

Parksville Curling Club Board of Directors Meeting Minutes of January 13, 2016

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on January 13, 2016. The meeting was called to order at 1900 by President Ron Boag. Members of the Board in attendance were Tony Reinsch, Ray Gamracy, Jim Hoffman, Nancy Douglas, Spish Legowski, Terry Miler and Winnifred Rehill. Board members Maurice Creagh, Chris Rose and Leslie Osborne were absent. Non-voting member Tim Kottsieper (Ice Technician/Manager) was excused from the meeting.

Approval of Minutes:

The minutes of the November 24, 2015 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the November 24, 2015 regular Board meeting as amended, moved by Tony Reinsch, seconded by Spish Legowski. Motion carried.

Approval of Agenda:

MOTION: to accept the Agenda for the January 13, 2016 regular Board meeting, as amended. Moved by Jim Hoffman, seconded by Spish Legowski. Motion carried.

Business Arising from the Minutes.

- (1) Discussion of a draft PCC Rental Agreement and Rate Schedule was set aside to the February Board meeting.
Action: That Tony Reinsch, Chris Rose, Tim Kottsieper and Nancy Douglas table a draft PCC Rental Agreement and Rate Schedule for discussion at the February PCC Board meeting.
- (2) Broom rentals; the Club began the year with 20 rental brooms and are now down to 11.
Action: Ron Boag will instruct Tim Kottsieper to apply permanent, highly visible Rental labels to the PCC rental equipment. Will also look into upgrading of the cash box.
- (3) 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.
- (4) Terry Miller reported on discussions with PGOSA President Brian Ball. Mr. Ball has indicated that, in return for use of the PCC facilities as a “home base” for PGOSA, the organization is interested in contributing financially to a

discrete facility work/upgrade project (e.g., closed circuit TV system; upgrading bar furniture).

Action: Terry Miller will look into the cost of a closed circuit TV system over the playing surface and report back to the Board.

- (5) Ron Boag and Terry Miller will execute as amended the letter to the RDN regarding status update on the PCC and our strong interest in being engaged in the Long Term Recreational Plan being initiated by the RDN this spring.

New Business

- (1) It was agreed that the Board would resume development of a 3-5 Year Plan for the PCC upon completion of the RDN's Long Range Recreational Plan. Work undertaken to support the RDN planning process will be used to feed into the PCC Plan.

Reports

President (Ron Boag): Ron received an email from Steve Mackie regarding potential acquisition of software for website maintenance and league/draw preparation. Will pursue regarding costs and details.

The 6-month probationary period for Tim Kottsieper in his dual role as Ice Technician and PCC Manager is coming to a close.

Action: Ron requested Board members to provide to him, on an individual basis and by January 20, 2016 if possible, their assessment of Tim's performance. Ron will use this as input to a performance review session with Tim.

Treasurer (Nancy Douglas) - A preliminary financial report for end-December 2015 was received by the Board. There were no issues or concerns raised with respect to the report or the clubs finances.

Action: Nancy will prepare a report for end-December 2015 versus end-December 2014 financial situation and table with the Board at the February meeting.

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

- Men's Open attracted 29 teams. The event was well supported and the bar was busy.
- Parksville Qualicum Beach Masters Open attracted a full slate of 32 teams, with 40 teams having expressed interest.
- The Ladies Open scheduled for January 22-24 is full at 20 teams. All preparations are in place.
- The January 29-31 Senior Mixed bonspiel had 13 teams in place as of the Board meeting, the majority coming from outside of Parksville.
- Two 1-day events are also scheduled: a PGOSA mini cashspiel on February 13, and a one-day Junior Bonspiel on February 20.

Leagues (Ray Gamracy) – The Friday evening Recreational League has added a second draw, with 6 rinks playing at 5:00 PM (the other 2 sheets used for instruction) and 10 rinks at 7:00 PM.

Are looking into setting time aside for Doubles play and instruction, most likely on Wednesday evening, for February and March. Ray will put a note in the PCC Newsletter and direct members to the Continental Cup coverage where Mixed Doubles will have a prominent role.

Issue has arisen regarding potential new members “popping in” to the Club and having no readily apparent avenue for seeking information on membership, League play, etc.

