

Parksville Curling Club Board of Directors Meeting Minutes of January 17, 2018

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, January 17, 2018. The meeting was called to order at 19:00 by President Ron Boag.

Members of the Board in attendance were Ron Boag, Terry Miller, Ross Renwick, Brian Onushko, Nancy Douglas, Reg Johansson, Brad Bird, along with PCC Manager Graham Weatherby.

Board members absent were Doug King, Susan Mullan, Tony Reinsch, Jim Krauss, Jim Hoffman along with Ice Technician Tim Kottseiper.

Approval of Minutes:

The minutes of the December 13, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

MOTION: to accept the minutes of the December 13, 2017 regular Board meeting as amended. Moved by Nancy Douglas, seconded by Reg Johansson, carried.

Approval of Agenda:

MOTION: to accept the Agenda for the January 17, 2018 regular Board meeting as amended. Moved by Brad Bird seconded by Ross Renwick, carried.

Reports

Ice Technician Report (Tim Kottseiper)

- Preparations are proceeding smoothly for the men's provincials, and all is in place for the ladies spiel this weekend as well.
- A fit test was performed and a properly fitted, full face ammonia respirator has been secured (cost of \$232.26). The mask has a lifespan of 10-15 years and the ammonia filter cartridges for 5 years.

President (Ron Boag)

- December 14: Announced availability of sponsorship packages for BC Men's event to Chamber of Commerce members, on weekly e-connect member Event release.
- December 18-19: Revised RDN Procedures documents for handling ammonia leaks, maintaining our ice plant, and use of portable respirators. The revisions align RDN Procedures with Arena 69 operations. Assisted by John Marcellus [RDN] and Tim.
- January 4: Convened a Worksafe Committee meeting to finalize our response to the Safety Inspection Compliance report, with action plans for Nik, Maurice, and Tim. Board is to vote on approval of the required installation of an "emergency washing facility" in the vestibule [Zamboni room], adjacent to the compressor room.
- January 5: Submitted our responses to the Notice of Compliance report to WorksafeBC, in response to our safety inspection in December. Assisted by Tim and the Worksafe Committee.
- January 8: Revised RDN Evacuation Procedure document to apply to our facility. Assisted by John Marcellus.
- January 9: Meeting with Graham and Tim [our designated Fire Safety Director and Deputy Fire Safety Director] to review suggestions regarding an Emergency Procedures Plan to be presented at the Jan 17th Board meeting, along with recommendations on the two assembly areas outside the building [in the event of an evacuation] and the expected date of the evacuation test drill.
- January 9: Created an Ammonia Risk Assessment document in response to the WorksafeBC Compliance report request.
- January 10: Submitted the Ammonia Site Specific form to WorksafeBC, with Tim's assistance.

Banquets, Bonspiels, and Website (Terry Miller):

Oceanside Master's Open, January 5, 6, 7, 2018

- The 2018 Oceanside Master's Open Bonspiel was held at both Parksville Curling Club and this year's host Qualicum Curling Club. Competition wound up Sunday January 7th. Banquet was held at Qualicum.
- 32 teams including men's, women's, and mixed teams from Parksville, Qualicum, Comox Valley, Nanaimo, Kerry Park, and Langley participated. There was some outstanding competition throughout the three days.
- The Lynn Noble team from Qualicum defeated the Jack Holden team from Comox Valley in the A Event final. Team members were Lynn Noble, Penny Shantz, Colleen Robson, and Karen Lapine. This was the first time in the long

history of the event, that we had a women's team win the Quality Foods A Event. Well done.

- Other local event winners were the Geoff Leney team from Qualicum, the Cheryl Noble team from Parksville, the David Sakai team from Qualicum, the Don Graham team from Qualicum, the Charles Shier from Qualicum, and the Al Thomas team from Qualicum.

