

Parksville Curling Club Board of Directors Meeting Minutes of October 14, 2015

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on October 14, 2015. The meeting was called to order at 1855 by President Ron Boag. Members of the Board in attendance were Terry Miller, Maurice Creagh, Chris Rose, Tony Reinsch, Jim Hoffman, Nancy Douglas, Leslie Osborne, Spish Legowski and Winnifred Rehill. Board member Ray Gamracy was absent. Non-voting member present was Tim Kottsieper - Ice Technician/Manager.

Approval of Minutes:

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

Motion: to accept the minutes of the September 24, 2015 regular Board meeting as amended, moved by Jim Hoffman, seconded by Chris Rose. Motion carried.

Approval of Agenda:

Motion: to accept the Agenda for the September 24th, 2015 regular Board meeting, as amended by the above addition. Moved by Jim Hoffman, seconded by Spish Legowski. Motion carried.

Business Arising from the Minutes.

- (1) Installation of bar lighting (pot lights) and bell. Tim is awaiting quote for this work. Contractor has stated his intention to budget this work program at cost. Cost of the bar lighting will be covered under the Lighting Grant.
- (2) Approval of PCC liquor license has been received, reflecting the change of Directors.
- (3) Ron Boag will be contacting the Ice Technician from the Comox Curling Club (Cody Hall) to discuss what actions the CCC pursued to secure funding for their capital projects.
- (4) **Action:** Maurice Creagh will send a notice to League captains to identify which League participants, if any, have up to date First Aid training and certification and, in the absence of same, identify volunteers to take this training. The Club will cover \$25 of the basic First-Aid Course with CPR and AED training fee of \$55.00 per person, with participant paying the remainder. Objective is to have at least 2 persons per League who have First Aid certification.
- (5) **Motion:** Tony Reinsch moved and Ron Boag seconded approval of the Fall General Meeting minutes, with inclusion of updated financial statements for the year ended April 30, 2015.

New Business

- (1) **Action:** Following a discussion regarding the need for additional draws in order to grow the active membership of the Club, Ron Boag agreed to draft a letter to the Membership building the case for their support for expanded League draws where demand warranted. This letter was subsequently circulated to members on October 21, 2015.
- (2) **Action:** Ron Boag circulated the standard RDN facility rental contract and asked Board members to review, make suggested amendments and additions (e.g., reference to liquor license, need for insurance, kitchen/catering usage and expectations, etc.) and come prepared to discuss the contract at the next Board meeting. The suggestion was also tabled to consider development of a PCC Procedures Manual that would provide current and future Board members with guidance on facility operations.

Reports

President (Ron Boag) - Ron led a discussion regarding phone numbers being posted on the website. It was agreed that the Club would remove the number of any Member that requested this action.

Action: Ron will contact the City of Parksville regarding the water quality issue that arose during the initial flood program in August, and report back to the Board.

Ron reminded Board members that he will be away from October 21st until December 30th, 2015. Terry Miller will be acting as President during Ron's absence.

Treasurer (Nancy Douglas) - A preliminary financial report for end-August 2015 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 reviewed the upcoming Bonspiel schedule (available on the PCC Website). Organizers are required for the Senior Mixed, Women's Open and Junior Open Bonspiels. Terry will be updating Concession on requirements for the Bonspiels.

Leagues (Ray Gamracy) – No report.

Bar (Jim Hoffman) – Bar is stocked and inventory is up to date.

Action: Jim will look into continuing operations issues regarding the draft beer taps and report back to the Board.

Building and Facility (Spish Legowski) – Spish will provide a final cost report on the siding and signage project to the November Board meeting. Spish will lead a facility review exercise with Maurice Creagh and Tim Kottsieper in preparation for the

upcoming RDN inspection. Particular concern expressed over frequency of birds gaining access to the arena.

Marketing and Publicity (Leslie Osborne) – Leslie is following up with local newspapers and What’s On in Parksville regarding writing an article on the new façade and Club activities.

Concession (Chris Rose) – Chris reported that the regional health inspector had visited the Club on October 13, 2015 for a random inspection, which we passed with only minor issues around a soap dispenser and paper towel access. New soap and paper dispensers were installed October 14.

Fund Raising (Winnifred Rehill) –Terry Miller will begin selling Grey Cup Raffle tickets October 19. Lottery license has been secured in support of this activity. A suggestion was tabled to look at other Raffle opportunities, such as the Super Bowl in January.

Action: Winnifred will look into availability of Curl BC grants to support Club improvements and report back to the Board.

Manager (Tim Kottsieper) – Tim reported that he was successful in having the rental brooms re-covered at a cost of \$140. Nanaimo Curling Club has agreed to sell grippers to the PCC at cost, which Tim will be able to make available to members requiring gripper replacement. New inventory will be arriving in Nanaimo later this month and Tim will follow up; it is hoped that offering new grippers for sale to members will help with ice integrity during play.

Tim will also be securing samples for Club jackets in early November, once the new catalog styles and prices become available.

Work on the engine room is scheduled to begin next week, following on from the recommendation from the Refrigeration and Ice Plant review.

Tim reported that the Coke representative is preparing a quote for continued use of the bar fridge and Coke vending machine. The quote will involve continued use of this equipment (including repair and upgrade of vending machine) in exchange for an annual commitment from the Club to order a minimum \$190 in Coke products (pop, juices, water, etc.). Coke is also considering other advertising related initiatives such as logo’d “Welcome” banners and signage (at full cost).

Action: Terry Miller offered to secure a low-cost water dispensing system for the Arena. A new dispenser was in operation October 19.

Tim reported that Monday Men’s League had to be canceled October 12 due to a failed fuse in the plant causing slight loss of ice integrity.

Action: Tim will ensure that there is an adequate inventory of fuses and similar operating items, as well as ensuring that there is a record of procedures required for replacement.

Tim led a discussion regarding options for compensating those providing paid assistance during bonspiel events, as approved at the September Board meeting.

Action: Nancy Douglas will investigate questions regarding withholdings and proper procedures for remunerating casual workers and report back to the Board.

Round Table –

- (1) Nancy mentioned the number of new curlers that have signed up as Spares for various Leagues, and encouraged everyone to engage them in play wherever possible.
- (2) The first edition of the PCC Newsletter has been published. Ron led the Board in thanking Tim for his efforts in this regard.
- (3) It was agreed that the Board follow up with “unsubscribe” requests and departing members with a “sorry to see you go” note and asking if there is anything the Club can do to get them back..

Next Meeting: Wednesday, November 25, 2015 at 1900.

Meeting adjourned at 2115.