

**Parksville Curling Club
Board of Directors
Meeting of July 16, 2015**

Call to Order:

A regular meeting of the Parksville Curling Club Board of Directors was held in Parksville, British Columbia on July 16, 2015. The meeting was called to order at 7:00 PM by President Ron Boag. Members of the Board in attendance were Nancy Douglas, Jim Hoffman, Spish Legowski, Terry Miller, Lesley Osborne, Tony Reinsch, Winnifred Rehill, Chris Rose along with non-voting member and Club Manager/Ice Technician Tim Kottsieper. Board members Maurice Creagh and Ray Gamracy were absent.

Approval of Minutes:

The minutes of the June 18, 2015 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

Motion to accept the minutes of the June 18, 2015 board meeting as amended moved by Spish Legowski, seconded by Chris Rose. *Motion carried.*

Approval of Agenda:

The agenda was approved as tabled.

Motion to accept the agenda for the July 18, 2015 moved by Chris Rose, seconded by Spish Legowski. *Motion carried*

Action items from Last Meeting:

1) Standardizing volunteer log entries.

Action: Ron Boag and Tim Kottsieper will develop a set of standard log entries for repeating and predictable volunteer activities (e.g., PCC Board meetings; concession activities) and table at the next Board meeting.

2) The New Horizons for Senior's application for grant funds of up to \$25,000 for upgrading of the heating system in the lounge was unable to be completed prior to the submission deadline. Winnifred Rehill and Leslie Osborne will re-initiate the application process in January 2016 with an eye to securing the grant funds for summer/fall 2016.

3) The main access doors to the PCC facility will be re-keyed next week. Tim Kottsieper will maintain a log book and record of who is provided with access to facility keys.

4) Compensation discussion: Ron Boag and Tim Kottsieper met on July 2, 2015 and agreed the new compensation package for Tim as discussed by the Board at the June 18, 2015 meeting. Leslie Osborne has agreed to seek advice and direction on matters relating to UIC terms and other benefit issues with regard to the Club Manager/Ice Technician position and to report back to the Board.

5) Replacement of external siding: Spish Legowski reported on progress regarding replacement of the external siding on the front and side of the building with hardie plank. Final estimates for the

siding, corners, wrap, nails, painting, and miscellaneous equipment for installation results in a budget of ~\$5,000. The installation process is being scheduled to begin the week of September 7, and sufficient volunteers have been identified to undertake the installation.

Motion: It was moved by Spish Legowski and seconded by Tony Reinsch that the prior approved budget allocation of \$4,000 for this undertaking be increased to “up to \$5,000” to finance the installation of siding as described to the Board. Motion was approved.

6) Lighting replacement: PCC received notice of approval of grant funds from the Regional District of Nanaimo (RDN) in the amount of \$2,200 to assist with the cost of light tube replacement in the PCC facility. Jim Hoffman will review the initial grant application and work with Nancy Douglas on preparation of a report to the RDN on the final disposition of the grant funds.

New Business

1) Signage: Tim Kottsieper reported on a design and quote for new external signs for the PCC facility. The Board instructed Tim to secure two additional quotes and table his recommendation and request for funding allocation at the August 20 Board meeting.

2) 4' Camp and Summer Bonspiel: Meals, sponsors and other arrangements for both these events have been completed. A facility cleaning and kitchen prepping exercise will be initiated August 7 in advance of these events. The Summer Bonspiel has 14 registered teams, and is a go. Jim Hoffman committed to ensure that adequate bar staff will be in place for 4' Camp events on the afternoon/evening of August 24 and 26.

3) Directors reports

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

Club Manager (Tim Kottsieper): Tim reported that sponsor signage had been secured for all five sheets on a 3-year funding commitment. The sponsors are:

- Pharmasave;
- United Flooring;
- Terminal Autobody;
- Save-On Foods;
- Complete Windows.

Action: Tim agreed to meet with Nancy Douglas and the sales agent regarding final figures on gross proceeds, commissions, and net proceeds to the Club from this contract, and to report back to the Board.

Tim also reported that both Curl BC and Curl Canada have requested ice rental prior to the 4' Camp. This precipitated a discussion around standardizing ice and facility rental rates.

Action: Tim Kottsieper to canvas other curling clubs in the area and report back to the Board with a recommendation on rental rates and schedules for the PCC.

Tim also provided a brief report on the “Business of Curling” symposium attended in Victoria, including a recommendation that two persons be sent to the next Symposium (scheduled for 2017) in order to maximize value and takeaway from this event.

Action: Tim Kottsieper to send an email to the Board outlining the areas covered by the symposium, and to make himself available for a more detailed discussion of selected areas at a future date.

Concession (Chris Rose): Chris tabled a comprehensive list of deficiencies and replacement equipment in support of continued efficient operation of the kitchen and banquet operations. A discussion followed regarding the timing and priority of minor and major expenditures in this regard.

Motion: Moved by Jim Hoffman and seconded by Terry Miller that the Concession Director be allocated a budget of \$2,500 for the purchase, at his discretion, of “functional” kitchenware and equipment as outlined on the list tabled with the Board. Two “optional” items—a commercial convection oven and a hotbox and trolley—are to be returned to the Board for discussion at the discretion of the Concession Director. Motion was carried.

Publicity (Leslie Osborne): Leslie will undertake to place an ad in the local paper in early August for the Summer Bonspiel event. She will also arrange for the event to be announced in advance on local radio stations, as well as on the PCC Facebook page.

Bar (Jim Hoffman): An online application option for renewal of the \$250 bar license was received from the BC Liquor Control & Licensing Branch. Jim will work with Nancy Douglas to register the club for online renewal. Winnifred confirmed that the current license runs through August 31, 2015 so that both the 4' Camp and the Summer Bonspiel are covered for bar services.

Round Table Discussion

Nancy Douglas recognized Terry Miller for his assistance with finance and treasury matters while she was on extended vacation.

The Board set Thursday, September 17, 2015 at 7:00 PM for a fall General Meeting. The purpose of the meeting will be to apprise members of developments for the upcoming season and to provide an opportunity to pay League dues and sign up for League play.

It was agreed that League dues will be kept at the 2014-2015 level for the upcoming 2015-2016 season.

Terry Miller tabled a number of questions regarding League status that will await input from League Director Ray Gamracy. Included in the discussion were:

- Timing for posting of League captains on the PCC website;
- Availability of stick curling practice and instruction times in advance of League play;
- Possibility of an additional Stick Curling League, perhaps on Tuesday.

Next Board Meeting: Thursday, August 20, 2015 at 7:00 PM in the Board Room of the Parksville Curling Club.

The meeting adjourned at 9:10 PM.