Next Up: Women's Open, January 19, 20, 21, 2018

Treasurer (Ross Renwick):

- Ross provided a written report reviewing the PCC accounts for end-December 2017; all accounts are in good stead.
- Graham will report on developments regarding the PCC liquor license extension.
- Have not heard back from Jet Ice.
- CCTV cameras appear to be stable now that we have disabled the Windows 10 update and Windows Defender.
- AGS has invoiced \$334.40 (\$295 plus tax) per our lease and service contract for the copier. We made 4,450 copies in 2017 from our allowed 10,000 copies at \$0.0295/copy.
- **Action:** Consideration of the question whether we continue with the lease or purchase our own copier.

Membership (Nancy Douglas)

- The Annual List of Curlers including name, place of residence, year of birth, gender and membership category (curler, volunteer, board member, coach, etc) was prepared and forwarded to Curl B.C. in early January. I did indicate to Curl BC that most of our members volunteered throughout the year.
- We are continuing to receive new members into our club as late as this week as at least three are joining the last sessions of the senior mixed. A full list of new members was provided to Terry for the website, however an updated list will have to be provided, as well as a full list for the manager.
- I am continuing to receive league fees as well this month, especially from those joining the second half of the season, or the third session of the senior mixed. Also, from the Friday Night League for their second half of the season.
- There has been a lot of requests for name tags this month as well due to so many new members and others wishing to have a name tag prior to the Men's Provincials.
- Much of my time and efforts this month has been focused on the upcoming Men's Provincials.

Facilities (Reg Johansson)

Projects Underway

1. Kitchen / Concession floor replacement is finished with the seam sealing finished last week.
2. Crowd barrier project is underway (to be completed by Jan.25):
 - a. Aluminum supports installed rinkside
 - b. Glass installation underway
 - c. Aluminum supports for players bench being constructed in Whiskey Creek
 - d. Plywood barriers to stop decent down the stairs to the players box are finished and await installation
3. Men's washroom and the small locker room have been repainted.
4. Paint touch-ups have been completed in the entry areas and the concession / viewing area.
5. New lightbulbs (LED) have been purchased for the Ladies Washroom.
6. Tim has donated 2 mirrors which have been painted and will be installed in the Ladies Washroom and the small locker room.-

Concession (Susan Mullan)

This is a brief summary of work done between June and December 2017.

- Over 700 volunteer hours have been put in running the concession Monday - Friday during the day and for bonspiels.
- We have been able to staff the concession on a regular basis with volunteers each making a weekly commitment of 3 hours. This type of commitment might not be sustainable.
- The staffing for the bonspiels is filled by many of the same people who volunteer during the week plus several other regulars.
- The average weekly earnings for the concession runs around \$360. The bonspiel earnings varied from \$570 for the Men's to \$650 for the Senior Women's and \$680 for the Masters. The one day PGOSA bonspiel brought in \$400.
- The Concession has seen a lot of use and the floor was evidence of that. The new floor has been a godsend, the difference is amazing. The dishwasher has had maintenance done to it and is working much more efficiently. So we should be set for the provincial men's at the end of the month.

Leagues (Jim Krauss)

- No report
- Discussion was opened regarding the format of Club Championships. Consensus reached is to establish an open registration to men's, women's and mixed rinks that would like to play in club championships.

Safety & Insurance (Doug King)

No report

Promotions (Brian Onushko)

Activities:

