

Parksville Curling Club Board of Directors Meeting Minutes of July 18, 2018

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, July 18, 2018. The meeting was called to order at 19:00 by President Penny Shantz.

Members of the Board in attendance were Penny Shantz, Tony Reinsch, Nancy Douglas, Susan Mullan, Reg Johansson, Jim Krauss, and Ross Renwick. Absent were Ron Boag, Lynn Row, Brian Onushko, Oryst Myroniuk, and Club Manager Graham Weatherby. Also in attendance was Ice Technician Tim Kottseiper.

Approval of Minutes:

The minutes of the June 20, 2018 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the June 20, 2018 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Nancy Douglas, carried.

Approval of Agenda:

MOTION: to accept the Agenda for the July 18, 2018 regular Board meeting. Moved by Tony Reinsch, seconded by Ross Renwick, carried.

Reports

Ice Technician Report (Tim Kottseiper)

- Tim will be conducting an ammonia bump test this week, assisted by Fraser Valley Refrigeration. John Marcellus from the RDN will be supervising future bump tests until Tim is comfortable with the procedure. The PCC will acquire the ammonia cannister and monitoring equipment required to conduct these tests.
- Arena floor cleaners are being scheduled for Tuesday, July 24. All major capital projects will be completed on or before that date (see Old Business).
- Ice plant will be started Tuesday, July 24 with first flood scheduled for July 27 using the newly commissioned reverse osmosis water system. Ice is scheduled to be game ready on August 16, 2018.
- Tim has ordered the removable hacks, paint, and ribbons for the ice installation.

President (Penny Shantz)

- Penny expressed sincere thanks on the part of the Board to the many volunteers that have assisted with the capital projects over the summer. These projects simply could not have been completed on time and within the approved budget without the considerable volunteer help provided. Particular mention was made of the time and effort provided by Nick Atamanchuk, Stan Siewiertoka, Maurice Creigh, Reg Johansson, Spish Legowski, Oryst Myroniuk, Doug King, and Ross Renwick.
- Penny informed the Board that she will be chairing the Junior Tour Bonspiel at the PCC, September 5-7, 2018 together with Rocky Morrell. Al McAskill has signed on as head official for the event, which is expected to be attended by up to 16 teams.
- Vera Moore has agreed to take over management of the PCC Website and will be coordinating with Graham Weatherby for the transfer of files and information.
- Penny toured Chamber of Commerce executive director Kim Burden through the capital projects upgrades being implemented at the club this summer. Kim took the message of continued growth and investment back to the Chamber.
- Penny also reported on an interview with Parksville and Qualicum Beach News (PQBN) regarding the capital projects and activities at the Club over the summer. A feature article is expected in the coming days.

Banquets, Bonspiels, and Website (Tony Reinsch):

- Tony informed the Board that he would be contacting all Bonspiel organizers from the 2017–18 season to gauge their interest in organizing their respective events for the 2018–19 season. Once verified, he will ensure that the organizers make early and regular contact with Susan Mullen regarding Concession requirements, and with Judy Hawkes regarding banquet requirements.
- Tony noted that the final arrangements for the Four Foot Camp have been made, and that a full complement of 85 participants and coaches will be in attendance. Sheila Dawes and Susan Mullan have been apprised of numbers and concession/meal requirements.

Treasurer (Ross Renwick):

- Ross provided the Board with a report reviewing the PCC accounts for end-June 2018; all accounts are in good stead.
- Beachfest parking proceeds were down 15% from 2017. However, Rick Page was able to negotiate an increase in net revenue share to the PCC of 60% (up from 50% in 2017), resulting in proceeds to the club of \$4,1080.77, an increase of \$84 over 2017.
- An update on the summer facility works program is provided in the Old Business section of the Minutes.

Membership and League Fees report (Nancy Douglas)

- Proposed League fees for the coming season were reviewed and approved by the Board. The fee structure reflects a roughly 5% increase in fees to accommodate the escalation in operating costs over the last two years. A full fee schedule will be posted on the PCC Website. A summary of the league fees is provided below:
 - 1st League, Full Season: \$231
 - 2nd League, Full Season: \$189
 - 3rd League, Full Season: \$117
 - 4th League, Full Season: \$90
 - Stick League, 1 Hour, Full Season: \$90
 - Stick League, 2 Hours, Full Season: \$160
 - Doubles League, Full Season: \$117
- All league curlers are also required to pay a \$20 Capital Levy and \$15 Curl BC fee. Fees for Lockers (\$22 per season), Pacific Coast Masters (\$5 for men over 60) and Membership (\$25 one time levy) remain unchanged from last year.
- As in the past, joining a 4th League allows for unlimited curling at no additional cost.

