

Victoria Curling Club

Board of Director's Meeting
February 2, 2017 – 4:30-6:00 PM

Minutes

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

Regrets: Mark Stefanson , Carly Sandwith, Don McMullen, Morgan Sargent

1) Call to order

With quorum present, the meeting was called to order at 4:33pm by Acting President Neil Campbell.

2) Approval of the agenda

Motion: Motion to approve the agenda

Moved by: Colin Coughlin

Seconded by: John Riopka

CARRIED Unanimous

3) Approval of minutes from January 5, 2017 Meeting

Motion: Move to approve the minutes from the January 5th, 2017 Board of Directors meeting.

Moved by: Andrew Tam

Seconded by: Nick Coleman

CARRIED Unanimous

4) Business arising from previous minutes

- a) Proposed rescheduling of AGM to September
 - i) Table to discussion on membership.

5) Correspondence

- a) Letter from Melanie Burgoyne Re: Practise Ice Policy
 - i) What are the rules? Apparently, as of now, we have no policy. The standing rule is that we do not let non-members practise on our ice.
 - ii) **ACTION:** The Ice committee, along with the GM, is looking into an interim 'practise ice policy' as it is becoming an issue with members as well. Timeline: Interim policy to be implemented by the next board meeting if possible
 - iii) **ACTION:** Neil will draft response a letter to Melanie.
 - iv) Question: How do we determine who is a member? Id on shoes, membership cards. This will be covered under membership discussion.

- b) Letter of resignation from Morgan Sargent

Motion: Motion to accept resignation of Morgan Sargent from the Victoria Curling Club Board of Directors

Moved by: John Riopka

Seconded by: Colin Coughlin

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CARRIED Unanimous

- i) We can appoint someone to fill the role. We could fill this spot at the EGM.

6) President's Report: N. Campbell on behalf of M. Stefanson

- a) **ACTION:** Neil will draft a letter to the membership thanking Quenton, Cody, ice staff, April and all VCC volunteers for their support of the Junior Nationals event. The letter is to be reviewed by Mark Stefanson.
- b) City of Victoria and Crystal Pool:
 - i) Next council meeting is Feb 17 – we should have a strong board attendance
 - ii) We should also have the council members out for an 'introduction to curling' event
- c) Fundraising
 - i) Meeting held with Fran Wallace where she provided a list of places we can look for funding.
 - ii) Should we hire or should it be a volunteer position(s)?
 - (1) The committee is still deliberating.
 - iii) We need to develop the storyline of our club – history, about, programs
 - iv) Identify a team of champions within our membership that know prominent members of our community that can help

7) Treasurer's Update: C. Coughlin

- a) Financial Forecast submitted
- b) Current estimate forecasts a loss of ~\$19k on operating side.
- c) In regards to operation costs, we need about \$450k to operate per year. Currently our projection is \$390K. We need to consider this in the membership/league fees so that we remain financially viable. This is based on the assumption on the same number of members.
- d) The operating costs and current losses should be the starting point for the EGM so the membership is aware of this situation.
- e) Question from Quenton: What about the \$30k transfer from the Restricted Capital Fund? It has not been transferred yet – all expenses to date have been covered by the operating fund. The money is there – Colin gave Quenton the go ahead to spend it.

8) General Manager's Report: Q. Lehman

- a) Report submitted
- b) GM Search Committee
 - i) 41 applicants in total. Most have been reviewed – short list created, there has been some follow up on the short listed candidates
 - ii) Committee needs to meet again to establish final candidates, then schedule interviews.
 - iii) **ACTION:** Neil will set a meeting for next week – on Thursday or sooner based on committee's availability
- c) Bonspiel policy
 - i) This needs to be revamped but is the Development Committee's responsibility.

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- ii) Needs to address late registration issues.
- d) Parking
 - i) What about parking for the bonspiels?
- e) Clothes box
 - i) Request to put a dropbox on the north side of the building that supports children with Down's Syndrome
 - ii) **DECISION:** We agreed to 1 year, if it becomes a problem, the board will revisit and draft a policy about items such as this.
 - iii) **ACTION:** Quenton will let the organization know about the board decision

9) Committee Reports

- a) Strategic Planning: A. Tam
 - 1. Report submitted
- b) Policy Development: N. Campbell
 - 1. No report submitted
- c) Curling Development: N. Campbell
 - 1. Report submitted
 - 2. Program development coordinator/Club Pro position
 - 1. We are turning away people because the office is overwhelmed
 - 2. How can we get funding for this position?
 - 3. This position should be tasked with coordinating youth activities in greater victoria.
 - 4. The GM position should be running the business, not program development
 - 5. **ACTION:** The board accepted the draft proposal in principle. At present there are no extra funds to fund this position. Referred back to the Development Committee for clarification of the position description and source of external funding.
 - 3. Bonspiels: Volunteer committees for bonspiels with board liaison.
 - 1. Nick Coleman: Doubles league– 6 teams registered already
 - 2. Nick Coleman: Thunderbird – has a committee and it will go forward.
 - 3. John Riopka: SoLong – Had a great response from membership (8 committee members). 6 teams currently registered.
 - 4. Marlene Jeffries: Daffodil – report was submitted to Development committee, no further updates but will ask committee for another update.
 - 5. Quenton Lehmann: Friars Brier – Neil will assist Quenton as required
 - 6. Neil Campbell: High school championships – all is good to go so far.
- d) Human Resources: M. Stefanson
 - 1. No report submitted
 - 2. Covered in GM report
- e) Facilities: J. Riopka
 - 1. Report submitted
 - 2. Full facility inspection upcoming.

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- f) Ice Management: N. Campbell
 - 1. Report submitted
 - 2. Accidents on the ice:
 - 1. There have been a number of accidents –a report will be compiled and circulated to the board. Most were because of 1 gripper. How do we educate people?
 - 2. Include information about ice safety and equipment degradation in an email to membership
- g) Communications: C. Sandwith
 - 1. No report submitted
- h) Membership: N. Coleman
 - 1. Report submitted, draft motions submitted
 - 2. From Neil: The motions are a bit too early:
 - 1. Plan of action is to talk to Jack Bowman, create a report, create financial report, gather membership statistics, hold a league reps meeting, get signatures, call EGM.
- i) Advertising: N. Coleman
 - 1. Report submitted
- j) Website: M. Jeffries
 - 1. Report submitted
 - 2. Marlene to let Blair that there is no more work on website. Website policy needs to be developed before we continue.
 - 3. Research and requirements gathering will still continue to be ready for design and implementation phase.
 - 4. Contract needs to be put to tender.
 - 1. **ACTION:** The Website Committee will draw up RFQ for website design and implementation.

10) New Business

- a) 50/50 Harbourcats
 - i) They are taking dates – cost is \$998 (100 tickets). Sell to membership, then run 50/50 with a booth. Timeline is sometime in July.
 - ii) Quenton will look into Saturday July 8th, but we are open to other days.

11) Next Board Meeting March 2, 2017 4:30-6:00 pm

12) Adjournment

- a) Meeting adjourned at 6:05pm

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