

Victoria Curling Club

Board of Director's Meeting

April 6, 2017 – 4:30-6:00 PM

Minutes

Attendees: Andrew Tam, Carley Sandwith, Marlene Jeffries, Quenton Lehman, Nick Coleman, Neil Campbell, Don McMullen, Paul Dixon, John Riopka, Colin Coughlin

Regrets: Mark Stefanson

1) Call to order

With quorum present, the meeting was called to order at 4:32 pm by Vice President Neil Campbell.

2) Approval of the agenda

Motion: Motion to approve the agenda

Moved by: Marlene Jeffries

Seconded by: Nick Coleman

CARRIED Unanimous

3) Approval of minutes from March 2nd, 2017 Meeting

Motion: Move to approve the minutes from the March 2nd, 2017 Board of Directors meeting.

Moved by: Andrew Tam

Seconded by: Nick Coleman

CARRIED Unanimous

4) Business arising from previous minutes

- a) No previous business

5) Correspondence

- a) Responses to membership proposal
 - i) Three responses received: L. Mackay, Men's morning league, Preston's
 - ii) Should follow up on ½ year league idea. **Action for General Manager to encourage leagues to support ½ year leagues.**
 - iii) Should we have a new league that supports this? Snowbird leagues?
- b) Request for funding – Chandler, Gray
 - i) Request for funding for U18 Canadian Championships in Moncton
 - ii) VCC policy supports \$100 per player

Motion: To approve \$100 for both Derek Chandler and Scott Gray to support in attending the U18 Canadian Championships in Moncton, NB

Moved by: Neil Campbell

Second: Carley Sandwith

CARRIED, Don McMullen abstained from vote.

Action: Paul to notify Angie Chandler and Mimi Gray about the board's decision about the funding.

6) President's Report: N. Campbell for M. Stefanson

- a) No report.
- b) The contract with Cody was signed

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- c) Litigation issues:
 - i) S. Quenells case – 2 insurers (VCC, Al Sutherland). Claim was settled for \$5k per insurer. This is covered by our liability insurance. Matter is over.
 - ii) Cyclist struck by police vehicle: VC named originally as defendant, but it came to light that we are not negligent for parking lot. The action will be discontinued against us if it hasn't already.

7) Treasurer's Update: C. Coughlin

- a) No report submitted
- b) Books are not complete, but expect 7-10K loss on operating, approx. same on capital side. These should be mitigated by the new membership proposal which might put us into profit.
- c) What about the remaining capital expenditures?
 - i) The remainder are from the report by Accent Refrigeration
 - Circulation fan, diagrams for compliancy, relief valve needs replacement
 - ii) The leaky roof needs to be looked at
 - iii) Redo the vestibule in the refrigeration plant
 - iv) The money has not yet been transferred.
- d) Safety plan
 - i) Evacuation procedures
 - ii) Maps building evacuation plans

8) General Manager's Report: P. Dixon

- a) Paul's first week of operations
 - i) In the process of figuring out operations
 - ii) Working on large event for upcoming Saturday
 - iii) Working on getting things in order for summertime.
- b) From Quenton: The league reps meeting minutes should be reviewed, as there were many good comments that need to be addressed. **Action for Paul Dixon to follow up on the comments and suggestions recorded in the minutes.**
- c) From Quenton: Sooo Loong bonspiel was phenomenal – many thanks to the committee and volunteers for a successful event. What can we do to keep the atmosphere for next year? We need to use that committee to guide other bonspiels on how to keep bonspiels like this. We need to start on the Howler bonspiel over the Summer – add to registration package?

9) Committee Reports

- a) Advertising: N. Coleman
 - i) Report submitted.
 - ii) Met with Ian Batey on Tuesday April 4th.
 - Ian led the advertising sales for the Junior nationals held in Esquimalt.
 - Ian is interested in helping VCC tell our story and promote our club to businesses and the community
 - Ian will be working on our whole package
 - Asking for a retainer (\$500/month) for 3 months, then 20% commission after that. Tentative start date after Easter.
 - Q: What about allowing members to refer advertisers for a discount? This should be discussed with Ian.

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- Q: What about currently sponsored leagues and how their advertising is displayed? There are legacy items that need clarification. The committee should be developing a policy on this.

Motion: Use wording in motion

Moved by: Nick Coleman

Seconded by: Carley Sandwith

CARRIED Unanimous

- iii) Bookmarks for Times Colonist Book Sale:
 - Paul has a person who has offered to design them – these will be designed and passed by advertising/branding committee for approval.
 - The bookmarks printed by Geoff at Digital Direct Printing.
 - Committee needs to recruit volunteers for this even – May 6-7, 2017.
- iv) Membership:
 - Nick will draft a report for the next meeting and for AGM prep.
 - Committee will work with Colin on the numbers.
- v) Spare Fees:
 - What can we do about this? This will be brought up with the changes in membership fees and raised at the next meeting.

b) Communications: C. Sandwith

- i) No report submitted
- ii) Newsletter:
 - (1) Carley has reached out to Barry Rankin regarding a newsletter, but there has been no response.
 - (2) Should look to have a T-line out for mid-May to discuss membership changes, AGM, call for board members etc
 - (3) Don McMullen will contact Barry to see where he is at with the newsletter
- iii) WFG TV's
 - (1) To be raffled off at the AGM.
 - (2) In order to win the TV's, you must be present at AGM.
 - (3) Give tickets away at AGM to ensure there is a winner.

c) Curling Development: N. Campbell

- i) Motion to bid for 2018 BC Scotties
 - Have spoken to parties about a committee, ice etc.
 - This will also impact leagues – it was brought up at the league reps meeting.