Facilities (Reg Johanson)

(No report)

Concession (Susan Mullan)

- There has not been any business for the concession this summer aside from the walkers with whom Graham has helped. There have however been changes due to the installation of the water softening equipment. Old shelves have been removed and new ones installed in the storage room. The freezer has been relocated to the opposite wall and the small fridge has been moved into the banquet kitchen. We hope to have a shelf installed in the banquet kitchen so that the pots, used mainly for banquets can be stored there.
- Hopefully the dishwasher will be repaired within the next two weeks and the coffee and hot chocolate machines will have been serviced or replaced(Graham is handling this) then the cleanup and preparations for the new season can start.

Leagues (Jim Krauss)

- The inaugural Doubles League will play Friday afternoon from 5:00 – 6:30 PM, leaving time for ice prep prior to the 7:00 Fun League draw. The full season league cost of \$117 reflects the draws that will missed due to bonspiel events.
- Information on the Doubles league will be added to the website.

Safety & Insurance (Oryst Myroniuk)

- Oryst has been corresponding with Doug King regarding the portfolio and requirements.

Promotions (Brian Onushko)

Activities:

- RDN and School Programs: Completed RDN Fall program advertisement with Nancy. Ross is the billing contact.
- Fundraising Subcommittee: Delayed - Penny to advise. Subcommittee meetings will resume now that advertising contract duties have been assigned to Graham.
- RDN Grant Applications: PCC can apply for fall \$2,500 grant in October. Ross to advise which project we should seek funding for; Brian favors the LED lights as they will likely become an asset for the RDN when we vacate the building.
- Other Grant Applications: BC Hydro Grants for Lighting Project of approx \$6100.00
- Arena and Facility Lighting Upgrades and BC Hydro Energy Efficiency Rebates: Lobby Area completed, with 50% improvement in overall light coverage and 60% reduction in energy costs. Arena lighting about 50% complete. Entire upgrade will be complete on or before Friday July 20th.
- Curl BC Sept 2018 Junior Cash Spiel: Penny has confirmed Spiel format with Will Sutton and Daniel Wenzek at Kelowna 4 Foot Camp week of July 9th. One sponsor secured by Nancy and Dave Douglas. Penny will chair Spiel committee and has actioned PCC registration process for teams. Four Local Junior teams are expected to be participating: Ballenas Boys, KSS Boys, Douglas, and Jackson. Ballenas Girls TBD.

Action Items:

- **Action:** Brian Onushko will report back to the August Board meeting regarding resumption of activities of the Fundraising Subcommittee—expanded to include Penny Shantz—fundraising options.
- **Action:** Update on draft PCC Funding Policy for competitive teams to be postponed to August Board meeting

Bar (Ron Boag)

- **Action:** Ron to work with Ross Renwick on a review of accounts and table a proposed product pricing schedule at the August Board meeting.

Manager's Report (Graham Weatherby)

- **Ice Removal Costs for Oceanside:** John Marcellus confirmed that the cost for them to remove and clean a single ice pad at Oceanside was in the ballpark of \$1,500. I think our method, with maybe an extra cleaning run next year, is quite reasonable.
- **Liquor Licence:** Thanks to everyone for their paperwork – will update shortly.
- **Graffiti:** There are a few wall sections left to paint, but the doors went quite well. I have the paint and supplies to finish this week.
- **Coffee Machine Maintenance:** Due to the water issues we have experienced with the kitchen glass cleaner, and because routine maintenance for kitchen's latte and coffee machine is overdue, I have requested the company responsible for Sysco accounts to have new units issued for PCC. They are sending an agent to inspect them either this week or next, with a resolution in place before early August.
- **Advertising:** To help formalize the invoicing and collection process for our sponsors and advertisers, the date of October 1 has been set as “payment due date”. This falls in line with past practices, where payments were soliciting from mid-September onward. Penny has informed me that the curling club is to be featured in an upcoming newspaper article, touting all the improvements and upgrades we have implemented around the facility this off-season. The article should impress upon the community and our advertisers that we are open for business!! To make best use of the publicity, invoices for this year's support will be issued shortly after publication date...end of the month at the latest.
- **Rentals:** Although the PGOSA walkers have visited a few less times this year, we have had a number of events at the club, with more slated for later this summer. PGOSA is using our kitchen this Friday for their annual BBQ in the park (they are aware of the work being done and the current status of the kitchen), Van Isle Shriners have confirmed they are back for the August 5 Car Show in the parking lot (no indoor activity), and the RDN is planning a student camp ice visit for late August (final date pending ice availability). Special thanks to Joanne and Murray McIntosh for bringing their family reunion to our club in late June. They supported the bar well, had fun and even brought in their own cleaning crew prior to the event date ☺ Thanks to all that pitched in!
- **Building:**
 - The work of the volunteers is astounding and certainly summarized in a number of other reports. I would like to thank them for the amazing work they have done!
 - Roof remains in check, with our patches holding nicely (although there has been no rain to really test them).
 - Normal services to the facility are still on hold until we return to normal operation. Prior to the season beginning the floors will be cleaned up as in previous years.

