



Home of Curling Excellence

**Victoria Curling Club
Board of Director's Meeting,
September 6th 2017 –
5:30-7PM
Minutes**

Attendees: Colin Coughlin, Andrew Komlodi, Trystyn Berg, Marlene Jeffries, Nick Coleman, Stu Fraser, Paul Dixon, Mark Stefanson, Kristine Dobell

Regrets: Neil Campbell, Donna Somer

1) Call to order

With quorum present, the meeting was called to order at 5:30 pm by Vice-President Colin Coughlin.

2) Approval of the agenda

Motion: Move to approve the agenda for the September 6th, 2017 VCC Board Meeting.

Moved by: Colin Coughlin

Seconded by: Nick Coleman

APPROVED

3) Approval of minutes from August 9th, 2017 Meeting

Motion: Move to approve the minutes from the August 9th, 2017 VCC Board Meeting.

Moved by: Andrew Komlodi

Seconded by: Stu Fraser

APPROVED

4) Business arising from previous minutes

- Update regarding letter to Victoria mayor Lisa Helps for the New Horizon grant
 - She has been formally invited to BC Scotties by Danielle Callens

5) Correspondence

- Draft letter to Victoria mayor Lisa Helps:
 - Board agrees that the letter is appropriate
 - Spelling and grammatical errors to be fixed by Neil
 - Add a date and put on VCC letterhead
- From Danielle Callens
 - Volunteer support for the scotties is not enough (only 4 out of 10 so far). She is

- asking for the board to solicit help
- Identify people who helped with the juniors - Mark will look into this. (Marilyn Kraeker)
- Board members will attend meeting on Sept 19th.

6) President's Report: N. Campbell

- Neil is absent but report was submitted
- Ice plant turned on, hacks are frozen.
- Commends Paul and Mark for getting club ready for the fall
- New Office Administrator Sue Tam
- New Program Director Debra Gibson
- New lease with the city has been started
 - Long term lease is required for grants
- Main goal this year is to increase revenue (break even)

7) Treasurer's Update: S. Fraser

- No report submitted
- Not much in statements at this point
- Robbins Parking meeting
 - Background: In previous years, we receive an allotment of passes (230 passes @ \$15 each), we sold 213 @ \$30. This year they are offering us 50 passes @ \$50 each.
 - Attended meeting today with Robbins parking - there appears to be no solution at this point. Paul (Robbins) will come back to us at the end of next week with a number of passes.
 - Biggest problem days are Tuesday, Wednesday and Thursday. We will need to figure out how to operate with a significant # less parking. We are looking into more Green street passes.
 - We control the 20 spots on the side of the building so we can work out details with daytime leagues if needed.
 - Perhaps we entertain the thought that the league reps and board members not getting parking passess
 - Or create a pool of passes for the 20 spots we own.

8) General Manager's Report: P. Dixon

- No report submitted
- Office has been busy.
- Parking has been discussed
- New hires seems to be working well so far: Sue Tam and Debra Gibson
- Registration is open (online and office)
 - 111 curlers registered so far, \$45-50K in revenue (both pending and in hand)

- Challenges with entering data into Sage (the accounting system) but it is being worked on.
 - Intermittent issues with Safari web browsers
- Darts league
 - Starts Thursday Sept 7th. Phillips provided the chalkboards - they will also provide a sign above the boards
 - Issues outstanding regarding food and drink. Need music to be fixed.
 - Food will be served on Darts night (Monday and Thursday so far)
- Ice
 - Ice plant has been turned on but there are some issues with the current ambient temperatures in getting the floor to the correct temperature.
 - Decals from Jet-Ice are coming - will be on hand next week to be put in the ice. Houses have been ordered, VCC hoglines.
 - Jet-Ice analyzed our water- apparently it is good and we should not be using as much as we had. This should lower costs by as much as half.
 - Ordering more tanks at the beginning of season so we are spending less money on shipping throughout the season.
 - Cody is back on Sept 15th.
- Liquor licensing
 - Need criminal records checks from new board members - Paul will follow up.
 - Transitioning our license - Nick found the information. Its \$375 to do this, city component is ~\$300 or so.
- Ruffel and Brown
 - Not sure when the new blinds will be installed but it should happen soon.
 - Putting a decal in the ice for them and hosting a corporate event.
- Advertising report
 - Some empty spaces for wall signage.
 - New advertisers: KPMG, Belair Direct
 - Back wall advertisers are back from last year.
 - 3 scoreboard signs left to sell
 - Closed circuit TV loop for advertisers offered this year (along with info from the club)
 - No more ice advertising because decals have already been ordered. We sold 8/14 houses sold.
 - There is room for more decals in the ice, but we will see how it looks once it is laid out.
 - Coast Capital - we should switch banks if they do not advertise with us. Ian Batey has already approached them but Colin will look further into it.

9) Committee/Team Reports

a) Advertising: N. Coleman

- This is no longer a committee or a team - it is operational and in the hands of GM.

b) Communication and Marketing Team: M. Jeffries

- Report submitted
 - From Andrew - We should also approach Victoria News, Saanich News papers. Ryan works for them so we will be able to get the contact.
 - From Kristine - how can we advertise in Around Victoria?
 - Harbour Cats - working out well, what can we do more with the Royals? How can we get more Royals activity in our building
- c) Curling Programs and Services: T. Berg**
- Met yesterday to share ideas
 - Leagues to fill available ice time: Doubles, 6pack league, Adult learn to curl.
 - Coaching clinics - JdF is hosting a clinic
 - Ideas from board:
 - a) Need to grow Women's membership - mothers league?
 - b) How do we grow Monday Ladies League?
 - c) What about events or a league for LGBTQ community?
 - Brewers league had an issue with pricing of league - why are they paying the same price as the league before them when they curl later?
 - a) From Paul - they do not pay the same amount, it is significantly discounted. Andrew will get in touch with the brewers to smooth it over
- d) Finance Committee: S. Fraser**
- Report given earlier
- e) Ice Management and Safety Committee: A. Komlodi**
- Haven't met since last board meeting.
 - Team will be meeting on Sept 20th - waiting on prioritized list from Cody about must-haves and nice-to-haves. The list will be available for the next board meeting. Colin will send last year's list to the team.
- f) Management Team: N. Campbell**
- Neil is absent. No report.
- g) Membership Recruitment and Retention Team: N. Coleman**
- Report submitted
 - Condo package and FB advertising moving to the Communications team
- h) Revenue Generation: C. Coughlin**
- Met twice so far to define team
 - a) Grant writing
 - b) National Trust Fund
 - a) need a target campaign
 - c) Team is working on a list of items to target grants
 - a) Ice plant
 - b) Front overhang
 - c) Move of office
 - d) Electrical refitting
 - e) Evacuation planning for ice plant

10) Other Reports



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BOD contacts list - Paul is working on that.

BOD Meeting times - Consensus is Wednesdays at 5:30pm.

11) New Business

- a) From Kristine - Scotties wants to know if we want to do something for the 65 years of curling.
- b) Curl BC meeting Thursday September 14th at VCC at 5:30pm - who will be attending? Paul and Nick

12) Next Board Meeting: October 4th at 5:30pm

13) Adjournment

Motion - Mark Stefanson

Second - Andrew Komlodi

Meeting adjourned at 7:06pm