



**Victoria Curling Club  
Board of Directors  
Meeting Sept 30th, 2019  
5:30-7 PM  
Minutes**

**Attendees:** Caryl Buchanan, Marlene Jeffries, Harold Trenchard, Neil Campbell, Stu Fraser, Colin Coughlin, Kristine Dobell, Stephanie Cambrey, Andrew Komlodi, Paul Dixon

**Regrets:** Mariah Couloumbe, Cameron de Jong

**1) Call to order**

With quorum present, President Colin Coughlin called the meeting to order at 5:35pm.

**2) Approval of the agenda**

*Motion:* Move to approve the agenda for the September 30th, 2019 VCC Board Meeting.

*Moved by:* Kristine Dobell

*Seconded by:* Harold Trenchard

**APPROVED**

**3) Approval of minutes from September 3rd, 2019 meeting**

*Motion:* Move to approve the minutes for the September 3rd, 2019 VCC Board Meeting.

*Moved by:* Kristine Dobell

*Seconded by:* Harold Trenchard

**APPROVED**

**4) Business arising from previous minutes**

a) Follow up from Food Service Committee policy

a) No follow up yet - team will provide follow up for next board meeting

b) No other business

**5) Correspondence**

a) Nothing though the office

**6) President's Report: C. Coughlin**

a) Boards role at VCC

a) BOD is strategic rather than operational; Paul and office are operational but the board needs to try to not overwork them.

b) Curl BC Region 8 representative

a) Region 8 encompasses Esquimalt and VCC

a) The VCC rep was Kathy Mackenzie but she has stepped down.

b) VCC needs to elect a representative - meets a couple of times a year to discuss bonspiels, curl BC issues etc.

- c) Cameron de Jong would be a good candidate from the board. Andrew will ask Cameron if he is willing and able to be the representative.
- b) Reciprocal Club
  - a) Morioka, Japan is keen to do this. Publicity should happen.
    - a) Hopefully within the month this will be finalized
    - b) Work with Curl BC on how to release a press release (for Morioka, UVic)
- c) Lease Renewal
  - a) Not much happening - should contact the city soon
  - b) Colin will find the contact with the city and contact again
- d) Past President's Dinner
  - a) Partially subsidized dinner last year
  - b) Keeps Past President's engaged in the club
- e) President's pins
  - a) Paul has them somewhere?

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

- a) Registrations
  - a) Over \$310k already, \$280k paid. But \$25-30k team deposits still need to be credited.
  - b) 90-95% registered at this point
  - c) A bit behind in entering data in the office
- b) Lounge
  - a) Completed before AGM - reviews have been generally favourable. 1 complaint about the lights only
- c) Blender
  - a) ~75 people, band was excellent
  - b) 2 people registered for ALTC from Blender event
- d) Urbancity Challenge
  - a) ~35 teams came through the club throughout the day
- e) Inspections and drills
  - a) Worksafe inspection - no issues
  - b) Evacuation drill needs to be scheduled sometime in the next 2 weeks
  - c) Techsafe inspection - no issues
  - d) Fire inspection - no issues
- f) Optimist Highschool League
  - a) Over the last few years, there were only 6 teams, but now its upwards of 20 teams. The ice is overflowing
- g) Practise Ice
  - a) Revamped times with Ice-making staff - schedule is now on website.
  - b) For high performance team, 2 sheets are booked on Saturdays. Payment (\$20/hour) must be booked in advance.
  - c) Booking system is not possible at this time.
- h) Insurance
  - a) Renewal is next week - rollover is possible and we can up in future as needed.

## 8) Committee/Team Reports

Revisit members of committees, revamp team leads, then set key deliverables.

**ACTION:** Each team lead should submit key deliverables for upcoming meetings. Include budgetary requirements and resources as needed.

- a) Communication and Marketing Team
  - a) Marlene Jeffries maintains lead of this committee
- b) Development Committee
  - a) Caryl Buchanan will lead this new committee
- c) Finance Committee
  - a) Not a committee but still needs reporting at board meetings
- d) Building committee
  - a) Feeds into financial decisions
  - b) Stu Fraser will take on the lead on this committee
- e) Management Team - C. Coughlin
  - a) As President, Colin Coughlin leads this committee
- f) Membership Recruitment and Retention Team
  - a) Kristine Dobell maintains lead of this committee
  - b) Curl BC Safe Sport Implementation timeline
    - a) Unsure if this belongs to this committee - Ice and Safety committee?
    - b) Pass information on to Paul to decide whether this is operational
    - c) Coaches need the information about what to do
- g) Revenue Generation Team
  - a) Caryl/Andrew will take the lead on this committee
- h) Strategic Planning Team
  - a) The lead should transfer from Andrew to another board member, but Andrew should participate to finalize the strategic plan
  - b) Finalization of club strategic plan

## 9) Other Reports

- a) No other reports

## 10) New Business

- a) Appointment of Board Secretary
  - a) Colin Coughlin appoints Marlene Jeffries as VCC Board Secretary
  
- b) Appointment of new Board member

*Motion:* Move to appoint Cameron de Jong as a board member.

*Moved by:* Neil Campbell

*Seconded by:* Harold Trenchard

**APPROVED**



- c) Rebranding of Lounge
  - a) What are our objectives for branding the lounge? What should it be? (community, members, how to include members?)
  - b) Discussion needs to happen before this happens?
  - c) Andrew Komlodi will take on this effort.
- d) Food service hours
  - a) Minimum hours of food service needs to be posted in the club and on the website as per the contract

**11) Next Board Meeting**

- a) Monday October 28th, 2019 at 5:30pm

**12) Adjournment**

- a) Meeting adjourned at 18:51pm