Action: Graham to develop a system of referrals from membership of businesses with potential interest in signage/sponsorship, that he can then follow up.

Old Business

Capital Program Update: (Ross Renwick)

- **Dishwasher Repair**
The duplex water softener is installed. Our hot water tank started to leak when the water was shut off. A new tank has been installed. The dishwasher booster heater is still to be installed. Nick Atamanchuk, Stan Siewiertoka and Maurice Creigh helped with shelving and plumbing. The cost so far is \$6,970.03. The cost of the booster heater and the water softener was \$430 less than budgeted. The increase in overall budget was due to the new hot water tank and installation.
- **Arena Walkway**
The walkway is complete. United Carpet is installing new carpet at both ends on Monday July 23. Reg purchased new bumper strips that still need to be drilled, countersunk and installed. The total cost of the new walkway and new carpet at both ends is \$9,103.23. A lot of volunteer labour went into this entire project.
- **Refrigeration System Repairs**
We have spent \$1,413.67 so far repairing our brine system. Cost of recharging the system is estimated at \$2,500. Tim has received a report from Technical Safety BC requiring more repairs or changes to be done. A lot of volunteer labour went into this entire project.
- **Lighting Replacement Project**
Osprey is currently changing the lights this week. The arena requires more equipment and work force to complete. Osprey Electric has said they will honour their quote of \$31,948.
- **Reverse Osmosis (RO) Water System**
All of the equipment has arrived. Approximately 70% of the plumbing is complete. All electrical is complete except installing one breaker that should arrive this week. Doug King has been the mastermind behind this project and has received much help from Nick Atamanchuk, Stan Siewiertoka, and Maurice Creigh. So far we are \$2,000 under budget on what has been received however I expect that will be used up with higher costs in both Plumbing and electrical supplies. We will see if we can sell some of the BX cable to Osprey electric.
- **Timing**
The refrigeration system will be operational on Wednesday July 25. The water system will be operational Monday July 23. The carpet will be installed Monday, July 23, possibly carrying over to Tuesday July 24. The light installation is to be complete by Friday July 20.

Carpet Quote:

- In the context of potential consideration of adjusting the arena playing surface to accommodate six sheets of ice, it was agreed by email Motion to install new carpet only at the front and rear walkways, and to repurpose the existing carpet for the side walkways for one more year.

- Ross Renwick moved, and Tony Reinsch seconded, a Motion to accept the quote provided by United Carpets of \$5,184.69 for Invasion 28oz carpet to be installed on both ends of the arena playing area. The Motion was accepted by a majority of the Board members.
 - **Note:** This replaces the earlier Motion, approved at the June 20, 2018 Board meeting, “That the Parksville Curling Club Board of Directors agree to order the Continuum product #840004 Azurite Vein [blue tint/ black weave/ gray tint] carpet, at an installed cost of \$11,637.97. The Board approves up to \$12,000 for this activity.”

New Business

No new business.

Roundtable

- Tony Reinsch reminded Board members to provide their reports at least 24 hours in advance of the scheduled Board meeting, if at all possible. In order to complete our meetings in a timely manner, it is important that Board members be able to receive and review the reports prior to the meeting, to avoid reviewing each report in its entirety.
- Penny Shantz proposed a shift in the Board meeting to the third Tuesday afternoon of each month, beginning in October. The proposal was approved. Below is the resulting Board schedule for the remainder of the season:
 - Wednesday, August 15 @ 7:00 PM;
 - Wednesday, September 19 @ 7:00 PM;
 - Tuesday, October 16 @ 2:00 PM;
 - Tuesday, November 20 @ 2:00 PM;
 - Tuesday, December 18 @ 2:00 PM;
 - Tuesday, January 15 @ 2:00 PM;
 - Tuesday, February 19 @ 2:00 PM;
 - Tuesday, March 19 @ 2:00 PM.

Next Board Meeting: August 15, 2018 at 7:00 PM.

Adjournment: The meeting was adjourned at 21:15.