



## Victoria Curling Club

Board of Director's Meeting,  
May 2nd 2018 – 5:30-7PM  
Minutes

**Attendees:** Neil Campbell, Marlene Jeffries, Kristine Dobell, Paul Dixon, Colin Coughlin, Mark Stefanson, Andrew Komlodi

**Regrets:** Nick Coleman, Donna Somer, Stu Fraser, Trystan Berg

### 1) Call to order

With quorum present, the meeting was called to order at 5:33 pm by President Neil Campbell.

### 2) Approval of the agenda

*Motion:* Move to approve the agenda for the May 2nd, 2018 VCC Board Meeting.

*Moved by:* Colin Coughlin

*Seconded by:* Kristine Dobell

**APPROVED**

### 3) Approval of minutes from April 4th, 2018 meeting

*Motion:* Move to approve the minutes from the April 4th, 2018 VCC Board Meeting.

*Moved by:* Colin Coughlin

*Seconded by:* Kristine Dobell

**APPROVED**

### 4) Business arising from previous minutes

- a) None

### 5) Correspondence

- a) None

### 6) President's Report: N. Campbell

- a) Strategic Planning Team - Andrew is chairing this team
- b) Curl BC
  - a) Regional meeting held on April 21st. Neil attended on behalf of VCC.
    - a) Glen meadows bonspiel will be held here - PCMCA is effectively this bonspiel
    - b) Coordinators of youth programs should be meeting and coordinating. Neil will have Paul send a note to these coordinators to have a meeting between Esquimalt, Juan de Fuca, Victoria CC and Kerry Park.

- c) Neil will be attending the Curl BC AGM board meetings as the regional rep in places of Kathy MacKenzie. Paul and Deb will be attending the AGM and workshops.
- b) Crystal Pool Event
  - a) Neil went to event held at SOFMC
- c) Past President's dinner
  - a) To be reinstated - to be held May 23rd, Paul and Neil are arranging.
  - b) All Board to be invited.
  - c) Neil will send a draft to board to keep them informed about this event
- d) Volunteer awards
  - a) Neil will send around names and possible awards.
  - b) Sponsor awards are also a possibility

**7) Treasurer's Update: S. Fraser**

- a) No update.

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

- a) Financials as of right now
  - a) Income loss of ~\$3500, but includes expenses for the fan, brine pump, emergency costs.
  - b) Curling IO - online payments cost us ~\$3800
  - c) POS fees - double over last year, but due to increase bar and pro shop usage.
  - d) Question from Colin - in regards to summer cash flow, do we need to transfer funds?
    - a) Paul - not yet. Right now it looks good
- b) Brine pump
  - a) Has been installed
  - b) Name has been drawn - Morbid Tam Memorial Brine Pump. The winner was Sue Tam.
- c) Hockey Canada
  - a) Partners are getting first chance at volunteering. This will be included in a club email to members.
- d) National Sport Trust Fund
  - a) About \$2000 in donations as of last week
  - b) Will be active until September
- e) Grants
  - a) Currently working on lottery grant.
  - b) New horizons for seniors grant due end of June
- f) Cost Savings
  - a) Cody has found a local company that might be able to regenerate our water tanks
  - b) Investigating another POS system that will interface automatically with our accounting system.
  - c) Looking to install new filters in the brine line to reduce particulate matter

- d) "Repatriating" the hydro bill - Paul will follow up with RG properties.
- e) Cut TV service to the club over the summer
- g) Darts
  - a) Expectation is for the dart leagues to return next year, with possibly one more night added on Tuesdays to help support the bar.
- h) Human Resources
  - a) Posting Office Administration position next month - looking to hire by end of June for a start in late August.
- i) Events
  - a) North Park Community Association Street Fair - June 2nd.
  - b) Harbour Cats - June 9th. Saturday evening
  - c) Highland Games - May long weekend - Neil will explore other options other than spending money for a booth.

## 9) Committee/Team Reports

- a) Communication and Marketing Team - M. Jeffries
  - a) No report submitted
  - b) Should we have another Tee-Line? It would be geared to the city and other organizations to inform them what is coming up.
    - a) Include summer schedule, upcoming events. Neil and Paul will work on this.
    - b) From Mark: The Tee-Line was designated as a way for the Leagues to share information. This should not be a Tee-Line, but a document from the General Manager to stakeholders.
  - c) TC book sale
    - a) No bookmarks this year
    - b) From Mark: Can we get banner ads in the TC in the late summer/fall?
- b) Finance Committee - Stu Fraser
  - a) No report submitted
- c) Ice Management and Safety Committee - A. Komlodi
  - a) No report submitted
- d) Management Team - N. Campbell
  - a) Met today about GM contract. To be dealt with ASAP as the contract is up.
- e) Membership Recruitment and Retention Team - N. Coleman
  - a) Report submitted
  - b) Looking to set a date for a 2019 Volunteer Appreciation event
  - c) Plan on hosting a club championship next year
  - d) Developing plans for tackling the Training and Development plan
- f) Revenue Generation Team - Colin Coughlin
  - a) Report submitted
  - b) Revenues have increased ~\$120k over last year
  - c) Opportunities
    - a) Poker, Music Festival
    - b) City has requested rental of our building for 2 months during the

summer during construction/remodel of Crystal pool

- d) Grant application
  - a) Grant application in to the city - strategic grant for refrigeration and training - pending.
- g) Strategic Planning Team - A. Komlodi
  - a) No report submitted.
  - b) Met last week with Lisa from a consulting group. They will help to formulate a strategic plan in exchange for free ice for an event during the upcoming winter.
  - c) There is an strategic plan from 2016 - Andrew will bring to the next board meeting for discussion.
  - d) Aiming to have the strategic plan complete for Fall.
  - e) Plan to hold small group sessions, then open up to the general membership.
  - f) From Neil - it would be nice to have a one-page vision statement to present at the Past President's dinner.
    - a) Might be too soon to be able to have a document ready, but we can inform them that a new strategic plan is in the making.
    - b) Andrew offered to give a 5 minute talk about our 'vision'.
- h) Lease and contract renewals - C. Coughlin
  - a) No update from the city yet regarding the lease
  - b) Sent RFP for food services contract draft
    - a) Want the ability to renew contracts with a board vote rather than go to RFP. There is a policy for this - Neil will bring the tendering policy to the next board meeting for review.
    - b) The Good Fellows Contract team will work on the draft. Marlene will put it into a google document and share with the team.
    - c) A board member will need to give them notice of RFP sometime in May. Needs to happen 90 days before August 31. Colin will do this.

#### **10) Other Reports**

- a) None

#### **11) New Business**

- a) None

#### **12) Next Board Meeting: June 6th, 2018 at 5:30 pm.**

#### **13) Adjournment at 6:39pm**

*Motion:* Move to adjourn the May 2nd, 2018 VCC Board Meeting.

*Moved by:* Colin Coughlin

*Seconded by:* Kristine Dobell

**APPROVED**