

Parksville Curling Club Board of Directors Meeting Minutes of February 21, 2018

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, February 21, 2018. The meeting was called to order at 19:00 by President Ron Boag.

Members of the Board in attendance were Ron Boag, Tony Reinsch, Ross Renwick, Brian Onushko, Nancy Douglas, Reg Johansson, Brad Bird, Susan Mullan, Doug King, and Jim Krauss.

Board members absent were Terry Miller and Jim Hoffman, along with Ice Technician Tim Kottseiper and PCC Manager Graham Weatherby.

Approval of Minutes:

The minutes of the January 17, 2018 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the January 17, 2018 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Ross Renwick, carried.

Approval of Agenda:

MOTION: to accept the Agenda for the February 21, 2018 regular Board meeting as amended. Moved by Jim Krauss, seconded by Brad Bird, carried.

Reports

Ice Technician Report (Tim Kottseiper)

- The CurlBC Men's Championship bonspiel went very well. Ice making process went smoothly and the ice plant acted adequately given the conditions and added heat with spectators in the arena. Curl BC and the provincial ice tech were very pleased.
- Repairs were done to the dehumidifier over the past month. A new compressor needed to be installed, again, and a new three-phase motor switch was installed. Total costs are estimated to be under \$2,000.

- Suggest that we look to end the curling season the week of March 12-16 rather than March 19-23. According to the league draw sheets, there are only a few leagues planning playoff games in that final week. I require a full month to take out the ice and shutting the plant off on March 23 is tight timing in order to have everything out and ready for the rhododendron show on April 21. Should members express concern losing out on league play, we can remind them that we were open a week longer before the Christmas break, while other clubs closed on the 18th for the Christmas break.
 - See Leagues report for an Action related to this item.

President (Ron Boag)

- January 19: Brian Onushko and I met with John Marcellus of the RDN, to get an update on our lease discussions with the city; follow up on possible amendments to our lease to assist us with operations, buildings and grounds; discuss current status of our events & programs; and discuss upcoming STEAM assessment. TAKEAWAY FROM MEETING: John's impression of the lease discussions with the city representatives is that they seem to be only interested in a "rollover" of our lease for the next 5 years, with none of the amendment options that we requested. The RDN will probably not make any amendments to our lease that would result in increased cost to them, but John did say he will endeavour to assist us where he can. John indicated that the RDN Recreational staff are supportive of our events & programs, and will assist us where they can.
- January 22: In response to a request from the Tuesday & Thursday night leagues, an ongoing concern of the Executive Committee and an opportunity presented to the Executive Committee by Nancy, I interviewed and presented an email motion to hire Connor Mackenzie as PCC bartender for Tuesday, Wednesday & Thursday nights. The motion passed and Connor started work on Jan 23rd. Feedback has been positive on his job performance. Connor has only committed 8-10 hours per week, due to his VIU commitments. We will probably be shifting him to Monday nights on Feb 26th, once the Wednesday night cash league wraps up on Feb 21st.
- January 28: Terry helped me send out an open letter to members, thanking the volunteers for the good work they did preparing for the BC Men's, and informing them of the hire of Connor.
- January 29: Presented event passes to the mayor & council members, for the BC Men's event, with a personalized letter with event details and a suggestion for them to call Graham or I for a personalized tour of our facility, if they are not able to make the event.
- February 8: Executive Committee approved a 50/50 split with CurlBC for an invoice [approximately \$600] to purchase new batteries for our ice scraper. This purchase was prompted by damage, on delivery, to the CurlBC ice scraper.
- February 13: Email motion passed to offer Doubles Curling for 3 nights, starting Wednesday, February 28th. Penny Shantz offered to host it [Thank you, Penny]. Maybe some members of the Board could support this worthwhile event, promoting a possible new league next season. An "out of hat" format will be used to determine teams and participating curlers will be charged \$10 per evening.

- February 15: Executive Committee, Brian Onushko, and Graham Weatherby met to discuss sponsorship and advertising management for the club, and consider lighting replacement for the arena & building. Actions have been formed for recommendations to be made to the Board regarding advertising and promotion, targeting the March Board meeting. Ross Renwick and I will prepare a motion to be tabled at the March 21 Board meeting for arena lighting replacement in the current year.

Banquets, Bonspiels, and Website (Terry Miller):

No report.

