

Parksville Curling Club Board of Directors Meeting Minutes of February 22, 2017

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, February 22, 2017. The meeting was called to order at 19:00 by President Ron Boag.

Members of the Board in attendance were Ron Boag, Ross Renwick, Jim Hoffman, Doug King, Spish Legowski, Terry Miller, Brian Onushko, and Ray Gamracy. Nonvoting members Graham Weatherby and Tim Kottsieper were also in attendance.

Absent: Tony Reinsch, Lesley Osborne, Nancy Douglas

Approval of Minutes:

The minutes of the January 18, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the January 18, 2017 regular Board meeting as amended. Moved by Spish Legowski, seconded by Ross Renwick. Motion carried.

Approval of Agenda:

MOTION: to accept the Agenda for the February 22, 2017 regular Board meeting. Moved by Jim Hoffman, seconded by Ross Renwick. Motion carried.

Reports

President (Ron Boag):

- Feb 2: On advice from Lesley, I asked Graham to receive 2 used cash registers, obtained by Lesley. Graham to evaluate their operation, and report to the Board. The next step for the Board is to assess our volunteer needs in the operation of the bar, and then decide if we need to replace the existing cash register with one of these.
- Feb 14: I requested a copy of the “Household survey”, that is supposed to be mailed soon to all Oceanside residents regarding the Long Term Recreational Plan. Once I have reviewed it, I will send an open letter to all club members,

emphasizing the importance of EVERYONE responding positively, in support of the Parksville Curling Club.

- Feb 15: We successfully hosted the “Dinner and a curl” event for 13 participants from three Chamber of Commerce members [Community Credit Union, The Tool Shed, and Inclusion], and 2 teams of 4 from our advertisers [Pharmasave and Parksville Chrysler]. Thank you to Cheryl, Penny, Chris Mohr, Shirley Wong, Nancy, and Ross for instructing. We believe we have added some curlers to our Friday night roster.

Treasurer (Nancy Douglas):

Nancy provided the Board with a preliminary financial report for end-January 2017. There were no issues or concerns raised with respect to the report or the clubs finances.

Banquets, Bonspiels and Website (Terry Miller):

Bonspiels and Banquets:

Since the last Board meeting, there have been 4 very successful bonspiels.

- Women’s Open Jan. 20 – 22, 2017
- Senior Mixed Jan. 27 – 29, 2017
- Special Olympics Feb. 11, 2017
- Juniors Open Feb. 18, 2017

The banquet and concession volunteers again provided outstanding support for all these events. A huge thank you goes out to all bonspiel coordinators, all banquet coordinators and volunteers, and all concession volunteers.

One more bonspiel, the PGOSA Open will take place on Feb. 25, 2017 prior to the BC Provincial Mixed which starts on Thursday March 2, 2017.

Leagues (Ray Gamracy):

- Communication with leagues regarding upcoming events and club activities is ongoing.
- Recommendation to the Board that we discontinue the year end Club Championships pending a Board review of the format, timing, and financial issues of the event. There is little enthusiasm for the event under its current format. Issues with league representation and conflicts arising out of the timing of the event remain problematic. There may be a better way to use the resources.
 - **Action:** Agreed by the Board not to hold a Club Championships event this year. Ray will examine alternatives and report back to the Board early in the 2017/18 curling season.

- Roger Pick, mixed league captain, has submitted a suggestion for expanding the Thursday night mixed league. Will table until 2017–18 league planning commences

Bar (Jim Hoffman):

Will be examining alternatives to the current supplier of draft beer to the PCC bar, and will report back to the Board.

Marketing and Publicity (Lesley Osborne):

No report. Please email anything that needs to be posted or promotion items.

Building and Facility (Spish Legowski):

Inspected all the roof areas for wear and tear. Main roof does not look to be deteriorating any further since the last major repair; rusted sections are getting larger, but the extra roof sheeting placed beneath the holes is working well. The flat rooves also appear to be holding up ok, but regular cleaning of the drains is vital.

