

Parksville Curling Club Board of Directors Meeting Minutes of August 16, 2017

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, August 16, 2017. The meeting was called to order at 19:00 by President Ron Boag.

Members of the Board in attendance were Ron Boag, Terry Miller, Susan Mullan, Brian Onushko, Nancy Douglas, Reg Johanson, Tony Reinsch, Jim Hoffman, Jim Krauss, and Brad Bird. Also in attendance was Ice Technician Tim Kottseiper.

Board member Ross Renwick was absent, as was PCC Manager Graham Weatherby.

The President formally welcomed Doug King back to the Board. Doug will resume his stewardship of the Insurance & Safety portfolio.

Approval of Minutes:

The minutes of the July 19, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the July 19, 2017 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Susan Mullan. Motion carried.

Approval of Agenda:

MOTION: to accept the Agenda for the August 16, 2017 regular Board meeting as amended. Moved by Jim Hoffman, seconded by Susan Mullan. Motion carried.

Reports

President (Ron Boag)

- Met separately with, and briefly reviewed Graham and Tim, regarding performance over the last year, and expectations going forward. Advised salary increases for both, as approved by the Board, and the pending increase for Taylor, as Tim's assistant.
- Met with Terry, Ross, and Graham to review our advertising revenue and the need to provide more structure to how we set the rates, bill the advertisers, allocate the advertising space, and communicate with the advertising vendors. Graham has

assumed responsibility for managing Darryl Meads, and will be communicating with him regarding some issues with specific accounts, and reporting back to me before resolving these issues.

- Requested a delegation to attend the September 21 RDN Recreation Commission meeting. At this meeting we will formally table our lease options on extending the term of the District 69 Lease and request their consideration and decision in this process.

Banquets, Bongspiels, and Website (Terry Miller):

Banquets:

- All preparations are in progress for the five 4 Foot Clinic meals including the steak BBQ on Wednesday and for the Saturday summer bongspiel steak BBQ banquet. Judy Hawkes is coordinating all 4 Foot meals and Donna McAskile is coordinating the bongspielbanquet.

Bongspiels:

- There are 30+ entries at this date for the summer spiel. Jim and Margo Hoffman are coordinating the spiel.

Website:

- Club calendar is up-to-date to end of September. Information is being added daily to the website.
- Facebook link administration still to be transferred from Leslie Osborne. Graham has indicated that he could post updates to our Facebook page with assistance from Tim and Brian.

Fundraising: Kidfest Parking - August 20, 2017

- All plans and volunteer schedules are complete in preparation of the Kidfest parking event on August 20.

Note: Due to expiry dates on our propane tanks, we need 2 new tanks, one for ice maintenance and one for our BBQ banquets.

- **Motion:** That the PCC allocate \$200 to secure two (full) 30 lb propane tanks. Moved by Terry Miller, seconded by Nancy Douglas. Motion was carried.

Treasurer (Ross Renwick):

- Ross prepared a summary of club finances for end-July 2017. There were no issues or concerns arising from the month-end finances.
- The cost for a payroll addition to the accounting software is \$30 per month. At present, the system that Nancy was using works well so recommend that we stick with it for now.
- We have sent in our Liquor Primary License renewal (\$250) as well as our temporary extension to the Liquor Primary License (\$330). The City of Parksville has a section to complete for the extension request and will send in separately.

- Fraser Valley Refrigeration charged \$1,185 for start-up of the ice plant, replacement of leaked brine, and time spent locating the brine leak.
 - **Action:** The Board requested a year-to-year comparison of these charges.
- I had a quick meeting with Graham and Darryl Meads regarding signs, followed up with a meeting with Darryl to discuss procedures and history of the sale of signs. There was a follow up meeting with Ron, Terry and Graham to further discuss the sale of signs going forward.
- The CCTV group will make the final adjustments to the cameras on Thursday Aug 17 before Tim's final flood.
- We have received an invoice from Curl BC for \$3,720 for membership (80%); will review with Nancy before paying this.
- Will be absent for both the August and September Board meetings. Nancy has agreed to deal with the cheques, deposits, and mail while I am gone.

