

Parksville Curling Club Board of Directors Meeting Minutes of December 14, 2016

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, December 14, 2016. 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. Nonvoting member Graham Weatherby was also in attendance.

Absent: Jim Hoffman, Lesley Osborne, Ray Gamracy, Tim Kottsieper

Approval of Minutes:

The minutes of the November 16, 2016 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the November 16, 2016 regular Board meeting as amended. Moved by Doug King, seconded by Nancy Douglas. Motion carried.

Approval of Agenda:

MOTION: to accept the Agenda for the December 14, 2016 regular Board meeting. Moved by Tony Reinsch, seconded by Ross Renwick. Motion carried.

Business Arising from the Minutes.

- (1) Update on cost estimates for the CCTV and bleachers projects. Ross Renwick reviewed a proposal for Board approval regarding these projects, noting the contributions made by Spish Legowski, Terry Miller, Doug King and Nick Atamanchuk.

MOTION: That the Board approve a budget of \$8,000.00 for the purchase and installation of a 10 camera, 6 monitor closed circuit TV system together with required switches, software, cabling and ancillaries. The project will be financed from the \$19,000 grant provided for this purpose by the Provincial Government. A proposal for the bleachers will be provided at a later date. Moved by Ross Renwick, seconded by Terry Miller. Motion carried.

Spish Legowski noted that in order to accommodate the installation of the system, the trophy cases above the viewing area would need to be removed. It was agreed that this work be undertaken as soon as possible and that an alternative display area for the trophies be investigated.

- (2) Security cameras: The Board agreed to delay a decision on securing and installing security cameras—to be mounted outside of the ice door and two entry doors to provide additional security—until installation of the CCTV system. The planned CCTV system will accommodate the additional security system.
- (3) Subcommittee on sponsorship, advertising and fundraising: Brian Onushko reported on the initial meeting of the subcommittee, comprised of himself, Ross Renwick, and Graham Weatherby. Brian noted that the largest obstacle to planning in this regard remains the length of the facility lease.

Action: Nancy Douglas agreed to provide the subcommittee with information regarding the contractual arrangement in place with Darrell Meads for advertising in the facility.

- (4) Ron Boag and Graham Weatherby reported on steps taken in securing a large clock for the back of the arena. Ron Boag reported that the contract for the existing AGS signage is up in December 2017. He also advised that it is possible to install the proposed LED clock with the existing AGS signage in place.

Action: Ron and Graham will report back to the Board on this issue following further investigation and clarification.

- (5) Spish Legowski reported on the continuing challenges with securing a (“willing” and available) plumber to address the plumbing of a new coffee system in the concession. This is an ongoing issue; Spish will report back at the January Board meeting on progress.

- (6) Operating cost discussion: The Board discussed at length the draft analysis of per hour operating costs over the curling season for the facility, prepared by Brian Onushko. For the purpose of discussions with School District 69 regarding introduction of Youth curling to the curriculum, it was agreed that Brian would elicit a funding proposal and report back to the Board. It was also agreed that the Board would consider a subsidized arrangement in order to promote youth curling.

Action: Brian Onushko to report back to the Board on a proposed arrangement for a SD69 Youth curling program.

- (7) **Action:** Tony Reinsch to draft a thank you letter from the Board recognizing the generous donations of freezers provided by Marcie Dibbs and Shirley Wray. Terry Miller to provide details of the donations and implications for the event and for the club.

- (8) **Action:** Brian Onushko will coordinate the preparation of a pilot project application to BC Hydro to replace the most often utilized lights in the PCC facility with high efficiency alternative lighting. Brian will report back to the Board on progress.
- (9) PCC bottle drive: The Board ratified the following **MOTION:** That the Parksville Curling Club organize and operate a charity bottle drive to be held at the PCC facility, the proceeds of which will be used to support Junior Curling programs in Parksville.

The bottle drive will take place Sunday, January 15 from 10:00–2:00 PM. Parksville Recycling Depot will provide a tent, sorting material, and truck pickup for return to the depot. Terry Miller will post information regarding the bottle drive to the website and members will be invited to bring bottles to the PCC as early as January 5th. Brian, Graham and Tim will coordinate the receipt and storage of bottles in advance of the drive.