Action: The eaves trough (West side) and down spouts have still to be cleaned, and some down spouts have to be repaired. With the better weather we will get this done.

Two new ash receptacles have been purchased, and are placed (and secured) at both entrances. These should be taken in at the end of the curling season, and put out when the facility is rented out during the summer period.

Requested Al McAskle to design and estimate a new Trophy Cabinet, to be placed in the recess adjacent to the Coke machine (subject to cost, and Board approval). Estimates are provided below.

3 Sheets ¾”Baltic Birch @ \$44.28	\$134.64
50ft. roll of edging tape	\$14.29
8- 8ft.x 2” Clear Fir @\$16.70 /ft.	\$1068.80
8- 8ft.x 2” Knott Pine	\$265.60
6 Hinges @ \$26.90	\$161.40
4 Door Pulls @\$2.72	\$10.88
4 pieces 3ml Tempered glass	\$295.00
4 – 4 light fixtures @\$25.00	\$100.00
Sundry screws etc.	\$25.00
Total Cost Birch	\$1664.75
Total Cost Pine	\$861.55

- **Motion:** That the plan and budget estimate for a pine wood trophy case as described above be approved. Moved by Spish Legowski, seconded by Jim Hoffman. Motion carried.

A cost of approximately \$300.00 has been quoted for a new water supply for the concession coffee making machines. After discussion with concession volunteer staff the consensus is to leave as is.

The award plaques are in the process of being rehung over the entrance doors, to the South East end of the arena. I have sent some away to have a suitable hanging system attached.

Brian Onushko and Spish had a meeting with John Marcellus (RDN) regarding the issue of tree removal. Brian will contact VIU to follow up with their forestry department. Spish will contact Andy from High Rigger regarding a site meeting (this is in hand). Advise is to not press this issue in light of the ongoing RDN and City of Parksville community planning process. We must also look to the Lease renewal in 2018. Spish also discussed and showed John the progress on the CCTV system. John was impressed with the installation, the amount, and the quality of the ongoing work.

We also discussed the upcoming Parksville conference and exhibition that the RDN are involved in. Brian will update the Board!

The concession area bleachers will be repainted Monday 27th February, in time for the Provincial Mixed Curling Championships.

Update to ongoing tree situation. I had a meeting with Andy (owner of High Rigger) reference the trees he told me there was nothing he could do, although he did agree that the trees in any other area would be designated for removal, and that the City have always been very difficult to deal with in these sort of situations. Just one Tree Company he knows of will work with the City.

Action Updates

- Priced two cigarette disposal containers at ~\$150.00 delivered. Secured approval from Ron Boag for acquisition, and they have been installed and padlocked at both entrances. Both have already been tampered with, to the point one has had the retaining screw, connecting top to bottom of the container removed. Will attempt to get a new one.

Ice Technician (Tim Kottsieper):

The Board reviewed all preparations planned for the curling ice and curling rocks in advance of the Curl BC Provincial Mixed Bonspiel, March 3-5, 2017 at the PCC.

Insurance and safety: (Doug King)

No report.

Fund Raising (Ross Renwick):

