

Parksville Curling Club Board of Directors Meeting Minutes of November 16, 2016

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, November 16, 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, Ray Gamracy, 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, Tim Kottsieper

Approval of Minutes:

The minutes of the October 19, 2016 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the October 19, 2016 regular Board meeting as amended. Moved by Ross Renwick, seconded by Tony Reinsch. Motion carried.

Approval of Agenda:

MOTION: to accept the Agenda for the November 16, 2016 regular Board meeting. Moved by Nancy Douglas, seconded by Ross Renwick. Motion carried.

Business Arising from the Minutes.

- (1) Update on cost estimates for the CCTV and bleachers projects. Ross Renwick provided an overview of the revised cost estimates for these projects. Adoption of a cable and rod system for positioning the CCTV cameras has resulted in a significant overall cost reduction, bringing the combined CCTV/bleachers project cost into line with the grant funds received from the province of British Columbia.

Action: Ross will work with Terry Miller and Spish Legowski to finalize the cost estimates and bring to the Board for further discussion and a motion to proceed.

MOTION: That the Board instructs Ross Renwick to secure two TV/monitors and mounts to replace the existing CRT monitors in the viewing area. Moved by Terry Miller, seconded by Ross Renwick. Motion carried.

- (2) Ray Gamracy reported that the daytime security issues had been addressed with league captains. Graham Weatherby suggested the consideration of additional cameras to be mounted outside of the ice door and two entry doors to provide additional security.

Action: Ross Renwick and his team will look into the incremental cost of incorporation this into the CCTV budget and report back to the Board.

- (3) Advertiser and sponsor list: Nancy Douglas reported that she had initiated compilation of a list of all advertisers and current/past event sponsors. A discussion ensued on how best to proceed with a coordinated approach to sponsorship and fundraising.

Action: It was agreed that the sponsor/funding list be used to guide sponsorship efforts for the March 2017 BC Mixed bonspiel.

Action: It was further agreed that Brian Onushko coordinate the striking of a subcommittee of the Board to research and establish a structured, repeatable approach to sponsorship management, advertising and fundraising. The subcommittee would ideally comprise Brian, Ross Renwick, and Graham Weatherby together with others with a particular interest or expertise to bring to the task.

- (4) A system for monitoring of services provided by Oceanside Janitorial Services has been implemented, including a log book for tracking hours worked.

- (5) Ron Boag and Graham Weatherby reported on steps taken in securing a large clock for the back of the arena.

Action: Graham was asked to reconfirm that Clinton Miller has agreed to pay for purchase and installation of a large LED clock, and the duration of the accompanying advertising agreement.

Action: Ron Boag agreed to research any potential conflict of interest issues with AGS signage currently in that space.

- (6) Spish Legowski reported on the continuing challenges with securing a plumber to address the plubing of a new coffee system in the concession. This is an ongoing issue; Spish will report back at the December Board meeting on progress.

- (7) Brian Onushko requested that the following Motions, approved by the Board be email vote in the interim period between Board meetings, be formally reflected in the Minutes.

MOTION: That the Board approve the use of the Thursday afternoon Open Ice from 1:30 to 5 PM for Youth Programs, as follows: 1:30-3:00 for school programs/activities, 3:30 to 5:00 for after school Junior Competitive Teams Practice times. Agreed to proceed on a trial basis pending the securing of funding support through Grants and SD 69.

MOTION: That the PCC engage the Qualicum Beach Curling Club (QBCC) to formulate a strategy for combining the PCC Monday Youth and QBCC Thursday Youth programs with an eye to graduating their youth curlers to the above referenced Junior Competitive Team Practice time slot.

Brian also tabled a draft analysis of per hour operating costs over the curling season for the facility, to be used as a guideline in requesting grant support for the use of the PCC facility for Youth curling. Preliminary analysis suggests an appropriate rental charge for the Club would be in the range of \$50-\$60/hour.

