



Victoria Curling Club
Board of Director's Meeting August 9th, 2017 – 5-6:30 PM
Minutes

Attendees: Neil Campbell, Colin Coughlin, Paul Dixon, Trystyn Berg, Donna Somer, Marlene Jeffries, Kristine Dobell, Nick Coleman, Stu Fraser, Mark Stefanson

Regrets: Andrew Komlodi

1. Call to order

With quorum present, the meeting was called to order at 5:09pm by President Neil Campbell.

2. Approval of the agenda

Motion: To approve the agenda for the August 9th, 2017 Board of Director's meeting.

Moved by: Colin Coughlin

Seconded by: Neil Campbell

CARRIED Unanimous

3. Approval of minutes from July 5th, 2017 Meetings

Motion: To approve the minutes for the July 5th, 2017 Board of Director's meeting.

Moved by: Neil Campbell

Seconded by: Marlene Jeffries

CARRIED Unanimous

4. Business arising from previous minutes

- No business

5. Correspondence

- Letter from Lisa Helps:
 - In response to letter submitted to city looking for support on New Horizon's Grant. Comment on Central School program, wants invite to BC Scotties – passed on to Paul Dixon to pass to Danielle Callens.

6. President's Report: N. Campbell

- Committees have been revised – board restructuring to have teams rather than committees. 2 committees remain – Finance, Ice and Safety
 - Volunteerism team has been delegated to Membership Recruitment Team
 - Strategic planning has been delegated to Management Team.
- Discussion with outside about champions in the community that might be willing to help out
 - In preliminary discussions – will report back in future board meeting
- Past President's Dinner possible reinstatement
 - This event was ended 2 years ago
 - Event was paid for by the club and held in late September/October
- GM Paul Dixon on holiday next week – Neil Campbell will be filling in. There will be an email sent out to let members know about this.
- Searching through archive material for parking agreement with city. Found the original agreement for 75 spaces, but it does not mention the price agreed on
 - Need access to the Ladies archive as well - will follow-up with representatives from the Ladies Division
- North Park Days – attended by Neil Campbell and Paul Dixon
 - Event turned out positive
 - Discussed becoming a member of the North Park Association – they might want to hold meetings here
 - Found some sponsorship from Clean Leaf - \$200.
 - Lots of interest in Adult Learn to Curl

7. Treasurer's Update: S. Fraser

- No report submitted
- Not much revenue coming in, not much going out.
- Templates for the houses from Jet Ice
 - If we paint, we pay ~\$1600 in paint and supplies, plus labour costs (~ 2 days)
 - Houses can be used for up to 10 years, so we wouldn't have to worry about painting for a few years.
 - We would also get the hog lines customized
 - Pays back within 13 months
 - Only risk is if we change sponsors.
- Recommendation from Finance Committee: (Stu Fraser)
Recommend that we spend \$2750 for purchase of houses with VCC logo
Voted – approved unanimously

8. General Manager's Report: P. Dixon

- Report submitted
- Paul on holidays August 18th-28th
- Interviews ongoing this week
 - Some strong candidates for Office Admin position
 - Strong candidate for PD position – recommended by Keith Dagg, Ian Batey
- Minor renovations taking place in the lounge/arena
 - Paint, memorabilia
 - Ruffel and Brown will be comping us window coverings for advertising
 - Painting in the arena taking place upcoming weekend
- Harbour Cats – Jim Swanson
 - Advertising in-kind between the clubs
 - Harbour Cats decal into the ice for the upcoming season
 - Add Harbour Cats into the club TV advertising loop
 - We can put signage up at park
 - VCC will get a table to advertise at Harbour Cat games
 - VCC is also looking to do another 50/50 game next year as well
- Ice plant
 - Turning ice plant on Aug 31, not on Aug 28th as was initially planned
 - Cody's friend Jared will be helping during ice install as Cody will be managing remotely.
 - In discussions with Cody to bring down price of water to make ice
- Curling IO
 - Planning on making link available to members on Aug 28th
- Opening weekend: Sept 23rd
 - Confirmed for ParticipACTION
 - The Blender event has been advertised
 - If the Blender event is successful, we'll keep running events like this through the year. Paul already has a second band lined up for another Saturday night in the fall
- Liquor license
 - New Board members need to fill out form and get criminal record check
 - Paul is looking into how we can change our liquor license – costing etc.
- League Reps Meetings being held August 15th, 2017, 5-7pm
 - Items that will come up that need consensus from leagues
 - Need to find a home for the Adult Learn to Curl league – 4 sheets preferably early all the time, but it could be alternating. Key point is that it needs to go forward.

