

**Parksville Curling Club  
Board of Directors Meeting  
Minutes of August 17, 2016**

**Call to Order:**

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, August 17, 2016. The meeting was called to order at 1900 by President Ron Boag. Members of the Board in attendance were Ron Boag, Ray Gamracy, Nancy Douglas, Ross Renwick, Doug King, Lesley Osborne, Spish Legowski, Jim Hoffman, Terry Miller, Brian Onushko, and Tony Reinsch. Non-voting member in attendance was Tim Kottsieper, Ice Technician/Manager. Mr. Joe Stanhope, Regional District of Nanaimo representative for District “G” was present for part of the meeting.

**Discussion with Joe Stanhope, RDN Board Member representing District “G” – French Creek, Dashwood, Englishman River**

During a break from the regular PCC business meeting, Joe Stanhope was introduced to all board members. Joe was invited to this meeting to provide his advice on how best to position the Parksville Curling Club (PCC) within the development process for the upcoming RDN Long-Range Recreation Plan.

Joe reinforced the previous counsel from Bob Rogers regarding the importance of the PCC presenting its case to the RDN Parks and Recreation Committee (PRC), which is comprised of the Mayors of Parksville and Qualicum Beach, three Directors from the RDN (including Gordon Weeb), and a number of outside members. The PRC resumes its monthly meetings in September. Joe also suggested a formal (10 minute) presentation to the RDN Board. In both instances, he recommended structuring the presentations as educational and informational, providing the RDN Board and Committee members with a clear understanding of the role of the PCC in the community and its impact on the regional economy.

Joe also reiterated his congratulations and support for the PCC in its efforts to both maintain and manage the PCC facility and provide important recreation options to the residents of Parksville and area. He noted that the PCC is cost effective relative to other major recreational facilities (e.g., Ravensong Aquatic Center and Oceanside Place) in terms of both taxpayer burden and RDN costs. Finally, Joe suggested that the capital and upgrade requirements for the PCC appear well aligned with the community grant program and advised the Board to approach the RDN directly to initiate a dialogue in this regard.

**Approval of Minutes:**

The minutes of the July 20, 2016 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the July 20, 2016 regular Board meeting as amended. Moved by Jim Hoffman, seconded by Spish Legowski. Motion carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the August 17, 2016 regular Board meeting, as amended. Moved by Ray Gamracy, seconded by Terry Miller. Motion carried.

## **Business Arising from the Minutes.**

(1) PCC Rental Agreement and Rate Schedule.

**Motion:** Motion by Tony Reinsch, seconded by Nancy Douglas, to approve and adopt the PCC Rental Agreement and Rate Schedule as amended and reviewed. Motion carried.

(2) Operation of concession:

Nancy Douglas met with 12 volunteers regarding operation of the Concession area for the 2016-17 curling season. There was a consensus that the Concession be open on a regular basis. A volunteer schedule has been developed for Monday through Friday during the year, as well as for the scheduled Bonspiels. Volunteers were assigned to Inventory control and a team spent August 9 cleaning and preparing the kitchen and eating areas for the coming season. The group was not successful in assigning an overall coordinator at this time.

(3) Custodial services: Ron Boag met with Ralph Christian to discuss his continued availability for custodial services at the PCC. It was agreed that Board volunteers and/or Taylor Hall will fill in for the time being, pending a final decision by Ralph. In the interim, the Board will examine the cost of alternative cleaning services.

(4) Doubles Curling: Ray has prepared an information sheet to be posted on the website regarding a potential Doubles League either Sunday evenings or Thursday afternoons. A league will be established should there be sufficient interest expressed and a Captain identified.

(5) Clinics: Nancy Douglas informed the Board of the following dates for fall Clinics and meetings, to be posted on the website and Facebook page:

- Novice clinic: Monday, September 12, 6:30–9:00 PM
- Annual General Meeting: Wednesday, September 14 at 7:00 PM
- Practice Ice:
  - September 19-23 from 10:00–2:00 daily;
  - September 20 and 22 at 6:00–8:00 PM
- Registration and Sign-up for new players: Monday, September 19 from 10–2:00 and 6:00–8:00;
- Open House and RDN Active Aging Week workshop: Sunday, September 25, 1:30–4:00;

