

Parksville Curling Club Board of Directors Meeting Minutes of March 9, 2016

Call to Order:

A Special meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on March 9, 2016. The meeting was called to order at 1900 by President Ron Boag. Members of the Board in attendance were Tony Reinsch, Maurice Creagh, Ray Gamracy, Chris Rose, Leslie Osborne, Nancy Douglas, Spish Legowski, Terry Miler and Jim Hoffman. Non-voting member Tim Kottsieper (Ice Technician/Manager) also in attendance.

Approval of Agenda:

The Agenda was reviewed and an item added concerning hosting of the 2017 Mixed Provincial Bonspiel

MOTION: to accept the Agenda for the March 9, 2016 Special Board meeting, as amended. Moved by Jim Hoffman, seconded by Spish Legowski. Motion carried.

Items for Consideration

- (1) The Board formally accepted and recorded the resignation of Winnifred Rehill as a Member of the Board of Directors.
- (2) After a brief discussion, it was reaffirmed that it is appropriate (and expedient) to conduct Board of Directors business by email for minor and/or emergency decisions requiring Board review and approval. It was also reaffirmed that any material decisions reached via email exchange would be ratified at the regular Board meeting immediately following.
- (3) Seaside Cruisers are seeking approval for the use of the PCC parking facilities for June 17 from 4:00 – 7:00 PM. After a brief discussion it was agreed to (i) verify from the Seaside Cruisers that they had secured City of Parksville approval to use the park area for this purpose and, if so, than (ii) to discuss with them an appropriate fee for use of facilities. A decision on how to proceed will hopefully be reached at the March 16 Board meeting.
- (4) Radio Interview: Ron Boag and Tim Kottsieper have agreed to a radio interview to be pre-recorded on March 15. Ron distributed a script of potential questions and answers and asked Board members to provide their feedback to him by March 14.
- (5) Website management: With the website in transition following Greg Rehill's resignation as Webmaster, the Board was asked to consider what, if any, notifications are critical for Members before the end of the curling season—at which point there will be a more complete transition of website management. The following were highlighted:
 - a. Notice for the Annual General Meeting and barbecue;
 - b. Notice of Cub Championships on March 19

- c. Put an “Under Construction” notice on the website pending return of full functionality.

Action: Terry Miller will approach the web site supplier and/or Ross Renwick for assistance in putting these three notifications up on the site.

- (6) 2017 Mixed Provincials: Curl BC has requested March 30-April 3, 2017 for the BC Mixed Provincials. This is considerably longer than the normal curling season and will result in the PCC incurring additional costs. The President asked Terry Miller to prepare a report for the March 16 Board meeting on the results of the 2016 Mixed Provincials held this year in Qualicum. The issue was subsequently tabled until the March 16 Board meeting.

Main Issue for the Meeting: PCC Ice Technician

This discussion stems from an email sent to the Board by Greg Rehill who stated his intention to withdraw his volunteer services in support of the maintenance of the ice surface at the PCC and raised the question of whether the PCC was being adequately served by the current Ice Technician.

Following a tour of the ice plant and facilities, Ron Boag led a discussion in aid of addressing the following issues:

1. What are the skills and capabilities demanded of the Ice Technician? Specifically, should the Ice Technician be a qualified and certified mechanic, capable of all repairs to the plant and equipment, or a layperson with access to professional assistance as required;
2. What are the personnel needs of the PCC? Specifically, does the Club require:
 - a. Two full-time Ice Technicians and a Manager;
 - b. One full-time Ice Technician, a Ice Helper, and a Manager; or
 - c. One full-time Ice Technician/Manager and an Ice Helper (e.g., the status quo).

Ron Boag and Maurice Creagh distributed and spoke to documents outlining:

1. The Job Description for the Ice Technician position. [Also distributed were Job Descriptions for the Facilities Manager during the curling season (August-March) and outside of the curling season (April-July)];
2. The daily and seasonal responsibilities of the Ice Technician in ensuring that the PCC offered high-quality, reliable curling ice for its members;
3. The start-up and shut-down process for the ice surface;
4. The weekly schedule for ice maintenance during the curling season, as well as heightened requirements for both time and activities during Bonspiels and special events; and
5. The daily, weekly, bi-weekly and monthly Duties Checklist that is used by the Ice Technician and reviewed by the Facilities Directors to ensure that the PCC plant and equipment are properly maintained, including preventive maintenance as necessary.

The conclusion reached by the Board is that the option of “One full-time Ice Technician/Manager and an Ice Helper” is adequate to deliver on the task list as discussed. In order to avoid heavy reliance on volunteer support in the future, the Ice Technician will be provided with an expanded budget to support an increase in the available number of paid hours that could be offered to the Ice Helper. It will be the duty of the Ice Technician to deliver on his responsibilities within the approved budget amount.

Next Meeting: Wednesday, March 16, 2016 at 1900 in the PCC meeting room.

Meeting adjourned at 2130.