Action: Brian requested that Board members review the analysis and provide comments.

- (8) **MOTION:** Moved by Tony Reinsch and seconded by Spish Legowski that the PCC Board approve the placement of a blind auction Ducks Unlimited painting in lobby area of the facility. Motion carried.

New Business

Terry Miller reported that the failure of the freezer in the concession area was addressed in record time through the donation of two freezers to the PCC in time for the Ladies 55+ bonspiel. The Board recognized the generous donations provided by Marcie Dibbs and Shirley Wray.

Action: The Board instructed Tony Reinsch to draft a thank you letter from the Board for these donations. Nancy Douglas will provide letterhead/addresses while Terry Miller will provide details of the donations and implications for the event and for the club.

Reports

President (Ron Boag):

The Fortis gas bill was unusually high for the month of October. Brian Onushko suggested the Board arrange to have Fortis do an in-house audit of gas use in the building.

Ron Boag and Brian Onushko will make a presentation to the RDN Parks & Recreation committee on Thursday, November 17 at 2:00 PM at Oceanside Place. The objective is to

educate the committee members on the role, function, and impact of the PCC on the Oceanside community and economy.

Ron asked that the following interim agreement by the Board be provided as a formal Motion:

MOTION: That the Board approve the allocation of the \$2, 500 RDN District 69 Grant funds to the following items:

- 25 rental curling brooms;
- 15 sole sliders;
- 10 broom replacement heads;
- 1 measuring stick; and
- supplies to make 12 stabilizers and up to 7 hack bumpers.

Motion was approved by the Board via email.

Ron will be joining a number of Board members (Ray, Terry, Nancy, Spish) on planning committee for the 2017 BC Provincial Mided bonspiel.

Ron reported that a thank you letter had been drafted and sent to Michelle Stilweel regarding the \$19,000 grant provided to the PCC. It has been agreed that once the CCTV and bleacher installations have been completed that there will be a formal ceremony at the PCC thanking MLA Stilwell and the government for their support in funding these projects.

Treasurer (Nancy Douglas):

A preliminary financial report for end-October 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:

- Women's 55+ November 11-13 was very successful. The event was chaired by Christine Davies and a great committee. The bonspiel was fully subscribed at 20 teams. Simone Pantella took the lead in preparing an outstanding banquet.
- All scheduled bonspiels for rest of season have coordinators in place;
- Terry noted the need for additional volunteers for cleanup following each bonspiel. A complement of 10 volunteers would be much more appropriate than the current group of 6 that help with the cleaning effort.
- Next bonspiel is Men's Open, Dec. 4-6 chaired by John Milroy with banquet coordinated by Judy Hawkes.

Website:

- A sponsor page has been started on the website. The webmaster is seeking help in collecting sponsors business cards and logos that can be displayed on the page;

- Nancy Douglas and Terry Miller will update the membership list on Mail Chimp for future membership mailouts.
- Suggestion: That the Board consider an official flag ceremony in conjunction with the BC Mixed bonspiel in March 2017 in recognition of the donation and subsequent mounting of the Canadian and provincial/territorial flags in the curling area.
 - **Action**: Terry will add an explanatory note on the website as to the meaning of the order of placement of the flags.

Leagues (Ray Gamracy):

Ray reported that all Leagues are functioning well with no outstanding issues or concerns. He also noted that he would be away from December 13 through 25.

MOTION: Moved by Tony Reinsch and seconded by Brian Onushko that a drop-in fee of \$5/person be set for the Junior curlers on Monday afternoon. Motion carried.

Bar (Jim Hoffman): (no report)

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

Building and Facility (Spish Legowski):

The lock on the cash drawer in the concession has been installed.

Continuing to address the graffiti issue. This may be alleviated to some extent by the proposed addition of security cameras around the building.

The faulty freezer as well as discarded chairs have been moved to the Transfer Station.