- Refresher clinic: Saturday, October 15 from 1:30–4:00.
- (6) Name change and corporate sponsorship
- Discussion continued around the idea of changing the “functional” name of the PCC to represent a more open and community minded operation [e.g., Parksville Curling and Recreation Center].
  - Ron Boag reported that a number of clubs have been identified that have successfully secured corporate sponsorship, including Oliver BC, Moose Jaw SK, and St. Johns NL.
  - **Action:** Ron and Brian Onushko will contact the clubs to discuss their experience and report back to the Board.
- (7) Insurance review and discussion:
- Doug King led the Board through a review of the current facility, operations and liability insurance. It was agreed that the four core policies currently in place be renewed. A discussion took place regarding liability coverage for curlers through CurlBC and how to ensure that occasional curlers (spares) are covered under this program.
  - **Action:** Doug will undertake to have full copies of all policies secured and retained with the Board under the Insurance & Safety portfolio.
  - **Action:** the Board asked Doug to come back with a summary of current curler liability coverage and recommendation on forward coverage, together with a note to distribute to members on the issue.
- (8) Manager position:
- The Board has short-listed two applicants for the Managers position.
  - **Action:** The Executive Committee will conduct an interview with each candidate and report back to the Board on their recommendation. It was agreed not to proceed with a broader campaign for the position at this time.

## Reports

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

The PCC was not successful in securing a place in the Solar Power Demonstration project. The sponsors cited the uncertainty over our lease as a major contributor to the decision.

Ron Boag reported to the Board on discussions regarding the compensation adjustment for the Ice Technician position for the coming year. An adjustment in line with cost of living inflation was agreed by both parties.

**Treasurer (Nancy Douglas):** A preliminary financial report for end-July 2016 was received by the Board. There were no issues or concerns raised with respect to the report or the clubs finances.

Nancy reported that the PCC income tax report had been completed for the last fiscal year. She also successfully secured the PCC gaming license in support of 50:50 draws and other activities.

**Banquets and Bonspiels (Terry Miller):** Terry reported that all meal arrangements are in place in support of the 4-Foot Camp and the Summer Bonspiel in August. Jim Hoffman reported that 26 teams have registered for the Summer Mixed Bonspiel, and he is proceeding with developing a draw base on that number.

Terry also reported that the PCC has been approached regarding an Island-wide Special Olympics bonspiel (either one or two days) in the coming year. The Board asked Terry to propose February 11-12 for this event.

**Leagues (Ray Gamracy):** Nancy Douglas reviewed League fees for the coming year (reported in the July 16 Minutes). The Board confirmed that fees for the Friday Recreational Fun League and the Junior League will remain unchanged for 2016–17. Ray reported that League Captains are in place for all leagues except the Tuesday Ladies. A Special Olympics League will run this year on Tuesday afternoons at 3:30 PM.

A question was raised as to the amount of space available for new curlers, with an eye to the Sign-up and Registration event scheduled for September 19. Ray suggested that we should have a good sense of what space is available for new curlers in the various leagues. However, the availability of playing time is a growing concern.

**Bar (Jim Hoffman):** Lesley Osborne delivered the PCC Bar cash register being donated to the club. Jim will take the opportunity to simplify the pricing structure in order to ease Bar operation and management for volunteers. The Bar is stocked and ready for the 4-Foot Clinic and the Summer Bonspiel.

**Marketing and Publicity (Lesley Osborne):** Promotional material is being prepared for the Registration and Sign-up event. Tony Reinsch passed along information regarding marketing for the RDN Active Aging Week.

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

Additional painting has been completed on the outside of the building. Scaffolding was secured from the RDN and has been returned. The electric heater in the Bar area has been replaced. Spish also noted that the return in the lobby heating system will be adjusted as part of the larger work program. He will also be looking into removal of the toilet in the second kitchen area in order to address the odor from this unused plumbing.

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

The startup process for the curling surface is well under way. Two issues arose and have been addressed:

- A pump for the condenser needed replacement at a cost of approximately \$1,000. Should have a ~20 year life;

- The batteries for the ice scraper were replaced with deep cycle batteries, at a cost of \$460 for the two batteries. Should deliver ~5 year life.

Tim also reported that the water cistern has been mounted on concrete blocks, eliminating any issues with the base being compromised by ice buildup.

Tim will be undertaking redecorating in the bar area over the coming weekend—painting, pictures, etc. Brian Onushko offered to donate an air purifier in order to eliminate the odor from this work program prior to the 4-Foot Clinic.

**Fund Raising/Promotions (Ross Renwick):** Ross will coordinate with Ron Boag to pursue community grant support for PCC capital programs.

### **Round Table:**

Terry Miller will work with Ron Boag on a member's mail-out in the coming weeks regarding the various clinics, meeting dates, league fees, and other issues of interest as we approach the new curling season.

Terry also noted that the upright freezer in the banquet kitchen has failed and asked all Board members to keep an eye out for a replacement.

Jim Hoffman reported that there will be a clinic this fall on designing bonspiel draws. He will let us know when this will take place so those interested can attend.

**Next Board Meeting:** Wednesday, September 21, 2016 at 1900 in the PCC meeting room.

Meeting adjourned at 2210.