

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

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Tuesday, November 20, 2018. The meeting was called to order at 2:05 pm by President Penny Shantz.

Members of the Board in attendance were Penny Shantz, Ron Boag, Tony Reinsch, Ross Renwick, Lynn Row, Susan Mullan, Nancy Douglas, Reg Johansson, Oryst Myroniuk, Brian Onushko, Jim Krauss, Ice Technician Tim Kottseiper, and manager Zack Kozak.

Approval of Minutes:

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

MOTION: to accept the minutes of the October 16, 2018 regular Board meeting as amended. Moved by Ron Boag, seconded by Ross Renwick, carried.

Approval of Agenda:

MOTION: to accept the Agenda for the November 20, 2018 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Ross Renwick, carried.

Reports

Treasurer (Ross Renwick):

Ross provided the Board with a report reviewing the PCC accounts for end-October 2018; all accounts are in good stead.

Banquets, Bonspiels, and Website (Tony Reinsch):

Bonspiel results and pictures when available are being added to the website through links to the Bonspiel page.

The Senior Women's Open, November 9-11, 2018 was coordinated by Christine Davis. 16 teams registered, coming from Sydney, Nanaimo, Qualicum Beach, Comox Valley, Campbell River, and Parksville. The Amber Dufour rink from Comox won the A Division; Leslie Shearer from Nanaimo won the B Division; Lola Denesyk from Parksville won the C Division; and Ellie Moore of Qualicum Beach won the D Division.

Next bonspiel is the Men's Open, November 30 – December 2, 2018 being coordinated by John Milroy, followed by the Senior Stick Bonspiel, December 8-9, 2018 being coordinated by Chris Price.

Sara Goff has agreed to take on the Women's Open Bonspiel, January 18-20, 2019.

All Coordinators have been asked to reach out to Ron Boag (bar), Susan Mullan (concession), and Judy Hawkes (banquets) regarding bonspiel numbers and requirements.

Chris Price, Stick Spiel: 20 teams for Stick bonspiel, anticipating \$400 net for the Club. Have eight visiting teams from Qualicum, Nanaimo, and Armstrong, BC.

John Milroy, Men's Spiel: Currently at 18 teams, expecting 22-24. Cut off and draw preparation November 26.

Final Note: Concern raised by Nanaimo about the lack of Parksville team participation in the upcoming NCC Master's spiel, Nov 22-24. Not sure what, if anything, we can/should do about that.

Action: Zack to post a sign up sheet for members interested in away Bonspiels and also a mention in Facebook.

Membership and League Fees Report (Nancy Douglas)

We have 39 new members to date in 2018-19.

Most fees now paid, with a few new curlers joining the 2nd session of the Senior Mixed League.

Grey Cup Tickets - all books are out. Now working on getting all books returned by the end of this week.

List for Curl BC and fees submitted.

Action: List of PCMCA members and cheque to be given to Tony R.

Facilities (Reg Johanson)

Old shed was cleaned up but the demolition delayed due to some industrial products placed there by the RDN that have to be properly disposed of by a professional company.

The edges of the carpet at the far end of the rinks repaired.

Door between the player benches and the space in the back secured.

Back area vacuumed and cleaned up.

Action: Install an exhaust fan in the kitchen to replace the dehumidifier.

Concession (Susan Mullan)

We have been open most weekdays until 2h30 with varying degrees of busyness. Our weekly earnings have gradually been increasing as the season has progressed and the weather has gotten colder. Our soup and sandwich special is a big seller although there is no way to anticipate which sandwiches are going to move on any given day.

The women's bonspiel, although fewer teams this year, brought in more money than last year. Certainly the draw is a big factor on whether curlers stay around the club and eat.

We have the PGOSA bonspiel and the men's masters luncheon coming up and those will be charging a flat rate \$11/person (which is up from \$10 last year).

Our new coffee machine has been installed and we received 6 new carafes. The hot chocolate machine has been refurbished with some new parts and is no longer leaking. The dish washer is humming along wonderfully.

Leagues (Jim Krauss)

Stick curlers are fully booked for all four draws, one on Tuesday and three on Friday, with 20 on spare list. Could they have another draw on Tuesdays at 12:30pm.?

