

Parksville Curling Club Board of Directors Meeting Minutes of July 19, 2017

Call to Order:

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

Members of the Board in attendance were Ron Boag, Terry Miller, Susan Mullan, Brian Onushko, Nancy Douglas, Reg Johanson, Tony Reinsch, Jim Hoffman, Jim Krauss, and Ross Renwick. Also in attendance were PCC Manager Graham Weatherby and Ice Technician Tim Kottseiper.

Board member Brad Bird was absent.

Approval of Minutes:

The minutes of the June 21, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the June 21, 2017 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Ross Renwick. Motion carried.

Approval of Agenda:

MOTION: to accept the Agenda for the July 19, 2017 regular Board meeting as amended. Moved by Ross Renwick, seconded by Jim Hoffman. Motion carried.

Reports

President (Ron Boag)

- July 3, 2017: Tony, Brian, Ross, Graham and I met to discuss our preparation for a preliminary meeting with Dean Banman and John Marcellus of the RDN regarding the land and facility leases governing District 69 Arena. We identified a series of options for amending our lease in order to achieve greater flexibility in securing large grants for major capital expenditures for the Arena. Four options were built into a discussion document that was submitted to Dean and John in advance of our meeting.
- July 6, 2017: Tony, Brian and I met with Dean and John at the RDN offices in the Oceanside Arena. The discussion, which focused largely on avenues for securing capital grant funding under the current lease term arrangement, was positive and

encouraging. Dean and John advised that we next approach the City of Parksville [in September if possible] with a delegation to, among other things, seek to move forward the issue of lease renewal. They also suggested that we send a delegation to the RDN Recreation Committee meeting in September/October, to formally table the lease renewal options we presented to Dean and John. We will proceed with planning these two meetings, and advise if any assistance is needed. It is interesting to note that the RDN initially constructed the District 69 Arena under a 20 year land-lease with the City of Parksville. However, government policy has changed away from long term leases, which are now viewed as an effective sale or transfer of property, thereby triggering capital gains realization. Another example of government policy running counter to trends such as higher capital costs and longer commitments required for grants.

Banquets, Bonspiels, and Website (Terry Miller):

Banquets: No report

Bonspiels: No report

Website:

- All bonspiels for the 2017–18 season have been posted.
- BC Men’s Championship page has been added.
- Club calendar is up-to-date to end of August.
- Facebook link administration to be transferred from Leslie Osborne.

- Terry requested that Board members spend time reviewing the PCC website and forward suggestions for improvements and for more effective communication.

Fundraising: Beachfest Parking, July 14-16, 2017

- Thanks to great weather and an outstanding volunteer effort, the Beachfest parking fundraiser was a huge success. The organizing team of Rick Page, Spish Legowski, Terry Miller, Nancy Douglas, Joanne McIntosh, and Murray McIntosh each contributed more than 12 hours of time for each of the 3 days plus many hours of preparation and in finding volunteers.
- Volunteers were needed for 34 two-hour timeslots on Friday and 68 two-hour timeslots on both Saturday and Sunday. Over 525 volunteer hours are recorded for this event.
- The vehicle count for the 3 days was 6,201 representing income of \$8,341.05. After expenses and transfer of 50% of net proceeds to Beachfest, the PCC received net income of \$4,096.95.
- Rick Page intends to approach Beachfest to try to negotiate a larger share of the income for 2018.

- A set of three walkie talkies at approximately \$90.00 for the set will need to be purchased for the Kidfest parking event on August 20, 2017. The PCC retains 100% of the parking income generated from this event.
- Terry also noted that 2 of the tall stanchions on loan from the City of Parksville went missing from the event. Replacement of these as well as the cost of replacement of the walkie talkies should be considered expenses in determining final allocation of net revenue from this activity.

Treasurer (Ross Renwick):

Ross Renwick provided a report with preliminary financials for end-June, 2017. There were no issues or concerns raised with respect to the report or the club's finances.

