

# **Parksville Curling Club Board of Directors Meeting Minutes of March 21, 2018**

## **Call to Order:**

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

Members of the Board in attendance were Ron Boag, Terry Miller, Tony Reinsch, Brian Onushko, Nancy Douglas, Susan Mullan, and Jim Krauss, along with Ice Technician Tim Kottseiper and PCC Manager Graham Weatherby.

Board members absent were Ross Renwick, Brad Bird, Doug King, Reg Johansson, and Jim Hoffman.

## **Approval of Minutes:**

The minutes of the February 21, 2018 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the February 21, 2018 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Jim Krauss, carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the March 21, 2018 regular Board meeting as amended. Moved by Jim Krauss, seconded by Susan Mullan, carried.

## **Reports**

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

- Emergency shower and eye wash station have been plumbed and hooked into the water supply. Electrical work is being done to connect the hot water tank.
- Require a new set of pebble heads and a new set of hacks.
  - **Action:** Secure an estimate for acquisition of new pebble heads and both removable and “in ice” hacks and table a motion at the next regular Board meeting.
- A discussion was held over the costs and benefits of securing new curling rocks. This issue will continue to be advanced as details and information come available.

## President (Ron Boag)

- March 3: Received email thank you to the Club Board for approving the hiring of Connor Mackenzie, from Cheryl Noble, Clare Cooney, and the Thursday night mixed league, and from the Tuesday night ladies. Having a designated person available to manage the bar has meant more “relaxing” bar time available for the curlers. Also, having to not worry about who is “closing the Club” has made it easier on the league organizers and teams. Connor has indicated to me that the part-time bartender position has worked well for him, and “barring” unforeseen circumstances, he will be back next season.
- March 8: Penny Shantz passed on an email from Scott Braley, the Executive Director and CEO of CurlBC, thanking the Committee for the positive and professional report submitted for the 2018 belairdirect BC Men’s Curling Championship. Scott said it made their day, to hear how well everything had gone, and how everyone had collaborated. Well done and many thanks to Terry, Penny, the “wonderful” Committee, and all our volunteers for once again being such excellent hosts. Our report was forwarded to the CurlBC Board.
- March 8: Tony and I met with John Marcellus, Superintendent of Recreation Services for the RDN, regarding our response to the new sublease between the RDN and the Parksville Curling Club for the District 69 Arena. Minor changes were noted, as required by the new chief administration officer for the RDN, who has a legal background. We asked for clarification on two subclauses of the lease, involving lease termination and right of access by the City of Parksville. John advised that the two clauses were part of the new lease between the RDN and the City, so making any changes would reopen the lease discussions with the City, and they do not recommend doing this. He said they will endeavour to provide something in writing to reassure us that the RDN will continue to respect our rights as the tenant, going forward.
- March 9: Presented a written amendment to Club Manager, Graham Weatherby, covering changes to his responsibilities regarding our advertisers. Further advice will be forthcoming after the return of the Treasurer from vacation, and follow up meetings are held. Also, Graham agreed to assume responsibility for website backup for Terry Miller. In addition, I forwarded to Graham the name of a curler [Vera Moore] who has come forward, offering to assist with the website. Graham to contact her and offer his assistance. I suggest that once Graham has some discussions with Vera, we invite her to a Board meeting, for introductions.
- March 13: Attended the RDN Committee of the Whole meeting, where our lease with the RDN was on the agenda for discussion of any issues, prior to the final consideration for approval by the RDN Board on March 27th. Tom Osborne, Manager of Recreation and Parks, presented positive evidence of the RDN’s support for our Club in mentioning the many Provincial curling events that we have held, the attraction of our “arena” ice for professional curlers, and the growth our Club is currently experiencing in attracting curlers to the District 69 Arena. He also presented the fact that since the arena’s initial construction in 1977, there have been repeated discussions of possible demolition of the building, but no funds accrued for this possibility. As the RDN is the owner and has the

responsibility for this building, he proposed that \$1 million be accrued over the term of the new lease to fund the eventual cost of arena demolition and site reclamation. The PQB newspaper article [Thursday March 15th] also discussed a need for upgrades of \$350,000 – 500,000 “that would be required within five years” from 2014,” to sustain the facilities mechanical system and structural components.” Actually, in discussions with John, the RDN calculates that the PCC has spent \$220,000 already, and we indicated approximately another \$120,000 – 150,000 to be spent over the next 5 years for lighting upgrades, water quality improvements [both of which have a 2-3 year payback in savings], and flat roof replacement. They feel we are meeting our commitments in these plans. Does the Board think that I should communicate something through the newspaper, to correct some of the misconceptions that the March 15 article presents, in addition to the letter to members sent out on March 21, 2018?

