

Parksville Curling Club Board of Directors Meeting Minutes of February 17, 2016

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on February 17, 2016. The meeting was called to order at 1900 by President Ron Boag. Members of the Board in attendance were Tony Reinsch, Maurice Creagh, Ray Gamracy, Chris Rose, Leslie Osborne, Nancy Douglas, Spish Legowski, Terry Miler and Winnifred Rehill. Board member Jim Hoffman was absent. Non-voting member Tim Kottsieper (Ice Technician/Manager) also in attendance.

Brian Ball, President of the Parksville Golden Oldies Sports Association (PGOSA) attended the first part of the meeting

Approval of Minutes:

The minutes of the January 13, 2016 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the January 13, 2016 regular Board meeting as amended, moved by Spish Legowski, seconded by Tony Reinsch. Motion carried.

Approval of Agenda:

MOTION: to accept the Agenda for the February 17, 2016 regular Board meeting, as amended. Moved by Ron Boag, seconded by Terry Miller. Motion carried.

Business Arising from the Minutes.

- (1) Brian Ball led a discussion with the Board regarding potential areas of cooperation between the PCC and PGOSA, in addition to the PGOSA Thursday curling draw and current arrangement regarding use of the PCC as a home base for PGOSA meetings. Members noted the already considerable overlap between the PGOSA and PCC membership (which Nancy Douglas will audit), and agreed to operationalize a request from Brian that the PCC offer the \$10 per annum PGOSA membership to active PCC member as part of their annual dues. Brian also noted that PGOSA is open to establishing a Letter of Intent between PGOSA and the PCC concerning financial support for maintenance and capital projects (e.g.; seating upgrade, bar facility upgrade, etc.).

The Board agreed to bring the issue forward for further discussion and action at the March meeting. Ron thanked Brian for his input and he was excused from the remainder of the Board meeting.

- (2) PCC Rental Agreement and Rate Schedule: Tony Reinsch tabled a draft Rental Agreement for review and comment by the Board.
Action: Tony will work with Chris, Nancy and Tom on a Concession and Facility Rental rate schedule to be appended to the Rental Agreement. The matter will be returned for decision at the March 2016 Board meeting.
- (3) Broom rentals; The Rental Fee cash box has been upgraded and placed prominently in the ice area near the brooms. League Captains are reminded to mention the rental fee to curlers using PCC equipment..
- (4) PCC Procedures Manual: Ron Boag will coordinate drafting of a PCC Procedures manual, with assistance from Maurice Creagh, Tony Reinsch, Spish Legowski and Tim Kottsieper. To be tabled for discussion at a future meeting of the Board.
- (5) Terry Miller reported on his preliminary research into the cost of various grant-eligible facility upgrade projects, as candidates for a variety of grant and funding programs.
 - a. Closed circuit TV system over the playing surface: Terry canvassed the Nanaimo and Qualicum curling clubs regarding the cost of their equipment and installation, as well as the Blue Door in Parksville. With due consideration for the technical challenges presented by the arena structure of the PCC, Terry's research suggests that the cost of purchase and installation of 10 cameras and 5 monitors would be in the range of \$8,500 - \$10,000.
 - b. Enhanced viewing area in the lobby: Terry investigated the cost of a two-tier seating configuration in the lobby based on 4 x 12' aluminum frame with wood seating surface. Preliminary estimates suggest \$3,000 for the frames plus ~\$1,000 for the lumber. Cost of upholstering the tiered viewing area will be considered at a later point.
 - c. Banquet facilities: The Club currently has reasonable banquet facilities (tables and matching chairs) for 12 team events, while the club is regularly hosting events up to 32 and 40 teams. Terry estimated the cost of securing an additional 8 x 10' tables at ~\$800. Acquiring an additional 80 folding chairs would be ~\$1,900 while stacking chairs would be considerably more. Board members will keep an eye out for quality used chairs as an option.
- (6) Financial report: Nancy Douglas tabled a detailed Revenue versus Expenses comparison for the PCC for the year ended 2015 versus year end 2014. Expenses are unchanged over the period at ~\$104,000 while Revenues were down ~\$10,000 in 2015 to ~\$143,000 due, in large part, to the absence of Special Event income recorded in 2014. The report was received and reviewed by the Board.
- (7) Ray Gamracy reported that PCC pamphlets have been placed on the table near the arena entrance for visitors to take and/or complete with contact details and leave.
- (8) Ron Boag and Maurice Creagh will arrange with Tim for the use of a regular maintenance log book where he can record dates of maintenance requests and subsequent actions taken. Ron and Maurice will also work with Tim on the

development of a Procedures Manual to cover maintenance and operations of the PCC facility.

Reports

Manager (Tim Kottsieper): Tim reported that Fraser Valley has completed the approved work program regarding upgrading of controls, ammonia detection and alarms, and other required upgrades. The plant and equipment are now in compliance with Work Safe BC requirements. Fraser Valley has also completed the approved work request on the humidifier system.

Action: Tim will contact Fraser Valley regarding a discrepancy between the estimated and invoiced cost and report back to the Board.

Tim reported that the Mind Body and Spirit Expo has contracted to use the facility for June 24-25, 2016. This is a new summer rental event for the Club.

LED Lighting: Tim reported on discussions with BC Hydro regarding their LED lighting subsidy program. Hydro is offering 40% off material and labor to retrofit existing lighting with 8' LED tubes. We currently have 3 ballasts in need of replacing and will assess the option for LED lighting in conjunction with that upgrade. If we pass on the LED option, will then assess increasing our inventory of lighting tubes.

