

# **Parksville Curling Club Board of Directors Meeting Minutes of August 15, 2018**

## **Call to Order:**

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, August 15, 2018. The meeting was called to order at 19:15 by President Penny Shantz.

Members of the Board in attendance were Penny Shantz, Ron Boag, Nancy Douglas, Reg Johansson, Jim Krauss, Oryst Myroniuk, Brian Onushko, and Ross Renwick. Absent were Tony Reinsch, Susan Mullan, Lynn Row, and Ice Technician Tim Kottseiper. Also in attendance was Club Manager Graham Weatherby.

## **Approval of Minutes:**

The minutes of the July 18, 2018 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the July 18, 2018 regular Board meeting as amended. Moved by Brian Onushko, seconded by Jim Krauss, carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the August 15, 2018 regular Board meeting as amended. Moved by Nancy Douglas, seconded by Reg Johansson, carried.

## **Reports**

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

(No Report)

### **President (Penny Shantz)**

- First, thank you to all the volunteers once again, for a summer of hardwork! Plant, Reverse Osmosis, Back Boards, Paint, Kitchen, Beachfest, Parking, Website, Planning and the Board for their commitment to the Club.
- JuniorCashspiel: We have 3 Jr Boys teams and 5 Jr Ladies entered. The deadline for entry was set for September 1st and I think most competitive junior teams have already scheduled their spiels for the year. We will keep it open and send

- out through CurlIBC a reminder on the deadline. Al MacAskile has agreed to be head Official and Rocky Morrill has agreed to oversee the bonspiel on the weekend of Sept 5-7 when it takes place. Judy Hawkes will provide a banquet with pasta as the main course. I am hopeful we get at least 12 teams and have a round robin in both divisions with a pay per win rather than a Winner takes All.
- Received a \$250 contribution from Tim Horton's toward the Cashspiel prizes.
  - Fundraising: Book Table - \$2/book, box being made with lock to keep us honest. Bring your books down. All proceeds to the Juniors. We need to have a Fundraising committee and meeting to establish other fundraising ideas for the Club.
  - Advertising - All in ice logos are now set. SaveOn visited the Club Aug 14th and were pleased with their in ice logo. Invoices for the 5 in ice sponsors were dropped off by Ron Boag and myself with a covering letter attached to the invoice. The advertising renewal letters will be drafted and mailed out by August 31st. If you have any additional advertisers, please email me with the name and address and contact person.
  - Open House and Terry Miller Birthday Party - September 1st 2-5. As Ross is unable to be here, Doug or Nick or Spish maybe can showcase the Reverse Osmosis system?
  - Ross, Ron and I met with Graham last week and as he has reported, he is unable to continue as Manager due to personal commitments with his own business. The Executive Committee has met and we will be looking at hiring a new Manager asap. Details to be discussed at the meeting.
  - Doneen (member) was approached by the Beachfest Society for a letter to the Beachfest Society from the Curling Club showing our support for a new Performing Arts Outdoor theatre in the Park.
  - **Action:** Penny to proceed with letter of support to the Beachfest Society.
  - **Action:** Penny to send list to Vera of Board Members who are responsible for communicating on weekly website info. List to name Directors` names, titles, and their responsibilities. This is to try and simplify the once per weekly updates that Vera will be doing
  - **Action:** Penny to discuss with Vera Moore the standardization of league information, as per suggestion from Brian Onushko, in advance of scheduled September 5 League Captain's meeting.

### **Banquets, Bonspiels, and Website (Tony Reinsch):**

- 4-Foot Camp:
  - 72 participants and 15 staff at the Camp this coming week. The Camp starts Monday afternoon and continues through Thursday noon.
  - All volunteers for the bar and concession/evening meals have been arranged.
- Summer Bonspiel:
  - 42 rinks registered with 1 on the waiting list.

