

**Parksville Curling Club
Board of Directors Meeting
Minutes of October 16, 2018**

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Tuesday, October 16, 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 and Brian Onushko. Absent were Jim Krauss, Ice Technician Tim Kottseiper, and manager Zack Kozak.

Approval of Minutes:

The minutes of the August 15, 2018 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the August 15, 2018 regular Board meeting as amended. Moved by Ron Boag, seconded by Reg Johansson, carried.

Approval of Agenda:

MOTION: to accept the Agenda for the October 16, 2018 regular Board meeting as amended. Moved by Reg Johansson, seconded by Brian Onushko, carried.

Reports

President (Penny Shantz)

Since start up on September 24th, Penny and Zack have reached out to introduce themselves and welcome Curlers back in each league. We also took the opportunity to share all the improvements to the Club throughout the off season and to discuss the need for the club to raise \$150,000 to purchase and install the new Chiller. (see New Business)

Penny explored the spare and ice rentals fees at Clubs in the area (Qualicum, Nanaimo, Alberni, Comox and Victoria). The PCC spare fees appear to be in line with area fees. However, we need to establish a clear policy on outside non-member rentals and ice rentals when the Club ice is not being utilized by Members (i.e. weekends). (see New Business)

The Webmaster Vera Moore has done an excellent job in posting leagues and other events at the Club. Unfortunately, some leagues have sent her requests for several changes on their schedules as high as 6+ times. This is too much and needs to be better managed. Penny has worked with

Terry Miller and the WebDesigner to increase the data capacity of our site. Also, Zack will be trained on the website and MailChimp upon his return.

Penny has removed numerous items from the web site to make everything current to this year. A general discussion was held with respect to modernizing the web site to a more streamlined all-inclusive system and secure for member data. Such programs as Curl Canada IO were discussed as potential programs to utilize.

Action: Penny will discuss with Vera about developing a member's only section to address security issues and potentially in the longer term moving to a service provided site.

Treasurer (Ross Renwick):

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

Ross reported that all the schedule summer projects were completed on time, with the majority on budget. Where present, overages were linked to unexpected equipment replacement (e.g., hot water tank). Ross once again acknowledged the tremendous volunteer contribution which allowed for project execution at lowest cost.

We now have 100% tax exemption from City of Parksville. However, the city has changed the French Creek waste water treatment plant costs to utility costs and removed them from taxes. For most businesses this is cost neutral; however, for tax exempt operations such as ours this move will likely increase our costs by about \$300 this year and then increase 20% per year for the next ten years.

Banquets, Bonspiels, and Website (Tony Reinsch):

The Bonspiels/Events page has been expanded to link to PCC Bonspiel posters as they come available, including bonspiels' pictures and results. Could use some pics from the Junior spiel.

Also added the Out-of-town Bonspiel material at the bottom of the Bonspiel/Events page.

Our next bonspiel is the Senior Women's Open, November 9-11, 2018: coordinated by Christine Davis. We expect this event to be fully subscribed. Coordinators have been identified for all of our remaining bonspiels with the exception of the Women's Open, January 18-20, 2019, where Cathy Mackenzie has had to step down. Ann Fyfe, captain of the Tuesday night Women's league, is looking for a replacement coordinator for the event.

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

The fees for the Stick Spiel were discussed. Due to their 2 person team size, fewer teams and Stick Spiel rates in the area a reduction was requested in the fees paid to the club.

MOTION: The Stick Spiel will be required to pay the club a \$300 fee. Moved by Tony Reinsch, seconded by Penny Shantz, carried.

Membership and League Fees Report (Nancy Douglas)

Up to October 10th, we have received \$99,434.80 in total fees, includes league fees (\$83,157), capital levy (\$5480), CurlBC (\$3840), Curl Canada (\$514), PC Mstrs (\$340), Lockers (\$1424) and new members (\$500), GST (\$4179).

Memberships - 21 new members so far this year.

Friday Evening League - totals \$2330 - league fees (\$1971), CurlBC \$260; GST (\$98).

Junior Curlers - totals \$1211 - league fees \$1040; CurlBC \$105; Curl Canada \$14.

There are still some outstanding fees to come in and email reminders will be sent to those individuals who have not paid to date.

Grey Cup Tickets - these tickets have arrived and have been distributed to help with the sale of these tickets/books. Terry Miller ordered the tickets after I received the licence and his son put the lists together and numbered the books for us. A thank you to Terry and his son.

Action: Nancy will update the number of paid members, league playing members, etc. Board will start “shaming” in November for non-paying members.

Facilities (Reg Johanson)

Following is a list of necessary work to be done:

- New taps will be installed the ladies' washroom.
- Several loads of junk will be removed soon.
- A shelter is currently being built.

Action: A sign for pump area stating Red Light On – pump on.

Action: Fix canopy light switch, Ron to talk to Doug.

Action: Put a strong lock – latch on door leading into back of locker rooms are to stop egress into curling club.

