

# **Parksville Curling Club Board of Directors Meeting Minutes of March 22, 2017**

## **Call to Order:**

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, March 22, 2017. The meeting was called to order at 19:00 by President Ron Boag.

Members of the Board in attendance were Ron Boag, Tony Reinsch, Spish Legowski, Terry Miller, Brian Onushko, Ray Gamracy, and Lesley Osborne.

Absent: Nancy Douglas, Ross Renwick, Jim Hoffman, Doug King, and nonvoting members Graham Weatherby and Tim Kottsieper.

## **Approval of Minutes:**

The minutes of the February 22, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the February 22, 2017 regular Board meeting as amended. Moved by Tony Reinsch, seconded by Terry Miller. Motion carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the March 22, 2017 regular Board meeting. Moved by Terry Miller, seconded by Spish Legowski. Motion carried.

## **Reports**

### **President (Ron Boag):**

- March 2: Emceed the Opening Ceremonies for BC Mixed Curling Championship. All went well due to Prep work of our committee. Received several compliments on our decision to present the flags, in honour of our country's 150<sup>th</sup> anniversary. Thanks to Randy White, Spish, and anyone else involved in putting them up in the first place.
- March 5: Sent open letter to PCC members, thanking volunteers for their assistance with the BC Mixed Curling Championship. There was also a request for members to complete their RDN Recreational Plan Survey, with details. I know you all did this!

- March 13: Asked Tony to be our lead on the transition actions needed to align the PCC with the new Societies Act. Tony and I will be attending a Societies Act Transition workshop in Qualicum on April 7<sup>th</sup>. Thanks Tony for stepping forward. Covers Action item #4
- March 13: Ross presented an email motion to purchase a new desktop computer and Quickbooks software, for his proposed new role as Treasurer. Nancy was instrumental in “motivating” Ross to apply for the position of Treasurer when we convene the new Board. The motion was passed with 6 out of 9 directors voting for, and 3 did not cast email votes.
- March 14: Meeting at the arena between the RDN Rec Plan/Parksville Parks Plan delegation [Terry, Nancy, Brian, Ross, and Ron] and the VIU consultants for the Parksville Community Parks Plan survey. The meeting went well. We had an opportunity to express our current status, future plans, and most of our needs. We focussed on our need for a longer term lease to assist us in obtaining grant funding. It is interesting to note that we advised our estimate of a minimum of 30,000 visits to our facility in a year’s time, by all entering our doors. This is a number that we should promote, as it shows how active our curling centre is within the local community.

### **Treasurer (Nancy Douglas):**

Nancy provided a written report to the Board with preliminary financials for end-February 2017. There were no issues or concerns raised with respect to the report or the clubs finances.

Nancy confirmed her intention not to stand for Treasurer at the upcoming annual general meeting. Nancy is keen to continue on the Board as a Director in in a role that will be supportive to the treasurer (membership, collecting league fees, spare fees, bar and concession proceeds) and other duties as assigned.

### **Banquets, Bonspiels and Website (Terry Miller):**

No report for this month.

A full report regarding the very successful BC Mixed Provincials bonspiel will be shared with the Board once the organizing committee has completed its report to Curl BC.

### **Leagues (Ray Gamracy):**

All leagues held successful playoffs to determine a League champion. Pictures of the winning rinks have been placed on the PCC website.

Ray informed the Board that he will be stepping down as a Director effective with the upcoming annual general meeting. He has agreed to remain involved to assist the incoming Director assigned to the League portfolio with planning and arrangements for the coming curling season.

The Board complimented Ray on the efficient operation of the Leagues under his direction and thanked him for his efforts on behalf of the Parksville Curling Club.

### **Bar (Jim Hoffman):**

Will be examining alternatives to the current supplier of draft beer to the PCC bar, including the soon to be operating Mount Arrowsmith brewing company in Parksville, and will report back to the Board.

### **Marketing and Publicity (Lesley Osborne):**

No report. Please email anything that needs to be posted or promotion items.

Lesley informed the Board that she will be stepping down as a Director effective with the upcoming annual general meeting. The Board thanked Lesley for her efforts on behalf of the Parksville Curling Club.

### **Building and Facility (Spish Legowski):**

Looked at taking the redundant water fountain out (ahead of the Mixed Provincials), but this proved to be impractical due to drain and water supply access etc. Thanks to Nick A. for his help in boxing in the existing fixture.