Action: Ray will place a sign up book and appropriate signage in a prominent spot for visitors to put their names and contact points. Will then follow up to gauge interest and direct to the appropriate League captain(s).

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. The suggestion was made to consider a barbecue in order to have more spectators come down for this event.

MOTION: Moved by Jim Hoffman and seconded by Spish Legowski that the Board approve an allocation of \$300 in support of the Club Championship events.

Bar (Jim Hoffman) – Men’s Open sales revenue was ~\$3,000. PQB Masters Open was similarly well supported.

An issue was raised regarding locking and setting the alarm system, with the Club being found open and unlocked on a few occasions following league play. The issue will be addressed in the new Procedures Manual being developed for the Club.

Building and Facility (Spish Legowski) – The ice plant refurbishment program approved at the September Board meeting is roughly 50% complete. There has been no revision to the original budget for the work program. Fraser Valley submitted an invoice of \$8,000 for work completed to date. After securing acceptable responses to follow up questions, the invoice was paid in full.

A final cost report on the siding and signage project was tabled. The work took four days to complete, with ~20 volunteers providing ~300 manhours of work. The final cost was \$5,753.07, comprised of the following items:

Hardiplank and connection materials:	\$4,500.22
Rental hire:	\$773.74
Waste removal:	\$479.11

The RDN facility inspection, held on Friday, November 20, revealed no major issues. Once the weather permits, a drain will be installed in the flat roof at the front of the building to relieve occasional standing water. The estimated cost of \$225 + GST for this work was approved by the Board.

Facility eavestrough was cleaned and serviced at a cost of \$378. Reduction or removal of the trees adjacent to the facility would redress this ongoing maintenance issue. However, neither the City of Parksville nor the RDN claim jurisdiction over these trees.

Action: Spish will communicate with John Marcellus (RDN) regarding the situation, referencing the drainage problem, and laying out the PCC's request for removal. The objective is to secure approval to remove (stump and chip) the trees in proximity to the building.

Lighting: Spish will investigate a BC Hydro program offering grants to support upgrading of lights, with an eye to replacement of the ballasts and lights inside the arena in the summer.

Marketing and Publicity (Leslie Osborne) – PCC bonspiel activities have been included in the What's On magazine, and the Club is represented on the electronic signage on the highway.

Concession (Chris Rose) – Bonspiel pressure has been significant, but all is under control and working smoothly.

Fund Raising (Winnifred Rehill) –Gaming grants are available but require identification of projects to which funds would be directed, together with preliminary budgets.

Action: Maurice Creagh is working on project funding ideas and will report back to the Board.

Action: Quotes will be secured for a complete upgrade of the Bar area; lights, furniture, painting, shelving, etc.

Manager (Tim Kottsieper): Tim reported a spike in the December heating bill due to heating issues in the lobby and the need to maintain temperatures while work was being done on ducting and heat transfer in the building.

Action: Ron Boag requested that Nancy Douglas provide heating bills for November 2015 and December 2014 for comparison.

Action: Ron Boag will arrange for the adoption of a Maintenance Log Book where Tim will be asked to record requests for minor maintenance matters and the date and action taken to address the issue.

Dehumidifier in the arena part of the facility requires servicing and maintenance to fans and belts. Tim has received a verbal quote of \$3,000 for the repairs.

MOTION: Moved by Jim Hoffman and seconded by Nancy Douglas, the Board approval an expenditure of up to \$3,000 for humidifier repairs. Motion carried.

Round Table –

- (1) Terry Miller: Noted that the BC Societies Act is being re-written. Will need to examine for possible impacts on the PCC. Terry also raised the option of holding an Open Stick Bonspiel around the time of the Summer Bonspiel in September (the following weekend was raised as an option). The Stirling organization (STick cURLING) is also gauging the Club's interest in hosting introductory sessions for Stick curling.
Terry also requested that Maurice secure account information required to allow the Board to monitor online the PCC utility costs.

- (2) Jim Hoffman was instructed to acquire additional glass mugs for the bar, rather than move to plastic beer glasses.

Next Meeting: Wednesday, February 17, 2016 at 1900 in the PCC meeting room.

Meeting adjourned at 2145.