

# **Parksville Curling Club Board of Directors Meeting Minutes of June 20, 2018**

## **Call to Order:**

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, June 20, 2018. The meeting was called to order at 19:00 by Past President Ron Boag.

Members of the Board in attendance were Ron Boag, Tony Reinsch, Nancy Douglas, Susan Mullan, Reg Johansson, Oryst Myroniuk. Absent were Penny Shantz, Ross Renwick, Lynn Row, Brian Onushko, Jim Krauss, and Ice Technician Tim Kottseiper. Also in attendance was Club Manager Graham Weatherby.

## **Approval of Minutes:**

The minutes of the May 16, 2018 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the May 16, 2018 regular Board meeting as amended. Moved by Nancy Douglas, seconded by Tony Reinsch, carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the June 20, 2018 regular Board meeting as amended. Moved by Sudan Mullen, seconded by Tony Reinsch, carried.

## **Reports**

### **Ice Technician Report (Tim Kottseiper)**

(No report)

### **President (Penny Shantz)**

(No report)

### **Banquets, Bonspiels, and Website (Tony Reinsch):**

- Tony informed the Board that he would be contacting all Bonspiel organizers from the 2017–18 season to gauge their interest in organizing their respective

events for the 2018–19 season. Once verified, he will ensure that the organizers make early and regular contact with Susan Mullen regarding Concession requirements, and with Judy Hawkes regarding banquet requirements.

- Tony also confirmed that Jim and Margo Hoffman are once again organizing the upcoming Summer Bonspiel in September.

### **Treasurer (Ross Renwick):**

- Ross provided the Board with a report reviewing the PCC accounts for end-April 2018; all accounts are in good stead.
- An update on the summer facility works program is provided in the Old Business section of the Minutes.

### **Membership and League Fees report (Nancy Douglas)**

- Nancy Douglas requested that the tabling and review of proposed League fees for the coming season be put off to the July Board meeting.
- In the interim, she will be seeking an Executive Committee meeting to review the options under consideration and to receive some initial guidance on the final proposal to the Board.

### **Facilities (Reg Johanson)**

(No report)

### **Concession (Susan Mullan)**

(No report)

### **Leagues (Jim Krauss)**

- Jim Krauss reported in a separate email that Doubles League captains Dale & Laurie Ksygniuk had requested Friday at 5:00 PM or Sunday at 7:00 PM for the inaugural Doubles league. They are also requesting League pricing similar to the Stick League rates, given the similar on-ice time required to complete a draw.
- **Action:** Tony Reinsch to send a note to Jim reiterating the direction from the Board in May that the available times for the Doubles league are Friday at 3:00 PM or Sunday at 3:00 PM, although there is no issue with the Sunday evening slot if that is their preference. The Friday Fun League has requested that the Friday at 5:00 PM slot be held for overflow from the evening draw, as has been the practise in the past.

## Safety & Insurance (Oryst Myroniuk)

- Oryst has been corresponding with Doug King regarding the portfolio and requirements.

## Promotions (Brian Onushko)

Activities:

- **Action:** Brian Onushko will report back to the July Board meeting regarding resumption of activities of the Fundraising Subcommittee—expanded to include Penny Shantz—fundraising options.
- **Action:** The Board is seeking further clarification from Brian regarding Cub commitments and responsibilities for the proposed September Junior bonspiel, and on the mandate and structure of the proposed Bonspiel Committee to be set up by Brian and Penny. There was considerable concern expressed that the Junior event will require substantial commitment and engagement from the Club for what is a non-revenue generating, third-party bonspiel event.
- **Action:** Update on draft PCC Funding Policy for competitive teams to be postponed to August Board meeting

## Bar (Ron Boag)

- The Board discussed the need for the Bar to maintain a full set of accounts, including revenue from returns (to be matched against deposits), so that we have transparency around bar operations and net revenue generation.
- **Action:** Ron to work with Ross Renwick on a review of accounts and table a proposed product pricing schedule at the August Board meeting.

## Manager's Report (Graham Weatherby)

**Liquor Licence:** Pending – I will need history sheets for current directors.

**Graffiti removal:** Next on the list – will be completed before the end of the month.

**Summer Concession for PGOSA:** Slower than last year, but still providing a small revenue stream from 4-6 visits a month.

