
- May 3: **PCC AGM & Volunteer Appreciation**
- May 14: **Orca Run**
- May 26 PM to May 27 evening: **Emergency Preparedness Expo**
- June 3-June 4: **Swap Meet**
- June 16: **Seaside Cruizers**
- Graham will insure that the building is manned for the duration of each of these events.

**PGOSA walking groups throughout the summer:** The coffee schedule is working out quite well. A detailed account of revenues generated will be submitted to Nancy for inclusion in year-end financials.

**Reaching out to Advertisers and Sponsors:** Terry Miller has asked for assistance in securing sponsorship from local advertisers—including current PCC sponsors—for the 2018 belairedirect BC Mens Championship. This will coordinate well with sponsor discussions already planned for the summer period.

**Year-End Miscellaneous:** Year-end bar inventory has been completed and forwarded to Nancy.

### **Building:**

- Ice shed will be tidied in time for the Rhodo show – thank you, Tim and team!
- Washrooms and other facility areas will be cleaned before and after rental events.
- The new bar chairs are in place – thanks to Terry Miller and Phil Chabot for hauling them around this week, and readying the old ones are ready for disposal. A couple of the old chairs have already been claimed and at least 12 others have been spoken for. The remainder will be scrapped/recycled.

During weeks when there are special events, I do not plan on having regular hours at the club. However, emails will be returned and messages monitored. If someone requires my assistance, I am available with advanced notice – please email. I will log all event hours for reference. Here's to a productive summer!

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

- March 24: Met with Graham to discuss summer hours & duties in off-season
- March 28: Met with RDN delegation to discuss the RDN Community Group Survey to be submitted by community organizations and stakeholders. After input I completed & submitted the survey. Our main point was to try and secure an extended lease to assist in obtaining grants for enhancing our facility.
- March 30: Terry originated an email motion to purchase 40 used chairs for \$800, to be used in the bar. Motion passed. Terry, Spish, Murray and I picked up the chairs on 3/31 for \$600.
- April 4: Meeting of the Executive Committee with Gord Ludke [nominating committee chair] to discuss and finalize a list of candidates for the Board positions for the 2017-2018 curling season. Gord and Larry Uglene submitted four candidates for the four open Director's positions: Gary Burns, Reg Johanson, Jim Krauss, and Brad Bird.
- April 7: Attended a Transition Workshop on the new Societies Act with Tony. It appears our transition will be relatively painless due to the proper structure of our current constitution and bylaws. Tony to present recommendations to the Board at a future meeting.

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

### Volunteer Appreciation BBQ May 3, 2017

- Judy Hawkes and Gus Gleim, with the assistance of other volunteers, will prepare the food for the BBQ.

### Bonspiel Dates for 2017–18

- **Action:** Terry Miller will prepare a list of recommended dates for bonspiels for the 2017–18 season. These recommendations will be provided to the PCC Board for approval at their May meeting. Curl BC will require this information before June 6, 2017 to be included in the Curl BC yearbook.

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

Nancy provided a report with preliminary financials for end-March 2017. There were no issues or concerns raised with respect to the report or the club's finances.

Nancy will have Interim financial statements available for review and discussion at the May 3 AGM.

## Leagues (Ray Gamracy):

Ray asked that we remind members at the May 3 AGM of the expansion in the Thursday Mixed league (introduction of a 4:45 PM draw) and of the league renewal process prior to the fall Registration & Open House.

- The issue here is that curlers may misinterpret the fall Registration event as being the first such activity while, in practice, League captains will have already contacted all prior season rinks to gauge their involvement in the upcoming season, and new rinks may well have contacted the League captains to register their interest over the course of the off-season.
- Nancy noted that the number of players in 2016–17 numbered 594, versus 524 the year prior (this is different from number of individuals, as many curlers play in more than one league). This figure does not include Juniors.
- In the ensuing discussion on availability of League slots and ice time, Graham raised the idea of starting a Sunday Recreational League geared to teams from businesses in the area that would not be able to participate in the many day leagues.
- **Action**: It was agreed that the Board would convene a League-specific meeting to discuss these and related issues following the appointment of a new League Director.

## Building and Facility (Spish Legowski):

Removed and replaced wiring for the proposed new Trophy display case. Thanks to Murray McIntosh and Doug King for their expertise and help—Great job Guys.

- **MOTION**: Moved by Spish Legowski and seconded by Nancy Douglas that the trophy case be fitted with sliding glass doors rather than hinged. This will result in an increase in the estimated cost from ~\$850 to ~\$1,350 for the cabinet. Motion carried.