- March 15: Gord Ludke has agreed to manage our search committee regarding changes to the PCC Board for 2018–19. I have forwarded him the membership list that Nancy created last July [thanks, Nancy], and given him some names of lady curlers to contact for assistance on his search committee. I have asked him to try and get more of a cross section of our curling members, in terms of lady and men curlers, when searching out candidates. He should be calling you soon, in his interview of all Board members. Gord will be attending our Wednesday meeting to familiarize himself with all involved.

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

No report.

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

No report.

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

We have received the following amounts for the 2017–18 curling season:

- League Fees                   \$88,509.23
- Friday Evening               \$ 4,133.25
- Juniors                         \$ 1,520.00
- Cash League                  \$ 6,095.24
  
- Total                            \$100,257.72
  
- Capital Levy:                 \$6,410.00
  
- Lockers:                        \$1,603.58 (Approx. 78 lockers rented)

- Membership:           \$1,690.51 = 72 new members (up over the last few years)
- Spare Fees:            \$2,523.81 (down from the last two years)
  - It was noted that Spare fees were down by roughly \$400. Jim Krauss will make a point of eliciting the support of league captains in ensuring that spare fees are collected according to the policy of the PCC.

**Pins:**

So far we have sold the following:

|                  |   |          |
|------------------|---|----------|
| 23 pins @ \$5.00 | = | \$115.00 |
| 14 pins @ \$2.50 | = | \$35.00  |
| Total:           |   | \$150.00 |

Pins are being sold at the concession during leagues, otherwise can be obtained through myself. (Will also be set up in the bar for evening leagues next season). Pins are being sold for half price to juniors. Cheryl purchased 14 pins to give to her junior participants.

**Facilities (Reg Johansson)**

No report

**Concession (Susan Mullan)**

- We continued to offered soup and sandwiches during the week. There was a spike in demand immediately after the men’s provincials finished which probably meant people missed the social aspect of their respective curling leagues.
- We continued to earn about \$370 a week.
- We provided year end meals for the men’s masters on Monday (\$400), the Thursday PGOSA league (\$370), and the Friday Stick League (\$240).
- We will still have the walkers during the summer. We will bake muffins and freeze them and Graham can use them as he sees fit.
- We will also provide limited menu for the Rhodo Show.
- The big cleanup of the kitchen will happen next week.

## Leagues (Jim Krauss)

- We had one 8-ender recorded this season. Commemorative pins will be coming in time for presentation at the AGM.
- Jim is planning on convening a League Captain's meeting before the AGM to officially close out the season and table a few suggestions for the coming curling season.
- Trophies for the various League champions will be presented this year at the AGM. Will ensure that photos are taken so that we have a full set of League Champion pics for placement in the facility.

## Safety & Insurance (Doug King)

No report.

## Promotions (Brian Onushko)

- School Programs Update: 20 kids attended the RDN Spring Break Floor Curling Olympics event on Mar 20th. Two Ballenas High School Boys and one Alberni High School Girl PCC Junior members helped run the clinic The team members will receive PCC Volunteer letters for the 3 hour contribution.
- Fundraising Subcommittee Update: Interior Space Fundraising and Sponsorship Subcommittee met with the BoD executive committee on February 15. Recommendations are covered in President's March report. Fundraiser models to be reviewed at the April 2018 Board meeting.
- Ballenas High School Teams & Fundraising Update: Bottle Drive raised \$1,076 on March 11th (\$950.50 from Bottle Depot & 125.50 in cash donations). Face Book Message went out thanking members, players, coaches, and volunteers. Website needs to be updated. Of the proceeds, \$500 will go to the Ballenas Girls for High School provincial travel expenses. Remainder should be held by PCC for 2019 Junior Program expenses and support for next year's travel.
- Arena and Facility Lighting Upgrades and BC Hydro Energy Efficiency Rebates Update: Draft funding and rebates application will be presented for approval at March Board meeting. Subcommittee has been formed with Reg, Tim, Graham, and Brian. Arena Lighting sample to be provided at board meeting. Project kicks off mid-April for completion prior to July.

### Action Items:

- Club Team Travel Expenses: A draft PCC Funding Policy for competitive teams will be tabled for review and discussion by the Board.
- Club Xmas Lights and Flags: Flags and Rocky are staying up on the roof for the summer. All lights will be removed and placed in the Maintenance Storage Room

## Bar (Jim Hoffman)

No report.

