

Victoria Curling Club

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

Minutes

Attendees: Neil Campbell, Marlene Jeffries, Nick Coleman, John Riopka, Andrew Tam, Paul Dixon, Don McMullen

Regrets: Colin Coughlin, Carley Sandwith, Mark Stefanson

1) **Call to order**

With quorum present, the meeting was called to order at 4:36 pm by Vice President Neil Campbell.

2) **Approval of the agenda**

Motion: Move to approve the agenda for the May 4th, 2017 VCC Board of Directors meeting.

Moved by: Neil Campbell

Seconded by: Marlene Jeffries

CARRIED Unanimous

3) **Approval of minutes from April 6th, 2017 Meeting**

Motion: Move to approve Minutes from April 6th Board of Directors Meeting

Moved by: Andrew Tam

Seconded by: Don McMullen

Carried UNANIMOUS

4) **Business arising from previous minutes**

a) Paul Dixon to follow up on notes from League reps meeting – need to meet with Neil and Mark. (**Action for Paul Dixon**)

b) Howler spiel:

- Need to start sending out information about this event
- Start organizing a committee (**Action for Paul Dixon**)
- Add all events to Facebook page (**Action for Marlene Jeffries**).

c) T-Line newsletter

- Don did not make contact with Barry but he will make contact soon. (**Action for Don McMullen**)
- Aim to have a short T-line before June with message from President and GM.
- Marlene Jeffries will take over the chair of the Communications Committee

d) North Park Association (from Nick Coleman): They accept business members and suggest we offer something to members from club. What can we offer them? Paul to get back to Nick on what the club can offer.

e) Curling Academy: Neil and Paul met with Academy about the plans for 2017/2018 covered in the General Managers report.

5) **Correspondence**

a) Resignation letter from Carley Sandwith:

Motion: Motion to accept resignation of Carley Sandwith

Moved by: Neil Campbell
Seconded by: Nick Coleman
Carried UNANIMOUS

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

- a) No report to due Mark's absence on family business.

7) **Treasurer's Update: C. Coughlin**

- a) Financial document submitted.
- b) Issues about the capital costs:
- From Paul: Submitted info on spending costs for next year readiness - items we are currently committed to: (also detailed in GM report)
 - Fan upgrades
 - Piping and Instrumentation Diagram
 - Condenser Pressure Relief Valve and Emergency Exhaust Line
 - Investigation into a reverse osmosis system to replace Jet Ice.
- c) Questions about budget and \$50k deficit
- Colin Coughlin is waiting for final reconciliation of \$ from 2016-2017 season. At Colin's request no capital equipment will be ordered until after the budget reconciliation.
 - From John Riopka: the budget presentation is convoluted and needs to be more straightforward
 - Hydro bills just came in as well and are not reflected in the budget yet.

8) **General Manager's Report: P. Dixon**

- a) Report submitted
- b) Capital cost recommendations to be brought to Finance Committee
- Accent Refrigeration: \$21000 + taxes
 - Piping and Instrumentation Diagram: \$3400 + taxes
 - Condenser Pressure Relief Valve and Emergency Exhaust: \$3700 + taxes
 - To be added to recommendations for 2017-18 season: PAINT SKID is not on the list but will be added and submitted to the Finance committee. This item is required to paint the ice. Paul to add or look into renting it from other clubs.
 - Paul to provide a cost to replace the brine pump.
- c) Scotties
- We won the bid! Jan 2-7, 2018
 - Danielle Callens will be chair of the committee. Email for volunteers will be sent tonight.
 - Requirements for volunteers – subcommittees under organizing committee.
 - VCC will be organizing it as a big bonspiel
 - This is club event – the contract is signed with the club, not the committee
 - The board will be here to help, but not run. John Riopka will be board contact on committee and Paul will be an *ex officio* member of the committee.
 - From John Riopka re: Bonspiel communication – all bonspiels needs to be more like the Soo Long bonspiel. Communication should be approved by the office before it is sent to the membership
 - Level 3 Ice Technician course for Cody – what does he need to do? We will find out and consider paying for it. Curl BC has the authority to assign the icemaker – we would really like it to be Cody.
- d) Academy plans
- The Academy will facilitate a Junior 4-foot curling camp at the VCC on opening weekend – September 22-24th, 2017

