

Parksville Curling Club Board of Directors Meeting Minutes of November 24, 2015

Call to Order:

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on November 24, 2015. The meeting was called to order at 1910 by Vice President Terry Miller. Members of the Board in attendance were Maurice Creagh, Chris Rose, Tony Reinsch, Ray Gamracy, Jim Hoffman, Nancy Douglas, Spish Legowski and Winnifred Rehill. Board members Ron Boag and Leslie Osborne were absent. Non-voting member Tim Kottsieper - Ice Technician/Manager was also in attendance.

Approval of Minutes:

The minutes of the October 14, 2015 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

Motion: to accept the minutes of the October 14, 2015 regular Board meeting as amended, moved by Ray Gamracy, seconded by Jim Hoffman. Motion carried.

Approval of Agenda:

Motion: to accept the Agenda for the November 24, 2015 regular Board meeting, as amended. Moved by Tony Reinsch, seconded by Jim Hoffman. Motion carried.

Business Arising from the Minutes.

- (1) Maurice Creagh reported on the successful First Aid Course training and certification of 14 PCC members, providing a review of the contents of and key messages from the training. This training is in aid of ensuring that at least one person certified in First Aid is in attendance at all League draws. Maurice also noted that the First Aid Kit is properly stocked. The Club covered \$25 of the basic "First-Aid Course with CPR and AED" training fee of \$55.00 per person; remaining dues were collected from participants.
- (2) A discussion as held regarding contents of a standardized Rental Contract for third party use of the PCC facility and concessions. A number of additions to the basic RDN Rental Contract were raised, including liquor license; liability insurance; gaming license (covering 50:50 draws), damage deposit. It was also suggested that we use this opportunity to establish a standard rental rate and schedule.
Action: That Tony Reinsch, Chris Rose, Tim Kottsieper and Nancy Douglas will draft a PCC Rental Agreement and Rate Schedule for consideration at the January PCC Board meeting.
- (3) Nancy Douglas reported that her research shows that the PCC can provide up to \$500/year in casual employment income to an individual before taking deductions.

- (4) Jim Hoffman reported the handles and gauges for the beer taps in the Bar had been repaired, and that “Jason On Tap” has been contracted to clean and overhaul the beer taps in the bar every two months in order to ensure proper operation.
- (5) Tim Kottsieper reported that he is still awaiting confirmation from Nanaimo Curling Club on availability of grippers that could be offered to members through the PCC. He also noted that an inventory of fuses for the plant have been secured and procedures for replacement have been documented.
Action: Board members reiterated their interest in development of a PCC Procedures Manual that would provide current and future Board members with guidance on facility operations.

New Business

- (1) **Action:** Following a discussion regarding the cost of maintaining rental equipment, it was agreed that the rental fee for use of brooms be reduced to \$1 per use, together with improved signage and a more prominent collection box. It was also agreed to have Edges made available for rental.
Motion: Moved by Nancy Douglas and seconded by Jim Hoffman that the PCC procure four (4) new Edges stabilizers at a cost of \$80.82 for rental use by members. The new equipment will be clearly labeled as PCC property.
Motion carried.
- (2) Terry Miller and Tim Kottsieper met with Brian Ball, President of the Parksville Golden Oldies Sports Association (PGOSA) regarding potential use of the PCC facilities as a “headquarters” for PGOSA operations, for meetings, AGM and other functions. A discussion ensued and the Board agreed in principal with this suggestion, subject to availability, scheduling and security considerations. The Board also noted the benefits of alignment with the 1,250-member organization as the PCC looks to ensure its place in the RDN long-term recreation planning process, and in future discussions regarding municipal taxation.
Action: Terry Miller will follow up with Brian Ball to discuss the structure and management of a potential arrangement between the two organizations and report back to the Board.

Reports

President - Terry Miller led a discussion regarding preparation of a letter to the RDN apprising them of the advances being made on a number of fronts at the PCC, in support of securing the Club a prominent position in the long-term recreational planning process being initiated by the RDN in spring 2016.

Action: Terry Miller, Maurice Creagh and Tony Reinsch will draft a letter for Board review. Nancy agreed to find a copy of the letter written by the RDN in support of the Club during tax discussions with the City of Parksville and to forward that letter to Terry, as well as providing current numbers on active and League play club members.