- Dianne Goodfellow has recommended we use a program for our payroll. Ross is recommending the purchase of Quickbooks for that purpose.
- The PCC has received our liquor license renewal. Will ensure that Directors information is up to date and in compliance.
- We have received a contract from the RDN for a junior training program (see Promotion report for more information).
- We have purchased new lamps for \$1,361 for relighting the arena this year.
- The curling club received \$4,096.95 from the Beach Festival parking event, up from \$3,887 last year.

Membership (Nancy Douglas)

Prepared **draft** of Annual Calendar showing number of weeks of curling for each league for the upcoming season. To be reviewed by the Board and league Captains.

- **Action:** Brian Onushko to determine dates for the proposed Sunday afternoon Competitive Junior league and advise Jim Krauss and Nancy accordingly.

Prepared **draft proposal** regarding league fees for the upcoming season. Reviewed by the Board. (see *New Business* below)

Met with Jim Krauss and discussed potential dates for registration

- Registration, Monday Sept 18 from 10 am to 2 pm and 6 pm to 8 pm;
- League captains meeting, Thursday, September 21;
- Practice ice, September 18-22: 10:00 AM to 2:00 PM each day; 6:00 – 8:00 Monday, Tuesday, and Thursday evening.
- Clinics will be set up as required, prior to start up on Sept 25th for new curlers not joining Friday night league. A refresher clinic will be set up with Cheryl after her return and after the start of the season.

- **NOTE:** Saturday, September 23, 2017 has been determined as Curling Day in the Participation Canada 150 program. The PCC has agreed to host a Learn to Curl clinic on that day for interested public.
- **NOTE:** The Board agreed that Wednesday, September 20 will be the date for our Fall General Meeting.
- Active members list has been sent to Board.
- Assisted at the Beachfest Parking for the three days.
- Have had contact with one couple who are moving here in August who are interested in joining our club. They are experienced curlers.

Facilities/Safety and Insurance (Reg Johanson)

- All the old chairs have been removed to the dump and recycling depot. The old lawnmower, old scrap metal and sundry junk was hauled to the dump and recycling depot.
- Lawn mower, weed eater, gas and gas cans, and safety mask/hearing protector have been acquired and delivered to the club.
- Graffiti on 3 exterior doors prepped and painted over.
- Flooring adjacent to the on ice area was partially turned over and inspected. The results are as follows:
 - The south (viewing) end walkway is apparently (as much as viewed) rotting and needs to be replaced. It is suggested we leave the walkway in place for this season, then totally replace the south end walkway after the ice is out in March 2018.
 - The carpet will need to be replaced at the same time.
 - The current top layer of plywood is in good shape and can be reused.
 - Approximately \$7,500.00 will be required to build a replacement floor with treated lumber for contact with the cement floor.
 - The side walkways are salvageable but require treating with chlorine bleach to stop current mold growth and delay future growth. Two coats of bleach solution have been applied and one more is required before they can be returned to their old positions. Some more airing time will also be required. These walkways will be lifted and aired each year to prevent replacement costs in the future.
 - The end walkway adjacent to the scoreboards is in perfect shape as it is lifted and aired each year.
- Fluorescent light bulbs have been replaced in the Ladies washroom.
- Special thanks to Brian Onushko for his help with the flooring inspection and work on the grass berm in front of the building. Also kudos to Spish for organizing Sand Castles parking event. Huge job that took hundreds of hours and aggravations extra-ordinaire!

- Planning is almost complete for the asset inventory, and the actual job will be commenced this month.
- Performed other related duties as needed and directed.

Concession (Susan Mullan)

No report.

Leagues (Jim Krauss)

Progress is being made on the League schedule and discussions with League captains. There is space available for additional rinks/curlers in a few of the leagues (Monday evening Men's; Wednesday morning Masters; Thursday afternoon/evening Mixed). Will have a better read on League availability after the initial League Captains meeting on September 21.