New Business

- (1) RDN Recreational services master plan (RSMP) discussions: A meeting has been scheduled with the consultant coordinating the RDN RSMP process. Ron Boag, Brian Onushko, Terry Miller and Graham Weatherby will attend an initial meeting with the consultant to discuss the process and determine what information is required from the PCC.
- (2) Chamber of Commerce: The PCC will host a “Business after Business” meeting with the Parksville Chamber of Commerce on Thursday, January 19 from 5:30–7:30 PM. It is expected that 50-100 people will be in attendance from various businesses in the area. Board members are asked to be available for this meeting to answer questions regarding the PCC and engage attendees.
 - **Action:** Ron Boag will invite Cheryl Noble or Penny Shantz to attend the session and speak to their experiences on the world curling stage and the role of curling in the community.
 - **Action:** Graham Weatherby to see what can be done to “dress up” the facility for the event.
- (3) Next step in PCC long range planning process: The Board discussed this matter and the importance of positioning the PCC within the Parks Plan process. The Board agreed to approach the City of Parksville with the same materials as have been provided to the RDN and to invite the Mayor and Council members to attend future Board meetings to discuss their perspectives on the PCC. At the center of this issue is the need for a 10-15 year commitment to the PCC and the District 69 Arena facility in order to realistically develop a long-range business plan. Ron Boag advised the Board that while the RDN and City of Parksville

leases are synchronized (both expiring on March 31, 2018), under the terms of the grant of the park lands to the City it is not possible to have a lease for any facility longer than five years, a codicil that can be changed only through referendum.

- (4) Seaside Cruisers have approached the Board regarding the use of the PCC parking area and washrooms for their June 17, 2017 Cruise night event. The Board agreed a \$200 + GST fee for use of the PCC washrooms and common area and also agreed not to arrange for concession operations for that event. It was noted that the Seaside Cruisers have arranged for an additional food truck for the event
- **Action:** Brian Onushko, Graham Weatherby, and Lesley Osborne to consider advertising options for this event, and to communicate with Seaside Cruisers.

Reports

President (Ron Boag):

Presentation to RDN Parks & Rec Commission made November 17 by Brian Onushko and myself, with Terry, Nancy, and Ross in support. The presentation focused on:

- Importance of “usage/head count” [for example, number of curler/spectator visits per year per facility. In 2006 RSMP, measured usage for Oceanside Place & Ravensong pool was significantly more than for the curling rink];
- Further information on funds needed by the club and when;
- Leasing arrangements for the PCC facility; it was confirmed that both Parksville City and RDN leases are in sync, expiring March 31, 2018.

Feedback from Dean Banman, Manager of RDN recreational services:

- Any discussions of increasing the length of the lease or financial assistance for capital outlays, depends on the City of Parksville and what they determine for the facility in their Parks assessment plan.
- Once the city approves the continued use of the facility as a curling rink for the foreseeable future, the RDN will have a base to proceed in their considerations regarding lease amendments or financial assistance.

Next step is to do similar networking with the City of Parksville to ensure that the PCC facility (Area 69 Arena) is included in their plan for the community park.

Treasurer (Nancy Douglas):

A preliminary financial report for end-November 2016 was received by the Board. There were no issues or concerns raised with respect to the report or the clubs finances.

Banquets, Bonspiels and Website (Terry Miller):

Bonspiels and Banquets:

A very successful Thrifty Foods Men's Open Bonspiel took place December 2–4, 2016 with 20 teams participating.

The bonspiel was chaired by John Milroy, assisted by Bill Klein, Judy Hawkes and Jim Hoffman. Judy Hawkes also coordinated the BBQ steak dinner and also provided pancake breakfasts on both Saturday and Sunday to players and spectators. Thrifty Foods donated all the steaks for the banquet. 32 volunteers assisted in banquet food preparation, setup and cleanup; concession; registration; 50-50 sales; and the bar.

Top honours in the bonspiel went to the Dale Hockley Team from Chilliwack taking home the Bob Hawkes Memorial Trophy for the 4th straight year.

Our next bonspiel, our largest of the year, is the 2017 Oceanside Masters Open, January 6–8, 2017. The bonspiel is fully subscribed at 32 teams with a waiting list for any cancellations. The bonspiel is chaired by Terry Miller, PCC and Charles Shier QDCC. Parksville is hosting the banquet and prize presentations at 6 pm on Sunday, January 8. Judy Hawkes is coordinating this very large banquet. Many volunteers have already signed up to assist at the banquet, for the concession and for other duties. Games will be played at both Qualicum and Parksville.

