



# Victoria Curling Club

Board of Director's Meeting  
September 8, 2016 – 4:30-6:00 PM

## Minutes

**Attendees:** Marlene Jeffries, Nick Coleman, Neil Campbell, Andrew Tam, Colin Coughlin, Carley St.Blaze, Ken MacDonald, Don

**Regrets:** Morgan Sargent, Mark Stefanson, John Riopka

1. Call to order

With a quorum present, the meeting was called to order at 4:32PM by Vice President Neil Campbell.

2. Approval of the agenda

Agenda approved

3. Approval of minutes from August 17, 2016 Meeting

FIX: Club coach is actually \$156, not \$56.

Otherwise approved

4. Business arising from previous minutes

- Volunteer Appreciation Event: K. MacDonald
  - Was on agenda last year, ran out of time for this year.
- Café Contract: Neil Campbell
  - Contract is signed and done. 1 year Sept to August
  - Same as last year, but the money paid to club over the summer has changed
- Janitorial Contract: Neil Campbell
  - From Ken: Ken working with Cody on how to fold responsibilities together with ice staff. Working with Mark to move process forward. Continue as had all summer with Mark for now.

5. Correspondence

- From Neil: Elaine DeFoe – benches from ladies washroom sued for the fringe festival – were not to be used for this. Ken handled the situation.
- Should there be a policy drafted about donations to the curling club become property of the curling club?
- How do we treat situations like this so that we treat everyone with respect? What is the code of conduct?

6. President's Report: N. Campbell

- Mark is having a good time in Italy
- Terms of reference Template for Committees



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- Policy on Committees
- Board documentation
  - Google documents
  - Where are they archived?
  - Standardization of naming for documents
  - Need a board section on the website
- Board members attending meetings
  - Should have a copy of the constitution bylaws (on website, but needs updating – Andrew will check)
  - Should have a list of all committees
  - Should have access to policies
  - Should have access to the strategic plan

## 7. General Manager's Report: K. MacDonald

- Report was submitted
- Ice install is currently happening. On target for September 17<sup>th</sup>.
- Ice Breaker bonspiel
  - Noon-9 on September 17th
  - 3-4 end games and dinner
  - 12 people signed up already
  - Needs to be advertised better – facebook page, twitter, on the Tour de Rock page.
  - Open to general public, can sign up as individual or groups
- Practise on opening weekend
- Coaching clinic happening on opening weekend
- Clinics No one is signed up yet
  - Needs to be on website and on Facebook, curl BC
  - Not sure if April is following up on Harbourcats booth

## 8. Nicks update - Advertising

- Report was submitted
- Advertising policy
- Needs to be broad
- Shelved until the next meeting
- Recommendation to drop curling centre
  - Don to give history: Was to appear more inclusive to the community. Used now interchangeably, but seems to not have made a difference in membership over the last 10 years.
  - We cannot change 'club' as we cannot legally change the name without losing our status
  - Committee with spend time with Geoff Davis in fall to rebrand club
  - Consistency is the KEY

*Motion:* Discontinue use of 'Victoria Curling Centre' in all context

Moved by Nick Coleman

Seconded by Don

**CARRIED Unanimous**



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## 9. Strategic Planning

- Lease
  - Expired July 2014 – no renewal. In 'overhold' situation – deems us to continue on a year to year basis (because city has not said anything to us)
  - Month to month lease with city at \$1 per year
  - They have to give us at least 6 months notice
  - We should know exactly what our status is on this lease – will affect how our decisions are made and how we move forward
  - City is continuing to act as a partner – rental spaces, parking etc.
  - Board needs to have a meeting with the city this fall to discuss intentions of both sides.
- Moving forward:
  - Create recommendations for next board meeting
  - Find out what the city's recreational process is so we know where we can participate (Ken)
  - Check on the obligations of the lease (Andrew) and work to meet them
  - Colin will take the lead on creating the framework on how to approach the city about how we fit into their community plan – framework for next meeting.

## 10. Reserve funds

- From last meeting, we have set priorities on what is needed
- Need a process to spend money
  - Meeting with past presidents to review the meaning of this money
  - To move the Restricted Building Fund, it has to go to the membership as deemed in the constitution
- Need outside support
- \$25K expenditures to deal with ice items and safety issues
  - First priority: Do we need it to operate in a safe manner?
    - Valves need replacing
  - Second priority: Do we need it to operate?
    - Brine pumps
- Source of funding – Restricted Building Fund
  - Collected ~1/10 of expected registration fees so far
  - \$22K in fund accessible, \$144K in GIC
  - Credit line nearly full - \$62K/\$75K
  - Need to do a cash flow analysis and propose a priority structure for expenditures
  - Gaming funds have not come in yet
- Neil proposing based on reports (accent and christophson)
- Need more factual information about what is happening around the building



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- Adopt a rock – Ken will look into this.

## 11. Committee reports

- a. Policy Development: Neil Campbell
- b. Curling Development: Neil Campbell

*Motion:* The Victoria Curling Club reimburse club Members fwho successfully complete a Curl BC certified Club Coach Course and fulfill all the requirements to be an NCCP trained coach provided that they contribute 15 hours of their time to the delivery of approved curling development at the Victoria Curling Club. The amount reimbursed would be for the cost of course

*Moved by:* Neil Campbell

*Seconded by:* Don

CARRIED Unanimously

- Committee to investigate charity status for youth curling
  - Curl BC meeting on Saturday morning (10<sup>th</sup>) at 9am.
- c. Human Resources: M. Stefanson
    - Nothing to report
  - d. Facilities: John Riopka
    - Report was submitted
    - Hazmat on overhang is key
    - Donna Summer has a list about applying for grants – do we need a specified grant person or a committee for this purpose?
  - e. Communications: Carley St. Blaze
    - Facebook starting up
    - Teeline newsletter likely in October
    - Next week photos for website
  - f. Website: Morgan Sargent
    - Still trying to set up meetings with league reps. That looks like it will happen over the next week or so.
    - No major changes to the site, but it continues to hobble along for the time being. We can post new articles and take down old ones, which has been happening.
    - I am being made aware of gaps and issues on various pages and I am looking into what can be done, if anything.
    - Due to being busy with other priorities, sending out the survey has been pushed back to October so we are not needlessly rushing.
    - We are continuing to investigate potential replacement solutions that might be inexpensively implemented over the next year.

## 12. New business

- Nothing



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13. Next Board Meeting: October 6, 4:30-6.00 PM

14. Adjournment