- All games will be 6 ends to accommodate ice prep and the number of rinks.
- A tent has been secured to allow the banquet to spill outside the bar area. There will not be alcohol allowed in this area, but tables and chairs will be set up.
- All volunteers for both the bar and concession/banquet have been secured.
- Junior Cash Tour event, September 7-9, 2018:
  - Penny Shantz and Rocky Morrill are coordinating this event. I understand that 8 rinks have indicated an interest in participation.
  - **Note:** This event is not currently shown on the Bonspiel page of the website.
- General: All prior Bonspiel coordinators have been approached regarding their availability to coordinate their respective events this year
  - Senior Women's Open, November 9-11, 2018: Christine Davis has agreed to coordinate this event again this season.
  - Senior Men's Bonspiel, November 30 – December 2, 2018: Am awaiting response from John Milroy regarding his interest in coordinating this event this season.
  - Stick Bonspiel, December 7-8, 2018: Jim Price has indicated his interest in running a Stick bonspiel but has not done this in the past. He is keen to take this on as long as he has some assistance;
  - Women's Open, January 18-20, 2019: Cathy Mackenzie has indicated that, due to health issues, she will not be able to coordinate this event this season...and may be unable to curl at all this year. The Tuesday night league has been informed about this and Ann Fyfe is looking for a replacement coordinator for the event.
  - Oceanside Master's Bonspiel, January 4-6, 2019: Verne McShane has indicated he will be the coordinator from the Qualicum Beach club. However, Charles Shier has moved and with Terry Miller having stepped back, we will require a new Coordinator from the PCC, which is hosting the Banquet this year.
  - Senior Mixed Bonspiel, February 1-3, 2019: Cheryl Noble has confirmed that she will be leading coordination of this event.
  - Junior Bonspiel, February 16, 2019: Cheryl Noble has confirmed that she will also be coordinating this event.
- I have been in contact with Vera Moore to update contact names for the coordinators.
- **Action:** Identify individuals to coordinate the events currently lacking an organizer.
- **Action:** Require signs posted for NO ALCOHOL OUTSIDE BUILDING during Summer Bonspiel, with likelihood of participants eating outside. Ron to remind Bonspiel chair, Jim Hoffman

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

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

- Kids Festival parking net revenue was \$2,225. We received \$705.25 or 24% less than last year. Invoices are still being received from our summer projects however expect we will have approximately \$18,000 in the bank after project expenses and before rental and bonspiel income. The dishwasher, water softener, and new hotwater tank cost a combined \$7, 868. The new Walkway and end carpets cost \$9,910. The brine leak repair is expected to cost \$5,650. The light replacement was a fixed price contract at \$31,948. The water system has cost \$18,678 so far with a few invoices left to come. This amount is over budget however within the contingency allowance. We have not received an invoice from Fraser Valley Refrigeration for the Chiller/Evaporator-Condenser inspection or other improvements required by Technical Safety BC.

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

- New fee structure approved at the July 2018 Board will be posted on the web site shortly.
- **Action:** Nancy to adjust fees to reflect the new Curl Canada \$2 fee, now being passed on to members
- **Action:** Penny Shantz to look into option of having curlers pay registration fees on credit cards, possibly with a discount for those paying with cash. Will report back to the Board with a recommendation.
- Membership/Payment Form has been prepared and is ready for xeroxing.
- Met with Jim Krauss and discussed Registration Forms and provided revised form to one league captain.
- Registration for Leagues to be held on Tuesday September 12 from 10:00 AM to 2:00 PM and from 6:00 to 9:00 PM.
- Discussed number of league curling weeks and Bonspiel schedule with Jim Krauss. Once approved by Board, will be posted to the website. Confirmed that last week of curling will be March 18-24, 2019.
- Discussed September schedule (registration dates, practice ice, clinics, etc) with Jim Krauss. Require amendments and addition of the fall General Meeting, to be held on September 19 beginning at 7:00 PM. Once approved by the Board, the calendar will be posted on web site.
- Note: There will not be a September Board meeting.
- Received a call from a couple who are moving here in mid September. Will be working on getting them into a league
- Sent list of new team captains and phone numbers to Vera Moore for posting on the web site

### **Facilities (Reg Johanson)**

The curling club is almost ready to start its season and should be ready to go by the deadline of 6:00 pm, Friday August 17.

Following is a list of accomplishments over the summer months.