Treasurer (Ross Renwick):

- Ross provided a report reviewing the PCC accounts for end-January 2018; all accounts are in good stead.
- We have reached agreement with Jet Ice and paid \$672 for an extra set of tanks that did not get sent back. This covers Oct through Jan. We will need to pay another two months at least (\$236).
- The belairdirect 2018 BC Men's Championship was the most successful provincial championship held at PCC. The PCC 85% share of the profit was 6% better than 2012 and 72% better than 2013. A more detailed financial statement was handed out during the meeting. The top line numbers are as follows:
 - Revenue: \$32,438, versus budget of \$26,350
 - Expenditures: \$15,503, versus budget of \$15,750
 - PCC profit share (85%): \$14,394 versus budget of \$9,010
 - In addition, the PCC generated revenue from ice rental, concession operations, and bar operations totaling \$23,900.
 - The net proceeds from this successful event will be used to offset the capital cost allocations discussed below—in particular, the nondiscretionary spending required for the eyewash/shower station and carpet/infrastructure replacement in the arena—that are scheduled for review and decision at the March 21 Board meeting.
- With our head lease between the City of Parksville and the RDN being agreed to and expecting the lease between RDN and PCC to be passed on March 13, 2018, it is now time to discuss capital improvements. Projects that are wanted, needed, or expected to be completed within the next five years are below:
 - Flat Roof: Might get through five years but that is all we expect. Last Estimate was \$40,000;
 - Work Safe BC shower and eye wash station: Mandated and expected to be complete by end of March; estimated at \$8,000
 - Boards and Carpet around curling ice: Needs to be done this summer. Last estimate I heard was \$10,000;
 - Replace current arena lighting with LED lights: We have been changing bulbs every two years. We are at the end of one year and

our bulbs are no longer available. It is necessary to replace our fixtures no later than next year. BC Hydro currently has a grant for 30% of capital costs to upgrade lighting. With LED lights we expect a saving between \$600 to \$800 per month or about \$6,000 to \$7,000 per year. We would also not need to replace bulbs every two years (last year cost \$1,360). We are currently getting estimates for both the arena and the arena plus the rest of the building. We expect this to be approx \$25,000 for the arena and possibly \$45,000 for everything. This suggests a payback of 2.5 years for the capital investment.

- Replace our water system. This is only to save money and is a want, not a need. A side benefit is better water which should translate to better ice. With capital of approximately \$17,500 we could save about \$6,300 per year in operating costs. We will need a decision by April whether we go ahead this year.
- If we do the necessary projects and use capital fund money to do the short payback projects we will still have the money we would have had for the flat roof plus be saving \$12,000 to \$13,000 per year.

Membership (Nancy Douglas)

No report.

Facilities (Reg Johansson)

- All current projects are completed except for the combustible fuels “shed”, which will be completed when the current cold snap is finished.
- The project to replace the current front apron will commence the 3rd. week of April when the ice is out, the Car Show is over, and the building is empty. There are 2 options for the replacement:
 - Replace the current cover with common lumber and ¾” plywood and install carpet comparable to present type or better carpet. A decision will have to be made whether it be constructed to be removable so it can be dried between seasons. Durability: 10 to 12 years. If ried each year: 15 to 18 years
 - Replace the current cover with plastic lumber and ¾” plywood underplayed with roofing felt. Carpet as required. Durability: 20 plus years. Could be dissembled and moved.
- Costing will be complete in time for Board decision in March.

Concession (Susan Mullan)

- The Junior Bonspiel generated strong concession business with revenue of ~\$250.

Leagues (Jim Krauss)

- The David Sakai rink is representing the PCC at Travellers bonspiel this year. As in past years, the Board has agreed to pay the entry fee on behalf of the Sakai rink
 - A discussion ensued regarding establishment of a policy for financial support by the PCC for other club teams that have qualified for provincial events as representatives of the PCC (including Juniors and high school teams playing out of the club).
 - **Action:** Brian Onushko will coordinate the drafting of a policy for review and discussion by the Board.
- Jim provided a review of last scheduled curling dates for the various leagues:
 - Monday Morning Women's: final game March 12. Not that Martha Pow is retiring and will no longer be sponsoring the league
 - Monday afternoon Juniors: last day is March 12 as well
 - Monday night Men's: will hold playoffs, with final draw currently scheduled for March 19;
 - Tuesday and Thursday Mixed leagues will have combined playoffs and a single winner declared;
 - Special O: need to confirm whether March 13 is their final draw.
 - Wednesday Master's league will have their final draw March 14;
 - Thursday night Mixed has their final draw March 15 and a Fun Night scheduled for March 22;
 - PGOSA will have its final draw March 15;
 - Friday Fun League will have its final draw March 16.
- It was agreed that all League winning rinks would be invited to attend the AGM (set for April 18) to formally receive their trophies.
- Issue: as per above report from Tim Kottseiper, he is requesting the last day of curling be advanced from Friday, March 32 to March 16 in order to provide adequate time to remove the ice and prepare for the Rhododendron show on April 21.
- **Action:** Jim Krauss will canvas the league captains to see if they can work with this date and report back to the Board via email on his recommendation.

