

Victoria Curling Club

Board of Director's Meeting
January 5, 2017 – 4:30-6:00 PM

Minutes

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

Regrets: Colin Coughlin, Carly Sandwith, Morgan Sargent, Don McMullen

1) Call to order

With quorum present, the meeting was called to order at 4:35pm by President Mark Stefanson.

2) Approval of the agenda

Motion: Motion to approve today's agenda

Moved by: John Riopka

Seconded by: Nick Coleman

CARRIED Unanimous

3) Approval of minutes from December 1, 2016 Meeting

Motion: Motion to approve the minutes from the December 1st, 2016 Board of Directors meeting.

Moved by: Nick Coleman

Seconded by: Andrew Tam

CARRIED Unanimous

4) Business arising from previous minutes

- a) Update on Ken's response: Sent to Ken before Xmas, but no response back from Ken. CRA states that he only has 10 days to respond. Issue is closed.
- b) How to give recognition to all club members that are participating in playdowns?
- c) Problem solved with Wes Craig. He has ice on January 21st, VIHA is moving to a yet undetermined date, UVic has rescheduled.
- d) Neil is calling on Sandra Bitz to help with policy development

5) Correspondence

- a) Email from Al Teasdale Re: Membership changes presented at League Reps meeting
 - i) We should meet with Al to hear his ideas – Nick will initiate contact.
 - b) We looked at Don Moss's original membership certificate

6) President's Report: M. Stefanson

- a) GM Search Committee

Motion: Motion for the General Manager Search committee to be chaired by Mark Stefanson with members Neil Campbell, Quenton Lehman, Nick Coleman, Marlene Jeffries

Moved by: Mark Stefanson

Seconded by: John Riopka

CARRIED Unanimous

- i) Job description is already done, but not yet circulated
- ii) Canvassing members who might know people that are qualified.
- iii) Next week will be the first official meeting of the Search Committee.

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- iv) Advertisement will close Jan 27, shortlisted by Feb 3rd. Quenton will do a first pass on the resume packages, then pass to the committee.
 - v) Goal is offer on Feb 27 with a start date on March 3rd.
- b) Capital Fundraising
- i) Need to raise \$1m + for building.
 - ii) Need to find someone to lead Capital Fundraising committee that has this particular skill set
 - (1) Fran Wallace has been suggested as she has done this type of work before. Mark will contact her to see her level of involvement.
 - (2) Paul Mantell – worked for Camosun college fundraising. John is awaiting email for contact information for another person – this could be the same person.
 - (3) Proposed members include Neil, Mark and Quenton, but need a chair. Quenton will be the liaison to the City of Victoria.
 - iii) We should know by June whether we are in Crystal Pool or not
 - (1) City has all the building information that we can provide.
 - (2) Should we hold an open house for city councillors? If so, when?
 - iv) How do we tell the story of the Victoria Curling Club?
 - (1) VI Sports is coming to interview Mark and some other members.
 - (2) We need a sales package

Motion: Form a Capital Fundraising Committee with Mark Stefanson to serve as interim chair. Members of this committee will include Neil Campbell and Quenton Lehman.

Moved By: Mark Stefanson

Seconded by: Andrew Tam

CARRIED unanimous

7) Treasurer's Update: C. Coughlin

- a) Report submitted.
- b) Budget
 - i) Quenton recommends that we should be drawing up a budget for next year by the end of February.
- c) Signing authority

Motion: The board of directors formally assigns bank account signing authority to the General Manager (Quenton Lehman), President (Mark Stefanson), Vice-President (Neil Campbell) and Treasurer (Colin Coughlin). The board of directors formally assigns Investment Account signing authority to the President (Mark Stefanson), Vice-President (Neil Campbell) and Treasurer (Colin Coughlin). All transactions will require signatures from two of the authorized persons.

Moved by: Nick Coleman

Seconded by: Andrew Tam

CARRIED unanimously

- i) Note to revisit this motion in first board meeting after all AGM's so that names can be changed to new board members if needed.

