

# **Parksville Curling Club Board of Directors Meeting Minutes of June 21, 2017**

## **Call to Order:**

A regular meeting of Parksville Curling Club Board of Directors was held in Parksville, British Columbia on Wednesday, June 21, 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, Brad Bird, Reg Johanson, and. Ross Renwick.

Members of the Board absent were Tony Reinsch, Jim Hoffman, Jim Krauss and Susan Mullan

## **Approval of Minutes:**

The minutes of the May 17, 2017 regular meeting of the Parksville Curling Club Board of Directors were accepted as amended.

**MOTION:** to accept the minutes of the May 17, 2017 regular Board meeting as amended. Moved by Reg Johanson, seconded by Brad Bird. Motion carried.

## **Approval of Agenda:**

**MOTION:** to accept the Agenda for the June 21, 2017 regular Board meeting as amended. Moved by Nancy Douglas, seconded by Brad Bird. Motion carried.

## **Reports**

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

- May 26 – meeting with Brian and Graham to discuss RDN next steps going forward and Graham’s involvement with the RDN recreation contacts.
- May 26 – signed and submitted letter prepared by Brian and Tony, to John Marcellus [Supt of Arena Services], informing the RDN of our schedule of events for 2017–18. We also included an endorsement from Scott Braley, CEO of CurlBC, who calls the Parksville Curling Club a “phenomenal host” for their BC Championships, including the upcoming BC Men’s. The next step is for Brian and I to meet with John Marcellus and Dean Banman [RDN Director of Recreation Services] for a preliminary discussion if how we should update our lease, to make it more applicable to our current situation. This meeting is tentatively set for Thursday, July 6th.

- June 14 – signed copies of reviewed financial statements, prepared by Nancy, for submission for our Permissive Tax Exemption application.

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

Banquet volunteers and concession volunteers successfully provided BBQ and other food services to workers and visitors of the Emergency Preparedness Expo on May 27, 2017.

Plans are proceeding to host a Curl BC Junior Cash bongspiel September 8,9,10<sup>th</sup>, 2017.

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

Ross Renwick provided a report with preliminary financials for end-May, 2017. There were no issues or concerns raised with respect to the report or the club's finances.

**MOTION:** Ross was instructed to pay invoice "half now – half later" for RDN insurance.

Moved: Nancy Douglas. Seconded: Brad Bird

Carried

### **Membership (Nancy Douglas)**

Prior to starting my new portfolio, I completed the following in respect to my position as Treasurer:

- Annual Statements for Year Ending April 30, 2017 were completed and a review was performed by Dyann Goodfellow.
- The individual gaming licence reports were completed and sent to the government.
- The Gaming Summary Report was completed and sent to the government.
- Storage Rental Invoices were prepared and sent out.
- Corporate Income Tax Report was completed and sent to the government.
- Statements and report documents were prepared, signed by myself and Ron and delivered to the RDN as per the lease requirements.
- Copies of the Annual Statements will be given to the Board at the June meeting. Further copies will be made for the members for the AGM in September.
- All pertinent documents and files were turned over to Ross.

Membership:

- I have updated the master list of members to the best of my knowledge. This list contains approximately 1,200 members, many who are no longer actively curling and those who have moved from the area. This list contains names and phone nos. (or last known phone no.). This list is mandatory to be kept as up to date as possible due to our policy of a life-time membership.

- I have updated an “Active Members” list of name, phone no. and email addresses. This list should contain the members who are curling or who have curled in the last 3-4 years. The list is 9 pages and I will make all members of the board a copy, should you wish to have it, or email you the list. I will be updating the manager’s copy of this list for his office.

**Action:** For executive committee, Nancy and League director Jim Krauss will develop recommendations for 2017–18 fee structure and annual calendar for league play, open houses, clinic dates, registration, and practice times.

## **Facilities/Safety and Insurance (Reg Johanson)**

Reg has reviewed his Facilities role with Spish Legowski and his Safety/Insurance role with Doug King.

Old bar chairs and other unused items have now been disposed of making space in chair and table storage area.

Building Operating Permit has been renewed.

Reg will continue to monitor the need for inside and outside maintenance and find volunteers to assist with needed work.

