

Parksville Curling Club Board of Directors Meeting Minutes of November 15, 2017

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, November 15, 2017. The meeting was called to order at 19:00 by Vice President Terry Miller.

Members of the Board in attendance were Terry Miller, Susan Mullan, Brian Onushko, Nancy Douglas, Tony Reinsch, Ross Renwick, Jim Hoffman, Jim Krauss, Reg Johansson, and Brad Bird.

Board members absent were Ron Boag and Doug King, along with PCC Manager Graham Weatherby and Ice Technician Tim Kottseiper.

Approval of Minutes:

The minutes of the October 18, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the October 18, 2017 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Ross Renwick, carried.

Approval of Agenda:

MOTION: to accept the Agenda for the November 15, 2017 regular Board meeting as amended. Moved by Jim Hoffman, seconded by Terry Miller, carried.

Reports

Ice Technician Report (Tim Kottseiper)

- Terry Miller reviewed Tim's report to the Board.
- Annual refrigeration plant servicing done on November 3, 2017 by Fraser Valley Refrigeration (FVR). All sensors and alarms were tested and found in order. A part on the brine pump was replaced to improve alignment. All machinery was serviced and FVR reported positively on equipment maintenance. A brief compliance audit was conducted on the engine room and Zamboni room; FVR is recommending an emergency plant shutdown button be installed in the Zamboni room for Worksafe/Safety Authority regulations. The shutdown button was subsequently installed. FVR also dropped off two bite lock respirators. As for further compliance work, FVR is recommending that we await a Worksafe audit

to determine what additional adjustments and additions, if any, will be required at the Arena.

- Doug King is heading a task group to set up cabinetry, storage, and miscellaneous items around the arena to help tidy up the space. Will also look at potential scrap value from old machinery stored in the equipment room.
- Will be attending a one-day ammonia awareness course in Victoria November 20. While the course and certification are not strictly required to operate the plant, this additional training will be seen as a positive by Worksafe BC. Taylor Hall will cover ice duties in my absence.
- Finally, the senior women's bonspiel went very well, and the PGOSA Skins bonspiel is scheduled for Saturday, November 25. Once that is complete, will begin the flood process to be completed Sunday evening in time for scheduled league use Monday morning.

President (Ron Boag)

- October 19: Forwarded news release [Calgary Herald] on Ammonia to Tim Kottseiper, with reminder to have Taylor Hall trained properly, and keep current with documentation, regarding this issue. Tim to prepare a write-up on our plant and steps he has already taken to meet requirements, as part of his November Ice Technician's report.
- October 23: Executive Committee Meeting to discuss future capital needs, particularly re suggested roof replacement by the RDN.
 - Decision: On recommendation of our roofer, temporary repairs to the roof are sufficient at this time; advised Graham to have these repairs done
- October 27: Notification from the RDN that we have been granted a permissive tax exemption for 2018 of 82.7%, which, I believe, is reduced from the last exemption [89.3%?]
- November 2: Open letter to PCC members, updating our last delegation meeting with the RDN and the subsequent decision by the RDN Board of Directors. Reiterated what we are advocating for, and reminded members to attend the RDN feedback sessions on the Long Term Recreation Plan the following week.
- November 2: Meeting with John Marcellus [RDN Superintendent of Arena Services], with Brian Onushko and Graham Weatherby
 - Lease Questions
 - i. City & RDN probably won't go beyond 5 years due to the Local Government Act, which sets a 5 year limit and suggestion of 3 years;
 - ii. City appears to have no long term plan for a new facility right now, so we should continue to maintain our current facility
 - iii. STEAM [Sports Tourism] assessment may help us change the willingness of the City to support us more. Brian to advise.
 - iv. John to report on a suggested answer to our requests in January to the RDN Rec Commission and the Board. If the answer is a long term plan to move to a new location, we will need a business plan to determine what a stand alone facility would look like, and how

it would be financed. A combined voice with Qualicum Beach CC would help.