Concession (Susan Mullan)

We have been open Monday-Friday from 8h30-13h30 offering soup, sandwiches scones and muffins to go with coffee. Business started slowly but is picking up.

Thank you, Penny, for getting Sysco to finally act on our need for service and replacement to the coffee and hot chocolate machine. The service person will be in Tuesday to service the hot chocolate machine and a new coffee machine and carafes will be arriving within 3 weeks.

The new additional shelving is making life much easier and our dishwasher is working beautifully.

Leagues (Jim Krauss)

(No report)

Safety & Insurance (Oryst Myroniuk)

Attended meeting October 11th with Bart Wojtkiewicz from Technical Safety BC, Tim Kottsieper, Stan Siewiertoka and Ross Renwick. The purpose of the meeting was to update and review compliance issues. The vast majority of the compliance issues have been addressed/approved - the process is on-going.

A Pressure Test (250 psig for 2 hours) of the chiller was performed successfully on September 10th. A follow-up non-destructive examination (NDE) of the system was performed by Fraser Valley on October 2nd with no issues noted.

Contacted the City of Parksville regarding two possible locations in parking lot (WSW outside the main entrance and NNW towards the beach) to place "Evacuation Assembly Area" signs on light poles, which must be 200 feet (~60 meters) away from the ventilation stack (located above the mechanical room). Waiting on response.

Volunteer Accident Insurance (Policy# 1RK25) has been renewed for the period Sept.4, 2018 to Sept.4, 2019 – annual premium is \$775.

Meeting with Paul Scorer this morning regarding our insurance policies.

PCC Brine Test analyses and database is complete for the period January 14, 2015 to October 3, 2018. The most recent brine test indicates the system parameters are good and operating within the defined control ranges.

First Aid course has been re-scheduled for Sunday Oct.28th at PCC.

Action: Check with Vera that First Aid change of dates has been published on web site.

Action: Check with Belairdirect on their underwriting fees for the PCC insurance policies given that they are major sponsors for CurlBC.

Action: Zack to coordinate a fire drill following placement of muster station signage and posting of evacuation procedures.

Action: Fire Plan required.

Promotions (Brian Onushko)

Activities:

RDN Grant Application submitted to RDN for a \$2500 grant on September 28th. Should have update on grant approval by mid-November.

BC Hydro Grants for Lighting Project - received \$6491.00

Parksville Community Park Facility Improvements:

- Request Board form subcommittee for next steps
- Penny, Ross and Brian met with Kim Burden on interior and exterior improvements to the PCC in early July. Kim recommended that the PCC and RDN present exterior improvements to the City of Parksville Community Park Committee led by Keeva Kehler. Kim is a member of this committee.
- 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.
- Subcommittee required to work with RDN in September with goal of presenting to the City of Parksville in October.

Ballenas High School Curling:

- Ballenas Boys are curling in Monday Night Mens draw.
- In discussions with a couple of coaches about supporting them for 2018 Season.
- Only 2 Girls on Ballenas Team so far with potential for 2 new Monday Juniors to join them.

RDN Junior Curling Program:

- RDN has registered only 2 Junior Girl curlers for the Fall Program
- Follow up with Cathy McKenzie/RDN about how to market the program for a spring 4 week program with Qualicum Beach Club
- Received no feedback from Facebook program announcement to members

PCC Status with Parksville Chamber of Commerce

- Discuss potential for Manager to participate in monthly Chamber Meetings as a forum for local awareness, membership and advertising opportunities

Action Items:

Club Team Travel Expenses - Suggest PCC Funding Policy for competitive teams to be reviewed by board.

MOTION: The club will not provide funds for any team or individual competing in bonspiels or championships. Moved by Reg Johansson, seconded by Nancy Douglas, carried.

Action: Brian to chair a sub-committee for liaison with the Region and City on initiatives for daily activities.

Action: Penny will discuss with Zack about attending the Parksville council chamber meetings.

Bar (Ron Boag)

Clear Action Items:

- Bar license is complete and posted in the bar.
- Programming is completed on new cash register, still need to create a key template for functional use. Training will be done when this is completed.
- V I Brewery has agreed verbally to our ownership of the draught dispenser, no written agreement or signoff.

Bar Help:

- Monday evening men's being done by myself with Ross as backup and some volunteer assistance.
- Tuesday /Wednesday/Thursday evening leagues – Robert Maitland, Tuesday 7-10 pm; Wed. 8-10 pm; Thursday 6-10pm.
- Wednesday afternoon Ladies – volunteer Bill Hagedorn starting in Mid- October.
- Friday evening – volunteer Virginia Gibberd 8-10 pm.

Bar Revenue:

- In the first 2 weeks of October, bar revenue has been approx. \$800-900/week [with later start for Wed cash league and Friday Night league]. This seems to be up from last season, but will have more accurate figures as we get into our full league season.

Notes:

- Coke fridge was replaced prior to season start
- Draught beer lines were cleaned prior to season start.