Community Gaming Grant

- I attended a workshop in Nanaimo on Feb 15 for Vancouver Island Not-For-Profit and Charitable organizations to learn how to apply for Community Gaming Grants under their new criteria. The maximum grant we are eligible for is \$100,000. Four things stood out from this workshop.
 - The Intake period is from February 1 to May 31 for our sector, Sport. If we apply before our year-end of April 30, we can use our year-end statements ending April 30, 2016. If we apply between May 1 and May 31, we need to provide year-end statements ending April 30, 2017, which will be next to impossible. As well as statements, we need to provide a budget for the year we are in and the next year's budget.
 - Our accounting should be Not-For-Profit, Restricted Fund, and Program Based.
 - Although as an organization we qualify for grants, we currently have 48% of our expenses held in unrestricted funding and the maximum allowed for Community Gaming Grants is 50%. By recording volunteer value as an expense, we would show a much lower reserve percentage thereby showing a greater need.
 - Our Restricted Funds need to have minutes from the AGM showing when the funds were restricted and for what purpose. This can also be in the financial statements.
 - We need to identify what are the programs we are running. A program is defined as, "an ongoing service or activity designed to achieve one or more specific objectives within the community that it serves."
 - Each program we apply for needs its own set of statements and budgets.
- If we have not already transitioned to the new Societies Act, we need to by our 2017 AGM meeting. There is a workshop in Qualicum Beach on Friday April 7 hosted by the Qualicum Beach Chamber of Commerce to assist organizations complete their transition application. Without transitioning to the new Societies Act we will no longer be a Not-For-Profit Society in good standing therefore will not be eligible for any government grants.
 - **Action:** Ross will follow up on the need for and requirements to be in compliance with the new Societies Act and report back to the Board.
- It is allowed and encouraged to account for volunteer labor to more accurately reflect the activities of a Not-For-Profit Society. This would increase both expenses and income as the value of volunteer time would be recorded as an expense and recorded in income as a donation.
- Questions for the Board: Do we want to apply this year? If yes, for which program? Do we want to change our accounting to have a better chance at getting grants?

- **Action:** Ross to process grant applications for the PCC Junior program and possibly the Friday Recreational/Instruction league.

City of Parksville Grant in Aid

- There are two submission grant deadlines, March 1st and Sept 1st. The necessary information was forwarded to Brian Onushko to apply for on behalf of the Junior Curling Program.

Recreation Foundation-British Columbia

- Submission deadline is April 7, 2017. Grants may be used for service expansion or improvements to existing programs, equipment (office equipment is excluded), as well as new programs and services, but are not intended for research, tournaments, full-time staff, planning or capital construction projects. Grants will not exceed 50% of the total project cost, and the maximum grant will be \$10,000.
- Questions for the Board: Do we have a new program for which we want to apply? Do we have an expansion of an existing program for which we want to apply?

Update on Camera/Bleacher Project

- We are currently working on eliminating a communication and firewall conflict that is preventing the cameras communicating with the 24" TVs. We have asked Warren Hebert, a local networking specialist, to help us with the firewall conflict. Blue Door is working on the communication conflict.
- Blue Door is also exploring the possibility of changing the 4mm lens for a 2.8mm lens in the cameras. This will enable us to view from the backline to the hog-line. With the current 4mm lens, we can only see up to 6' from the hog-line. The bleachers will wait until after the ice is removed.
- Our goal is to have sheet 4 cameras being seen on the TVs during the Provincial Mixed Curling Championships.

Promotion (Brian Onushko)

- Update—Junior curling: Discussions stalled due to QB Club engagement and Ballenas Athletics Directors requested schedule for Club use. Still in discussions on rates and Tuesday 1:30 to 3:00 timeslot.
 - Background: Ongoing School District 69 School Program offer for Thursday afternoon open ice times (1:30 to 3 & 3:30 to 5). Engaged QB Club to develop Grass Roots Program & graduated Junior Competitive Curling league.
- Update—Tree removal: City of Parksville responded Jan 31, 2017 denying request to remove trees. Spish and I have met with John Marcellus (RDN Oceanside Mgr) and learned that the Parksville Tree Bylaw is main reason for denying request. We are assessing next steps including hiring an Arborist for a report on tree health.
 - Background: Nov/16 City Service Request & Proposal to City of Parksville Parks Manager (Warren Payne) for tree removal around club with support of Spish.

