

**Parkville Curling Club  
Board of Directors  
Meeting of June 18, 2015**

**Call to Order:**

A regular meeting of the Parkville Curling Club Board of Directors was held in Parkville, British Columbia on June 18, 2015. The meeting was called to order at 7:04 PM by President Ron Boag. Members of the Board in attendance were Maurice Creagh, Nancy Douglas, Ray Gamracy, Spish Legowski, Terry Miller, Lesley Osborne, Tony Reinsch, Winnifred Rehill and Chris Rose. Board member Jim Hoffman was absent, along with non-voting member Tim Kottsieper.

**Approval of Minutes:**

The minutes of the May 21, 2015 regular meeting of the Parkville Curling Club Board of Directors were accepted as amended.

**Motion** to accept the minutes of the August 20<sup>th</sup>, 2014 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 Ray Gamracy, 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).

- 2) Ron Boag will be referencing “Greg’s Roofing & Chimney” as the contractor that provided a positive opinion regarding the acceptability of continuing to patch and repair the flat roof section. Agreement provided by Spish Legowski.

- 3) Use of funds in the Gaming Account. Nancy Douglas presented an argument for allocating \$7,715.44 of the Gaming Account balance of \$7,854.81 to payment of the Club insurance premium. The Board discussed and approved this expenditure.

- 4) Strategy and RDN – Ron Boag to discuss with RDN the position they are going to take with regard to the PCC in their Recreational Master Plan.

**Old Business**

Board member portfolio designations: Ron Boag led a discussion regarding the remaining Portfolio positions. The following designations were agreed:

Fundraising: Winnifred Rehill to take the point position, with assistance from Leslie Osborne

and Nancy Douglas;  
Membership: Tony Reinsch to take the point position.

## **New Business**

1) Curling start dates for the coming year.

- August 24-26: Four foot clinic
- August 27-30: Mixed bonspiel
- Sept 14 & 16: Novice clinic
- Sept 15: Refresher clinic
- September 19: PCC Open House
- Sept 21 & 23: Novice clinic (proposed)
- Sept 22: Refresher clinic (proposed)
- Sept 28: Start of curling leagues
- Dec 18: Stop of curling for first half
- Jan 4: Start of curling
- March 18: End of curling season

As Cheryl Noble will be away during September, Nancy Douglas has agreed to coordinate the coaching volunteers required to conduct the Novice and Refresher clinics.

**Action:** Nancy Douglas will advise the Board on the availability of sufficient volunteers to offer the second set of Novice and Refresher clinics. Nancy will also provide Ron Boag with a list of the Coaching volunteers, to be filed with the PCC for future reference.

2) New Horizons for Seniors. Winnifred Rehill led a discussion regarding the availability of and application requirements for this grant program. The specific requirements are:

- Organization must have a letter showing a 5 year lease period (existing or commitment of continuation);
- Request for capital project spending must have three (3) quotes for work program execution;
- A single application can cover more than one project, to a combined maximum of \$25,000;
- Program must be intended to involve more area seniors in activities at the facility, and there must be evidence that such an initiative would be at risk without receipt of the requested grant funds;
- Require letter of support from a local business;
- Ideally, can show a partnership letter and donation of some value from a local business/contractor.
- Applications must be received by July 10, 2015 (postmarked or delivered to local grant office).

After discussion, it was agreed that the Board would endeavour to submit an application for grant funds built around an upgrade to the HVAC system that would provide acceptable heating in the viewing area, thereby allowing for a program of structured visits (possibly "soup and sandwich" sessions) from area seniors centers to visit the Club and watch local curling.

**Action:** Winnifred Rehill and Lelsie Osborne will coordinate development of the grant application. Ron Boag will secure a lease support letter from the RDN. Spish Legowski and Maurice Creagh will scope out and arrange quotes for the HVAC upgrade.

### 3) Directors reports

Treasurers report (Nancy Douglas): The Treasurer's report to the end of April was received. Annual statements are complete for year ending April 30, 2015 and have been reviewed by Dyann Goodfellow, CPB. Statements will be forwarded to the RDN by Nancy. Income tax reports for years ending 2014 and 2015 have been completed and sent to Revenue Canada. The completed PCC financial statements and tax reports have been delivered to Dean Banman for submission to the City of Parksville for the permissive tax application. The Board approved a \$50 gift certificate for Dyann Goodfellow in recognition of her work in reviewing the PCC financial statements, to be secured by Nancy Douglas.

Concession (Chris Rose): A discussion ensued regarding establishment of fixed rental and leasing terms and conditions for the facility, concession, etc. Chris to bring forward as an item for the July Board meeting.

Club Manager (Tim Kottsieper): Tim is available to discuss the recently attended curling managers symposium, and has undertaken to provide a report on the symposium for the July Board meeting. Discussion ensued regarding concerns over security and facility access.

- **Motion** to have the facility entry doors re-keyed. Moved by Winnifred Rehill, seconded by Spish Legowski. Motion carried; Ron Boag to apprise Tim accordingly. Action:

Leagues (Ray Gamracy): Will advise Cheryl Noble that the proposed dates for Novice and Junior leagues have been approved.

Facility (Spish Legowski): Spish reported on investigations into the cost of replacement of wood siding on the facility, which had been raised as a concern in the facility review process. Action necessary to address safety, water intrusion. Discussion ensued around options, concluding with agreement around machine-painted hardy board (approximate material cost of \$2,500).

- **Motion** to have Spish Legowski order and coordinate the installation of replacement siding subject to availability of sufficient volunteers for installation, with a suggested budget guideline of \$4,000 for parts, equipment and install. Motion by Nancy Douglas, seconded by Spish Legowski. Motion carried.

4) Compensation for Ice Technician. Following a lengthy discussion led by Ron Boag, it was agreed to move forward in discussions with Tim Kottsieper regarding the recommended compensation for Ice Technician services for a term to begin July 1, 2015 and end April 30, 2016.

- **Motion** to have Ron Boag forward to Tim Kottsieper the recommended Ice Technician compensation package for his consideration. Moved by Ray Gamracy, seconded by Spish Legowski. Motion carried.

### Round Table Discussion

Ron Boag confirmed that he will be absent from October 21 through December 31, 2015. Nancy Douglas will be on holidays June 25 through July 13, 2015.

**Next Board Meeting:** Thursday, July 16, 2015 at 7:00 PM in the Board Room of the Parksville Curling Club.

The meeting adjourned at 9:20 PM.