Helped to select and deliver the “new” lounge chairs to the club; thanks to all those that helped. Chairs will be spot cleaned as required over the coming weeks.

The wood for the expanded bleachers has been ordered and will be delivered following the Rhodo show, at which time construction of the bleachers will begin.

Spish noted that graffiti is starting to appear on outside doors and walls; will work on covering/removing once the weather dries up.

## Insurance and safety: (Doug King)

The RDN Insurance policy for the PCC, covering the period April 1, 2017 – April 30, 2018 is due soon. The premium of \$7,715.44 is normally paid in two 50% instalments.

Ron requested that Doug—and more generally, the departing Directors—ensure that there is sufficient information and direction prepared and made available to whichever Director takes over their portfolio.

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

Will be examining alternatives to the current supplier of draft beer to the PCC bar, including the soon to be operating Mount Arrowsmith brewing company in Parksville, and will report back to the Board.

Jim will operate a “Toonie Bar” at the AGM, which should work down some of the remaining bar inventory.

### **Fund Raising (Ross Renwick):**

Participation 150 Grant:

- The next deadline for a \$300 - \$1,000 grant is April 24. Participation 150 has designated Sept 23 as Curling Day and Active Aging Week is the last week in September. We need to list an activity before we can apply for funding, up to a maximum of \$1,000. The activity must be free and open to a wide range of people.
- Proposal: PCC to host a “Learn to Curl” clinic on Saturday, Sept 23 and apply for a grant to support the activity.

New Horizons for Seniors Grant:

- The next intake opens in May for a maximum of \$25,000 to provide a new experience for seniors. Last year we were rejected for the camera/bleacher project due to it being an enhancement of an existing activity rather than a new activity.
  - In the ensuing discussion, the options of Indoor Shuffleboard and Pickleball were raised as new activities that could attract grant funds. Ross will take on board.

Grant Writing Proposal:

- Ron passed along a grant-writing proposal from Sporting Success Group. They have offered to write our grant proposals for a 10% success fee on secured grants. I think we should consider this to receive grants and to learn from their expertise in writing grant proposals. The most difficult grant proposal to write is the Community Gaming Grant in which they have been successful.
- Ron Boag approached Sporting Success for referrals and has not heard back on the matter.

Recreation Foundation of British Columbia:

- The deadline was April 7, extended to April 10. We did not get a grant proposal written due to lack of time when we got the necessary information.

Community Gaming Grant:

- We need one year of program history to apply for this grant and our cash reserves must be less than 50% of our operating costs for the past year. Last year we exceeded the 50% threshold.
- Recommendation: In order to apply in April 2018 for this grant I recommend we include the value of volunteer hours that are documented this year.
  - Note that for the purposes of reflecting the value of volunteer hours, all hours are now valued at a flat \$20/hr.
  - **Action**: Directors were asked to bring the volunteer log up to date as soon as possible so that Nancy can incorporate this “expense” into the year end report.

## Promotion (Brian Onushko)

Club Business Models: No Update:

- In discussions with Kelowna Club (150 Grant), Smithers Club and Curl BC/Optimist contacts in Nanaimo. Background: Ongoing communications with other BC clubs regarding sponsorship and operating models. Oliver Club model remains the best reference to date.

School Programs Update:

- April 5<sup>th</sup>: Met with RDN John Marcellus and Val McNaught to introduce Graham and discuss operational items and upcoming dry floor schedules.
- March 21<sup>st</sup>: Met with RDN Recreation contacts to evaluate programs and potential club usage for Youth Curling Events. RDN is offering to market programs and promote curling for 30% share of fees. Also evaluated Grade 5 and 6 Active Pass towards Curling and approaching Ballenas High School Team members to teach curling clinics on weekends for School Volunteer Credits and to support club youth sports. Deadline for RDN program support is early June. RDN is requesting we work with QB Club on this initiative.

PCC Club Park Promotion - Update:

- April 5<sup>th</sup>: Discussed item with RDN John and any actions are still pending. Brian contacted VIU for Arborist services - no luck so far.
  - Background: City of Parksville responded Jan 31, 2017 denying request to remove trees. Spish and I have met with John Marcellus (RDN Oceanside Mgr). Parksville Tree Bylaw is main reason for denying request. We are assessing next steps including hiring an Arborist for a report on tree health. Nov/16 City Service Request & Proposal to City of Parksville Parks Manager (Warren Payne) for Tree Removal .

Fundraising Subcommittee: No Update.