Membership (Nancy Douglas)

- Volunteer form is ready to distribute during the Registration and Fee Payment process scheduled for September 18, 2017.
- It was agreed that the advertising material for this event would be revised to specify that this is the day for payment of Fees for the coming curling season.

Facilities (Reg Johanson)

- Cleaned up stock room and took trash and recycling materials to dump/recycling centre.
- Picked up trash from around building, twice, but the need requires a weekly pick-up.
- Did first spraying of moss with bleach around entrances and cleaned out drains.
- Met with John Marcellus (RDN Superintendent of Area Services) and Spish Legowski for an overview of mutual expectations re: maintenance and inspections.
 - **Action:** Repair and replace the lighting in the Board Room as soon as possible. Is used intensely during the year for events such as the 4-Foot Camp and bonspiels.

Concession (Susan Mullan)

- I met with Joanne McIntosh and Lola Denesyk and we reviewed the activities of the Concession for last year. Joanne, due to health concerns, will not be co-ordinator this year. We are looking for a replacement as neither Lola nor myself have the time that this requires. Hopefully we will have someone or a committee by the start of the season.
- There were a few issues which could be improved concerning communication with the Concession coordinator:

- The bonspiel organizing committees need to notify the co-ordinator , in a timely fashion, if they are offering free coffee and muffin to the curlers and what hours they expect the concession to be open.
- We need to notify the bonspiel committee what we will have available for the bonspiel so that they can include this information in any mail-outs that they may do.
- If events are being planned where the concession will be opened then the coordinator needs to be notified and what the expectations are for food.

All of this will assist the Co-ordinator in organizing the food and the volunteers who make and/or buy the food and staff the Canteen.

- **Action**: Since there is one Concession committee and numerous bonspiel and event coordinators, it was agreed that the Concession coordinator will initiate contact with the various Event coordinators to elicit their requirements from the Concession. From that point, it will be the responsibility of the Event coordinator to ensure that the Concession is advised in good time of their requirements.

Volunteers:

We need to expand our number of volunteers. We have a strong core group but we do not want them to burn out.

- We would like the League captains to ask for volunteers to open and close the concession, if they want it open for their league play.
- We would like to have a person doing sign-up for volunteers at the registration table

Financials:

Do we continue with the same process for counting and depositing the money? Many of the volunteers ask how we did financially from specific events and it is a good motivator if we can show that their work pays off.

- Would it be possible to have a line item in the budget for the concession revenues and expenses. We are wanting to do an evaluation to see if we are charging enough for the food.

Food Safe Course:

We have sent out a notice to all the volunteers on our list asking if they want to take the course. This will be first timers and those who would need to renew next year. We anticipate 20+ people.

We have done a stock taking and Joanne will be doing purchase with Judy Hawkes. We have also contacted Bev Beath and she will continue to make her delicious soups for us.

Clean-Up:

- The floor of the Concession needs to be cleaned prior to the 4 ft camp. Joanne had done this but who ever has used it last left it quite dirty. We will clean it but can people who use the space make sure they leave it like they found it.
- There are certain nights when there are a lot of dirty glasses left for the morning concession volunteers to wash. Some do not mind doing it but others do not feel they should be expected to do this. Is there some way this can be resolved?

Leagues (Jim Krauss)

- Judy Pearson has taken on the duties of captain for the Thursday morning Mixed league, but will require assistance for September 20 through October 16.
- Juniors will begin curling October 2 for 19 afternoons. It was agreed that the cost to the Junior curlers will remain unchanged from the 2016–17 season.
- A League Captains meeting will be held on **Thursday, September 7, 2017**. Terry Miller will add this date to the website.