- Outside Storage for propane, etc. [action item #3]; A container will probably not be allowed in the park, by the city. John suggested that we look at their “home-made” container, attached to Oceanside Place at the back of the rink, and copy it. Reg to investigate.
- November 2: Meeting on Ammonia Plant and workplace improvements, called by Doug with Maurice, Ross, Tim, Graham, Brian, Reg. Reviewed what has been done to meet Worksafe BC rules and what needs to be improved upon. Organized a committee to assist Tim in upgrading our facility and monitoring standards.
- **Action:** Organize and initiate a Worksafe Action subcommittee of the Board and initiate meetings. Preliminary membership: Reg Johansson, Ron Boag, Spish Legowski, Nik Atimanchuk, Brian Onushko.
- November 3: Registered Tim for RSA [Refrigeration safety Awareness] course on Ammonia for November 20th. Taylor to handle ice-making duties in Tim’s absence.
- November 3: Email motion approval of installation of new floor covering in the concession area. Advised Reg to go ahead and order it.
- November 6: Meeting with Tim to follow up on Ammonia/workplace safety meeting. I reiterated that Tim is our Ice Technician, and, as such, is responsible for all matters pertaining to the ice plant and the ice area of the arena. The committee recently formed is in an advisory capacity, to offer technical and maintenance assistance. The Ice Technician is the employee responsible to meet the BC Worksafe rules and guidelines. Tim advised, in consultation with Gord of FVR [Fraser Valley Refrigeration], that after the new kill switch for the compressor is installed by our electrician [mid week of 11/3?], he is confident that a safety inspection would not shut us down, and he suggests that we wait for an inspection to make other changes. I advised that we are going to set up a safety committee to do monthly inspections. Tim thanked us all for our support and assistance.
- November 6: During the week, joined Clare Cooney in meeting with nine curling draws to promote the purchase and sale of event passes to the BC Men’s Championship and the many opportunities that this championship event presents to support curling and our club.
- November 9: Met with John Marcellus and Maurice Creagh to get RDN approval on rail prototype display that Maurice installed for the viewing stands and possibly over the “player seating area”. John agreed that the rail will take care of the issue at 42” height, and we discussed a smaller rail [still 42”] for the wall near the steps [player seating area]. Subsequent to this meeting, Maurice met with Reg, and they agreed on an alternate plan to use aluminum posts (already on hand) for support for the Plexiglas. Still require firm pricing on this project, but important to table for approval before we get too much closer to the Christmas break.

Banquets, Bonsel, and Website (Terry Miller):

- Sr. Mixed Bonsel October 27, 28, 29, 2017

Cancelled due to insufficient team entries.

This bonsel is normally held at the end of January. Because of the Men's Provincials, the bonsel date had to be moved for this season. The October date did not attract the same interest as in previous years especially from out-of-town teams who have traditionally come in January.

This bonsel will revert back to late January for the 2018–19 season.

- Senior Ladies Bonsel November 10, 11,12, 2017

Very successful bonsel chaired by Christine Davis, assisted by Sheila and Bob Dale.

18 teams from Kerry Park, Nanaimo, Parksville, Qualicum , Comox and Port Alberni completed in 4 events in a Brandon Draw.

The outstanding banquet lunch was coordinated by Donna McAskile.

- Next Up: Men's Open December 1, 2, 3, 2017

Treasurer (Ross Renwick):

- The PCC accounts were reviewed for end-October 2017 and all accounts are in good stead.
- Our term deposit came due on Oct 28. We made \$520.16 interest on the last GIC. We have rolled the balance into an eighteen month non-redeemable GIC making 1.65%. It will come due on April 28, 2019. April is a better month if we need this money for a major expense. Note that \$50,000 of the GIC is held as security for our \$50,000 Line of Credit.
- We have \$3,603.14 left from the camera/ bleacher project. The last outstanding item is Lighting for the trophy cabinet. The bill for the trophy case glass came in at \$846.74.
- The rental of signs is complete for this year. We received \$21,761 plus \$700 contra. After deducting commission and GST the club netted \$14,752. The three year contract with Darryl Meades for selling space for signs is up for renegotiation.
 - **Action:** Following a lengthy discussion, it was agreed that the Executive Committee would design a plan for sponsorship renewal and growth for the 2018–19 season and return to the Board with a recommendation.

- We sent 4 tanks back to Jet Ice in October, at a freight cost of \$987.51. This will stop the \$600 per month charge so mid way through December we will be further ahead. Tim feels we have enough DI tanks for the balance of the season.
- The old timekeepers room appears to be a good spot for the reverse osmosis water treatment area. There will need to be a drain to sewer line installed. This may require drilling through some cement. The upper and lower cabinets need to be removed and Tim can utilize these.

Membership (Nancy Douglas)

Membership: We have 59 new members to our club so far this season, which is 12 more than last year. This does not include the Friday night Fun League curlers.

We have received a total of \$99,439.30 in total fees, as follows:

- League Play: \$81,620.81
- Capital Levy: \$5,881.00
- Curl BC: \$4,575.00
- PC Masters: \$385.00
- Lockers: \$1,424.60
- Membership: \$1,333.36
 - Note: the remainder is GST

This is approximately \$5,500 over the total for last year, with more to come from the second-half Senior Mixed fees and a few late payers.

Current figures indicate 301 active curlers, with many curling in more than one league each week.

Other league data:

- Friday Evening Fun League: ½ season, \$2,257.03 plus Curl BC fees of \$216.00 (@ \$8.00 each)
- Junior Program: League fees of \$1,440.00 plus GST
- Wednesday evening Cash League: \$6,095.24 plus GST. This is an increase of \$1,000 from last year due to one additional team and an increase in fees

Facilities (Reg Johansson)

Concession Floor

All we are waiting for is the installation. We still don't have a firm date but have requested a Saturday/Sunday time frame.