Promotions (Brian Onushko)

- School Programs Update: June/July - Met with RDN and QB Club to discuss Junior Learn to Curl Program. RDN Agreement, revenue model released, support model agreed and 4 week program scheduled to run in October 2017 in the Monday Junior Timeslot..
- Junior Curling Programs Update: Still in discussions with Curl BC, Optimists, Comox, Campbell River, QB, Nanaimo & Duncan about Sunday Competitive Junior Interclub. Schedule pending for Sunday Ice Time. Require Curl BC and Optimist Program Support.
- PCC Facility Rentals - Update: Have contacted Atomique Productions (post RDN conference) for local Music or Theatre events.

Action Items:

- Underway: Meet with PCC Staff/Exec and propose annual schedule report for RDN and Lease renewal (May include review of BC Hydro Rebate Applications for lighting improvements with RDN Support)
- Underway: RDN Recreation and School Programs review for next season's calendar. Junior Programs with RDN/Cheryl Noble to include Ballenas and U18 Team volunteers.
- Summer Bottle Drive: Looking to set a date in late August after the Summer Bonspiel for the Summer Bottle Drive as a kickoff to the Junior curling season. Also pursuing Grant Applications, with proceeds of both initiatives going to support Junior Curling

- New RDN Active Guide Ad finalized: See old ad (left) and new (right) below. Note that Ladies will be changed to Womens in the final version

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Bar (Jim Hoffman)

- Decision is pending on draft beer supplier.
- **Action:** Jim Hoffman to complete an inventory of members who currently hold a Serving It Right card and develop a plan to have more PCC members complete the course for a SIR card.

Manager's Report (Graham Weatherby)

- **LCLB:** Our agent's office has agreed to schedule a visit to the club before the end of the month. I requested the visit to primarily introduce myself, but explained that we were looking to enhance our licence to better provide service to members and guests. Once the actual day is confirmed I will inform the Board. I

am also happy to work with the Bar Chair on analysing competitive beverage pricing.

- **Advertising Invoices:** I have reached out to our sales rep, Darryl, to connect with him about our sponsorship for the upcoming year. While the wall ads are fairly straight forward as far as impact from scheduled, special events, the in-ice logo contracts may require some massaging. I will coordinate with Terry Miller, as BC Men's Championship Event Chair, as well as Ron, Ross and Nancy with regards to progress.
- **Rentals:** While the final Chesapeake Shores visit coincided with the Friday of Sand Castle parking, I think it went very well. We received another \$750 from the production crew, while the parking was more profitable than ever. A return next summer during season 3 filming has been confirmed, although the dates are not yet known. We have a number of kitchen rentals this month which do not require any commitment from our volunteers to operate.
- I have not had a chance to sample other rentals rates in the area, but will gather data to allow our Board a chance to gauge the potential for rate increases.
- **PGOSA walking groups:** Summer visits are proceeding, with an average of one visit per week.
- **Building:**
 - Felt sliders for the bottom of the new lounge chairs are still pending.
 - Have cut and trimmed the facility grounds once, and special thanks to Brian Onushko for an exceptional cleanup prior to the Sand Castle parking.
 - What little garbage found around the site during the summer months has fit into our bin for on-call pickup – no extra trips have been required. Regular pickups are not set to resume until we open again for the season. On or about that time, other services should resume as well (cable, water, cleaning), but I will check with Tim to get a feel for the best timing.
 - Continuing to pursue Wilson Exteriors to complete gutter cleaning on the building. Needs to be addressed before the wet weather returns.

Ice Technician Report (Tim Kottseiper)

- Ice installation will start next Friday with a mechanic on hand for the start-up of the ice plant. First flood is scheduled for July 29 with the ice ready to go by August 18, in advance of the Four Foot Clinic.
- In preparation, the arena cement slab will receive a deep clean scrub starting on Monday July 24 (cost: \$250).
- New foam dividers have been procured from a local supplier to replace the dated and decaying dividers in use (cost: 280)
- The new lighting tubes will arrive this Friday; 10 x 8' tube boxes. Reg and Brian offered to help with pickup and delivery. A scissor-jack picker has been secured for Friday-Monday installation of the light tubes.