- In conjunction, we are trying to set up an open house during that day. Paul has applied for a grant from Participaction (\$1k). It is actually their 'curling day' so it would fit well.
 - c) CCA pilot project – Curling IO
 - CCA is developing software called 'Curling IO' – we are signed up on the pilot list. The timeline is for CCA is to be rolling it the software at the end of May, but we are expecting information soon about this program
 - The software will handle registration and member management – online registration, payment, league schedules, practice ice etc.
 - Interfaces with Sage
 - Alleviates issues with security
 - d) Darts league and upstairs lounge
 - Does the board need to give approval for the sponsorship money?
 - It should come out of GM's operating budget.
 - How can we raise the money to renovate the upstairs and bar?
 - This should be a priority for both the darts leagues and well as the Scotties
 - John Riopka to move forward with a 'renovation' committee as directed by Neil Campbell.
 - Need a haz-mat survey of the building – this can start now, but terms of reference can wait until June.
- 9) **Committee Reports**
- a) Advertising: N. Coleman
- Ian Batey contract
 - Ian Batey has signed a contract with VCC and the committee is continuing to meet with him.
 - Ian is meeting with Andrew and Courtney to bridge the gap from last year
 - Included membership documents with board submission.
 - Neil Campbell suggested to remove rationale and comments when formal motions go to AGM for clarity purposes
 - Report to be distributed to members
 - Number changes from Colin Coughlin based on the number of dates for leagues. Net impact is +\$36500. Moved annual maintenance fee from \$50 to \$35.
 - Will we be offering a discount for new curlers next year?
 - Maybe not reduce the fee but offer a benefit
 - Could be a discount in the pro-shop?
 - What about a curling buck? Bad for fraud
 - Need to add adjust document for members that have recently paid membership in the last 2 years. Anything above \$60 would be given back as a credit to be spent in the club (with an expiry date of Dec 31).
 - Create a list of the members who would qualify for this credit (**Action for Paul Dixon**)
 - Can we also encourage members to not claim a rebate? If not claimed by Dec 31, 2017, then the \$ will go to building improvements.
 - Spare issue/3 member team/5 member team
 - If every member paid \$5 spare fee, we would have the same revenue as this year.
 - If a team had 3, the office will charge for 4 or the office will appoint a paid player. This needs to be discussed more so it is fair for everyone.
 - If a team has 5, the office expects payment for 4 spots. This needs to be discussed more so it is fair for everyone.
 - Membership benefits
 - Nick Coleman will work with Paul Dixon more on this

- Need to make a short 2-page document for the members to get the main points across without causing confusion.
 - Summary sheet (**Action for Nick Coleman**).
- b) Communications: C. Sandwith
- No report submitted
 - Marlene Jeffries will be taking over this committee.
- c) Curling Development: N. Campbell
- Program Coordinator
 - Must work closely with the GM
 - How can we get money for this? There might be grant money available for this.
 - This needs work and will be a priority for this committee.
- d) Finance Committee – C. Coughlin
- No report submitted.
- e) Human Resources: M. Stefanson
- No report submitted.
- f) Ice Management and Safety Committee: N. Campbell
- No report submitted.
- g) Policy Development: N. Campbell
- No report submitted.
- h) Strategic Planning: A. Tam
- Report submitted
- i) Website: M. Jeffries
- No report submitted
 - Held a meeting at the beginning of April to go over future plans with GM
 - Website on hold pending CCA pilot project though we are continuing research with hosts/ISP and development on informational site
 - Need to have room for advertising on the website
- 10) **Other Reports**
- a) Nothing for discussion
- 11) **New Business**
- a) From John Riopka: Signing authority for new general manager and removal of old signing authorities.
- General Manager Paul Dixon needs:
 - Signing authority
 - Pre-paid visa card
 - Online banking
 - *Motion:* Move that the VCC board of directors approve signing authority to Paul Dixon as General Manager, along with ONE signing board member. In the case where there is a direct/indirect monetary issue, there needs to be TWO signing board members.
Moved by: Neil Campbell
Seconded by: Nick Coleman
Carried UNANIMOUS
- The prepaid bank card might not be the way to go, perhaps a low-limit credit card. This needs more discussion. Paul Dixon will look into this more and report back for the next board meeting.

- *Motion:* Move that the VCC board approves the establishment of online banking without the ability to do online payment for the General Manager Paul Dixon
Moved by: Nick Coleman
Seconded by: Andrew Tam
Carried UNANIMOUS
 - Neil Campbell will send a document of what GM can/cannot do without board approval (**Action for Neil Campbell**)
- b) Nomination Committee
- Please forward names of suggested members who might be interested and have the appropriate skills.
 - Mark Stefanson to send a note to members about calls for board members (**Action for Mark Stefanson**)
- c) Liquor license
- Paul Dixon to report at next board meeting on the status of the VCC liquor license.
- 12) **Next Board Meeting June 1, 2017 4:30-6:00 pm**
- a) Neil Campbell will talk with Mark Stefanson about holding an extra Board meeting before June 1st meeting to discuss budget and membership documents for AGM. This meeting must not be on held on a Wednesday or Thursday due to conflicts with other board members that must be present.
- 13) **Adjournment**
- a) Meeting adjourned at 6:42pm