Barriers in the Bleacher Area

Planning is completed and half the support structure is ready for installation. We will be removing every second pole support from the West side and replacing it with other supporting braces for a minimal cost. No change will be visible from the rink side and the altered structure will be as secure as it is now. The poles that hold the Plexiglas will be cut to size and secured. Installation of the Plexiglas follows:

- The Plexiglas barrier on top of the old players benches will be secured with angle iron and the stairwells will be blocked with plywood cut to fit. These will also be secured by angle iron and screwed into the concrete.
- Installation should be finished before Christmas.

Costs

- Plexiglas: \$1200 plus delivery (9 sheets- 57" X96")
- Delivery: \$250 (for above)
- Plywood: \$90 (block exit stairs by player boxes)
- Wood: \$350 (trim for barriers, supports for pole replacement)
- Hardware: \$150 (concrete screws, concrete drill bits, router bit for Plexiglas, sawblade)
- Angle iron: \$100 (braces for Plexiglas around team benches)
- Taxes and contingency: \$410
- **Total: \$2,280**
- **Action:** Doug King to check that the project as planned does not impact on any emergency exits required for compliance with the emergency exit plan.
- **MOTION:** Approve a budget of up to \$2,500 for the installation of a Plexiglas barrier on the east side of the rink and in the area on top of the old player's benches. Moved by Reg Johansson, seconded by Ross Renwick, carried.
- **Action:** Assess leaf debris and develop a plan for dealing with same on an ongoing basis.
- **Action:** Coordinate with Graham Weatherby on flat roof repair. Report back to the Board on status and recommended action to be taken.

Flammable Fuels Storage

Frost fencing area with roof at rear of building for storage of propane and gasoline to be built with used materials from Demex at a cost of \$250–\$450 depending on availability of used materials

"Worksafe" Committee for Facility

We have had informal talks but no meetings as yet. The committee will be struck and address various items raised at the November Board meeting.

Concession (Susan Mullan)

- The Concession has been open 5 days a week with varying levels of service. On average we are bringing in about \$350-380 per week.
- At the request of our cooks we are exchanging our stove with one from the banquet kitchen. This will be done when the new floor is put in, hopefully some time this month.
- We had a very profitable senior women's bonspiel, bringing in just over \$780. We had wonderful volunteers who did a great job, especially handling both the curlers and the walkers on Friday. We provided 3 choices of sandwiches and 2 soups each day and received lots of positive feedback.
- Our next event this month will be the one-day PGOSA bonspiel on November 25 which should have about 32 participants. We are supplying them with muffins, coffee, and a full lunch for \$10 per person.

Leagues (Jim Krauss)

Jim provided an update on league status:

- Monday Morning Women's: 8 teams;
- Monday Master's: 10 teams, could expand after the Christmas break;
- Monday Juniors: Self administered
- Monday night Men's: 18 teams with two draws. Could add two more teams.
- Tuesday Senior Mixed: 10 teams, possible shortage after Christmas
 - **Question:** Possible to access some of the 30 persons on the Thursday Mixed spare list to fill any slots that come open?
- Tuesday Stick league: room for 2 additional teams
- Special O: Self administered
- Tuesday Women's Team of Choice: 11 teams, with the "bye" rink used as spares;
- Wednesday Master's: 20 teams, two draws.
- Wednesday Women's: 8 teams, room for 2 more;
- Wednesday evening Cash league: 10 teams
- Thursday PGOSA: Have 10 teams and a large number of spares. May request a second draw at 1:30 PM if can secure 4+ rinks.
- Thursday night Mixed: 20 teams, two draws, 30 spares.
- Friday morning Stick league: could add 1 team at 8:45 and 2 teams at 11:00
- Friday Fun League: 7:00 draw is full.

Issue: A number of the leagues have asked about the potential for "paid" bar service rather than teams being assigned to provide bar service. Includes Monday night Men's, Thursday night Mixed, Friday night Fun league.

- **Action:** Executive committee to investigate the pros and cons of a paid bar service and report back to the Board with a recommendation. Nancy Douglas to provide the committee with a list of members that have indicated an interest in bar service.

Safety & Insurance (Doug King)

- FVR will be working up procedures for Worksafe BC regarding ammonia testing & monitoring, evacuation procedures, and a service contract covering provision of same. Doug will bring the contract to the Board in due course for review and decision.