Spish will investigate the establishment of a PCC account with an electrical supplier in an effort to coordinate purchases and reduce unit cost of inventory and supplies.

Action: Spish and Brian Onushko will investigate the availability of grants and rebates for upgrading of facility lighting to LED/high efficiency systems in aid of reducing operating costs. They will report back to the Board on findings and recommendations.

- Note: This issue was raised with the Board in the summer of 2015 and it was decided to delay any action until 2016-17 given the material inventory of lighting tubes in place.

Ice Technician (Tim Kottsieper):

Tim provided a written report that an ice flood will be carried out on the weekend of November 19-20, and that delayed work on the HVAC system is to be undertaken on Thursday, November 17.

Insurance and safety: (Doug King)

Doug reported that the Hub insurance policies covering Building liability and Directors & Key Members have been renewed and premiums have been paid. He noted that both Tim Kottsieper and Graham Weatherby are covered under the Directors & Key Members policy.

Doug also reported that he has established a Contents List for the PCC facility with specific items that would be replaced in the event of fire or theft. The content list is roughly \$150,000 in value. Doug noted that this list would require updating and a value increase upon commissioning of the CCTV/bleachers project.

- **Action:** That Doug work with Graham and Spish on a review of this list and return to the Board for review with adjustments and corrections.

Fund Raising (Ross Renwick):

Ross reported that the PCC had been declined for a BC Hydro “Smart Ideas” grant. No reason was given by BC Hydro for the decision.

Issue: Graham Weatherby raised the idea of offering members an opportunity to have a name and small note engraved on a rock handle for a given fee, as a way of raising funds. Graham noted the singular success achieved in Kingston with this idea, cautioning that such funding should have a fixed duration (e.g., 5 or 10 years).

- It was agreed that this and other ideas be taken up by the proposed Subcommittee on Sponsorship Management, Advertising and Fundraising.

Promotion (Brian Onushko)

Brian reported on progress being made on building curling at the PCC into the school district physical education curriculum (youth athletics program). The intent is to pattern this initiative off the successful Nanaimo Youth program.

Brian secured Board approval for a Christmas lighting initiative for the exterior of the PCC involving both youth league participants and volunteers, as part of the Parksville Chamber of Commerce lighting competition. Brian will be reaching out for donations of lights and assistance with placement.

Manager Report: (Graham Weatherby)

Graham commented that he is gradually engaging in the operations and activities at the Club, working to get a sense of how different individuals manage their areas of engagement and gauging how best to intervene and contribute.

Since arriving, he has addressed the following:

- Management of cleaning and janitorial services;
- Posting advertiser signage using a Velcro system for easy movement;
- Addressing the drainage issues on the roof;
- Acquired two water coolers for the playing area (well received by members);
- Improved coordination of practice time.

Round Table:

Tony Reinsch asked Ray to remind skips to take care with the hacks. There have been numerous instances of skips allowing high velocity stones to carom into the hacks.

Ray was also asked to have all League captains remind players that they are not to step onto the ice surface until Tim has completed his preparation work... which is indicated by the removal of the scorecards from the scoreboard on each sheet.

Nancy raised the issue of rebating full/partial fees in the event of a curler's illness or incapacitation.

Action: Ron Boag agreed to develop a draft policy and guideline on this and report back to the Board.

Graham raised and Tony reinforced the idea of Directors being asked to prepare and submit written reports two days in advance of each Board meeting, in an effort to reduce the length of the meetings. Ron asked Board members to consider this.

Action: Ron Boag will place this issue on the agenda for the December Board meeting.

The Seaside Cruisers have requested the use of the PCC facilities (washrooms and common lobby area) for the 2017 Show and Shine. Ron Boag is currently in discussions regarding extent of use and an appropriate fee.

Next Board Meeting: Wednesday, December 14, 2016 at 1900 in the PCC meeting room.

Meeting adjourned at 21:40.