

Victoria Curling Club

Board of Director's Meeting
December 1, 2016 – 4:30-6:00 PM
Minutes

Attendees: Colin Coughlin, Neil Campbell, Mark Stefanson, Quenton Lehman, Andrew Tam, John Riopka, Nick Coleman, Marlene Jeffries, Don McMullen

Regrets: Morgan Sargent, Carley Sandwith

1. **Call to order**

With quorum present, the meeting was called to order at 4:45pm by President Mark Stefanson.

2. **Approval of the agenda**

Motion: Motion to approve the agenda for today's meeting

Moved by: John Riopka

Seconded by: Colin Coughlin

CARRIED unanimous

3. **Approval of minutes from November 3, 2016 Meeting**

Motion: Motion to approve the minutes from November 3, 2016 Board of Directors meeting

Moved by: Colin Coughlin

Seconded by: Andrew Tam

CARRIED unanimous

4. **Business arising from previous minutes**

No existing business

5. **Correspondence**

All correspondence documents were submitted

- From Brian Morin – Add Glow curling to Development Committee agenda for investigation
- From Sandra Martin – Regarding external refreshments for the Daffodil Bonspiel
 - We will respect Good Fellows contract by not allowing outside food to brought into the curling club
 - Marlene to send email to Sandra with board's decision
- From Monique Cassidy – Regarding funding request for junior men's Team Habkirk
 - Only 3 of team are from this club.
 - Board decided \$100 per VCC member, so \$300 for the team.
 - Don will draft a letter to Monique Cassidy and send to Mark for review, to be forwarded to team when finalized.

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

- Executive meeting on Dec 1, 2016. Agenda included
 - K. Macdonald severance
 - GM Search
 - Follow of EGM on November 24th

Victoria Curling Club

Board of Director's Meeting
December 1, 2016 – 4:30-6:00 PM

- Condensation issue and roof repair
- Head Ice Tech contract
- Janitorial contract
- Crystal pool feasibility
- Good Fellows Café service bid for Canadian Junior Championships

- K. MacDonald Severance
 - Neil and Andrew to draft letter to K.MacDonald denoting that the proposed severance package is final. Andrew to lead, Neil to review.
 - Colin to look into the rate calculation
- Condensation/roof repair issue
 - Need to identify exact source of issue and review options for spring/summer repairs.
- Head Ice Tech contract:
 - BC Medical coverage is in contract, currently it is not being paid.
 - Quenton will find out amount per year.
- Janitorial contract
 - Seems to be working
- Bid by Good Fellows Café for Junior Nationals in January.
 - The board approves of this provided the level of service does not drop at the VCC

7. Treasurer's Update: C. Coughlin

- Forecasted to lose \$24K, but some items were not taken into account (e.g. Black Friday sale) during this analysis
- Colin will do a cash flow analysis soon.
- Question from Nick: Where is the rental income from the Café? Answer from Colin: In rental line on last page. ~\$1200/month. Note: there is rent in summer time unless they exceed a specified revenue.
- Colin has done a short analysis on profit centres (bar, pro-shop, ice)

8. General Manager's Report: Q. Lehman

- Report submitted.
- Staffing:
 - Yvonne hired as bar manager.
 - A bar member was terminated because expectations were not met.
 - Hired 5 new instructors for school and rental programs.
- League updates:
 - Tentative league meeting on Dec 15.
- Ice technician
 - Meeting with Cody next week to set a schedule for ice staff
- Accent Refrigeration Report
 - Looking at \$30K in order to be compliant with BC Safety Authority

Victoria Curling Club

Board of Director's Meeting
December 1, 2016 – 4:30-6:00 PM

- Cody needs to take a 3-weekend program for Refrigeration Operator Certificate. Cost to be covered by club.
- Pro-shop
 - Bringing in more product for the pro-shop
 - Looking to have another blowout sale before Christmas
- Glen Meadows Ladies Bonspiel donated \$285 for kids that need help to curl
- Crystal pool feasibility
 - Meeting with Rec department – they are supporting a new facility and will be going to the community that want to be involved with the build.
 - We will continue invest money into our facility. Expect Crystal Pool to be 5-7 years out, if it happens at all
- Double booking problem
 - Ken made a commitment to host South Island Challenge on Jan 21, 2017. Also booked another event with VIHA at same time.
 - Too late for both parties to cancel
 - Option 1: Ask Wes Craig to move event to Sunday
 - Option 2: Cancel VIHA and Uvic because Wes Craig booked first.
 - Quenton to contact Wes Craig to discuss options

9. Committee reports

- a. Strategic Planning: A. Tam
 - Colin putting a response back to the city
 - More to come later
- b. Policy Development: N. Campbell
 - Sandra Bitz has offered to help with developing policy documents
 - Submitted policy documents to office
 - Marlene to make electronic documents available to office
- c. Curling Development: N. Campbell
 - Report submitted
 - Clinics must be raised at league reps meeting. Doubles curling.
 - League Reps meeting: 3x year promised
 - Tentative items to discuss at League Reps
 - Need to get team rosters from league reps so we can crosscheck against fees paid
 - Ice etiquette
 - Practise time
 - First meeting yesterday for Ice Standards Committee
 - Practise ice is popular – Do we need a policy?
 - Rocks – our rocks are 4/10. New rocks are expensive
 - Safety
 - Learn to curl clinics – Melissa Soligo has volunteered to run
- d. Human Resources: M. Stefanson

Victoria Curling Club

Board of Director's Meeting
December 1, 2016 – 4:30-6:00 PM

- o Termination of Ken MacDonald
- o Acting GM Quenton Lehman
- o In the new year, starting a search committee for GM.
- o Invitation to all board members to participate in the search committee
- o Janitorial contract coming to fruition
- o All else on the HR front is good.

- e. Facilities: J. Riopka
 - o Report submitted
- f. Communications: C. Sandwith
 - o Report submitted

- g. Website: M. Sargent
 - o Report submitted

- h. Advertising: N. Coleman
 - o Membership update
 - o Quenton provided summary of leagues. Colin worked on membership costs
 - o Nick did quick analysis on what it costs to run the leagues. \$20/game cost to facility, but we charge ~\$12/game. Colin would like work with Nick to flesh out this analysis.
 - o Present membership model change at league reps meeting
 - o Branding presentation
 - o Committee has been working with Geoff Davis on rebranding the club
 - o Presented 4 logos for the board's decision
 - o Selection for iteration: - #3 with blue, need options for font sizing as well as Gill Sans font
 - o Talk to Geoff about unveiling of the new logo

Motion: Victoria Curling Club will not approve the use of our current logo on any new products, posters, or other signage until the board reviews the Advertising Committee's finalized logo, taking into account the board's recommendations at the January 5, 2017 meeting.

Moved by: Nick Coleman

Seconded by: Marlene Jeffries

CARRIED unanimously

10. New business

- o None

11. Next Board Meeting

- o January 5, 2017, 4:30-6.00 PM

12. Adjournment

Victoria Curling Club

Board of Director's Meeting

December 1, 2016 – 4:30-6:00 PM

- o Meeting adjourned at 6:20pm