

Parksville Curling Club Board of Directors Meeting Minutes of December 13, 2017

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, December 13, 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, Tony Reinsch, Jim Hoffman, Jim Krauss, Reg Johansson, and Brad Bird, along with PCC Manager Graham Weatherby.

Board members absent were Doug King, Ross Renwick, and Susan Mullan, along with Ice Technician Tim Kottseiper.

Approval of Minutes:

The minutes of the November 15, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the October 18, 2017 regular Board meeting as amended. Moved by Reg Johansson, seconded by Jim Hoffman, carried.

Approval of Agenda:

MOTION: to accept the Agenda for the December 13, 2017 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Reg Johansson, carried.

Reports

Ice Technician Report (Tim Kottseiper)

- Ammonia inspection and follow-up meeting: Gord from Fraser Valley Refrigeration (FVR) collected the brine sample for the safety authority request and offered to provide monthly bump tests on our system—now a requirement for all ice rinks. He will fit us into a schedule in order to minimize travel costs, resulting in a charge of one hour of labour. He said the puffer canisters are available through FVR, but they run at over \$1,000 and only have a shelf life of just over a year.

- The Refrigeration Safety Awareness course was very useful, providing the opportunity to brush up on my knowledge and learn a few new things. Highly recommend that Taylor Hall take part in the course as well.

President (Ron Boag)

- November 16: Email notice to all members asking them to support the club by attending one of the 5 RDN open houses concerning the District 69 Recreation Services Master Plan.
- November 22: Attended Oceanside Place Arena open house [see above] with other board members. Had discussions with Steve Slawuta [consultant], Tom Osborne [General Mgr Recreation and Parks], Dean Banman [Mgr Recreation Services], John Marcellus [Supt Arena Services] and J R Rardon [PQB News]. Two main recommendations of the Plan that are favorable to the club and curling are: Recommendation #20 “that District 69 Arena continue to operate as a curling facility”; Recommendation #21 “the RDN should work collaboratively with the City of Parksville and the Town of Qualicum Beach to determine the best long term course of action for curling infrastructure in District 69”.
- November 24: Phone conversation with Pam Shaw, Director of Community Planning Program for VIU, who is in charge of the students working on the Parksville Community Parks Master Plan. I voiced our concerns with not being properly considered as a valuable recreational asset and a major stakeholder in the future of the Community Park. After some discussion, Pam agreed to make some changes in their presentation to recognize the value of our recreational service and the length of time that will be required to make any changes regarding the curling facility. The main revisions in their final presentation that are favorable to the club are:
 - PCC and Arena 69 described us as a valuable recreation service [not in original]
 - Recognized that extensive consultation between community and curling club members will be required to locate a curling facility outside the community park.
- November 24: convened first meeting of Worksafe Action Committee [Reg Johansson, Tim Kottsieper, Spish Legowski, Doug King, Maurice Creagh & myself] with input from Graham.
- November 29: Nancy Douglas, Nick Atamanchuk & I provided 30 “reconditioned” club pins to Rob Findlay for “pin trading” at the Strathcona curling event in Scotland in early 2018. Nick modified some old CDN Direct Insurance pins to make them look like new club pins. Rob says many thanks to the club for supporting him.
- December 4: Brian and I attended the Parksville City Council mtg where a delegation from VIU presented the final draft of the Community Park Master Plan for approval & assignment to a “working committee”. It is our opinion that any effect this plan will have on the PCC will be long term [20 years or more].
- December 6: Executive Committee met to discuss the issue of reliable evening bar service and legality questions involving volunteers serving alcohol with no

SIR certificate. We formulated a plan for Terry and I [and possibly another league captain] to visit all evening leagues to emphasize the necessity that we recruit more SIR certified volunteers in each evening league, to avoid having to suspend bar operations for any league.

Banquets, Bonspiels, and Website (Terry Miller):

Men's Open Bonspiel, December 1-3, 2017

- A very successful bonspiel with 26 teams, chaired by John Milroy and an excellent committee. Winner of the A Event for the Bob Hawkes Memorial Trophy was the Carey Shultz team. The highlight of the D Event final was an 8 ender by the Ron Schmidt team.
- The Saturday night BBQ banquet was coordinated by Judy Hawkes. The 120 steaks for the BBQ were donated by Thrifty Foods. A huge thank you to the many volunteers who were very busy throughout the bonspiel.

Next Up: The Oceanside Master's Bonspiel, January 5-7, 2018.

- The bonspiel is fully subscribed at 32 teams. Draws on all 3 days are 8 am, 10:15 am, 1 pm and 3:15 pm at both Parksville and Qualicum. As the host club this year, Qualicum will host the banquet following the last draw on Sunday. Trophies and prizes will be awarded following the banquet. Charles Shier and Terry Miller are the coordinators at their respective clubs

Treasurer (Ross Renwick):

- Ross provided a written report reviewing the PCC accounts for end-November 2017; all accounts are in good stead.
- We received an invoice from Jet Ice for \$150 for October rent of one set of DI tanks. Tim has been asked to find out what this is for and get a copy of our contract with Jet Ice.
- Plans for an in-house water system are on hold until it is determined whether we can get a water drain from the old Time Keepers room.