Safety & Insurance (Doug King)

No report.

Promotions (Brian Onushko)

Activities:

- School Programs Update: 15 kids attended the RDN After School Floor Curling event on Jan 25th. 2 Ballenas High School Boys and 1 Ballenas High School Girls team members helped run the clinic The team members will receive PCC Volunteer letters drafted for the 3 hrs. Was very successful event according to Cathy MacKenzie/RDN Coordinator. Rocky Morrill and Cheryl Noble also

assisted. One family attended the BC Men's Sat Draw with the tickets provided. We cancelled the Feb 5th Junior program due to ice conditions.

- Announced Family Day curling on Feb 8th over website, Facebook and members emails. Had 25 attend Members session (2:00 to 3:45) with 8 requesting sign up for next season to Friday League. Had 8 Parents on the Ice for the Junior session (3:45 to 5:15). Overall positive feed-back and recommend we run again next season with more promotion. Many thanks again to Cheryl for her assistance.
- PCC Club Park Promotion Update: Submitting data to RDN and Oceanside Tourism regarding STEAM Report for BC Men's in early March. Will advise of report status next board meeting. In early March we are resubmitting request to remove trees to the City of Parksville with support John Marcellus (RDN Oceanside Mgr) We are assessing next steps including hiring an Arborist for a report on tree health.
- Junior Curling Programs Update: Ballenas boys and girls teams competing in Island High School Playdowns at Qualicum Beach Jan 20/21. KSS Boys and Ballenas Girls won their divisions. Ballenas Boys placed 3 out of 4 teams. School District 69 represented 3 of the 8 teams competing that weekend. Some recognition of success from SD 69 Superintendent (Rollie Koop). High School teams (Ballenas and KSS) were flag bearers at BC Men's Opening ceremonies. Positive feedback from both clubs and parents including QB Juniors. No Junior Team interested for Feb 18th PCC Ice Times. In discussions to hold an end of season Junior Curling Pizza Wrap Up with Qualicum Club - shooting for March 17 or 18.
 - For the Annual Parksville Junior Spiel we had a total of 16 teams participating (8 Novice/* Experienced) representing Clubs from across the Island. Club attendance (including Curlers) was about 200 people on Feb 17th. Great results considering low attendance at other Clubs. Concession was run well and Pizza's for lunch. Local Panago sponsored the event again this year. QB Club - KKS Boys won experienced. Duncan won Novice. Many thanks to Cheryl and all volunteers for hosting a great event.
 - A Junior Trophy was purchased with Bottle Return funds from the club. Total cost \$116.35 with Cutting Edge donated \$40 of the cost towards the Trophy. Trophy was engraved "Noble" Junior Rising Stars in honor of Cheryl's contributions to our local Junior Program.
- Fundraising Subcommittee Update: Interior Space Fundraising and Sponsorship Subcommittee met with Cub Exec in on Feb 15th. Recommendations covered in President's report. Foot wear cleaners installed. Have had some positive Feedback.
- Ballenas High School Teams & Fundraising Update: Planning for fund raising bottle drive after BC Men's on March 11th. Email message will go out to all members to bring in their donations.
- Arena and Facility Lighting Upgrades and BC Hydro Energy Efficiency Rebates - Update: Project kicks off in March for completion prior to July. Final funding and rebates application will be presented for approval at March Board meeting. Subcommittee will be formed with Reg, Tim, Graham, and Brian.

Action Items:

- Good news: Meetings with John Marcellus and Dean Banman for lease, improvements and events discussions have secured City/RDN 5 Year Lease approval on Feb 19th. RDN /PCC Lease approval in March. Discussions and Improvements to facility ongoing.
- Rescheduled to March 11th: Bottle Drive to support Ballenas Teams Island and Provincial travel costs. Email to Jim to advise league captains.
- Club Xmas Lights and Flags - Rudy's left the building and Rocky is staying up until season close or the weather improves.

Bar (Jim Hoffman)

No report.

Manager's Report (Graham Weatherby)

No report.