- Tim noted that the light tubes are no longer being manufactured, with this set being the last available in inventory from suppliers. The PCC will need to deal with upgrading the lighting system, a process that would be aided by an extended lease or equivalent arrangement that would allow for access to longer-term grant funding.

Business Arising from Minutes

- Directors Disclosure form: Have received completed forms from all Directors except Jim Krauss, Jim Hoffman, and Brad Bird. Please complete and return to Tony or Ron; Tony will keep on file.

Old Business

- Permits and Inspections: Ross Renwick agreed to develop over the course of the coming year a catalog of permit application dates and inspection dates (e.g., liquor license applications, annual report filings, equipment inspections/replacement, etc.). Once completed, the catalog will be available for subsequent use by the Board in planning activities.

New Business

- **Director roster:** Ron Boag reported that Doug King has indicated an interest in returning to the Board and resuming his coverage of the Safety & Insurance portfolio and provide support for the Facility portfolio. The Board noted the space for an additional Board member under the by-laws and agreed with this suggestion.
 - **Action:** Ron to discuss further with Doug King and extend an invitation to return to the Board.
- **Action:** Graham agreed to provide a report to the Board at its August meeting on rental rates for dry-season and in-season curling facilities in the region and for food trucks, as well as recommendations for facility rate adjustment should it appear reasonable to do so
- **Curling fees:** Nancy led a discussion regarding 2017–28 league fees and other dues.
 - **Motion:** That the PCC increase league fees by approximately 2.5% for the coming season, reflecting both CPI and a larger increase in utility/hydro charges. Moved by Jim Hoffman, seconded by Tony Reinsch. Motion carried.
- **Bar pricing:** A discussion around bar revenue and expenses noted the decline in margin (revenue less costs) in bar operations over the past year. The PCC offers very competitive bar prices in the region for draft beer and wine, in part reflecting the absence of paid bartenders. Discussion also focused on the pros and cons of introducing a tiered pricing system for special events (bonspiels), as well as a new draft beer provider.

- **Action:** Jim Hoffman and Graham to table at the August Board meeting a proposed pricing schedule for draft beer, bottled beer, wine, and highballs and a recommendation for draft beer supplier and type.
- **Employee compensation:** The Board reviewed and agreed on a revised compensation formula and instructed Ron Boag to hold discussions with both the Manager and Ice Technician regarding the proposed compensation adjustments for the 2017–18 season

Roundtable:

- Susan Mullan inquired as to Board expectations for the Concession director portfolio. The sense of the ensuing discussion was that Susan provide an information dissemination and communication role, meeting on a regular basis with the Concession volunteers to inform them of any issues from the Board and more importantly, keeping the Board apprised of any concerns that the Concession volunteers may have. The Board pointed to numerous instances of strong, positive feedback from members and event attendees on the excellent service and offerings of the Concession. Reg underscored the importance of Susan relaying these kudos, acknowledgements, and positive reinforcement to the Concession volunteers over the course of the year.
- Tony Reinsch noted the considerable amount of miscommunication and misunderstanding amongst Club members that one would expect to be better informed, regarding issues such as lease renewal, club finances, capital program requirements, ice plant integrity, and others. The implications are that (i) the current approach of information dissemination primarily through the PCC website may be too passive, and (ii) the Board needs to do a more effective job of informing members of the actions being taken around the current operations and future of the PCC and District 69 Arena.
 - **Action:** Tony will work with Ron Boag on development of an upgraded member communication strategy, for discussion with the Board at its August meeting. All Board members are encouraged to send their ideas in to Tony in advance of the August discussion.

Next Board Meeting: Wednesday, August 16, 2017 at 19:00 in the PCC meeting room.

Adjournment: The meeting was adjourned at 9:15 pm.