Membership (Nancy Douglas)

Membership:

- Membership: We have 66 new members to our club so far this season—12 are juniors. We have one junior playing in the Monday Evening Men's league, a team of junior girls in the Tuesday night league, and two juniors playing in the Thursday night league.
- The new membership figure does not include the new Friday night curlers who are not required to join the club.

- Current figures indicate approx. 317 active league curlers, with many curling in more than one league each week. We have several new curlers who are sparing.

Facilities (Reg Johansson)

Projects:

Arena Plexi-glas and Barriers

- 70% of the plexi-glas support poles have been cleaned, stripped, cut and installed
- Plywood barriers for the stairways into the players box have been built and painted
- Angle iron supports for the above have been cut and painted
 - we are still awaiting delivery of the plexi-glas
- Replacement supports for the curtains installation are on site and awaiting painting and installation

External Storage Structure

- Holes have been dug and support poles and braces are awaiting installation (on site). Some items remain to be purchased

Kitchen Floor

- To be installed this weekend

Safety Committee

- Has met on 3 occasions
- Has met with Worksafe BC who are primarily interested in improving safety around ammonia cooling plants
- Ron and Tim are working on a Remediation/ Requirements report issued by Worksafe BC. President Boag will report to the Board.
- Other worksafe projects are underway to improve safety in and around the curling arena:
 - clean up trip hazards
 - make working area more efficient
 - work on evacuation procedures, ensure curlers are aware of procedures, and set up drills.
- In discussion, the Board recommended that all League Captains be involved in evacuation drills, so that they have physically been through the process and can assist should an evacuation arise during league play.

Roof

- Coordinating with Graham on a repair schedule.

Concession (Susan Mullan)

- No report.

Leagues (Jim Krauss)

- Cheryl Noble has alerted the Board that the Friday Night Fun League will only have 6 nights available due to bonspiels and other events. Participats will be charged a pro-rated cost of \$45 for the six draws.
- All other leagues are running smoothly.
- Club Championship: A discussion over structural options for a Club Championship were discussed by the Board.
 - **Action:** Jim to canvass Nany Douglas and others for input on a preferred club championship structure, as well as discuss interest in same with the League Captains, and report back to the Board.

Safety & Insurance (Doug King)

- No report.

Promotions (Brian Onushko)

Activities:

- **School Programs - Update:** Received approval from BC Men's Committee on Dec 6th so still working with RDN and SD 69 to promote Floor Curling School Events mid January around BC Men's / Olympics and Learn to Curl with RDN for QB/Parksville Clubs after BC Men's.
 - **MOTION:** To hold a 2018 Family Day event (Feb 12th) for Juniors to bring their families from 2:00 – 5:00 PM. Moved by Tony Reinsch, seconded by Brian Onushko, carried.
- **PCC Club Park Promotion - Update:** Have received STEAM forms and starting to input data. Ongoing discussions with RDN and Oceanside Tourism regarding STEAM Report for BC Men's. Also ongoing discussions with John Marcellus to initiate changes to RDN Lease Terms and Negotiations (Moved to early January by request from John M).
- **Junior Curling Programs Update:** No Junior Team interest for December 17th PCC Ice Times.
- **Fundraising Subcommittee - Update:** Interior Space Fundraising and Sponsorship model presented with motion to proceed with Proof of Concept in Nov 15 Board meeting. Motion not approved. Subcommittee will meet with Club Exec to discuss motion and provide update in January 2018 Board meeting. Also Dec 13 RDN Rec Board Meeting for grant approvals and pending update on application for PCC Grant (\$2314.00) for Foot Wear Cleaners from Cathy MacKenzie.

Action Items:

1. **Still Underway** - Brian, Graham, Reg & Ron - Meeting with John Marcellus Nov 1 for Grants and Improvements reviews.
2. **Rescheduled to early Jan/18** - Schedule Bottle Drive to support Ballenas Teams Island and Provincial travel costs.
3. **Look Up - Rudy and Rocky are back for Xmas 2017.**

Bar (Jim Hoffman)

- Bar is running smoothly
- **Action:** Graham Weatherby to purchase 1 ounce pour stoppers for spirit bottles to be used at the bar.

Manager's Report (Graham Weatherby)

Liquor Licence: Thanks to Jim Hoffman for beginning the application for a permanent change in regards to our liquor licence. After adding the required diagrams and notations, I confirmed with the city of Parksville what was necessary to insure their approval; make sure we weren't wasting our time. However, during back and forth with the city, I discovered that PCC had initiated a similar application in 2010. At that time, Parksville supported the application, but the BC Liquor Distribution Branch (BCLDB) denied it on structural grounds—in short, the public washroom facilities were situated within the licenced area and would, in theory, not be available to all occupants (e.g. juniors) during operating hours. The solutions to allow the change involved either building a wall in the lobby to section off a portion of floor space, including access to the washrooms, or to deny minors access to the building entirely. The required upgrades to satisfy the BCLDB were not undertaken and the application was never refiled.