- The front apron replacement is finished.
- The new apron is carpeted and the back walkway has been carpeted with the same carpet as the front.
- All the arena lighting has been changed over to LED lighting, all the fixtures have been replaced, and the lobby lighting has seen a like replacement.
- The Reverse Osmosis water plant has been installed and is running without problem. All the arena ice has been flooded with the new water. It looks magnificent with such clear water!
- Tim has most of the sheet markings in and has 5 more floods before he is finished.
- New black plastic borders have replaced the old blue borders that guarded the area behind the hacks and sides of the end sheets from the hog line in. They look great with the new black hog line and sheet markings.
- The dishwasher is now operational with new hot water heater and water softening systems. The auxiliary water heater and control panel has also been replaced. Several other components (plumbing) were replaced as well so the system is almost good as new.
- The storeroom beside the concession has been remodelled to accommodate the new hot water heater and the water softening system. New shelving for more storage has also been added.
- A new ice pebbling station has been added adjacent to the new ROS (Reverse Osmosis Station) in the old team bench area. This station has it's own hot water system to allow hot water pebbling as well as cold pebbling using the new purified water. Also collocated is a place for all the watering hoses to be coiled up and out of the way.
- The arena boards have all been repainted and the advertising is being reinstalled.
- **Action:** Reg to organize a crew to assist Tim in cleaning up and finishing the startup
- **Action:** Reg to install quarter round on "board" side of front carpet.
- **Action:** Arrangements to be made to have Coastal Environmental come in and vacuum out the pit in the old Zamboni room for \$195 plus \$95/ton. Will complete one of the noncompliance items on our TSBC inspection.

### **Concession (Susan Mullan)**

- The dishwasher is working, the kitchen has been cleaned and is ready for the season opening Summer Bonspiel. The storage room upgrade is complete, with new shelves and rearranged freezer. The banquet kitchen has new shelving and paint. So we are happy! Concession team is a "go" for the Four Foot Camp and the Summer spiel. Weather permitting, we will have tables and chairs outside and hopefully this will encourage curlers to stick around and eat and be merry.

### **Leagues (Jim Krauss)**

- The inaugural Doubles League will play Friday afternoon from 5:00 – 6:30 PM, leaving time for ice prep prior to the 7:00 Fun League draw. The full season league cost of \$117 reflects the draws that will be missed due to bonspiel events.
- Information on the Doubles league will be added to the website.

### **Safety & Insurance (Oryst Myroniuk)**

- Volunteer's insurance must be paid by Sept 4<sup>th</sup>. Need to source a list of volunteers over 80 years of age
- **Action:** Nancy Douglas to provide a list for Oryst.

### **Promotions (Brian Onushko)**

#### Activities:

- Fundraising Subcommittee: To be discussed at board meeting and subcommittee actions pending.
- RDN Grant Applications: PCC can apply for fall \$2,500 grant by September 28th. Require board direction on lighting project application.
- Other Grant Applications: BC Hydro grants for Lighting Project revised to \$6,491.00
- Arena and Facility Lighting Upgrades: Lobby Area completed, with 50% improvement in overall light coverage and 60% reduction in energy costs. Arena lighting 100% complete but with 23 defective diffusers. Arena lighting is 65% more efficient and provides 60% lighting improvement as per August 15 light meter test—versus expected 20% improvement. Exterior lighting all completed with 50% to 70% energy savings and ~50% improvement in light coverage. Rebate application underway now that project is completed.
- Curl BC Sept 2018 Junior Cash Spiel: 4 Local Junior teams should be participating: Douglas and Jackson are registered.
- Parksville Community Park Facility Improvements: 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 City of Parksville in October.

#### Action Items:

- Club Team Travel Expenses - PCC Funding Policy for competitive teams to be reviewed by board.
- Discuss PQB News advertising in August Board Meeting for upcoming season
- **Action:** Pursue RDN grant to apply against LED lighting as an asset that will remain with the building.

### **Bar (Ron Boag)**

- Part-time Bar help: Two volunteers have come forward for Friday night [Virginia Gibberd] and Wednesday afternoon Women's League [Bill Hagedorn]. We still need to cover a minimum of Tues/Wed/Thurs evening draws. We have one possible applicant for this position, so far. He is Robert Maitland [21 year old son of curler, Maureen Maitland]. I have left a message for Robert, but no response yet. I will also follow up with Connor to see if he had any of his friends or acquaintances respond [previously asked him to check]. Should we advertise through VIU or?
- Coke Bar fridge failure: Graham & Tim discussed with the Coke rep and Coca Cola is swapping out the fridge. Graham to advise when. We need it by Friday, August 17th.
- New liquor License for 2018-2019 season including Special extensions for Bonspiels – Graham to advise when completed. Must be by August 31, 2018.
- Have volunteer schedule made up for Four Foot Camp [8/20 & 8/22] and Summer Bonspiel [8/23 thru 8/26]
- Graham has scheduled cleaning of the draught beer lines for Wed, 8/15.
- Bar restocked for new season
- Cash register training: Graham to advise when machine programmed for training. Goal is to have training for volunteers signed up for Four Foot and Summer Bonspiel, but Graham advised that he has not been able to get the program set up the way we want it yet. May have to delay using it until have more time to program.
- **MOTION**: Moved by Ron Boag and seconded by ????????? that the PCC increase bar prices by \$.50/item on glasses & bottles of beer, wine and spirits; and by \$1.00 on half liters of wine and \$1.50 on jugs of beer. Motion passed. Graham to adjust price lists accordingly