## Manager's Report (Graham Weatherby)

- **Liquor Licence:** With the season now complete, I will finish the required paperwork for amending our liquor licence, as discussed previously. The City needs to approve it first, but have already approved the process in principle – our request will have their blessing. I will update the Board before submitting the paperwork to the Liquor Board.
- **Graffiti:** Members may have noticed the extensive art work added to the north and west sides of the building – the RCMP were called, took photos for evidence and will update us if a suspect is charged. I asked about the likelihood of restitution – would there be a chance to have the culprits remove the graffiti for us? The officer confirmed that there is a restorative justice program in BC that allows individuals to perform service in lieu of being charged with a crime. In case the opportunity arises to participate, the officer instructed us to proceed with cleaning the building but keep track of the hours of work put in.
- **Cash Register:** To avoid implementing new protocols so close to the end of the season, the new register was not put into action at the bar. It will be ready to go for the summer season, and I will work with Jim to insure a simple training program is devised to provide the basics for next year's volunteers.
- **Year End Cleaning:** Our cleaning company will conduct one more thorough cleaning of the club before ending the current year contract. I am very happy with the work they performed this season and see no reason not to recommend them for the job next year (given a similar pricing schedule).
- **Website:** Terry Miller has given me the credentials to access both the website and MailChimp email service, and I will update info as best I can. If you have any info to get posted, please forward it to me and I will get it online as soon as possible. I believe an assistant is being sought and I will gladly help train/collaborate with them on the work for next season.
- **Bartender Connor:** I believe the addition of a bartender has been well received by the members. Connor was diligent in his clean up, accurate in his reconciliations and reliable in safekeeping the club – high marks for performance. If he is to return next season, training to use the new register will take place before regular shifts resume.
- **Summer Concession for PGOSA:** It is my plan to once again offer coffee and snack service to the PGOSA walking group this summer. I have already talked to them about it and they have expressed gratitude to the club for welcoming them – many prefer it over other venues. Some of the walkers have suggested that additional PGOSA groups (biking, pickle ball) may be interesting in taking part as well – I will accommodate as able. To help maximize profits, a group of our

kitchen volunteers have agreed to stockpile a supply of snacks for the freezer, to be drawn upon throughout the summer season ... thank you ladies!

- **Chesapeake Shores:** It is uncertain as to whether or not the production crew will need to use our facility as last year (a new, more permanent site has been secured in the City). There may still be rental opportunities for PCC. I will update.
- **Building:**
  - Kitchen grease trap has been cleaned.
  - Roof repairs and maintenance are ongoing.
  - Waste collection, Culligan water, and Shaw tv services have been put on hiatus until the start of next season.

## Old Business

- **Action:** Nancy to provide bonspiel dates to Graham to post up on the PCC website. Brian Onushko will contact Niel Sutton regarding the date for the Junior Bonspiel in the fall, and advise Nancy and Graham.
- Action Item- Introduction of Search Committee manager: Ron Boag introduced Gord Ludke, who has agreed to sit on the Search Committee for new Board members. A list of possible female Search Committee members was discussed, in aid of securing additional female Board members.
  - **Action:** Tony to send Board position description note to Gord.
- Action Item: Discussion of policy regarding financial support for Teams representing PCC at Provincial/National events (Brian Onushko). Brian reviewed a draft policy on PCC support for teams representing the club at such events. The discussion centered around eligible expenses for support, the events for which support would be offered, and the setting of a maximum amount to be made available per team/event—all in the context of the hard work being put in by PCC members and volunteers to generate funds to support the operations of the club. It was agreed to put final approval of the policy off to the first regular meeting of the new Board.
  - **MOTION:** Moved by Ron Boag and seconded by Jim Krauss that the PCC provide \$250 in financial support to the Feltham rink in support of their attendance at the PCMCA Guy Phillips bonspiel. All members of the Feltham rink are members of the PCC. Motion carried.
- Update on BC Firefighters annual bonspiel.
  - **MOTION:** Moved by Tony Reinsch and seconded by Ron Boag that the PCC agree to the request from the BC Firefighters to convene their 2019 Provincial bonspiel at the PCC on February 21-24, 2019. The BC Firefighters have agreed to a fee of \$1,600 for ice rental and a \$20/seat charge for a Saturday evening banquet, which will be held at the PCC for up to 165 persons. Approved

## **New Business**

- Follow up on Doubles Curling initiative and discussion of a possible League for the 2018–19 season: Jim Krauss reported that League Captains had been identified for a potential Doubles Curling league for the 2018–19 season. Potential times for the draw are 5:00-6:30 Friday evenings, or 6:30-8:00 Sunday evenings.
  - **Action:** Jim will approach Cheryl Noble regarding availability of the Friday draw slot which, in prior years, has been required for a second Friday Fun League draw.

## **Roundtable**

Ron Boag took the opportunity to thank the Board members for another year of hard work and dedication to the PCC. There were many successes over the 2017–18 season, highlighted by the belairedirect CurlBC Men’s Championship and securing of our 5-year lease renewal for the facility. Virtually all aspects of Club operations are on the upswing, justifying the decision to secure a club Manager and a part-time bartender to manage the growth. The Board is looking forward to a full summer of key capital projects—including upgraded lighting in the Arena and replacement of the boardwalk and carpeting—and to another successful season of curling in 2018–19.

**Next Board Meeting:** April 18, 2018 at 7:00 PM (coincident with Annual General Meeting) followed by the first regular meeting of the new Board on May 16, 2018.

**Adjournment:** The meeting was adjourned at 20:30.