Webmaster Report

Our data is showing very good usage of the website.

Daily updates are made to the website as events and information require. The updating of new draws for the January to March schedules will be posted as received from league captains.

A few people have reported that their email links are not working on their computers. We have determined that some users with Windows 10 have lost their mail default settings during software updates on their computers. Those experiencing problems will have to reset their mail defaults on their browsers.

A new feature to the website is our Manager's Blog. Graham has outlined the objectives of this blog in his first two postings.

On the Bonspiel and Events Page you will see the new links to Beach Club Resort preferred accommodation rates for all our bonspiels to the end of this season and for the BC Provincial Mixed Championships in March.

Leagues (Ray Gamracy):

There are no issues to report on league activities, which are wrapping up for the Christmas break. Will report to the January Board meeting on the outcome of a League Captains meeting in early January to discuss:

- League issues;
- Provincial Mixed Championships (Nancy & Ray re volunteers needed)
- League Championships
- Club Championships
- Travelers Curling Club North Island Playoffs (Comox-march 10-12).

Bar (Jim Hoffman):

The bar is well stocked, inventories are adequate for all upcoming events, and the bar is running well.

Concern was expressed regarding the reliability of the bar cash register and instances of the machine freezing up for periods of time. Will discuss with Lesley Osborne for advice and options.

Nancy Douglas noted the contribution being made by Jeff Cousineau in maintaining the cleanliness and order of the bar area. Tony Reinsch will extend a thank you note to Jeff from the Board.

Marketing and Publicity (Lesley Osborne): (no report)

Building and Facility (Spish Legowski):

Spish has been investigating with Graham options for attending to ice buildup in the PCC parking area. Has looked into both removal and salting options and will be formulating a procedure for discussion with the Board.

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

Ice Technician (Tim Kottsieper): No report

Insurance and safety: (Doug King)

The very successful and well received Alert First Aid Training took place Saturday December 10th with a total of fourteen people participating. Gary Bowen, Alert First Aid Instructor, offered a very lively, interactive and informative training, identifying any changes and improvements to Basic First Aid, CPR, and AED training specific to ice sports. Joan McLeod fulfilled our administrative callings, while Judy Hawkes organizing lunch and coffee.

First Aid Equipment & Supplies: Discussions with Gary Bowen highlighted the need for a centralized, easily accessed location for First Aid essentials, in addition to the replenishment or procurement of additional equipment. Separate documentation detailing the deemed requirements will be submitted to the board for deliberation and decision in combination with future First Aid Training sessions.

- **MOTION:** That the Board approve a \$225 budget allocation for procurement of a First Aid tote box and requested materials. Moved by Brian Onushko, seconded by Nancy Douglas. Motion carried.

Contents Insurance: Highlighting the importance and benefit to the PCC Facility, and requirements by the insurance industry at the time of policy renewal, a listed detail of facility contents has been compiled to determine a complete list of contents and current replacement costs. Doug asked Board members to review the contents list and point out any deficiencies.

Fund Raising (Ross Renwick):

Discussions have been held with Thrifty's regarding support for various events. Interest is greatest for identifiable and special events, such as Junior leagues or "Special O" ice time.

Will follow up with Gary Bowen, First Aid Trainer, regarding the use of the PCC as a venue for holding training sessions on a "fee for service" basis.

Looking into Curl BC financial support for convening a coaching clinic at the PCC.

Continuing discussions with Graham Weatherby around engraved of rock handles. Ideal program would be a link of revenues raised to a specific PCC capital project. This issue will be picked up by the Subcommittee on Sponsorship Management, Advertising and Fundraising.

Promotion (Brian Onushko)

Initiatives in progress:

- Ongoing communications with other BC clubs regarding sponsorship and operating models.
- 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.
- Proposal to City of Parksville Parks Manager (Warren Payne) for tree removal around club with support of Spish
- PCC Subcommittee on Sponsor Management, Advertising and Fundraising: Met on December 2, 2016 to discuss objectives and next steps. Requesting a copy of the existing agreement regarding facility signage to assess scope and overlap. Are evaluating Oliver Club Sponsorship model as a template for PCC. Noted that the

core challenge to developing a sponsorship model is the term of the current RDN and City of Parksville leases and status of the PCC business plan.