- They currently have a draw at 11:30am after the Women's draw at 8:45am, followed by a PGOSA training session at 12:30pm and Special Olympics at 3:30pm.

Monday morning Ladies: have extended fall season to Dec. 17th, with a Fun Bonspiel and lunch that day.

Cheryl Noble needs to know cost for after new years for Friday night fun curlers. Due to bonspiels there is only 7 nights available from Jan. 11- March 15.

Clock in the ice area, or one at each end? We are having a problem with games going on too long. Ideally the Leagues are responsible for managing their draws but they want some help from the executive on this. A bell has been used at some clubs.

The boot cleaners appear to be wearing out, with curlers requesting the return of sticky mats.

Some leagues are looking for guidance on what position spares are allowed to play.

Action: Ross to advise on cost for Friday mixed league due to number of evenings curled.

Action: Jim will email Captains to remind them to lock up the arena after their league has finished if no other league is playing after them.

Action: Stick league will be able to expand into the Tuesday 1230 time slot. PGOSA practice will moved to 1:30.

Action: Tim will look into sticky mats.

Action: A new clock is being investigated.

Action: Each league will determine if they wish to use a bell to indicate time up.

Action: Brian will look into warranty on boot cleaners.

Safety & Insurance (Oryst Myroniuk)

Insurance policies are now current and up-to-date. The combined total annual premium is \$13,996 and is broken down as follows:

- Volunteer AD&D - HUB (SSQ Insurance) (\$775 Annual Premium)
- Directors & Officers - HUB (Lloyds) (\$850)
- Property* - Willis (Royal & Sun Alliance) (\$7473)
- Equipment Breakdown* - Willis (Boiler Inspection & Insurance) (\$535)
- Commercial (Property & Liability)** - HUB (Lloyds) (\$4363)

Notes:* RDN blanket policies with allocated premium.

** Annual premium increased \$1082 due to increased contents value (219.3 \$K from 165 \$K) and Liability coverage (5 \$MM from 3 \$MM).

Oryst attended the Recreational Facilities Assoc. of BC conference (RFABC) in Duncan on October 18th with Tim Kottsieper and Stan Siewiertoka. Presentation related to the Fernie incident was provided by John Marcellus (RDN) and Ian Welle (Project Engineer for Accent Engineering).

Ross and Oryst met with Fire Chief Marc Norris on Oct.23rd to discuss general fire and emergency procedures as it relates to the PCC. As follow-up, a pdf of the PCC Fire Safety Plan was e-mailed to the Fire Chief for review.

“Evacuation Assembly Area” signs A and B have been installed on light poles located in the parking lot to the west side of PCC.

Updated on-going compliance issues as of Nov.12th with Bart Wojtkiewicz (Technical Safety BC). Most of the outstanding issues are related to test/work documentation from Fraser Valley.

Purchased deficient first aid items from Pharmasave (\$47.87) and topped-up PCC kits where required.

There have been two injury incidents in November – the Tuesday Women’s (wrist injury) and Wednesday Men’s Masters (head gash injury).

The Sunday Oct.28th First Aid Course at PCC was attended by 12 participants.

Action: Determine if Fire Department Inspection can be done before WIB inspection.

Action: A practice fire drill to be conducted in Q1 of 2019.

Promotions (Brian Onushko)

RDN Grant Applications: Submitted RDN fall \$2,500 grant by September 28th. I reviewed the RDN Committee as a Whole recent meeting minutes and our grant request was not approved.

Parksville Community Park Facility Improvements: I have made a recent inquiry into the Parksville Community Park Committee led by Keeva Kehler. Still waiting for an update.

I have left an inquiry to Dean Banman at the RDN for discussions on the Community Park Plan and Investments for the Club.

Subcommittee required to work with RDN in September with goal of presenting to City of Parksville early next year. Proposed improvements include removal of trees, grants for artist /graffiti, SD 69 school partnership and/or Community Park, Sand Castles or Ocean scenes on West Side of PCC.

RDN Junior Curling Program: RDN has processed payment for 2 junior curlers Total \$40.00

PCC Status with Parksville Chamber of Commerce. Following up on the potential for Manager Role or board members to participate in monthly Chamber Meetings as forum for local awareness, membership, and advertising opportunities.