Promotions (Brian Onushko)

Activities:

- School Programs - Update: Letter of Volunteerism w/copy to RDN for Libby Elliot and Lauren Onushko, both PCC Juniors. Revenue generated to the club is \$180. Invoice issued to RDN. No new Junior Club members to date. Evaluating School Events around BC Men's / Olympics for middle school floor curling and Learn to Curl with RDN for QB and Parksville Clubs.
- PCC Club Park Promotion - Update: Ongoing discussions with RDN and Oceanside Tourism regarding STEAM Report for BC Men's. Also ongoing discussions with John Marcellus to initiate changes to RDN Lease Terms and Negotiations.
- Junior Curling Programs Update: 2nd Sunday event with Carihi and Ballenas Boys in attendance Nov 19th. Other Junior Teams TBD. Dates have also been offered by Comox Club. 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, and Duncan about Sunday Competitive Junior Interclub. Motion pending for Sunday Ice Time. Require Curl BC and Optimist Program Support.
- Fundraising Subcommittee - Update: Interior Space Fundraising and Sponsorship model presented with motion to proceed with Proof of Concept. Pending Update on application for RDN Rec Grant for Foot Wear Cleaners. Oct 19th RDN minutes states application received and amount granted. Awaiting confirmation of ~\$2,300 awarded (Cathy MacKenzie away).
- Ballenas High School Teams & Fundraising - Update: \$500 received for Ballenas Boys and Girls Teams from local Benevolent Society. Funds to be used for Team Jackets and equipment.
- PCC Facility Rentals - Update: Exploring additional days booking with Oceanside Cruisers and Arena event to support QB Fathers Day Car Show.

Action Items:

- Brian, Graham, Reg & Ron held a meeting with John Marcellus November 1 for Grants and Improvements reviews.
- Bottle Drive to kick off Junior Curling Season rescheduled to early December after the Men's Open bonspiel.

Bar (Jim Hoffman)

- **Action:** Jim Hoffman to proceed with application to extend the bar license to cover the lobby area for all activities, and report to the Board on progress.

Manager's Report (Graham Weatherby)

- Hall Rental Rate Recommendation: Separate attachment provided. Discussion carried over to December BoD meeting.
- ADVERTISING INVOICES: Working with Ross, I believe we have reconciled the sponsorship situation for the current year. Going forward I believe there are opportunities to improve this component of our organization, the details of which can be discussed at the appropriate meeting time.
- Draught Machine: A contract with Praxair for recharging the club's CO2 tanks will be initiated in the near future, as there is no longer anywhere else on the Island licensed to provide the service. There will be a small yearly charge of around \$80, plus each recharging fee of approximately \$30 (annual consumption of roughly one tank).
- Proshop: Ball caps and crests have been designed and will be ordered in a limited quantity for first-run. Given sufficient interest, additional numbers or colours can be ordered. No equipment update at this time, as favourable prices have not been negotiated.
- Building:
 - The exterior drains have been cleaned and tested by our Roto-Rooter tech. He is happy with their operational condition at this time. While he could find no major issues, he is available to return for a more thorough cleansing if water begins to collect again.
 - Mid-Island Gutters has agreed to perform the facility gutter repair and cleaning, although they have bumped the date once. I have spoken with them and received assurance that the job will be done asap. The \$550 quote is slightly more than last year, and any repairs may add to that number.
 - Minor roof repair is still pending; will be completed as soon as possible.
 - The lounge floor waxing normally scheduled for the Christmas break has been tentatively rescheduled for closer to the Men's Provincial event. This should insure the best condition possible for welcoming curlers and guests.
 - Reserved Parking signs have been posted, as requested, for 2 spots outside the east entrance: 1 for concession and 1 for manager. I have reminded the concession workers to make use of both if ever the need arises.

Old Business

- Outside storage: The outside storage facility was vandalized and is no longer serviceable. Need to replace this as soon as possible as we cannot be storing

flammables (propane, gasoline, paints) in the Facility. The Oceanside Arena facilities were reviewed (frost fence cage with tin roof) and will be replicated at an appropriate site at the Arena 69 facility.

- **Action:** Reg to proceed with installation of an outside storage area.
- Update on RO system: Are currently assessing that the proposed facility adjustment to accommodate the RO system is adequate and can be pursued. Will report back to the Board with a recommendation.
- Plaque design and installation: Terry Miller is working with Michelle Stilwell's office on designing an appropriate plaque and wording for the CCTV and bleacher extension project.

New Business

- Interior advertising: Brian Onushko presented some preliminary design options for advertising in the Lobby area. After considerable discussion, a Motion to proceed to proof of concept was defeated and the Fundraising Committee requested to set aside a material amount of time at an upcoming Board meeting (or alternatively, convene a special meeting of the Executive Committee) to more thoroughly discuss the advertising options being considered prior to returning to the Board with a recommendation and motion.
- Club pins: The Board has received a request for club pins to distribute at an event in Scotland. Terry Miller will conduct a search for an existing store of pins, while Nancy Douglas and Susan Mullan will continue with inquiries regarding the cost of pin preparation.

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

Adjournment: The meeting was adjourned at 8:20 pm.