Thanks to all the volunteers for their help in the “Major clean up” prior to the Mixed Provincials. I have never seen the Lobby windows look so clean—thank you Lee A. The Ladies in the concession worked wonders. Mo & Dianne took a full truck load of yard waste for recycling! Again a big “Thank you” to all the volunteers—without you the club could not survive.

The wooden bleachers were repainted, by yet more volunteers. Thanks to Harry for “upgrading” the air return vents. Great job guys!! The bleachers upgrade is scheduled in for this summer’s break.

Flags have been removed for the summer rental season. If I remember correctly, (hope I’m right) Nancy has offered to iron them. The Ontario flag needs washing as a bird has left it’s “comments” of the Province on the flag!!

- **Action Item update:** West side eaves trough cleaning and down spout repairs are scheduled to be done by Kyle Wilson Exteriors in the next few weeks, as weather permits.

In a follow up to the Motion approving a budget allocation for construction of a trophy case at the PCC, Spish reported on his investigations into an option for sliding glass doors versus the planned hinged wood-and-glass doors. The incremental cost is estimated at ~\$380. After discussion, it was agreed that Brian Onushko would investigate the potential

for securing a used cabinet and that the issue will be returned to the Board in April. It was noted that the target for installation of a new cabinet is end-August 2017.

Spish informed the Board that he will be stepping down as a Director effective the upcoming annual general meeting. He signaled that he would be pleased to stay involved for 6-12 months to assist the transition of the Director assigned to the Facilities brief, and will continue to support the Club as a volunteer. The Board thanked Spish for the large body of work taken on over the last five years on behalf of the Board and the Parksville Curling Club.

### **Ice Technician (Tim Kottsieper):**

Tim advised the Board through Ron Boag that decommissioning of the ice area for the off-season will be completed by April 15 as per schedule.

Ron Boag led a discussion with the Board regarding maintenance work required in the arena area over the summer months and will be discussing the resulting list with Tim.

### **Insurance and safety: (Doug King)**

The RDN Insurance policy for the PCC, covering the period April 1, 2017 – April 30, 2018 is due soon. The premium of \$7,715.44 is normally paid in two 50% instalments.

### **Fund Raising (Ross Renwick):**

#### Community Gaming Grant

- The club is not eligible for a Community Gaming Grant as the unrestricted cash reserves are greater than 50% of last years expenses. The restricted funds have to be included in the unrestricted cash reserves as they have been restricted longer than allowed by Community Gaming Grants. If we want to be eligible next year for the community gaming grants we will need to include the value of the recorded volunteer hours as an expense. Community Gaming Grants allow up to \$20/hour as a value for volunteer labor.

The club has qualified with Techsoupcanada.ca for donated software. I will get QuickBooks Premier when I get back. I will also get Microsoft office standard. Should we also get Microsoft office standard for Graham?

The Recreation Foundation of BC is open for grant requests until April 6 or 7. Have been unable to arrange with Cheryl Noble to secure the information needed to apply for funding for juniors attending the 4 foot camp or expanding the juniors program. If Brian Onushko has time to apply for this I will send him the login information. The grants last year were from \$1,400 to \$6,000.

Have purchased the Lenovo computer for PCC accounting.