1. School Programs Update: RDN Flooring curling scheduled for after school on Jan 25th. Ballenas teams volunteering with coaches. Tickets for BC Men's Feb 3rd for participants and one guest. Feb 5th on ice Learn to Curl also offered at no charge. 2018 Family Day event (Feb 12th) for Juniors to bring their families from 2:00-5:15 PM still TBD.
2. Junior Curling Programs Update: Balleans boys and girls teams competing in Island High School Playdowns at Qualicum Beach Jan 20/21. KSS Boys also participating. Draws attached. High School teams (Ballenas and KSS) will be flag bearers at BC Men's Opening ceremonies. No Junior Team interest for January 14th PCC Ice Times.
3. Fundraising Subcommittee Update: **Action:** Interior Space Fundraising and Sponsorship Subcommittee to meet with Board executive committee in February. RDN Grant funds of \$2,314.00 received and used to defray cost of Footwear cleaners (\$2,831.35 including tax and shipping)
4. Ballenas High School Teams & Fundraising Update: Planning for fund raising bottle drive after BC Men's on Feb 11th or 18th (TBD with Bottle Depot). Message will go out to all members to bring in their donations.

Action Items:

1. Still Underway: Brian and Ron to meet with John Marcellus and Dean Banman on January 19 to discuss lease, improvements, and events.
2. Club Xmas Lights and Flags - Rudy and Rocky are staying up until after the BC Men's.

Bar (Jim Hoffman)

No report

Manager's Report (Graham Weatherby)

- **Liquor Licence:** After communicating with 2 separate liquor inspectors, including a site visit to PCC, and our case manager at the liquor board, I am confident that our proposed licence enhancement can proceed without any structural changes. The confusion around walls/dividers seemed to stem from the difference between a Liquor Primary (which our inspector thinks our case manager believes we wanted) and a Liquor Primary Club (which is what we want). Mike Bull, one of the inspectors I spoke with, has outlined the proper path forward to upgrading our licence and will assist if asked. Have the definitive list

of applications to be completed and submitted and will proceed. As for the upcoming provincials, service can proceed as in the past.

- **False Alarms:** As previously decided, upgrades to our system were implemented. To provide more complete coverage of the lounge, better protecting our kitchen and ice camera system, a new, wireless sensor was added near the east entrance. This sensor's position allows for someone to enter and disarm the system without tripping the alarm. To help negate false alarms triggered by the existing, south-west entrance sensor, it was replaced with a new, enhanced unit. Since replacement there have been no false alarms. Although the work completed basically included two new sensors instead of one, the final cost was still on budget, as the wireless unit saved on parts and labour, which covered the cost of the second sensor.
- **Liquor Pourers:** These have been ordered.
- **Building:**
 - Evacuation signs are onsite and will be positioned with the City's approval.
 - Given that a more reliable coke machine is not available for the club, there seems to be a consensus that the space taken up by the unit could be better used. It will be removed before January 25th.
 - The kitchen dishwasher required some maintenance to resolve operational issues, and our tech was successful in getting the work done quickly – it is ready to go for the busy period ahead. He has some concern about water hardness and the toll it is taking on our equipment, especially the add-on burner, and suggests that we will need to consider a water softener for extending our investment.
 - **Action:** Graham to collect information on cost of a water softening system for the kitchen and report back to the Board.
 - The lounge floor will be cleaned and waxed for the start of the provincials. Our cleaners have scheduled the service to avoid impacting preparations for the weeklong event.

Old Business

- Curling pins: These have been ordered and will be here in February. Ross to check on whether the bill has been paid.
- Vote on installation of an emergency washing facility has been postponed until we get feedback from John Marcellus of the RDN
- Emergency evacuation plan and defined date for evacuation drill will be finalized by Graham and Tim in advance of the February Board meeting. Must be completed by WorksafeBC deadline of February 23, 2018.

New Business

- Decision made to provide event passes to seven Parksville City Council members and to seven RDN Directors.

- Correspondence from BC Firefighters regarding their annual bonspiel; to be considered at the February Board meeting

Roundtable

- It was suggested and agreed that the Board provide special recognition for the time, effort, and deliverables provided by Spish Legowski and Nik Atamanchuk in preparation for the BC Men's Curling Championship
- League captains were to be reminded that 48 lockers need to be cleaned out before the BC Men's.

Next Board Meeting: February 21 at 7:00 PM.

Adjournment: The meeting was adjourned at 9 pm.