**Chesapeake Shores:** In the club today, an \$800 visit, with likely be one or two more requests for early July.

**Advertising:** After speaking with Penny and Ron, I can certainly see the benefit of personally visiting each advertising to introduce myself – this year's invoice in hand. Starting in the next week I will be spending more of my hours on the road, which will reduce my actual time at the club. Anyone looking to have access, who is not on a committee with keys, should email me before visiting – I will find a way to oblige ☺

**Rentals:** This year's Show N Shine was a BIG success for the Cruizers – the parade on Friday had a record 410 cars participate, while Saturday's first-ever Poker Run went very well. The mess was minimal and food carts were instructed to remove all their own garbage. We will collect \$250+gst for the two uses of our parking lot. We may want to

consider food sales in the future – it could be very popular. There is a lounge event for the end of this month, one that should qualify for us to operate the bar ourselves. I will work it, along with another certified member, Rick Dunn, allowing the club to make some money from bar sales. We may need to purchase some supplies, which I will arrange, but they will not spoil before we need them for the next season. I have discussed this with the new bar chair, Ron Boag.

**Building:**

- Roof work was completed by Ron, Tim and myself, with about 7 minor bubbles repaired. I will monitor for additional areas, but am confident that all looks good for now.
- Grass cutting is under control, especially with the dry weather. I cut and trimmed all of the islands before the car show and will make sure it is spick and span for the parking event in July.
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**Action:** Graham to develop a system of referrals from membership of businesses with potential interest in signage/sponsorship, that he can then follow up.

## **Old Business**

### **Capital Program Update: (Ross Renwick)**

#### **Dishwasher Repair**

- The booster heater arrived one week late and after Tony Small left for holidays. Tony can install the new heater when he returns or Mike from Pagnotta Plumbing said he could install it for us, at the same time he is working on our water system. The water softener is in Calgary and is shipping with the water system equipment.

#### **Arena Walkway**

- The second level of plywood is partially installed and will be ready for carpeting. A quote is expected for Wednesday's meeting from Carpet One.

#### **Refrigeration System Repairs**

- All leaks have been found, clamps replaced, and the system has been pressure checked. A second hand non-used stainless steel cluster filter is coming from Calgary. It is an inline filter with 5-filter capacity. Tim will test our current brine with a Calcium Sulphate hydrometer to determine how many bags of Calcium Sulphate will be added. Tim will order these ahead of time and feels there will be enough time to charge the system when he returns. We will also need 4-bottles of rust inhibitor and caustic.
- Ron Boag has approached John Marcellus to received help from the RDN to either perform the necessary monthly bump tests or teach Tim how to perform the monthly bump tests. There was no test done by Fraser Valley Refrigeration in May, and so far, none has been scheduled or done in June. This is a Worksafe BC requirement. The RDN has been approached to help us with twice-yearly brine analysis as required by Technical Safety BC. We are waiting to hear back from

the RDN. Our current plan is to have Tim charge the system and then get an analysis done.

- **Note:** John Marcellus has agreed to supervise Tim doing the bump tests, beginning in September 2018.

#### **Lighting Replacement Project**

- Brian and I met with Osprey Electric to finalize the project scope, met with John Marcellus to explain the project and received permission in writing to proceed with both the lighting project and the water system. The contract has been signed with Osprey Electric and the lights have been ordered so they will arrive in time. Osprey told us they do not require payment before everything is complete.

#### **Reverse Osmosis (RO) Water System**

- All of the equipment has been ordered from Calgary. Our RO system is currently being assembled in Regina. The RO system will be shipped to Calgary where it will be palletized with the rest of our equipment and shipped. We are currently waiting for a freight quotation. Doug King has met with Mike from Pagnotta Plumbing and developed a detailed parts list. All parts have been ordered. Maurice Creagh met with Derrick from Beacon Electric to detail the scope of work. Osprey has also expressed interest in the electrical work.

#### **Timing**

- Walkway is currently under construction. RO System scheduled installation is July 10-July 15. The Lights scheduled installation is July 16 – July 20. The ice plant is turned on July 27. We are hoping the carpet can be installed July 21-July 26.

#### **Carpet Quote:**

- Ron Boag reviewed two carpet quotes for the Arena walkways. After considerable discussion, Ron agreed to approach Ryan Pletz from Castle Carpet One and Penny Shantz regarding past and current proposals in order to better understand the current quotes.
- Given satisfactory answers to the questions from the Board, Ron was instructed to inform the Board of same and circulate an email **MOTION** for approval, seconded by Ross Renwick, to the following effect: “That the Parksville Curling Club Board of Directors agree to order the Continuum product #840004 Azurite Vein [blue tint/ black weave/ gray tint] carpet, at an installed cost of \$11,637.97. The Board approves up to \$12,000 for this activity and agrees to a 50% deposit at time of order”.
- **Note:** This information was subsequently provided and the Motion approved by a majority of the Board, allowing for ordering and timely installation of the carpet.

## **New Business**

No new business.

## **Roundtable**

- **Action:** Tony Reinsch was asked to distribute a copy of the Club by-laws to the Board members.

**Next Board Meeting:** July 18, 2018 at 7:00 PM.

**Adjournment:** The meeting was adjourned at 20:25.