- Semester curling – what leagues would be on board with this? How can we help them to structure their leagues such that semesters are an option for members?
 - Membership rates
- Question from Nick Coleman: What board Team does this belong to?
 - Answer: It was under Curling Development last year, but it will be GM running meeting now.
- Question from Donna – what about the naming rights for the lounge?
 - Answer: It is part of a sponsorship package.
- A few notes from Neil:
 - It will have to come before the board before we sell the naming rights to the upstairs lounge
 - We also need to talk about preferred suppliers for the club – for instance, Harbour Cats, Digital Direct.
 - We need to make sure these suppliers know that we support them – we also need to make sure that they are appreciated.
 - We could feature some of our sponsors in the Tee-line – introduce the sponsors, what they do etc.
 - If anyone has ideas on how to do this, please let Neil or Paul know.
- Question from Nick Coleman: What about doing a Royals game 50/50?
 - Answer from Paul Dixon: Too risky – 200 tickets at \$19 each is too much money. Looking for same relationship that we have with Harbour Cats if possible.

9. Committee/Team Reports

- a. Revenue Generation Team: C. Coughlin
 - i. Start up discussion to organize team and what to focus on
 - ii. Grants
 - 1. Finding grant opportunities and how to match with VCC needs
 - 2. Current: Capital Projects Grant – due September 30th
 - 3. Needs a long term commitment to the building – brings up the topic of the lease. We can't apply for these grants unless we address the issue of the lease with the city.
 - 4. Recommendation from team to approach city to discuss the lease.
 - 5. Neil will action this and will report back at the next Board meeting.
 - iii. Rentals
 - iv. Sponsorships
 - v. Donations and Planned Giving
 - 1. National Sports Fund – Colin in looking into this further.

- vi. Bequests

- b. Curling Programs and Services Team: T. Berg
 - i. Discussed Adult Learn to Curl league:
 - 1. Thinking Thursday evenings. Trystyn has contacted league reps from Thursday evening to see what the feeling is.
 - ii. Coaches for practise ice:
 - 1. Discussed having Bill Tschirhart come in once a month to give instruction - \$1500 for 6 days over the year. To be brought up at League Reps meeting.
 - 2. Do we charge for this or leave it as a membership benefit?

- c. Membership Recruitment and Retention Team: N. Coleman'
 - i. Monday night ladies curling league
 - 1. All other women leagues in city are early only.
 - 2. Paul Dixon reached out to Kathy Mackenzie and Sandy Martin
 - 3. Not sure about the returning numbers yet but hopefully by League Reps meeting next week.
 - 4. Could there be a proposal for an earlier start for the ladies league? 5:30 or 5:45? It could be hard to have the Men's league starting late unless there could be a start at 7:30pm.
 - 5. The Academy is also on Monday – 4 sheets ending at 6pm but there could be off ice activities for them if the ladies league grows.
 - ii. League Reps meetings
 - 1. Is there support from the leagues for a doubles board?
 - iii. Membership benefits
 - 1. Approach business contacts that we might know that could offer membership benefits to our members in addition to preferred providers
 - 2. Give this opportunity to our advertisers as well

- d. Ice Management and Safety Committee: P. Dixon
 - i. Practise ice booking on Saturdays and Sundays
 - 1. Looking to have 4 sheets bookable in advance (max 6 days in advance) in half hour chunks, online for members only
 - 2. Other 4 sheets will be drop-in ice time.
 - 3. Discussed having roving instructors for first hour of ice time depending on Cody's maintenance schedule.
 - ii. Discussing the need for a helmet policy

1. If there is not a policy, we should revamp the waiver form to include concussion risks
 2. The committee has some direction from Curling Canada
 3. No CSA approved headgear for curling yet
 4. Recommendation is to make it mandatory for youth programs
 5. VCC is following the actions of other clubs
- iii. Ice
1. Everyone on this committee needs to know how to make ice to be able to converse with the membership
 2. Board members are welcome to come down to view the install

10. Other Reports

- No other reports

11. New Business

- Board restructuring - Teams and Committees – N.Campbell

Motion: To approve the proposed board policy “Terms of Reference for VCC Strategic Teams”

Moved by: Neil Campbell

Seconded by: Colin Coughlin

CARRIED Unanimous

- General Manager Non-Policy Actions – N. Campbell
 - Background: The General Manager can only operate under policies from the Board but it has come up a couple of times where there was no policy in place, but he can't contact or does not have the time to contact the President or Vice President for a decision.
 - Motion deferred until next board meeting.

12. Next Board Meeting:

- To be held September 6th at 5:30pm

13. Adjournment

- Meeting adjourned at 6:49pm by President Neil Campbell