



# Victoria Curling Club

## Board of Director's Meeting

August 17, 2016 – 5:00-6:30 PM

Present: Mark Stefanson, Nick Coleman, Morgan Sargent, Neil Campbell, Colin Coughlin, Carley St.Blaze, Marlene Jeffries, John Riopka

Regrets: Don McMullen, Andrew Tam, Ken MacDonald

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## Minutes

### 1. Call to order

With a quorum present, the meeting was called to order at 5:01 PM by President Mark Stefanson.

### 2. Approval of the agenda

Agenda approved

### 3. Approval of minutes from August 4, 2016 Meeting

*Motion:* Motion to adopt minutes from August 4 meeting

*Moved by:* Carley St.Blaze

*Seconded by:* Morgan Sargent

**CARRIED unanimous**

### 4. Business arising from previous minutes

From Mark regarding Al needing to pick up items from the club:

- Thompson curling supplies to get rocks to send curling clubs back to Winnipeg.
- Scoreboards from curling classic.
- Curling rock handles that he owns (sold to another club).
- Cody will take the handles off in next week.
- *Issue is:* Outstanding invoice for rental of the handles for 3 years for \$900  
The board is unaware of an existing contract supporting this invoice. Al needs to provide rental contract to VCC to verify agreement.

*Motion:* Victoria CC does not pay invoices without proof of liability

*Moved by:* Morgan Sargent

*Seconded by:* Carley St.Blaze

**CARRIED unanimous**

### 5. Correspondence



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## 6. President's Report: M. Stefanson

- Working closely with Ken
- Working with Cody to get him up to speed
- What does the club need to create the best ice in BC?
- Purchased items need to be vetted

## 7. Treasurer's Update: Colin Coughlin

- Financial report was sent to board detailing available funds:
  - Unrestricted funds – very little available
  - Restricted - \$183,000 in investment funds and bank account
  - Line of Credit - \$71000, limit is \$75000
  - Accounts payable \$38000.
  - Net available funds after paying: ~\$79000 – about 50% of what we thought.
  - Suggestion: If restricted building fund released:
    - Start the restricted capital fund
    - Zero the line of credit
  - Before Friday August 19, we need to transfer money from restricted building funds to make payroll. Move to transfer \$30000.
  - This is the same place that we are in every year and the board has always borrowed against the fund to keep going.

*MOVE:* Transfer \$30000 from restricted building funds into the line of credit with the intention to pay back

*Moved by:* Colin Coughlin

*Seconded by:* Morgan Sargent

**CARRIED unanimous**

- Restricted building fund motion actions from last meeting:
  - Determine balance of investment account
  - Establish initial shopping list
  - Establish priority setting criteria
  - Review of VCC Capital Planning spreadsheet provided by Colin
  - Will be used to justify spending/non-spending to members.
  - Wording change in draft resolution: Restricted building fund to be dissolved, pay debt and establish restricted capital fund.
  - Show draft resolution:
    - League reps meeting August 22, 2016-08-05
      - Neil will adjust agenda for league reps meeting to be sent out ahead of time.
    - To past presidents



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## 8. General Manager's Report: K. MacDonald

Ken is absent, but he sent registration forms to board awaiting comments.

## 9. Committee reports

### a. Strategic Planning: A. Tam

- Absent – passed on this report

### b. Policy Development: Neil Campbell

- Nick is working with Ken to create a bonspiel policy
- Change name to Bonspiel Scheduling policy
- Current bonspiel policy is not well articulated in how we want to bring people in

### c. Curling Development: Neil Campbell

- Sent notes ahead of time.
- Note from Cathy Mackenzie – level 1 and 2 jet ice workshop in Duncan (September 22-25th)
- Youth development assistant (\$2300-2500).
- Helps with high school programs and help to organize junior programs (logistical help)
  - Dependent on gaming grants. Need to find the status:
  - Subject to budget.

#### Coaching clinics

- Do we want to pay for the clinic if the coach returns the time to the club? Pending budget.
- Fees are \$156 for a club coach.
- If we pay, do we reimburse or give a credit at the club?
- Create a memorandum to circulate to board.
- Create a policy that outlines how we can deal with this situation.

#### Central program – Inner city program

- Expanding to George Jay

#### League reps meeting

- Agenda to be adjusted to include motion of Restricted Building Fund
- Neil is chairing – 2 hour meeting. Mark and Cody need to be present.

### d. Human Resources: M. Stefanson

- Ken's performance evaluation completed. He has a 6 month plan to follow.



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August 17, 2016 – 5:00-6:30 PM

- Currently looking for ice techs.
  - e. **Facilities:** John Riopka
    - 2 major things:
      - Overhang at front door:
        - Minimum of \$4000, not worth to repair.
        - Met with designer to discuss this – think it can be done relatively cheap up front.
        - Looking more into cheaper avenues that will solve the issue.
      - State of back room
    - Looking for Facility engineering report – in front office
    - Need to start talks with city re crystal pool
    - Could probably do without the fryer and the oven, but John will work with Goodfellows to see if this can be taken off the table.
    - How do we raise money or apply for grants to help rejuvenate club look? What falls into safety and what is the priority? Estimate is \$4-10K.
    - Issues arose as to the GM response time regarding safety issues.
  - f. **Communications:** Carley St. Blaze
    - Met today at 4pm today
    - Met with Barry Rankin
      - Aiming for a newsletter for September 19<sup>th</sup>
- Social media – what are we in Facebook world?
- Legal name is Victoria Curling Club, but the Victoria Curling Centre is the place.
  - How to distinguish club vs centre?
    - Centre is the place – the curling club is the major user
    - Club is the legal name. Let's go with club, but John suggested both centre and club.
    - What is the branding we want from the advertising point of view?
    - Advertising issue needs to take this away for a discussion and return with a branding policy
- g. **Website:** Morgan Sargent
  - Had a committee meeting today
  - Unable to change skin on website
  - Set priorities to change front page to get immediate news out – next 2 weeks.
  - Registration forms will be up within the next week.



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August 17, 2016 – 5:00-6:30 PM

## h. **Advertising:** Nick Coleman

- Advertising purpose document is now a living document and committee plans to live within that document.
- Sales are going slow and steady. Ice advertising is behind due to the slow start. Courtney and Andrew are keen and are doing a great job.
- Harborcats event:
  - Need to follow up on the clinic entries
  - Look for other events to generate interest
  - Community days, parades, Highland games
  - Nick to compile list of events with input to other board members and mark to pass along with instruction that VCC would like a presence at these events
- Mark to assign April with:
  - Follow up with any contacts from events
- Advertising agents:
  - They are also mentioning rentals to possible advertisers
  - Ken needs to provide a rental inventory and cost information

## 10. New business

### a. **Volunteer Appreciation Event:** K. MacDonald

- Not present but Mark will talk with Ken. Tentatively scheduled in Fall

### b. **Café Contract:** Neil Campbell

- John to be technical advisor

### c. **Janitorial Contract:** Neil Campbell

- Ken was going to hire Mark as an employee
- Neil to follow up with Ken

## 11. Next Board Meeting

- The next regular board meeting is scheduled for September 8, 2016, 4:30-6:00 PM.

## 12. Adjournment

Motion: Moved by Mark Stefanson to adjourn the meeting at 6:42 PM