Old Business

- Eyewash station: Maurice Creagh has agreed to take on the responsibility for installation of the electrical supply, piping, shower, eye wash station, and hot water tank. This action is required in order to comply with new WorkSafe BC regulations regarding the potential for an ammonia leak.
 - **MOTION**: That the Board approve a budget of \$8,000 for the installation of an eyewash station and dousing shower. Moved by Reg Johansson, seconded by Nancy Douglas, carried.
- Cash register: A new cash register has been purchased and is being programmed by Graham. The now machine will be put into service once training has been completed.

New Business

- Beachfest event parking: Require coordinator to replace Rick Page
 - **Action**: Nancy Douglas will reach out to Clare Cooney, Spish Legowski, and Rick for suggestions regarding a replacement for Rick (and other organizers as required) and report back to the Board at the March meeting.
- Decision on Bonspiel schedule for 2018–19: We need to determine the PCC bonspiel schedule in order to submit to CurlBC by end-May 2018. The coordination of bonspiels will be handed over to a Director following the AGM on April 21, but we will need to determine dates before then.

- **Action:** Nancy Douglas will compile a list of Bonspiel dates for the coming year and distribute to the Executive Committee at her earliest convenience.
- **Action:** Website management backup: Ron Boag will approach Graham Weatherby regarding his willingness and ability to act as PCC website back-up for Terry Miller.
- AGM and returning Board members; managing the search process for new members
 - The AGM and Volunteer Appreciation Barbecue will be held on Wednesday, April 18
 - After some discussion, it was agreed to enlist the services of Gord Ludke, to search for a woman to join Gord on the committee, and to provide an expanded and more specific set of search guidelines and of Board responsibilities and expectations. In particular, it is important to inform Board candidates that they will be expected to take on a portfolio that they would manage during their Board tenure.
 - **Action:** Ron Boag has asked that Board members provide him with names for potential Search Committee members (and Board members) as soon as possible. The search process will take 3-4 weeks and ideally, will want to have a read on returning Board members, number of positions require to fill, and a preliminary list of candidates by the end of March.
- Discussion on capital allocation and motion for approval of arena light replacement: A preliminary discussion of forward capital allocations was held. With the extension of the BC Hydro Rebate Program application put back to April 15, 2018 it was agreed that the following capital allocations would be brought back to the Board in March for review and decision:
 - Arena lighting replacement and Building lighting replacement;
 - New water supply system for the arena floods and maintenance;
 - Replacement of the walkway infrastructure and carpets in the arena.
- Travellers curling club championships:
 - **MOTION:** That the PCC will reimburse the David Sakai rink for 100% of the registration fee to participate in the Travellers Insurance BC Club Challenge. Moved by Tony Reinsch, seconded by Ron Boag, carried.
- Correspondence from BC Firefighters regarding their annual bonspiel; to be considered at the February Board meeting
 - **Action:** Tony Reinsch will follow up with Gerald Ferguson regarding flexibility in dates and expectations on the part of the BC Firefighters for PCC engagement, and report back to the Board with a recommendation regarding this bonspiel request.

Roundtable

- Doug King asked that the Board look into the cost of putting a sheet metal boot on the back wall dehumidifier in order to vent the air away from the bleacher area.
- Nancy Douglas requested consideration of Event Boards being placed at both entrances so that members could quickly see what was on at the club in a given month.
 - Susan Mullan suggested the we examine the use of the large TV monitors in the lobby/concession area for this purpose.
 - Brian Onushko underscored the need for close coordination between the website, facebook page, and an event site to ensure that members are receiving a consistent message on PCC activities.
- Nancy Douglas noted that a supply of 500 PCC curling pins have now been received. It was agreed that the pins would be sold at a price of \$5/pin.
 - Brian Onushko asked if a quantity of the pins could be given to the Ballenas high school rink attending an upcoming provincial bonspiel. The Board agreed to provide pins to Junior and Ballenas high school members representing the PCC at half-price.
- Susan Mullan noted that a number of inspection agencies have shown up at the club recently and there has been no one to direct them to. Doug King underscores that inspection agencies cannot demand access and inspection without an appointment.
 - **Action:** Graham Weatherby will prepare and post in a prominent place a listing of times and contacts that can be provided to such organizations.
- Signing authority: With the Vice President currently out of commission and the Treasurer out of town, the Board requires an additional signing authority.
 - **MOTION:** Moved by Nancy Douglas and seconded by Ross Renwick that Tony Reinsch be put forward for approval by the Credit Union as a signing authority for the Parksvile Curling Club. Motion carried.

Next Board Meeting: March 21 at 7:00 PM.

Adjournment: The meeting was adjourned at 21:00.