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8) General Manager's Report: Q. Lehman

- a) Report submitted.
- b) Pro shop ideas: (Xmas Sale went great!)
 - i) Sweetheart deals
 - ii) Closing shop sale
 - iii) Open to ideas from board and members
- c) Soo-long Bonspiel
 - i) We need a committee if we want this to happen – Mark will send out an email for Soo-long bonspiel help.
 - ii) Quenton would like to be on the committee, but not chair it. He has some great ideas.
 - iii) Would it be best to have a social committee? For all sorts of events (ball games, parades, TC book sale, bonspiels etc.). The goal of this committee would be to organize events to promote VCC and curling in the community.
- d) Link all bonspiels this year with 65 years of curling in Victoria
- e) Family Day – why are we closed on this day? It's a stat holiday (only civic and provincial, not federal, businesses)
 - i) What are the ideas? Family vs. family, family skins, open house.
 - ii) Who can we ask to do this? Mark will try to find someone to do this.
- f) High school curling – looking to institute a high school curling championships.
- g) Learn to curl – starts Jan 19- Feb 22.
 - i) Quenton will send this out. Information to be posted on Facebook and Twitter.
- h) Bar operations
 - i) Changes are happening – we can have a bar license as opposed to a club license. Can also have a food license downstairs.
- i) Quenton will be away Jan 14-30 due to the junior national championships.

9) Committee Reports

- a) *Strategic Planning: A. Tam*
 - i) Report submitted
- b) *Policy Development: N. Campbell*
 - i) Report submitted
 - ii) Follow up with Sandra Bitz. Find another person to join as well.
- c) *Curling Development: N. Campbell*
 - i) Report submitted
 - ii) League reps meeting held on December 15th.
 - (1) Meeting notes submitted and will be circulated to league reps.
- d) *Ice Management Committee: N. Campbell*
 - i) Report Submitted
 - ii) Work was done on ice and rocks over the break
 - (1) Have received some positive feedback about the new WFG decals in the ice thus far.
- e) *Human Resources: M. Stefanson*
 - i) No report submitted. Ran out of time for a verbal update.
- f) *Facilities: J. Riopka*
 - i) Report submitted

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- g) *Communications: C. Sandwith*
 - i) No report submitted
 - ii) There was a T-line newsletter released before Christmas
- h) *Website: M. Sargent*
 - i) No report submitted
- i) Advertising: N. Coleman
 - i) Report submitted
 - ii) Logo
 - (1) Must acknowledge Geoff and Digital Direct Printing. Ice inlays for next year as an appreciation of the work he has put into this.

Motion: Adopt the logo #3 with the rectangular font as the new VCC logo with red as the dominant colour (Red colour code PMS 485)

Moved by: Nick Coleman

Seconded by: Marlene Jeffries

CARRIED unanimous

- (2) Need to take building inventory of logos. How can we showcase it with the 65 years of curling tag line?
- iii) Membership model presented at the league reps meeting
- iv) Advertising agents
 - (1) Should we employ again or does it belong to the GM duties?
 - (2) Transition year. We recommend extending current advertising agent until Dec 31 2017. After that time, this job will migrate to the GM.

Motion: Re-engage the 2 advertising agents until Dec 31, 2017

Moved by: Nick Coleman

Seconded by: Neil Campbell

CARRIED unanimous

- v) Engaging membership for advertising
 - (1) Give members discounts (5%?) for a certain amount of new advertising brought in to the club. This will need to be in newsletter, but exact numbers need to be determined.
- vi) AGM
 - (1) Currently in June, which gives the board a late start for organizing the curling season. Current timing depends on when the fiscal year-end is.
 - (2) Maybe its better to extend the year to September. Apparently this happened a few years ago, but it did not work for unknown reasons. Mark will ask Don to see if he knows what happened and why.
 - (3) Put on the agenda for next meeting – move of AGM to September. We will need to schedule an EGM for membership changes.

10) Adjournment

- a) Meeting adjourned at 6:24pm