**Action:** Ross and/or Nancy to check on dates when various permits are to be paid.

**Action:** To discuss a policy (as per Curl BC recommendations) for the wearing of helmets by novices and juniors.

## **Concession (Susan Mullan)**

As above for banquets

## **Leagues (Jim Krauss)**

No report

## **Promotions (Brian Onushko)**

Active Living Guide ad will be updated

Meeting took place re: RDN/Qualicum CC re: Learn to Curl program, Details to follow

Update on Junior Interactive Competitive program.

Will not proceed with ‘float’ in Canada Day parade.

New Horizons Grant not available to us this year.

## **Bar (Jim Hoffman)**

No report

**Action:** Bar Director to complete an inventory of members who currently hold a Serving It Right card and develop a plan to have more PCC members complete the course for a SIR card.

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

LCLB: The timing is yet to be set, but will take place before we reopen for the season.

Rentals: Since the last meeting we have hosted the May 27<sup>th</sup> Emergency Preparedness Expo (facility and food \$1,200+ gross) – June 3<sup>rd</sup> – 4<sup>th</sup> VCC Swap Meet (facility \$1,100+) & June 16<sup>th</sup> **Seaside Cruizers** (facility washrooms \$125). A BIG thank you to the banquet committee, led by Terry Miller, who ran food services for the May 27<sup>th</sup> Expo ... exceptionally well done.

- Chesapeake Shores is at the building today, Wednesday, June 21, 2017. Their use of the building is similar to last time, with the same daily rate applying. The Mind, Body, Spirit Expo sets up this Friday, for a scheduled Saturday show. We are not responsible for any services during the expo.
- Further into the summer, we have a couple of kitchen events being finalized (RDN meal prep for offsite camps and PGOSA event cooking), a Pickle ball wrap up banquet and curling events for the start of the season. More details once finalized.

Having a number of rental events now under my belt, I have a better understanding of how groups use our building, how rates were set and what we have to offer. Many of the recurring events pay rental rates that include no-charge, little extras – early access, “day before setups”, etc. I believe that we have an opportunity to adjust our pricing to better reflect how groups use the building and the amenities therein. At this time I don't have any pricing figures from similar facilities in the area to compare with, but, for starters, I think it would be appropriate to introduce rates for early access (maybe a prorated rate of the daily charge, plus staffing), table and chair rentals (above the pre-set arrangement in the bar and lounge) and parking lot use that includes “for profit” activity (eg Seaside Cruiser food trucks). I ask everyone to consider the issue for discussion.

PGOSA walking groups throughout the summer: Summer visits are proceeding, with 1-2 visits per week. Thanks to our May 27<sup>th</sup> kitchen volunteers for donating a number of leftover muffins for resale to the walking group.

### Building:

- Felt sliders for the bottom of the new lounge chairs are still pending.
- The men's washroom was repaired and is now functioning properly.
- In placing an order for soap dispenser refills, Island Cleaning informed me that the units we carried had been discontinued. Subsequently, I arranged for them to swap our old units for the new version, which was done free of charge, and provide bags of product for each. I asked for, and received, two extra units for installation in the banquet kitchen – they have been stored in the janitor's closet.

- Lawn cutting equipment – the club is lucky to have a volunteer cutting the grass throughout the summer, but his equipment is not able to easily access the parking lot islands or address the grass trimming needs around the property. It has been suggested that we ask members for some lightly used equipment – lawnmower and gas-powered trimmer. It may be worth considering new equipment as well ... thoughts?

**MOTION:** To approve up to \$1000 to purchase a lawnmower and weed eater.

Moved: Nancy Douglas. Seconded: Brad Bird

Approved.

**Action:** Graham to review rates of future rentals.

**Action:** Graham to review the use of PCC parking area by food trucks during rentals.

**Action:** Graham to determine date of Pickle Ball banquet.

## Business Arising from Minutes

Directors Disclosure form: These were prepared and distributed in advance of the May 2017 Board meeting. Board members are asked to complete and return to Tony or Ron; Tony will keep on file.

## Old Business

**Action:** Reg Johanson will begin the process of an asset inventory and evaluation.

## New Business

**Action:** Committee (Brian, Ron, Ross, Graham) to review lease and operational changes desired in new facilities lease.

## Roundtable:

**Action:** Nancy will update mail slot assignments in the Board Room.

Cheryl Noble has received a Curl BC award for her outstanding volunteer contributions to curling in British Columbia.

**Next Board Meeting:** Wednesday, July 19, 2017 at 19:00 in the PCC meeting room.

**Adjournment:** The meeting was adjourned at 9:15 pm.