Action: Continue to pursue Rogers Sports Net for local Grand Slam Curling event.

Action: Penny, Ross, and Ron will meet with RDN to discuss curling club issues. Penny will set up date.

Action: Penny and Lynn with their spouses will attend the Chamber of Commerce Christmas Party.

Bar (Ron Boag)

In response to Action item - to assist in evaluating the economics of utilizing a paid bartender for Monday night, Ross analyzed the first month's bar sales for Tues/Wed/Thurs nights, when we currently employ a bartender. Ross estimated our gross profit based on our 44% average gross margin used to revise our current bar pricing. He then deducted Robert's wages and benefits and estimated that we are currently still generating a profit margin of approximately 24%, with paid bar service. Profitability will be reviewed again using year-end revenue and expense figures. However, with this favourable estimate, we have decided to increase Robert's hours to include Monday night.

We will continue to track sales and evaluate the bartender service as the season goes on.

Currently weekly bar sales have been averaging \$785.00/wk for the first 6 weeks [with volunteer – Virginia Gibberd – handling Friday nights]. Sales from the Senior Ladies Bonspiel were about \$615.00, utilizing all volunteer help. [Thanks to the volunteers involved].

Ross and I finished the programming and setup of the new cash register. All current users have been trained. Training will continue for any future volunteers needed.

We run a daily “Z” report and match sales to cash on hand, and, so far, things appear to be going well.

Jim Powell advised no bar is needed for the PGOSA Spiel on Sat, Nov 24th.

I will be looking for volunteers for the Men’s Bonspiel and the Stick Spiel. Chris has already given me the draw times for the Stick Spiel, but I am waiting on banquet & times for the Men’s from John Milroy.

Next “To Do” is for Zack and I to start the process on the next liquor license, with an expansion of our “Use Area”, so that we may possibly avoid the “Temporary Use Extensions” we have had to request in the past.

Action: Ron will post bar schedule roster for events.

Ice Technician Report (Tim Kottseiper)

The tender process for the Chiller has started.

New pebble heads will be ordered as the current ones are worn out for a cost of \$350.

MOTION: To purchase new pebble heads. Moved by Tony Reinsch, seconded by Oryst Myroniuk carried.

Manager’s Report(Zack Kozak)

I have been getting to know the members and contacts in regards to running the club and the operation of the building. I have been mostly working with Penny, Ross, Tim and Ron as they have been showing me the daily operations of the club. Here is a brief summary of who I have talked to.

I along with Tim, Ross, Reg and Penny met with John Marcellus from the RDN for the yearly walk about and inspection of the building. He was impressed with all the work and improvements that were done to the building. He has sent a copy of his report to us if anyone would like to read it.

Silvia Wolf phoned from the Port Alberni Curling Club and would like to know what our rental rates are for the ice and building. She just wants to know if their rate’s are in line with other clubs. I told her that our rates are being discussed and will get back to her when they are finalized.

Ann Fyfe has asked if we are interested in hosting this year’s school playdowns on January 12th 2019. I told her that we are, but have not given her any rate’s for ice rental yet. After talking to her some more, she just wants to have us as a back up club in case the plans to have it down in Victoria don’t happen.

Lauren Berg would like to rent the ice for about 24 students that she home schools to introduce them to curling. Their age's are between 13 –16. I have not talked to her to much about it, but it would only be for an hour. I will find out when she would like to do it and give her a price on the ice rental.

Graham Shortreed from the Father's Day car show would like to use our parking lot for there Friday night cruise and for the Saturday poker run on June 14th and 15th again this year. Ross said that we should talk about the rate that we charge them before we respond back.

Susan de Leeuw from Work Safe BC wants to set up a meeting on Wednesday December 12th at 9:00 am with myself, Tim, Penny and Ross

Cheryl Noble and I talked to Al Kersey from Optimists Curling (an organization that encourages young kids to take up curling). He does fundraising for them and he wants us to try to sell some raffle tickets. We told him about our fundraising efforts for the new chiller and how we are already approaching our members for money in support of that initiative. I took only 20 tickets and told him we would do our best, but don't count on too many sales.