- Update—Fundraising committee: Committee will provide short term fundraising opportunities & models to board in February Board meeting.
 - Background: PCC Subcommittee (Ross & Graham- Sponsor Mgt, Adverting and Fundraising) met on Dec 2nd to discuss objectives and next steps. Require existing agreement regarding Sign Contract. Evaluating Oliver Club Sponsorship model as a template for PCC.
 - Challenge to developing model is current RDN Lease Term and status of Club Business Plan.
- Update—PCC Bottle drive and Junior Provincials: New balance from fundraising effort is ~\$2,935.00. Next Bottle Drive is scheduled for Sunday, Feb 26th. PBQ News and 88.5 The Beach assisting with notifications. Boston Pizza, Rod & Gun, Ocean Trails, Fairwinds & PCC Bar all providing donations. Nanoose and Fairwinds communities targeted for this drive.
 - Background: Organize Bottle Drive for funding Ballenas Provincial Event attendance and Junior Program. Fund Raiser for Ballenas High School Girls Team to attend Provincial Champs in Smithers March 2.
 - Also researching other sources of funding for Team Jackets (Thanks to Cheryl Noble for \$250 Donation and PCC Blue Vests)
- Update—Applying for Rebates with RDN assistance (John Marcellus): Still processing application for Interior 2 x 4 & 1 x 4 Troughers. Have repaired outside entrance fixtures and purchased replacement Flo Tubes.
 - Background: BC Hydro Energy Efficient Lighting Upgrade Project for interior, exterior and rink areas with support of Spish.
- Update—City Minutes and Addendum Jan 16/17: Inquired with Kim Burden on VIU Scope and engagement process for user groups.
 - Pending - next steps for City of Parksville Delegation
- Update—Grants for Junior 4-Foot Camp: Investigating grants with Ross to facilitate integration of a Junior Camp with the 2017 4 Foot Program. Cheryl Noble has inquiry into organizers. Will also discuss PCC U18 and High School Teams results, upcoming events, and program/coaching support model for 2017–18 season.
- Update—PCC Emergency Preparedness role: Met with Jenn Holtby Feb 21 to discuss potential for Non-Profit grants to establish emergency plans. Reviewed PCC offer to host Muni, RDN and potentially Province Emergency Plan event and also offer for Emergency Storage

Action Items:

- Pending: Obtain agreement from Board Exec on 2013/2014/2015 financial model to establish cost model for hourly rink rental to SD 69.
- Pending: Next steps with Board approval. Draft letter to Park Manager by Dec 19.
- Pending: Require assistance from RDN Management to pursue BC Hydro Grants for Rink Area. Interior Lighting upgrades can be pursued based on Board Approval. ROI dependent on extension of RDN Lease Agreement.
- Pending: Ducks Unlimited Picture Fundraiser replacement and feedback.

Closed:

- Christmas decorations: Rudy the Rock has been put away for the season. Consideration for Board for PCC to enter Rudy in Canada Day Parade?

Manager Report: (Graham Weatherby)

- **LCLB:** So as not to chance interfering with normal bar operations before the end of the season, I have informed our Liquor Control and Licencing Branch of BC rep that I would like to wait until our off-season to investigate how BC's new liquor service laws might benefit our club. I will update the board when a date has been set.
 - On a purely coincidental note, on Wednesday afternoon, February 15th, the club was visited by the local liquor agent for our routine inspection (from what I can see, they visit every two years or so). As the bar was not open, the inspector had only the layout to inspect. The only deficiency, which has since been remedied, was the posting of our liquor licence in a public place. The licence, official layout diagram and Serving it Right documentation for volunteers (this one I am working on) are now contained together, as required, in a picture frame on the bar wall.
- **Pro shop inventory:** I plan to submit a proposal to the Board this summer for outfitting a small proshop next season at PCC. The timing of this will take into account the timeframe offered by suppliers for pre-season discounts.
- **Coke machine:** Stocked and operational, the machine has been generating sales. Aside from some dispensing glitches, which are being addressed with our rep, I believe the machine should remain in place for now. To make sure we avoid stale-dating on current machine product, I have asked Jim Hoffman to consider making use of any pop on-hand for bar needs. I will step up this process as we approach season's end.
- **Plowing bill:** Due to the heavy snowfall during the week of February 6th, and given scheduled curling (including the Special O Spiel on February 11th) it was determined that a plow be contracted to clear the PCC lot. I was aware of two contractors who could perform the work, and went with one who had worked for the club in the past, club member, Kenny Meuckon. He and his son, Kerry, were familiar with the job and advised that it would be cleared by Bobcat and charged out at similar rates. Unfortunately, the final bill was much higher than I could have ever expected, given my years of experience both plowing and contracting. What I saw as a truck plow job of 1 ½ to 2 hours, turned into a \$580 bill (4 hours @ \$120 + \$100 float charge for equipment). Discussion of the bill with Mr. Meuckon resulted in a reduction in the hourly charge to \$100. I informed him that I still considered the bill too high for the work performed, and that future work might be affected if we could not find middle ground. He said that was fine. The bill was paid at \$500 and I informed Kerry that we would require all future companies applying to remove snow at the club to own at least one plow truck, in addition to providing the club with proof of insurance prior to quoting any work.
- **PGOSA walking groups throughout the summer:** From my office, I was eavesdropping a bit on a recent PGOSA walking group enjoying coffee in our bar area. They were discussing the somewhat frustrating, annual challenge of finding