### Manager's Report (Graham Weatherby)

- Liquor Licence: In order to ensure that our licence remains valid during the application process for the permanent extension to our service area, our renewal payment has been submitted to the BCLDB.
  - **Action**: Graham to follow up with Ron Boag on process and status of liquor license.
- Coffee Machine Maintenance: While new coffee and hot chocolate machines have been requested for the kitchen, the tech responsible for conducting the replacement has not yet contacted the club directly. I will stay on top of the situation and confirm a timing for replacements. For now, everything is operating normally.
- Dish Washer: Hobart has performed an inspection of the unit and is very happy with the setup—it is fully operational. It has been descaled and cleaned. However, the unit's overflow plug is cracked and will need to be replaced in the near future. Estimated cost is approximately \$225+tx.
  - **Action**: Schedule this repair for October 2018

- Rentals: Aside from the annual curling events to start the season, we have one lounge event booked for the month of September. The Oceanside Pickleball Club will be holding their year-end party at PCC on September 21st. I will help coordinate the bar staff with Ron, making myself available to cover the shift that evening.
- Website: Thanks to Terry Miller for helping train our new website administrator, Vera Moore. Vera will be the main point of contact for updates and correspondence to the PCC website this season. When providing info for posting, please insure it is complete and need only be “copied and pasted” to the desired section.
- Cash Register for Bar: The new unit has been programmed and is ready for use, but training has not yet been scheduled. For the first few events of the season we will ask volunteers to function as before.
  - **Action:** Ross Renwick and Ron Boag to review and address programming issues before we utilize the new cash register
- Building:
  - A new Coke fridge for the bar is in transit and should be delivered in the next week or so—no firm date has been offered by tech support at the company. The bar chair, Ron Boag, will be kept updated.
  - The draught machine in the bar has been scheduled for cleaning this week and will be fully operational for the start of curling.
  - **Action:** Graham to provide proof of Vancouver Island Brewery rep agreement regarding PCC ownership of draught dispenser, for our records
  - Cleaning services have resumed, but will be kept to a minimum until we are back to normal operation. I will insure that we receive adequate visits to keep it tidy during the upcoming pre-season activity.
- As I have already relayed to the Executive, it is with regret that I submit my resignation as Manager of the Parksville Curling Club. I have sincerely enjoyed my time at this wonderful club but feel that I can no longer provide the required commitment to adequately fulfill the Manager’s duties. Our business, Purple Essentials, was the reason we moved to the island and it now requires that I devote myself full-time. It was determined that my last day would be September 30.
- I wish to thank the Board for allowing me the opportunity to be a part of this amazing club—Good Curling for the upcoming season and beyond!

## Old Business

### Capital Program Update:

Reviewed summer capital projects program and discussed improved water quality.

## New Business



- Confirmed that we will be implementing the new Five-Rock free guard zone (FGZ) this season. No take out from the house until the Second's second shot!
- Club Manager: suggestion from Executive Committee that we hire a summer Student for the April 15 to Aug 15 period. Discussed revisions to the Manager position description:
  - Graham had responsibility for float in bar;
  - Manager should not be responsible for cleaning, but rather for overseeing cleaning
  - Manager should be the major Club representative to the community
- Manager Job Description will not be posted to the website.

## Roundtable

- **Action:** Ross to apply for 50/50 for summer bonspiel asap.
- Board confirmed Nancy to supervise the Grey Cup tickets
- Brian to follow up with Rogers Sportsnet; may have interest in an event in 2020. Will let us know.
- Penny to follow up with CurlBC regarding possible double payment of \$1 insurance charge for curlers in multiple clubs, to assess if anything has changed since prior discussions.

**Next Board Meeting:** Tuesday, October 16, 2018 at 2:00 PM.

**Adjournment:** The meeting was adjourned at 21:45.