There will be no Bonspiel for the Special O curlers this year at our club. Natalka Strilesky said that the times did not work out for them.

Derek Torgerson would like to have his name taken of the electrical operating permit for the Club.

Have talked to Greg Rehill who set up Mail Chimp and he will show Penny and I how to use it.

Action: Brian will talk to Tyler Osprey of Electrical Oceanside and check with RDN to see if they have any suggestions for an electrician to sign off on our permit.

Action: Zack will coordinate with other clubs building and ice rental fees, spare fees, etc.

President (Penny Shantz)

The major focus is on the requirement for a new Chiller. Ross has done a budget on total costs for the new chiller and associated capital costs and it has exceeded our original cost estimates. We really need to discuss and plan how to proceed from here. Our lease renewed for 5 years which is the maximum limit for Government leases. I met with the new Mayor of Parksville on November 19th and unfortunately there is no further commitment from the City at this time. Further details will be shared at our meeting. I understand Brian was part of a Sport Tourism assessment (minutes from last year?) and meetings with the RDN. How do we get in front of someone at the RDN and come up with a Plan for the future of our Club.

I have completed the Rock Handle Recognition Fundraiser for presentation and a Pledge Form has been completed for review.

Greg Rehill has agreed to meet with Zack Kozak, Vera Moore and myself to learn the website and MailChimp on Monday Nov. 26th at 11:30. He also has a system that he created for Qualicum that should make things easier in getting material onto our website. As Vera was

away for two weeks we had no one that was able to post on the website or on MailChimp. Hopefully this clears this problem and if anyone else wants to come sit in on Monday you are welcome.

Advertising was handed over to Zack Kozak, Manager on Monday November 19th. He can report on revenue ytd and he is planning to follow up on outstanding invoices. We have had a request from Wesley Pratt, Courtenay-Alberni Conservative Association requesting to advertise for the Federal Conservative Party. They would put up a sign in our facility this year and to election in November 2019. Open to all Candidates? Or no advertising to Political parties?

Open Ice on Weekends - Zack will be discussing how we can generate full use of our facility.

Terry Miller - In honour of Terry's passing I personally wrote a small obituary and posted it with his jacket to advise Members of his passing. Terry did not want a Celebration of Life and there was no Obituary until last week in the Vancouver Sun. Unfortunately everyone has a different grieving process. Is there anything else we should do for our Members? (Terry's Kitchen? Sweater box? Clock?)

Action: Penny will proceed with developing a tribute to Terry Miller.

Old Business

Chiller Replacement Project

Penny started the discussion with an update on her meeting with the new Parksville Mayor, Ed Mayne. His intention is to replace the rink with a swimming pool and have the Club relocate to a new facility somewhere. The City is not prepared to fund the move but expect that the RDN would assist. This makes the acquisition of a new chiller with a life span of 25 years questionable considering we might only be in the facility for 10 to 15 years. Also the new budget for the Semi Welded Plate and Frame Heat Exchange has increased to over \$230,000 due to the need to replace the headers. The board discussed the options including installing a Shell and Tube chiller (our current configuration) for the original budget that will have a life span of 15 years with annual internal inspections starting at the 10 year mark,

MOTION: The club will revise and recirculate the request for proposal to specify the purchase and installation of a Tube and Shell chiller for the original budget of approximately \$150,000. Moved by Ross Renwick, seconded by Jim Krauss, carried.

New Business

Action: Zack will determine when practice Ice can be made available for members and PGOSA.

A discussion was held on providing skills training to members which included the potential for hosting a Curl BC training session for instructors. There may be funds available from the RDN for instructor skills upgrading.

Action: Penny will discuss with other instructors to determine if a winter session can be held. (Note: A Refresher Clinic will be held on Saturday January 12th from 10 am to 2 pm by Cheryl and Penny with the same format as the last one. Cost \$5.00 per person, drop-in format..)

Action: Zack is examining weekend use of the arena.

Roundtable

MOTION. Political Party advertisements will not be entertained by the PCC. Moved by Tony Reinsch and seconded by Lynn Row. Carried.

Next Board Meeting: Tuesday, December 18 @ 2:00 PM;

Adjournment: The meeting was adjourned at 5:10 pm.