

**Victoria Curling Club
Board of Director's Meeting
May 16, 2017 – 4:30-5:30 PM
Minutes**

Attendees: Marlene Jeffries, Don McMullen, Nick Coleman, John Riopka, Mark Stefanson, Neil Campbell, Colin Coughlin, Paul Dixon
Regrets: Andrew Tam

1) Call to order

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

2) Approval of the agenda

Motion: Motion to approve the agenda

Moved by: Mark Stefanson

Seconded by: John Riopka

CARRIED Unanimous

3) Financial Update: C. Coughlin

- a) Net loss of \$66k in updated document.
- b) Sport expenses – a reflection of the valuation of the inventory from last year. Inventory count at the end of last year was adjusted at end of FY – valued at \$36k, but needs to be reflected in income statement as we sold it. Last year, \$30k of pro-shop supplies was purchased. As we sold the inventory this year, it increased the expenses of the pro-shop. Reflects the costs of goods sold. There are anomalies in pro shop cost of stock (stock was over valued last year). Paul and April just uncovered \$4500 more of inventory today.
- c) Sport purchases are different than sport expenses but they were used interchangeably.
- d) Actuals as of May 12:
 - Sales are up over 2016
 - Cost of Sales is much higher than previous years due to inventory issue
 - Advertising went up over 2016
 - Bonspiel revenues are up ~\$9k
 - Rentals are up, dues went down by \$15k (reduction in membership numbers)
 - Budget forecasts loss in membership fees due to new membership model
 - Miscellaneous has changed because Colin has tried to itemize as much as possible
 - Youth and Adult development is up over 2015 (miscellaneous stuff, charging for stuff that wasn't charged for before – school programs etc)
 - Bar revenue went up over 2016
- e) Expenses:
 - What are the bank fees? Visa, Mastercard, Debit, merchant fees
 - From John: separate bank fees into debit fees and credit cards
 - This can be an issue we should address with the membership
 - Note: \$85 in debit versus \$3700 in credit card fees
 - Contract services – change of icemaker and temporary General Manager contract
 - Maintenance/repairs/supplies is up. Transition costs from AI to Cody as we moved from contract to ownership – startup costs and jet ice.
 - April is finished this week, back again Aug 15th
- f) Based on financials and what we have in the bank, we have only 1 year left like this before we have to close the club (VCC cannot have another loss like this year)
 - This will be addressed by new membership model, more advertising, more rentals
 - The members need to get on board this year

- g) Paul needs to bring back the bare bones of what we can do to ensure we have safety as well, but reducing expenses.
- h) SOFMC bills us for hydro – we need to get the spreadsheet for the meter readings to understand how we are expensed.
- i) Major issues
 - Hydro issue
 - 2 General Manager's
 - Transition costs
 - Reduction in number of curlers
- j) Are we trying to generate revenue over the summer?

4) **Capital Enhancements: P. Dixon, J. Riopka**

- a) Ice and refrigeration costs as recommended from General Manager:
 - Fan estimated at \$21000
 - Brine Pump - waiting on quote still. Original quote was \$6500.
 - Condenser pressure relief valve estimated at \$3700

Motion: Recommend that General Manager Paul Dixon, working with the finance committee, move ahead with the identified capital expenditures (fan, brine pump, valve)

Moved by: Mark Stefanson

Seconded by: Colin Coughlin

CARRIED unanimously

- b) Lounge (John Riopka)
 - Draft communication to members about 'barn-raising' to be approved by board for distribution to members. Meeting to be held as early as next week.
 - Changes in the upstairs lounge need to be made for the Darts League as well
 - Other Concepts for summer events and/or other opportunities in lounge throughout year
 - Vic High R&B fundraiser concert. Should attract 500-800 people. Dates have been discussed, but nothing solid yet. Tentatively targeting Saturday August 12th.
 - How do we sell the dry floor through the summer?
 - Neil Campbell thinks that this should be further thought about and should be a strategic plan for the new board.
 - John Riopka would not like the communication to be sent out due to opposing views on the board.
 - Mark Stefanson will try to clarify the issue
 - We should still pursue the ideas.

5) **Membership Fees: N. Coleman**

- a) Documents submitted for review
- b) These changes will lower barrier to entry; empower members recruiting; increase fairness in dues across leagues.
- c) Send out finalized membership documents to the membership with the reminder notice on June 1st.
- d) Nick Coleman to put package together for distribution.

6) **Website: M. Jeffries, P. Dixon**

- a) Paul Dixon is working on an information only site – still under development. Once information is populated, the site can be released.
- b) Curling IO
 - Curling Canada platform needs to be linked. Update from developer was rollout in June. Official message to be sent to all pilot clubs next week.

- Should be on track for online registration in the fall – will need work over the summer to customize the interface (branding, prices, leagues etc)
- c) Website Committee needs to discuss when we will go live with new site – to be discussed in the next committee meeting to be held on Thursday May 18. An update will be given to the board at the next BOD meeting.

7) **Next Board Meeting June 1, 2017 4:30-6:00 pm**

8) **Annual General Meeting**

- a) Agenda, minutes, financials to be sent with nomination package.
- b) Reminder to be sent to membership on June 1.

9) **Adjournment**

- a) Motion to adjourn meeting at 6:10pm.