Motion: To approve that the General Manager of Victoria Curling Club, Paul Dixon, is to submit a bid to host the BC Women's Curling Championship in January 2018

Moved by: Neil Campbell

Seconded by: Don McMullen

CARRIED Unanimous

- ii) Leagues:
 - Ladies daytime league will have a reduced fee to compete with Esquimalt Curling Club
 - Sat morn league should be approached

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- Brewer's league will hopefully stay
- New leagues proposed:
 - (a) Rainbow league
 - (b) Chinese league
- If there are more ideas, forward them to Paul
- Interleague or interclub play should be encouraged.

iii) We should become a part of the North Park Association. Nick will follow up on this.

iv) Curling Academy:

- Number increasing to 28 from 24.
- Need to talk to them about programming for the fall

v) Schools – middle school:

- Focus on junior programs, not just our club, but all clubs in area. Interclub opportunities, bonspiels etc.

vi) Fall programming:

- Clinics – Paul has started on this for next season.

vii) Coaches:

- We need to have more coaches.
- The academy will need some – if we can add VCC members/volunteers to a workshop, can we have training here?

d) Finance Committee – C. Coughlin

i) Budget should be done for next year by next board meeting

e) Human Resources: N. Campbell

i) Nothing to report

f) Ice Management and Safety Committee: N. Campbell

i) Ice Technician Bonus

- The board feels that we should not be offering bonuses. Neil will communicate this to Mark.
- Encourage them to get Curl BC tech course – perhaps we can pay for a training course? They should apply to the board for money for the course – paid out upon completion. This should be available to all employees (ice techs, office, bar etc)

ii) Ice Technician training with CurlBC

- Need a level 3 tech for Scotties.
- Can we have Alex attend a curl BC ice tech workshop?
- Its possible that if we get the Scotties, then they might hold a class on the island or even in Victoria

iii) Getting rid of dividers, getting new curling stones

iv) Not banning any brushes

v) Educational program for each league at the beginning of the season – brooms, grippers etc

vi) Rental brushes are getting new heads

g) Policy Development: N. Campbell

i) Food and drink policy – outside alcohol, cheezies

ii) What about when the restaurant is closed? Should leagues/rentals be allowed to

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bring in outside food?

h) Strategic Planning: A. Tam

- i) VCC Constitution and Bylaws transition
- ii) Transitioned to new societies act
- iii) Quenton meeting with City tomorrow at 9:30am

i) Website: M. Jeffries

- i) Currently in development. Timeline is on schedule
- ii) Paul has put up an interim site with club details.
- iii) Need to find host/server details, then transfer development site.
 - Paul has confirmed that Curling Club Manager is our host. We will need a new host and server.
- iv) Website Committee meeting on Monday April 10th with Paul and John
- v) Beanstream – an option for online payments. Local company that supports curling.

10) Other Reports

- a) Insurance and liability update: A. Tam
 - i) Updated under President's Update
- b) Facility report: J. Rioka
 - i) Facility committee should be run by the General Manager.
 - ii) A few items that need attention
 - (1) Front door overhang
 - (2) Urinal plumbing system in downstairs men's bathroom
- c) League reps meeting minutes

11) New Business

- a) Don McMullen new business
 - i) Motion to bring to AGM for membership vote

Motion: I move that the Board of Directors of the Victoria Curling Club approve by resolution that outgoing President Mark Stefanson be nominated as an "Honourary Associate Life Member" of the Victoria Curling Club in accordance with the By-Laws and Constitution of the Club and that this resolution be made at the next Annual General Meeting and voted upon by the membership as per the By-Laws and Constitution of the Club, requiring a majority vote to be carried.

Moved by: Don McMullen

Seconded by: Neil Campbell

CARRIED unanimous

- b) Nominations and elections at AGM
 - i) Don will run election, Mark will be election chair.
 - ii) Need to find a few directors, Treasurer is open, VP is open.
 - iii) Carley will not be staying for her full 2-year term.
- c) Registration Committee
 - i) Create a committee for registration as suggested at the March 30 league reps

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meeting

- (1) Paul will think about whom he would like on the committee.
- (2) Marlene will be board liaison on this committee

12) Next Board Meeting May 4, 2017 4:30-6:00 pm

13) Adjournment

- a) Motion to adjourn meeting at 6:40pm.