## Promotion (Brian Onushko)

- Club Business Models Update: In discussions with Kelowna Club (150 Grant), Smithers Club and Curl BC/Optimist contacts in Nanaimo.
  - Background: Ongoing communications with other BC clubs regarding sponsorship and operating models. Oliver Club model remains the best reference to date.
- School Programs Update: Met with RDN Recreation contacts to evaluate programs and potential club usage for Youth Curling Events. RDN is offering to market programs and promote curling for 30% share of fees. Also evaluated Grade 5 and 6 Active Pass towards Curling and approaching Ballenas High School Team members to teach curling clinics on weekends for School Volunteer Credits and to support club youth sports. Deadline for RDN program support is early June. RDN is requesting we work with QB Club on this initiative. Arrange to introduce Club Manager to RDN Rec contacts.
  - Background: Ongoing School District 69 - School Program offer for next season afternoon open ice times. Engaged with QB Club to develop Grass Roots Program & graduated Junior Competitive Curling league.
- PCC Club Park Promotion Update: Brian to contact VIU for Arborist services. Background: City of Parksville responded Jan 31, 2017 denying request to remove trees. Spish and I have met with John Marcellus (RDN Oceanside Mgr) - Parksville Tree Bylaw is main reason for denying request. We are assessing next steps including hiring an Arborist for a report on tree health. Nov/16 City Service Request & Proposal to City of Parksville Parks Manager (Warren Payne) for Tree Removal .
- Fundraising Subcommittee Update: Same Status as last report. Committee will provide short term fundraising opportunities & models to board in Mar meeting (i.e. June is Car Month, Sept Men's Health Awareness Event).
  - Background: PCC Subcommittee (Ross & Graham- Sponsor Mgt, Adverting and Fundraising). Challenge to developing model is current RDN Lease Term and status of Club business plan.
- BC Hydro Energy Efficiency Rebates Update: On hold until RDN assistance secured (John Marcellus) for Custom Application. Recommend reviewing changes to RDN operating lease to gain support for improvements.
  - Background: BC Hydro energy efficient lighting upgrade project for interior, exterior and rink areas.
- Junior Curling Programs Update: Investigating grants with Ross to facilitate Junior Camp with 2017 4 Foot Program. Cheryl relayed approval to extend invites to local Competitive Junior Curlers. Discuss PCC U18 and High School Teams results, upcoming events & program/coaching support model for 2017/2018 season. (\* Plus Curl BC, 4 Foot Camp, SD 69 & framework for PCC contact/coaching).
- PCC - Municipal Partner Update: Still researching for grants with Jenn Holtby's support.
  - Background: PCC Emergency Preparedness role. Met with Jenn Holtby Feb 21 and investigating Non-Profit grants to establish emergency plans,

reviewed PCC offer to host Muni, RDN and potentially Province Emergency Plan event and also offer for Emergency Storage (Example: Nanaimo Airport)

Action Items:

1. Xmas Lights. Plan for next year and improvements to Rudy
2. Ducks Unlimited picture fundraiser replacement and feedback for next season. Five pictures sold over the course of 3 months. DU Oceanside Chapter extends a big thank you.
3. Review BC Hydro Rebate Applications
4. RDN Recreation and School Programs review for next season's calendar
5. Schedule summer bottle drive and grant applications to kick off Junior Curling season
6. Junior Program with Cheryl to include Ballenas Teams and U18 volunteer

Closed:

- Ballenas Girls Team: 2017 HS Island Champions 2017 (4 Yrs in a row). Finished 1st in 4 Team Round Robin. 2017 Provincials Smithers BC: Finished 5th in 8 Team Round Robin.
- Ballenas Boys Team: 2017 HS Island Playdowns. Finished 3rd in 5 team Round Robin. Campbell River Carihi Team were 2017 Island Champions.
- U18 Girls Team: Douglas Team qualified for 2017 Curl BC Van Island Rep. and won 2017 Curl BC Provincial Bronze Medal. Comox Club also qualified to Van Island Rep and won Consolation Round Silver Medal.

## **Manager Report: (Graham Weatherby)**

**LCLB:** Pursuing talks with our LCLB inspector to investigate opportunities available for our facility.

**Cleaners:** Will touch base with Yvonne regarding renewal. Recommendation is for the PCC to be responsible for prep and clean up, as needed, before and after events.

**Rentals:** I will forward the complete calendar to Terry Miller for posting on the website. The first off-season event is the Rhododendron Show in April.

**PGOSA walking groups throughout the summer:** The first session of off-season walkers visited this past Monday. I insured that snacks and drinks were available as usual (Thrifty Foods muffins, etc), and that the club was clean afterwards. There seems to be some question as to whether the Easy Walkers on Wednesdays will continue visiting through the summer, but the Monday/Friday group is happy we have remained open. Total take was \$54. I am confident that this initiative will work out very nicely for all involved, and will make sure that a volunteer is available on days that I may not be.

**Reaching out to Advertisers and Sponsors:** It is my intention to spend some time this summer reaching out to our advertisers and sponsors, to introduce myself, get a feel for how their relationship with the club is going, and how it could be enhanced. Any feedback will be shared with the Board, with consideration to our current advertising agent and agreement.