Ballenas High School Fundraising - Update:

- Received additional Smithers travel expense reimbursement from Ballenas Secondary (\$790). Received Tigh-Na-Mara Certificate for fundraising on March 20 (potential \$100 fund raiser at Summer Spiel). Parksville Grant in Aid denied.

BC Hydro Energy Efficiency Rebates: No Update.

Junior Curling Programs Update:

- August 4 Foot Camp will accept 4 Juniors into Adult Camp. Sept 22-24 Junior Camp in Victoria will be offered. Still investigating grants with Ross for Junior program this season. Ongoing discussions with PCC U18 and High School Teams results, upcoming events & program/coaching support model for 2017/2018 season. (\* Plus Curl BC, 4 Foot Camps, SD 69 & framework for PCC contact/coaching)

PCC - Municipal Partner for Emergency Preparedness - Update:

- In discussions with contacts for RDN Emergency Planning Expo (May 27th). Still researching for grants with Jenn Holtby's support.

#### **Action Items:**

- Meet with PCC Staff/Exec and propose annual schedule report for RDN and Lease renewal (May include review of BC Hydro Rebate Applications for Lighting improvements with RDN Support)
- RDN Recreation and School Programs review for next season's calendar. Junior Programs with RDN/Sheryl to include Ballenas and U18 Team volunteers
- Schedule Summer Bottle Drive and Grant Applications to kick off Junior Curling Season

Closed:

- Removed Xmas Lights.

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

No report. Please email anything that needs to be posted or promotion items.

#### **Old Business**

- (1) RFABC conference, May 8-11: Ron plans to attend as part of the RDN contingent, assuming a reasonable cost can be agreed. There are a few information presentations that would be of value for the PCC.
- (2) Board nominations: Ron reported that the Nomination Committee had secured four individuals prepared to stand for nomination to replace the departing Board members. These individuals will be put forward at the AGM together with any nominations from the floor.

A discussion ensued regarding the inability to secure female nominees for the open positions. In response, Tony Reinsch summarized the actions agreed by the Executive committee to address this situation:

- At the AGM, Ron will invite members to consider becoming a member of one of the many Board Committees that have been struck, in areas including Membership, Facilities, Promotions, and Fund Raising. The function of such Committee members would be to (i) contribute to the activity in question, and (ii) attend Board meetings at their convenience to see what is involved and hopefully lower any hurdles to future Board involvement;
  - Over the course of the coming season the Board will actively solicit interest from women curlers with the objective of substantially increasing direct Board involvement by our female club members.
  - The Board remains keenly interested in any other ideas that could positively influence Board membership from amongst our women curlers and members.
- (3) CCTV update: Ross reported that the final interface issues between the cameras, monitors, and software are being addressed. Following a set of onsite tests, to be conducted over the next couple weeks, the final install will be completed.
- (4) Volunteer appreciation: Nancy noted that the certificates have been received for the finalists for the 2016–17 season and will be presented at the AGM.

## New Business

- (1) Transitioning to the 2016 BC Societies Act:
- Tony Reinsch reported on his review of the new Societies Act and the outcome of a Transitioning Workshop attended by himself and Ron Boag. The philosophy of the new Act is to enhance accountability of Society Boards and management to their members. This results in a number of initiatives that must be undertaken by the Board.
  - The key actions required by the PCC are as follows:
    - Transitioning to the new Act: The Constitution and By-laws of the PCC are consistent with the new Societies Act. Therefore, we can transition to the new Act at any point.
      - **Action:** Following the election of new Directors and Executive at the AGM, Tony will take the steps necessary to transition the PCC to the new Act.
    - The PCC must maintain an official Society member register:
      - This register of all Society members must have their name and one (1) form of contact (phone, email address)
      - **Action:** Nancy Douglas will prepare an initial register. It will be necessary to secure agreement from PCC members for inclusion of their one contact item

- Note that this is **nonoptional** under the new Act. Membership in a society now requires provision of this information to the Registry. If have classes of members (e.g., active versus nonactive), should be structured by class
- All Directors must sign a disclosure letter to the effect that they (i) have not been found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs; (ii) are not an undischarged bankrupt; or (iii) have not been convicted in or out of British Columbia in the last five (5) years of an offence involving fraud
- **Action**: Tony will prepare a Directors disclosure form for review and execution at May 2017 Board meeting

**Next Board Meeting:** Wednesday, May 17, 2017 at 1900 in the PCC meeting room.

**Adjournment:** The meeting was adjourned at 21:05.