

# **Parksville Curling Club Board of Directors Meeting Minutes of May 17, 2017**

## **Call to Order:**

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, May 17, 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, Brian Onushko, Nancy Douglas, Jim Hoffman, Brad Bird, Susan Mullan, Reg Johanson, and Jim Krauss.

Members of the Board absent were Tony Reinsch and Ross Renwick.

## **Approval of Minutes:**

The minutes of the April 19, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the April 19, 2017 regular Board meeting as amended. Moved by Jim Hoffman, seconded by Brian Onushko. Motion carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the May 17, 2017 regular Board meeting as amended. Moved by Susan Mullan, seconded by Nancy Douglas. Motion carried.

## **Reports**

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

I have been working on our 2017–18 Parksville bongspiel dates in preparation for submission to the Curl BC yearbook.

It is extremely difficult to have a perfect schedule so that neighbouring clubs are not competing with each other and to avoid back-to-back weekends at the club as much as possible.

I have consulted with the bongspiel director Charles Shier at QBCC, with Jack Holden in Comox, with Don Mitchinson representing Campbell River, and with Nanaimo reps. I have also looked back to previous year dates in Port Alberni.

With one exception, which I will note below, our dates at Parksville are essentially the same as last year.

Recommendation for 2017–18 Parksville Curling Club bonspiel dates:

- August 25, 26, 27, 2017 Summer Mixed Open
- October 27, 28, 29, 2017 Senior Mixed; this is a change from end of January last year to accommodate hosting of the belairdirect BC Men's Provincial championship Jan. 30 - Feb. 4, 2018
- November 10, 11, 12, 2017 Women's 55 +
- December 1, 2, 3, 2017 Men's Open
- December 8, 9, 2017 Stick Open
- January 5, 6, 7, 2018 Oceanside Masters Open (both Qualicum and Parksville ice is used with Qualicum as the host club this year; open to men's, women's, and mixed teams)
- January 19, 20, 21, 2018 Women's Open
- **January 30 - February 4, 2018 belairdirect BC Men's Provincial championship**
- February 17, 2018 Junior Open.

**MOTION:** That the recommendations for 2017-18 bonspiel dates be accepted as per bonspiel report. Moved by Terry Miller, seconded by Nancy Douglas. Motion was carried.

### **Treasurer (Ross Renwick):**

As Ross Renwick was unable to attend the meeting, Nancy Douglas provided a report with preliminary financials for end-April 2017. There were no issues or concerns raised with respect to the report or the club's finances.

### **Promotions (Brian Onushko)**

Activities:

- (1) School Programs Update: May 9th - Met with RDN at RFAC Conference and Tradeshow. Draft RDN lease and schedule correspondence underway. Received Curl BC Reference Letter. Background: April 5th - Met with RDN John and Val to introduce Graham and discuss operational items and upcoming dry floor schedules. March 21st - 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. 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.

- (2) Junior Curling Programs Update: In discussions with Comox, Campbell River, QB, Nanaimo & Duncan about Sunday Competitive Junior Interclub. Motion pending for Sunday Ice Time. Require Curl BC and Optimist Program Support. Background: Aug 4 Foot Camp will accept 4 Juniors into Adult Camp. Sept 22-24 Junior Camp in Victoria will be offered. Ongoing discussions with PCC U18 and High School Teams results, upcoming events & program/coaching support model for 2017/2018 season. (\* Plus Curl BC, 4 Foot Camps, SD 69 & framework for PCC contact/coaching)
- (3) PCC - Municipal Partner for Emergency Preparedness - Update: In discussions with RDN Emergency Planning Expo (May 27th) contacts (Aaron Dawson City of Parksville). Background: PCC Emergency Preparedness role. Met with Jenn Holtby Feb 21. Investigating 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)
- (4) PCC Facility Rentals - Update: In discussions with local car clubs and dealers for pre-fathers day New & Old Car event June 14, 15, 16. Also contacted Atomique Productions (post RDN conference) for local Music or Theatre events.

#### Action Items:

- Meet with PCC Staff/Exec and propose annual schedule report for RDN and Lease renewal (May include review BC Hydro Rebate Applications for Lighting improvements with RDN Support)
- RDN Recreation and School Programs review for next season's calendar. Junior Programs with RDN/Cheryl to include Ballenas and U18 Team volunteers
- Schedule Summer Bottle Drive and Grant Applications to kick off Junior Curling Season
- Schedule Volunteers for PCC Canada Day Parade Entry

#### **Manager's Report (Graham Weatherby)**

- LCLB: I have requested a meeting for our inspector for late May and will touch base with Ron once I have a date.
- Rentals: An amended list of events for the balance of May and June:
  - May 26th (afternoon) – 27th (evening) Emergency Preparedness Expo;
  - June 3rd – 4th Swap Meet
  - June 16th – Seaside Cruizers
  - June 24th – Mind, Body, Spirit Expo.

