



# Victoria Curling Club

## Minutes of the Board of Directors Meeting

Aug 04, 2016 – 4:30-6:00 PM

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**Present:** Mark Stefanson, Nick Coleman, Morgan Sargent, Neil Campbell, Colin, Carley St.Blaze, Marlene Jeffries, Andrew Tam, Ken MacDonald, John Riopka, Cody Hall

**Regrets:** Don McMullen

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1. **Call to order**

With a quorum present, the meeting was called to order at 4:30 PM by President Mark Stefanson.

2. **Approval of agenda**

Small change to agenda – the order of items

3. **Approval of previous minutes**

- Questions arise from Mark: Where are the new banners to be hung? Along with the old banners.
- Under Q&A period, issues were identified that we need to address this year. See minutes. How are we going to address these?

**Motion:** *Move that the minutes of the Annual General Meeting held Jun. 16, 2016 be approved.*

Moved by: Morgan Sargent

Seconded by: Colin Coughlin

**CARRIED**

4. **Presidents report**

Board Priorities for this year:

- Financial accountability
- Business strategic plan
- Governance vs operational board
- GM and office staff performance
- Communications
- Website
- Enhanced pro shop operation
- Building fund future
- New head ice tech
- Janitorial
- Food and bar service enhancements

- Crystal pool
- Enhancement of building (added by Nick)
- Revenue generation (added by Nick)

## 5. **Welcome to Cody Hall**

- Introduction of board to Cody and vice versa.
- Cody is aiming for positive changes; ice for competitive curlers is his goal.
- Equipment inventory is currently happening to see the direction that we need to go. For instance, we have a full sheet burner.

## 6. **GM Report**

- Submitted a written report
- More about Cody – he really supports him and feels that Cody is what we need as a club.
- Identifying safety hazards to make these a priority for the upcoming season.
- Has met with all the committees that the board are chairing
- Met with volunteer ladies to move the pro shop operation ahead – Sharon Kelly and Margo? Staff it and advertising.
- Fringe festival coming up at the end of the month. Agreed that they will have a liquor license at the event. We make \$50/day from them, but only main floor and we get people in the door.
- Expecting a report from Accent refrigeration
- Big calendar for the main entrance. 3x5 or 3x6 ft calendar. Entire year.
- TV monitor/screen for over sheet 5 to showcase slides of club, advertising etc. Working with communications committee on content.
- League Reps meeting August 22 @6:30pm, Neil is chairing. All the board is encouraged to attend

## 7. **Treasurer's report**

### Registration process

- Proposed a motion on graduated fees structure. History is because some people do not pay.
- Oct 1-31 – 5%
- After October 31, add an additional 5% for a total of 10%
- Recommended amendment to motion: Change 'not made before' to 'after'.

### **2016-17 Graduated Fees**

*Motion: Move that the proposed 2016-17 graduated fee structure is approved. 5% surcharge after September 30, 5% additional surcharge after October 31 for a total of 10%.*



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Moved by: Colin Coughlin      Seconded by: Nick Coleman

**CARRIED – all in favour**

## 2016/17 Budget Overview

- Current budget was made on assumed fees of last year.
- John thinks the fees needs discussing based on inflation – more discussions are needed. Fees will not be less than they were last year, so we have a minimum budget.
- Building surcharge – will be collected separately.

Motion: *Move that the proposed 2016-17 budget fee structure is approved.*

Moved by: Colin Coughlin      Seconded by: Morgan Sargent

**CARRIED – all in favour**

## 2016-17 Registration and fee schedule

- League fees – Nick thinks it is too late this year as it will need to be put to an AGM, seniors rate is antiquated. We should maintain current structure and work on the structure and fees for next year.

## Restricted Building Fund

- Need to call a special AGM to move Restricted Building Fund to Restricted Capital Replacement Fund.
- Finalize a draft of the resolution for a special AGM in October.
- The balance of our restricted fun affects the grants that we apply for.
- Need a special board meeting regarding the wording of the special resolution to bring a draft motion.

## 9. Committee reports

- Strategic Planning:** Andrew Tam
- Working calendar distributed to board
- Over next month, meet with individual committees to make sure they are following strategic plan and priority
- Missing committees: Volunteer and Membership – discuss with the board.
  - Volunteers will be ad hoc this year
  - John, Nick and Marlene will lead the membership
- Policy Development:** Neil Campbell
  - Tendering of contracts policy

Motion: *Move that the proposed Tendering of Contracts Policy is approved.*

Moved by: Neil Campbell Seconded by: Colin Coughlin

**CARRIED – all in favour**

- f. **Curling Development:** Neil Campbell
  - Hosting club and competitive coaching clinics in the fall
  - Report was submitted
  
- g. **Human Resources:** Mark Stefanson
  - Cody started, April starts Aug 9
  
- h. **Facilities:** John Riopka
  - Report was submitted
  - Areas of attention: bar and lounge area enhancement
  - Are we able to approve a bar budget separate from club budget?
  - Need a proposal on the table to be able to proceed with renovations in the bar/lounge
  - Regarding the oven – this could be borrowed against the restricted building fund as it becomes a safety issue.
  - Clock is fixed!**Communications:** Carley St.Blaze
    - Carley is chair; members are Mark, Marlene, Morgan, John, Ken
    - Social media side is currently being investigated: facebook, twitter, instagram
  
- i. **Website:** Morgan Sargent
  - Report was submitted
  - \$400/year on website, but it is not worth it for all leagues
  - Planning in works – committee is creating a vision document so that we create a better curb appeal
  - Survey to membership – does any Board member want to contribute questions to the questionnaire?
  - New website will be in the plan for next year, this year will be cobbled together.
  
- j. **Advertising:** Nick Coleman
  - Report, plan submitted
  - Move to accept document “Advertising Committee...”
    - i. No committee can direct GM with the exception of the executive committee. Should be reworded.
  - Contract for Advertising agents
    - i. 20% commission is midrange



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- ii. Can they sell special events?
  - Should we include the bonspiels?
    - i. The men's bonspiel already has a sponsor
  - Ice advertisement – selling the button as one package or possibly two?
  - Nick to make amendments to advertising game plan.  
Nick to send contract to Mark to be signed

### New Business

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

- Deferred due to time.

#### b. Café Contract: N. Campbell

- Need boards approval for Food Services contract

*Motion: Move that the board approves the Food Services contract for Good Fellows.*

Moved by: Neil Campbell                      Seconded by: Colin Coughlin

**CARRIED – all in favour, Carley and John not present**

#### c. Janitorial Contract: N. Campbell

#### d. League Reps Meeting: K. MacDonald

- League Rep meeting to be held on August 22, 2016 at 6:30 pm.

### 9. Next Board meeting

- A special board meeting was called for August 17, 2016 at 5:00pm.
- The next regular board meeting is scheduled for September 8, 2016, 4:30-6:00 PM.

### 10. Adjournment

**Motion:** *Moved by Mark Stefanson to adjourn the meeting at 6:30 PM*