Action: Tim will assess whether the LED light option will provide sufficient lighting for the arena area.

President (Ron Boag): Ron received follow up information from Steve Mackie regarding potential acquisition of software for website maintenance and league/draw preparation. Will report to the Board in March.

Ron reported that the 6-month probationary period review for Tim Kottsieper was completed and he will continue in his dual role as Ice Technician and PCC Manager for the balance of the 2015-2016 season. The Board had previously discussed the desire to assist Tim in bringing more structure and discipline to his dual role of Ice Technician and Manager, and help him grow as a manager. With this in mind, Maurice and Ron will develop a check list of daily/weekly/monthly duties for both of these positions. Tim will be reviewed again, prior to or during the first 6 months of the 2016 - 2017 season.

Ron has been approached by one of the local stations to provide a radio interview (together with Tim Kottsieper) regarding the role and status of the PCC, activities, service to the community and other issues. This was viewed by the Board as an appropriate and timely exercise in advance of the RDN Long Term Recreation Plan research period. Ron asked Tony Reinsch to assist with the structure of questions for this interview.

Treasurer (Nancy Douglas): A preliminary financial report for end-January 2016 was received by the Board. There were no issues or concerns raised with respect to the report or the clubs finances.

Banquets and Bonspiel (Terry Miller): Terry reported on a series of recent Bonspiels:

- The Ladies Open, January 22-24 was full at 20 teams;
- The January 29-31 Senior Mixed bonspiel was full at 20 teams;
- The PGOSA mini cashspiel on February 13 was well attended and plans will be put in place for a larger event in 2017;
- A one-day Junior Bonspiel will be held on February 20.

The bar and concessions were well supported by these events.

Leagues (Ray Gamracy) –Will look into secure instructors for Doubles play and instruction clinics on Wednesday evening in February and March. Ray will put a note in the PCC Newsletter advising curlers of this option, once arrangements have been made

Club Championships: Will be held Saturday, March 19 with representatives from the three Mens, Ladies and Mixed Leagues (9 teams total) playing a round robin format to determine the Champion in each of the three categories.

Bar (Jim Hoffman) – No report.

Building and Facility (Spish Legowski) – Spish communicated with John Marcellus (RDN) regarding reduction or removal of the trees adjacent to the facility to redress this ongoing maintenance issue. John has signaled his support and ideally will approach the RDN and the City of Parksville in March regarding timing and action.

Bar lighting upgrade: Installation of pot lights and new ceiling tiles has been completed. The costs totaled \$520 for the tiles and \$2,300 for electrical; the latter will be set off in part by the lighting grant secured in 2015. Spish wished to minute his thanks to the Monday Men's League members for bringing the chairs back in, to Ralph Christian for expertly washing the bar floors, and Brad Bird for taking the used metals and materials to the transfer station.

Action: Spish has secured an initial estimate of \$420 to put glass into the steel fire door in the Bar area; he will have this finalized and bring to the Board for consideration in March.

Marketing and Publicity (Leslie Osborne) – Will place advertising for the Club Championships. Ron Boag noted that he and Tim will provide a radio interview in the coming 2 weeks regarding the operations of the PCC and its importance to the community, in support of the RDN Long-Term Recreation Plan initiative.

Concession (Chris Rose) – Bonspiel pressure has been significant, but all events ran smoothly. Coming weeks are also busy with League functions, mini-spiels and the Club Championships. Chris noted the superb support being provided by the Concession volunteers through this busy period. is under control and working smoothly.

Fund Raising (Winnifred Rehill) –The Super Bowl raffle raised \$1,700 for the Club, below the \$2,100 raised for the Grey Cup raffle but still material.

Insurance/Safety (Maurice Creagh): No report.

New Business

A discussion took place around Board member positions for the coming year. It was generally felt that the Board should be expanded to accommodate back-up and training support for Board functions, particularly in the Finance, Facilities, Concession and Bar Operations areas.

Action: The Past President was asked to canvass Board members regarding their intention to remain on the Board for the 2016-17 year and to report back to the Board on vacancies to be filled.

Round Table –

- (1) Ron Boag noted that Greg Rehill had submitted a detailed request immediately in advance of the Board meeting for an examination and assessment of the skills and person-hours required to adequately resource the Ice Technician role.

Action: A Special Meeting of the Board will be convened on Wednesday, March 9 to educate the Board members on the duties, activities, responsibilities and function of the Ice Technician and to consider the recommendations made by Greg regarding additional resourcing and alternate skill set. Tim Kottsieper has been asked to attend this meeting in order to provide first hand data and information to the Board.

- (2) Ron Boag noted that Greg Rehill had forwarded a memo for discussion by the Board regarding Website and Newsletter downloads and recommendations, as well as Power and Gas costs for the Club. He requested that Board members review this material for discussion at the March Board meeting.
- (3) Ron Boag noted that Greg Rehill had added an ID and Password requirement to the PCC Website, creating a “Members Only” area where Members would have access to detailed league data and other material. After a discussion, and noting that the Board had agreed at its October 14, 2015 meeting "that the club would remove the number of any member that requested this action", it was agreed that Ron would instruct Greg to remove this function.
- (4) It was agreed that the Annual General Meeting and Volunteer Appreciation Day will be held on Wednesday, April 27th with a barbecue at 5:00 pm and the AGM commencing at 7:00 pm

Next Meeting: Wednesday, March 16, 2016 at 1900 in the PCC meeting room.

Meeting adjourned at 2215.