- Organizing a bottle drive fund raiser (see *Business Arising from Minutes*), proceeds to support Ballenas High School Girls curling team to attend Provincial Championships in Smithers, March 2–5. Also researching other sources of funding for Team Jackets. Thanks extended to Cheryl Noble for \$250 donation and PCC Blue Vests.
- Organizing the BC Hydro Energy Efficient Lighting upgrade project for interior and rink areas, with support of Spish.
- Promotion and next steps for City of Parksville Delegation

Action Items:

- Draft letter to Park Manager by December 19 regarding tree removal. Obtain quotes for tree removal from local companies or donations for sponsorship (ie. Hi-Rigger Tree Service). Proposing tree removal in early 2017 prior to BC Mixed Bonspiel (or asap).
- Require assistance from RDN management to pursue BC Hydro Grants for Rink Area. Interior lighting upgrades can be pursued based on Board Approval.
- Ducks Unlimited Picture Fundraiser replacement and feedback.

Brian noted that the Parksville / Chamber of Commerce Xmas “Lit it Up” event was a success, with the PCC “reindeer and curling rock” display receiving Honorable Mention.

Manager Report: (Graham Weatherby)

Action: Regarding clock sponsorship, it has been confirmed that the arrangement with Clinton Miller has not been finalized. At this time, without the guarantee of his funding, we would need to pay for a clock ourselves. To this topic, Terry Miller advised that in discussions with an agent of the Beach Club regarding their potential sponsorship for the BC Mixed in March, they mentioned having been approached to place a large advertising sign up in the club near the existing clock. That agent subsequently visited the club to see the actual placement of the pending signage, only to find the placement unsatisfactory for the outlay – they may prefer a smaller wall sign. I relayed to the Beach Club that I would clarify their options for the club by the end of this week, given that Darrel returns from his vacation on Thursday.

Cleaning and janitorial services: Weekly/special event cleaning seems to be working smoothly – I will continue to monitor the janitorial log and communicate with the cleaners as required.

Advertising signage in the playing area: The advertising signs have been lowered to a position below the flag draping.

Change float for bar: To insure that bar operations, including special events, have sufficient change and small bills to operate efficiently, I have arranged with Nancy to holdback a house float for the office, to be replenished with loonies, toonies and \$5 bills. During major events, the bonspiel chair will be able to access the float if required.

LCLB: I have made contact with our area representative for the Liquor Control and Licencing Branch to get answers to a number of questions regarding alcohol service in BC and how it relates to the PCC. Will meet on January 9 to discuss potential benefits of the liquor service law changes coming in early 2017 (e.g. enlarging licenced service area, temporary extensions, hours of operation). Please forward any specific concerns to me.

Manager's Blog linked to the website: I have begun a Manager's Blog, which I plan to use for communicating with members on updates for club events, member achievements, and other various questions and answers from around the club. Terry Miller was kind enough to link it to the website for members to find. If anyone has an informal topic they would like posted or discussed, please let me know.

Sand versus salt for use in the parking lot: After one of our recent winter storms, I went looking for some sand to treat the entrance ways for safer member access. A supply of salt had been donated to the club, so I used it to treat the icy patches leading into the building. In hindsight, sand would have been a better choice, as it doesn't have the same effect on ice conditions if tracked out into the shed; salt can be devastating to the ice surface. Spish has sourced some prices for snow removal and parking lot sanding, and I will work with him to create a procedure for the rare occasions when these winter services are needed.

Round Table:

Nancy asked for volunteers to assist at 10:00 AM on December 29 with a clean-up of the Bonspiel room. A number of Directors volunteered their services.

Nancy also mentioned the need for volunteers to assist with Concession activities for the balance of the season, due to the impending absence of some current volunteers.

Terry noted that additional concession help is often needed beyond what is being provided by volunteers and noted that a precedent exists for hiring an individual to fill in as needed. The Board instructed Terry to signal the concession manager that such help can be secured as required.

Ron Boag will draft a Christmas letter to members, to be posted on the website.

The Board agreed with Brian's suggestion that we direct empties from Bar operations to the planned Bottle Drive between now and January 19.

- **Action:** Jim Hoffman to ensure that Bar empties are set aside between now and the Bottle drive **OR** that the proceeds from return of empties are set aside for the Bottle Drive.

Next Board Meeting: Wednesday, January 18, 2017 at 1900 in the PCC meeting room.

Meeting adjourned at 22:00.