Please feel free to make any suggestions to improve member's bar experience.

Action: Monday night bartender to be employed.

Ice Technician Report (Tim Kottseiper)

(No Report)

Manager's Report

(No report)

Old Business

Capital Program Update:

Date: Oct 4, 2018

Chiller Replacement Steering Committee Minutes

Members: Stan Siewiertoka, Maurice Creagh, Tim Kottsieper, Ross Renwick

We will evaluate the Options using a 20-year time horizon versus a five-year time horizon that is consistent with our lease term. This is taking a long-term approach and assuming we will stay in this building for another three lease extensions. Another assumption is it is cost effective to repair rather than replace the building over this period.

We will stay with Ammonia as our refrigerant after reviewing the Comparative Study of Refrigeration Systems for Ice Rinks - Natural Resources Canada.

We will use Ron Strong from Strong Refrigeration Consultants Inc. to work with us to develop the best-suited equipment and scope for this project. They have worked on over 50 rinks as consulting engineers, consulted on the BC ammonia guidelines, and Maurice Creagh was impressed with the knowledge and professionalism of Ron Strong on three recent projects he had worked on.

Time is of the essence to order and receive an Alpha Laval U-turn liquid separator and plate and frame heat exchanger in time to install for next curling season.

Maurice Creagh will meet as soon as practicable to review our project and get confirmation the Alpha Laval U-turn liquid separator and plate and frame heat exchanger is the best available and recommended equipment. We will request Ron Strong make an on-site visit to ensure best quality recommendations. He will be asked for a budget estimate.

Tim Kottsieper will prepare a report with pictures of current equipment, volumes, capacities, horsepower, age and other pertinent information. Maurice Creagh will discuss the report with Ron Strong, once finalized by all members.

In May 2018, The City of Vancouver paid \$46,758.50 for an Alpha Laval TK20BW-FD Semi Welded Plate Heat Exchange and \$13,873 for an Alpha Laval Model UR/UL128CT2012 U-turn. The total of these two are \$60,631.50

The current supply and return headers will require replacement as a plate and frame heat exchanger will not be able to deal with the amount of rust developed from this equipment.

The top side of the current compressor requires an overhaul next summer that will cost \$8,000 to \$10,000.

The brine pump requires an overhaul next summer if not replaced that will cost \$500 to \$800.

A potential large cost consideration is the replacement of the current electrical panel.

Other equipment that will require replacement within our 20-year period is our evaporator/condenser and de-humidifiers. The evaporator/condenser cost is \$80,000 to \$100,000.

MOTION: The club will spend up to \$35,000 as a 50% down payment on an Alpha Laval TK20BW-FD Semi Welded Plate Heat Exchange and for an Alpha Laval Model UR/UL128CT2012 U-turn to insure their delivery in time for this summer's construction season. Moved by Nancy Douglas, seconded by Oryst Myroniuk, carried.

New Business

A fundraising committee meeting met on October 4th to develop ideas for the Chiller project. Attached are the Fundraising Initiatives developed to date for review and approval by the Board to proceed.

MOTION: The fundraising campaign will consist of two elements: the Rock Handle Naming and the Big Chill campaigns.

- The Rock Handle Naming campaign will involve member donating \$500 (tax receipt) to have their names placed on a rock handle. There are 80 rock handles currently in play, with each handle potentially having two names on it; for a total of 160 names. Names will be placed individually on each handle until all of the 80 handles are completed then a second name will be added until 160 names are completed. A member could pay \$1000 to reserve the handle for their name.
- The Big Chill campaign will involve a Donation Wall where donors will be honored with a coloured plaque in a four tier structure:
 - \$50 - \$500 - Bronze
 - \$500 - \$1000 – Silver
 - \$1000 - \$2000 - Gold
 - Over \$2000 – Platinum

Moved by Penny Shantz, seconded by Ross Renwick, carried.

A copy of the current and proposed Spare Fees and Ice Rentals is attached for the Board to review.

MOTION:

- Spare Fees All teams must have 4 paid up members to play. Spares fees:
 - Must be a paid up Member of the Club (a \$25 one-time fee paid) If you curl in 1 league the spare fee is \$10 per game and if you curl in 2 or more leagues there is no additional fee to spare
 - Nonmembers will pay a \$15 spare fee per game. They must also pay the CurlBC and Curling Canada \$17 additional fees if not paid at another club-(proof must be shown of other club membership).
- Ice Rental During regular scheduled games where there is a spare ice sheet for practice the following shall apply. Paid up members, active in at least one league, may utilize the ice for free. All other members and nonmembers will pay \$15 per player for use of the ice time at all times. Rental league players must pay the \$15

fee as well. Nonmember Juniors will pay \$10/head at any time. These fees do not grant exclusive use of the sheet.

Moved by Penny Shantz, seconded by Tony Reinsch, carried.

Roundtable

None

Next Board Meeting: Tuesday, November 20 @ 2:00 PM;

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