- For the Emergency Preparedness Expo at the end of the month, I have arranged for concession and bbq service which will should provide a healthy profit for the club.
- I am still waiting to hear from Chesapeake Shores as to when they will need our facility next.
- PGOSA walking groups throughout the summer: Summer visits usually number 2 per week, with an average profit of \$35-\$45 per visit. With warmer, sunny days on the horizon, more walkers may choose to take their coffee outside in the park at the PGOSA booth, resulting in a smaller sales total. However, the group has informed me that the majority are still wanting to use the club and will take coffee and muffins here.
- Reaching out to Advertisers and Sponsors: No update at this time, except for a lead that Terry Miller forwarded back to the office. I will follow up to see what level of interest they have – wall ad vs. league vs. bonspiel.
- Year-End Miscellaneous: Progressive Waste has been reminded that we are on a will call service for the summer, and will not be requiring bi-weekly service. Shaw cable had not yet shut our cable off for the summer, but I rectified this with a phone call after the AGM. It will be retroactively applied to our next bill.
- Building: Felt sliders for the bottom of the new lounge chairs will be installed early next week. The men’s washroom urinal is still leaking, but the repair should be finished shortly. We have disposed of a good number of old chairs, but still have more to go. Will continue to follow up on any inquiries.

## Business Arising from Minutes

- (1) Bonspiel dates for 2017–18 curling season (see **Bonspiel report above**).
- (2) The Board to set aside a meeting specific to League issues once the new Leagues Director is in place. Issues include:
  - Planning for Registration day in September;
  - Reviewing availability of team slots in various leagues;
  - Considering Sunday league play (recreation league);
  - Considering weekend Business promotional league or events. (**on going**)
- (3) Volunteer log book. Directors were asked to bring the log book up to date so that Nancy can incorporate Volunteer contributions/expense into the year-end financials.
- (4) Facility lease renewal: 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) (**on going**)
- (5) RDN Recreation and School Programs review for next season’s calendar. Junior Programs with RDN/Cheryl to include Ballenas and U18 Team volunteers (**on going**)
- (6) Schedule Summer Bottle Drive and Grant Applications to kick off Junior Curling Season. **Still TBD**

- (7) Transition the PCC Constitution and by-laws to the new BC Societies Act. Transition will be completed before the June Board meeting. Tony Reinsch will provide a brief report on the process and outcome.
- (8) Directors Disclosure form: These were prepared and distributed in advance of the May 2017 Board meeting. All Board members are asked to complete and return to Tony or Ron; Tony will keep on file.
- (9) Prepare a Members roster to have on file in the event of a request from a member under the provisions of the BC Societies Act

## **Old Business**

- (1) Brian Onushko and Ron Boag updated board on planned discussions and correspondence on PCC facility lease.
- (2) Ron Boag briefly commented on his experiences when attending the RFABC (Recreation Facilities Association of BC)
- (3) Ron Boag discussed the current City in-home survey regarding Parks usage.

## **New Business**

- (1) Discussion of Board assignments for the 2017–18 year.

### Director responsibilities, May 1, 2017 to April 30, 2018

Ron Boag:	President; Assist with Fund Raising
Terry Miller:	Vice President ; Bonspiels/Banquets
Tony Reinsch:	Secretary; Assist with Leagues
Ross Renwick:	Treasurer; Assist with Fund Raising
Nancy Douglas:	Membership; Assist with Leagues
Jim Hoffman:	Bar; Curl BC rep
Brian Onushko:	Promotions & Publicity, Fund Raising
Susan Mullan:	Concession; Assist with Bonspiel & Banquets
Jim Krauss:	Leagues
Reg Johanson:	Facilities/Safety & Insurance
Brad Bird:	Assist with Bonspiel & Banquets

**Roundtable:**

Susan Mullan asked for clarification on whether or not bonspiel committees are restricted in approaching potential sponsors for support.

**Action:** Terry will liaise with Graham to offer assistance with BBQ services for Emergency Preparedness rental.

**Next Board Meeting:** Wednesday, June 21, 2017 at 1900 in the PCC meeting room.

**Adjournment:** The meeting was adjourned at 8:45 pm.