space for their groups to continue meeting through the summer. It occurred to me that helping facilitate their continued use of the club might fit with my summer duties at the club. After discussing it with a couple of the day's concession volunteers, who both thought it was a great idea (one that they would volunteer to work themselves), I determined that we stand to make \$80-\$100+ each week for a little more than 3 hours work. I then mentioned the potential opportunity to a few of the walkers ... they were very excited. The group is going to provide me with a summer schedule for consideration.

- **Repair of Joyce Weeks' framed photo:** The lounge photo of Joyce Weeks with Russ Howard required some frame repair after it was recently knocked off the wall. I took it to the Framing Gallery and asked them to restore the frame and install a wire for more secure hanging. The final bill was \$16.
- **Summer rentals:** In addition to recurring events, a few new opportunities have presented themselves of late. One option—a Red Cross Blood Donor Clinic—will not work this year due to conflicts (alternate dates were considered, but not possible), but might work on another date next year. A second option—RDN Emergency Preparedness Expo—has been booked for the end of May. It will include a Friday/Saturday rental of both the lounge and ice shed. Friday will be setup and Saturday will be expo day, with over 40 vendors on-hand with displays.
 - The client has requested food service for the event; a simple menu of hamburgers/hotdogs and drinks to feed the vendors, a tab which the organizers would pay themselves. Asked if there was any problem with selling the food to the public as well, the organizers said we could sell and profit from all food sales that day. I asked Terry Miller for his thoughts on a plan to provide food and he agreed it could easily be arranged.
 - **Action:** Graham will work up a calendar for summer events, providing information on captured rentals and to assist in promotion of new rentals.

Old Business

- (1) Five –year plan: Ron Boag confirmed the intention to structure the PCC forward plan around a 5-year renewal of our lease in March 2018. Brian Onushko noted that this restricted the focus of sponsorship and fundraising to short-term initiatives.
- (2) Parkville Chamber of Commerce “Business after Business” meeting, January 19, 2017. The Board reviewed the preparations for the meeting and proposed agenda of events. Ron Boag will provide a summary of the meeting at the February Board meeting.

New Business

- **Action:** Ron Boag will write a letter to the Parksville Mayor asking how we engage in the “user process” for the Community Parks Plan.
- **Action:** Ron Boag will secure information and details regarding the Recreation Facilities Conference in May 2017

Round Table:

- **Motion:** That in addition to the \$200 per player and coach already approved by the Board toward defraying expenses incurred by the Ballenas High School Junior team travelling to Smithers for the BC Provincial Junior playdowns, that an additional \$500 be granted by the Board to be set against aggregate expenses. Moved by Jim Hoffman, seconded by Doug King. Motion carried.
- A date for the Spring AGM will be set at the March 22 meeting of the Board.

Next Board Meeting: Wednesday, March 22, 2017 at 1900 in the PCC meeting room.