Due to the conversation I had this week with Jean Skilling, our Case Manager at BCLDB, it seems that, while the BCLDB has relaxed these guidelines somewhat, amending our licence is still not straight forward. While she can confirm the permanent extension of our licence to involve the lobby area would result in an occupancy of 233, the original caveats still apply—we would need to deny any access to minors, at any time, or build an acceptable partition to separate the lobby, allowing required open space for public visitors. I asked for an estimate of required open space and whether a partition could be temporary, movable wall or accordion panel, and she advised us to talk with an actual liquor inspector to clarify the process before spending the money on, what would effectively be, the same application we previously submitted.

- **Action:** The Board instructed Graham to seek further clarification on remedial actions available to the Club to address this issue, and to engage Ross Renwick in these discussions.

False Alarms: We routinely receive false alarms at our facility from movements triggering the motion sensor outside of the bar lounge door (it looks towards the copier room). While we have other sensors in the bar itself and in our large locker room, they

aren't prone to trigger from random movements such as someone pulling on locked entrance doors or, the most common, ceiling drapes moving when the HVAC kicks in. Each false alarm requires that someone visit the facility, confirm the situation with Price Alarms, our monitoring company, and reset the system.

- **MOTION**: Moved by Tony Reinsch and seconded by Jim Hoffman that Graham arrange for a second sensor to be installed by the locker room entrance doors and to have the sensor by the lounge entrance doors capped to eliminate false alarms from the lounge ceiling draping. Carried

Liquor Pourers: After working a bar shift during the Men's Open, I suggested to both Ron and Ross that utilizing automatic pourers for the bar might be a good idea – it controls inventory, minimizes waste and spillage and, I think, speeds up the pouring process. We agreed I would purchase pourers for the open bottles at the bar and leave brief instructions as to how they work (see Bar Report).

Building:

- As a condition of our WorkSafe BC safety inspection, emergency evacuation assembly point signs have been designed for printing. Once completed they will be positioned as required outside of our facility, near to main exits. The City of Parksville will be consulted for their approval.
- Mid-Island Gutters has missed a couple of appointments they confirmed for completing our gutter cleaning and repair. I spoke with the owner, Gordon Foley, at the start of the week to stress that the Board expected the work to have been completed already – he will be here this week.
- Minor roof repair previously discussed will be completed before the weekend.
- Graffiti on the building has been minimal, with only a couple of incidents needing to be cleaned in the last month or so. The cleaning compounds that we are currently using are very effective, but expensive – I will use them sparingly.
- Disinfecting of the storage level walkway (down past the old hockey locker rooms) will be performed over the holidays, using a measured bleach solution.

Old Business

- Plaque design and installation: Terry Miller reported that a plaque has been ordered regarding the CCTV and bleacher extension project.

New Business

- Worksafe BC Inspection:
 - The safety inspection yielded seven issues, four involving record-keeping and procedures (e.g., ammonia handling, evacuation plan) and three involving equipment: (i) eye and skin wash station; (ii) face respirator; and (iii) placement of a wond sock outside of the facility.

- These are to be addressed and Worksafe BC provided with evidence of same before end-February 2018.
- Evening bar service/paid bar attendant:
 - A discussion ensued over an initial proposal from the Executive Committee on the issue of paid versus volunteer bar tending during the peak periods of League play (Monday, Tuesday, Thursday, and Friday evening draws) as well as during special events (Bonspiels).
 - The Board instructed the Executive Committee to develop a proposal for the January Board meeting regarding the securing of a bartender.
- PCC Pins:
 - Nancy Douglas provided a brief report on alternative designs and costing options for a new inventory of curling pins for the club. Considerable discussion ensued on the issue, including the importance of aligning the pin design with our existing logo.
 - **Action:** That Nancy Douglas develop 2-3 alternative pin designs and associated costing and canvass the Board for their selection.
 - Note: It will not be possible to have the pins ready for the BC Men's Championship but they could be procured before the end of the current season.

Roundtable

- Brian Onushko: Tabled a request to secure a Canada flag and temporary flagpole to place outside the front of the facility for the BC Men's Championship. The Board instructed Brian to proceed with a Canada and BC flag; Jim Hoffman suggested that both a Canada and BC flag may be in storage at the facility.
- Reg Johansson: Requested access to the lower level lockers to assess their potential use for storage of building supplies. Instructed to proceed.
- Terry Miller: Requested that signage be developed with a wheelchair logo, noting that wheelchair access to the indoor viewing area is available upon request.
- Jim Hoffman: Asked the Board to discuss with Tim Kottseiper the timing of rock deglazing and the merits of doing so just ahead of a major bonspiel like the Men's Open. Jim also noted the sign-in sheets for the Shoppers parking effort (nearly all slots have been spoken for by volunteers).

Next Board Meeting: January 17, 2017 at 7:00 PM.

Adjournment: The meeting was adjourned at 9: pm.