### **Building Issues:**

- The Coke vending machine has been emptied and turned off at the breaker to save energy. The remaining product has been transferred to the bar fridge. I will use it this summer when vending opportunities arise.
- Cigarette butt collectors have been moved inside to prevent damage during the off-season. I will put them out when appropriate, although I would support the facility moving towards a smoke-free format for the grounds year round.
- I have emptied club garbage pails and begun a walk through to insure the club is ready for the off-season. Volunteers were in the kitchen today to clean and I will insure it remains in that condition throughout the summer.
- The roof-top and ground drains are in good order and I will sweep and clean as needed.
- I will work with Tim to insure that I am aware of any summer maintenance or inspections that he was responsible for in the past. I will ask the Board for clarification if needed.
- Heating has been dialed way back, and I will monitor the schedule to insure it is running only as necessary.
- Will be suspending services that are not necessary during the off-season—water delivery, garbage pickup, Shaw cable, etc.

Am working on development of a summer work schedule, given the on-site time associated with each of the major events. Will make sure to communicate regularly with the Board. For the immediate future, I will be on-site each morning to insure that nothing falls through the cracks in preparation for summer operations.

### **Old Business**

- (1) The Annual General Meeting / Volunteer Appreciation event is scheduled for **Wednesday, May 3, 2017**. The event will begin with a volunteer appreciation barbecue at 6:00 with the annual general meeting commencing at 7:00 PM.  
**Motion:** Moved by Ron Boag and seconded by Ray Gamracy that the Board allocate a budget of \$200 for food and fixings for the barbecue. Motion carried.
- (2) District 69 Recreation Services master plan: Next phase of community group survey. The Board subcommittee struck with managing this brief will review input received to date from Board members and submit a completed survey response prior to the April 7, 2017 deadline.

## New Business

- (1) Sporting Success Group (SSG): This is a professional grant applications firm that approached the PCC through Ron Boag regarding the potential for assisting the Club in future grant applications. Upon reviewing their material and having attended information workshops on grant applications, Ross Renwick advised the Board to consider aligning with this group in order to benefit from their knowledge and experience in this area. The SSG is currently involved with 25 sports clubs in BC, providing grant application support and services in exchange for a 10% fee from all successful grant applications.

**Action:** Ron Boag will follow up with SSG to secure references from 2-3 sports clubs with whom they are involved. A recommendation regarding alignment with SSG will be made with the involvement of the new Director responsible for Fund Raising and brought to a future Board meeting for decision.

- (2) Club volunteer recognition: Ron Boag and Nancy Douglas will meet to identify two candidates for receipt of the Parksville Curling Club Volunteer Recognition award for 2017.
- (3) Board term limits: A discussion was convened regarding the adoption of term limits on Board members. Under the current Parksville Curling Club by-laws, Directors serve one year terms and must be re-elected at the annual general meeting held each spring. However, there is no limit on the number of terms (total or consecutive) that a Director may hold.

During the discussion, it was noted that the Board had brought on 5 new Directors over the past year, and that 4 Directors have indicated their intention to step down at the upcoming annual general meeting. This is considerable turnover for a Board that is currently limited by by-law to 11 members, making retention of institutional history and operations a potentially greater challenge than limiting the terms of Director.

It was agreed by the Board that the issue of Directors terms be tabled for the time being.

## Round Table:

- (1) Terry Miller brought up the need for renewal and addition of Club volunteers that have completed the Food Safe training course. The course was last held by the Club in 2011. Holding a training course carries a cost of \$400 for the Instructor and \$25 for each attendee, for which they receive training and course materials as well as Food Safe certification.



**Motion:** Moved by Terry Miller and seconded by Ron Boag that the PCC allocate \$400 to pay for the Instructor fees in order to convene a Food Safe certification course, targeting late September or early October 2017. Motion carried.

- (2) Brian Onushko brought to the attention of the Board the Curl BC Symposium scheduled for June 2-4, 2017 in Kelowna. After discussion, it was decided to forego sending a representative to this year's symposium and to focus our networking budget and efforts in the coming year to strengthening relationships and ties to the Island curling clubs.
- (3) Spish Legowski inquired as to the need for servicing of the defibrillator unit at the Club. Ron will ask Doug King to look into this.
- (4) Tony Reinsch noted the limited spaces available for new curlers/teams to join in existing league play as a potential constraint on Promotion activities directed to encouraging expanded playing membership at the Club. The issue will be taken up by the Director taking on the Leagues portfolio following the annual general meeting.

**Next Board Meeting:** Wednesday, April 19, 2017 at 1900 in the PCC meeting room.