Treasurer (Nancy Douglas) - A preliminary financial report for end-September 2015 was received by the Board. There were no issues or concerns raised with respect to the report or the clubs finances.

Banquets and Bonspiel (Terry Miller): Terry reported on the successful Ladies 65+ and Joyce Weeks Memorial Sticks Bonspiels and noted that 29 teams were currently anticipated for the Men's Bonspiel with a cut-off at 32 teams. Should there be a need for a Thursday evening draw, Jim Hoffman will provide early notice to the affected League Captain(s).

Leagues (Ray Gamracy) – The adjusted times appear to have addressed concerns over completion of 8-end draws. Open ice is currently available Tuesday and Thursday afternoon and Wednesday evening after January. A discussion ensued over possible use of the available time for additional League play, including introduction of a Doubles league. Ray also noted that the Friday night league has been renamed the “Recreational Team League”.

Bar (Jim Hoffman) – Bar is stocked, inventory is up to date and volunteers are being identified to staff the bar for the upcoming Men's Bonspiel.

Building and Facility (Spish Legowski) – The ice plant refurbishment program approved at the September Board meeting is roughly 50% complete. There has been no revision to the original budget for the work program.

The RDN facility inspection, held on Friday, November 20, revealed no major issues. A drain will be installed in the flat roof at the front of the building to relieve occasional standing water, and graffiti at the back of the building will be painted over once weather permits. A “Response to report” will be tabled at the January Board meeting. The Board was reminded of how far the PCC has come in the last few years in terms of the overall condition and state of our facility.

Marketing and Publicity (Leslie Osborne) – No report.

Concession (Chris Rose) – The decision to provide full breakfasts on the Saturday and Sunday of the Men's Bonspiel as part of the entry fee will, together with the catered Saturday evening dinner, tie up concession facilities. The most significant impact will be the inability to offer lunches on either day.

Fund Raising (Winnifred Rehill) –Terry Miller reported that the Grey Cup Raffle ticket program was successful, with 2 flights of tickets being sold out, netting the Club \$2,000.00. A similar ticket program will be launched in January for the February 7 Super Bowl.

Safety & Insurance (Maurice Creagh): The Parksville Fire Dept. has been provided with a PCC facility schematic (exits, fire box, etc.) and a copy filed in the facility office. The fire department also has an electronic copy of the fire safety plan.

Manager (Tim Kottsieper) – Tim reported that Coca Cola has recalibrated and stocked the vending machine in the foyer and inventory for the bar. Should the vending machine usage not improve, Coca Cola have agreed to remove the machine at no cost to the Club and will allow us to keep the Bar fridge and stocking arrangement as described at the last Board meeting.

Pope & Sons are preparing two quotes regarding the nonfunctioning exhaust and air circulation fan in the main facility area; one for repair of the existing fan (belts, bearings, etc.) and one for replacement with a new fan. In both cases, use will be made of existing ductwork.

A final cost report on the siding and signage project will be provided to the January Board meeting.

Tim is looking to a new vendor, Izon Promotions, for provision of logo'd club jacket samples for potential sale to PCC members. He anticipates samples being ready for review in early December with a two-week turnaround on orders.

Action: Tim will put advertising material together regarding availability of the jackets for the PCC Bulletin board, Website, and in a Newsletter to members..

A group of 24 International students will be at the Club on November 26 for instruction and an introduction to curling.

Round Table –

- (1) Jim Hoffman noted that the Provincial Mixed Bonspiel in March 2017 is still available, should the PCC wish to secure the event. The Club currently has no major events secured for the 2016-17 season.

Motion: It was moved by Tony Reinsch and seconded by Jim Hoffman that the PCC approach Curl BC regarding sponsorship of the March 2017 Provincial Mixed bonspiel. The motion carried.

- (2) Terry Miller suggested the PCC position a Salvation Army Food Drive box in support of the Christmas Food Drive campaign; agreed by the Board.

Action: Terry will ensure that a notice for the food drive is put on the Website, and Tim will reference the food drive donations in his Newsletter.

Next Meeting: Wednesday, January 13, 2016 at 1900 in the PCC meeting room.

Meeting adjourned at 2140.