Promotions (Brian Onushko)

- Ballenas High School Teams & Fundraising - Update: Ballenas Boys Team attending Curl BC High Performance camp Aug 19th. \$100 Tigh-Na-Mara Cert for 50/50 fundraising at Summer Spiel. Background: Organize Grants, Donations & Bottle Drive for funding Ballenas next season Junior, High School and U18/U21 Programs.
- 7. Junior Curling Programs Update: Proposing Oct 15th, Nov 19th, Dec 17th, Jan 14th & Feb 11th for PCC Sunday Schedule 3 PM to 8 PM window - TBD with other participating clubs. Still in discussions with Curl BC, Optimists, Comox, Campbell River, QB, Nanaimo & Duncan about Sunday Competitive Junior Interclub. Motion pending for Sunday Ice Time. Require Curl BC and Optimist Program Support

Action Items:

- Underway - Meet with PCC Staff/Exec and propose annual schedule report for RDN and Lease renewal (includes a review BC Hydro Rebate Applications for Lighting improvements with RDN Support)
- Rescheduled to late Sept - Schedule Bottle Drive to kick off Junior Curling Season.
- Underway - PBQ News Advert scheduled for mid Sept. Review contact info

Bar (Jim Hoffman)

- Drink prices will be increased \$0.50 across the board for the coming season.
- The cooler has been stocked and draught beer will be delivered on Tuesday, August 22.
- Inventory of “Serving it Right” certificate holders will be completed through the registration process. Will determine at that time whether it is necessary to solicit more volunteers to take complete the Serving it Right course.

Manager’s Report (Graham Weatherby)

- No report.

Ice Technician Report (Tim Kottseiper)

- Ice preparation is on schedule, with hog lines and final logos put in place Wednesday August 16. Curtains and carpets will be reinstalled Friday in advance of the Curl BC high performance clinic.
- Final testing of the CCTV system will be done on Thursday to ensure proper centering over the house.
- Are investigating the economics of securing a reverse osmosis water treatment system to replace the current tanks and water purchase/delivery fees for ice flooding.
 - **Action:** Tim will secure a final estimate for the reverse osmosis system and return to the Board with a cost comparison against the current water management system and recommendation.
- Vandalism to the condenser system outside the arena has been addressed. Will assess pros and cons of adding additional security.

New Business

- PCC Board communication strategy: Tony Reinsch tabled a discussion document regarding a proactive communication strategy to the PCC membership, addressing a number of issues about which there appears to be significant misinformation: Progress on the PCC facility lease; Status of the arena roof; Stability of PCC finances; Integrity of the ice plant and facility.
 - After a discussion, the Board instructed Ron Boag to initiate a series of messages from the President addressing these and other key issues on a regular basis, including updates as they occur.
 - These messages will be communicated to the membership through email, the PCC newsletter, and in hard copy placed in a prominent place on the bulleting board in the arena lounge area.
 - Directors were asked to use the upcoming General Meeting as an opportunity to update members on some of these issues.
- PCC arena lighting: Brian Onushko highlighted the deterioration of the reflectors in the arena lighting as another indication of the need to move ahead on lighting replacement. Inefficient reflection reduces the ambient lighting in the facility. Tim Kottseiper noted that the tubes being used in the current arena lighting are no longer being manufactured.
 - There is sufficient inventory on hand to last two full seasons.
 - The need for lighting upgrade will be built into the asset inventory begin developed with the RDN
 - Inquiries regarding grant funds for lighting upgrade have been initiated, with final action contingent upon completion of the lease renewal process.
 - The Board will work toward lighting replacement/upgrade during the off-season period in 2018.
- General meeting: will be held Wednesday, September 20 at 7:00 PM at the PCC.

Roundtable:

- Gaming event licenses have been secured. Terry and Brian will organize a 50:50 crew for the Summer Bonspiel
- Looking at first said training course to be delivered through Alert First Aid in October. The goal is to have at least one person with first aid qualifications at every league play.

Next Board Meeting: September 13, 2017 at 7:00 PM.

Adjournment: The meeting was adjourned at 9:15 pm.