



**Victoria Curling Club  
Board of Directors Meeting  
April 27th, 2020 5:30-6:30 PM  
Minutes**

**Attendees:** Neil Campbell, Paul Dixon, Harold Trenchard, Cameron de Jong, Kristine Dobell, Stu Fraser, Stephanie Cambrey, Marlene Jeffries, Colin Coughlin

**Regrets:** Mariah Coulombe, Caryl Buchanan, Andrew Komlodi

**1) Call to order**

With quorum present, President Colin Coughlin called the meeting to order at 5:37pm. Note that this meeting was held via teleconference due to the gathering restrictions in accordance with recommendations from health authorities.

**2) Approval of the agenda**

*Motion:* Move to approve the agenda for the April 27th, 2020 VCC Board Meeting.

*Moved by:* Stephanie Cambrey

*Seconded by:* Stu Fraser

**APPROVED**

**3) Approval of minutes from March 23rd, 2020 meeting**

*Motion:* Move to approve the minutes for the March 23rd, 2020 VCC Board Meeting.

*Moved by:* Stephanie Cambrey

*Seconded by:* Stu Fraser

**APPROVED**

**4) Summer activities at the club**

a) Renovations

- a) Ongoing throughout the summer. Acoustic foam panels source, airing out and expanding as we speak. Enough foam to cover all the roof drywall. cody is looking into ways of adhering foam to the ceiling i.e. roll-on glue, double-sided tape, spray glue.
- b) Office under renovations - this should address comments from members that the office is 'messy'.
- c) Sheet 8 is being used as a renovation staging area.
- d) Meeting room makeover - not started yet, still sourcing materials.

b) Other

- a) Downstairs bathrooms backing up. Will be looked at soon.

**5) General Manager's report**

- Early summer at the Club as a result of the Covid-19 pandemic has resulted in early renovations and next season planning taking place.
- Financials
  - A draft “office copy” (i.e. not vetted by accountants) has been generated to April 25. Even with the cancellation of both the Thunderbird and the Sooo Long, we are in good financial shape, with our operating profit likely coming in somewhere between \$15 - 30K, depending on inventory counts, amortization of last year’s renovations, and likely wage relief from the Canada Emergency Wage Benefit for businesses.
    - Caught with heavy inventory in the pro shop, excessive inventory now due to inability to have bonspiel sales, year end clearance.
    - Caught with bar inventory - able to return most of the kegs, still have the hard liquor.
    - Unsure when the auditors will be able to come in.
- COVID-19 Update
  - We should be able to apply for the CEWB as a not-for-profit, and will certainly see some wage relief for the period March 15-April 15, as our revenues for March dropped dramatically from the previous season. This will help to subsidize Cody, Deb, and my wages for that time frame. Uncertain as to exactly how things will shake out for the following period, but it is very likely we will continue to benefit from this subsidy due to the Times Colonist Book sale disappearing from the books during the April 15-May 15 period (April revenue being looked at by the gov’t).
  - Looking into the Heritage Canada funding for sports and recreation - we may be able to take advantage of further gov’t funds becoming available on a grant basis
  - Lockers at the Club are generally not cleared out at this point, due to the quick closure of the Club with the pandemic. Not an issue at the moment, as summer events being cancelled has resulted in the building being secure for our own use throughout.
  - It’s become very clear that our call to close the Club when we did was the correct one.
    - No direction yet from Curl Canada or Curl BC.
    - For next BOD meeting, we need to address possible scenarios and how we can adapt for both physical distancing, season start times, payment options
      - Staggered start times, 1 sweeper rule, no benches or warmups
      - Marlene to create a live document where we can all add ideas, share with Melissa Soligo from Curl BC
      - What happens if there is not a season?

- How does this fiscally affect the club? What are our costs - fixed vs variable. How long can we sustain without revenue generation (ie bar, membership fees)?
  - If this is the scenario, we won't have the costs of the ice generation, but we might be able to use the space to generate money in a different way (ie storage)
  - Wage subsidies are available now, but it's possible that they might continue.
- What's happening now?

With the Club being closed to the general public, we are able to get onto a number of projects in the physical renovations sphere, as well as starting to look ahead to improvements in operations as a whole. We're looking at this as an opportunity.

  - Acoustic foam panels in the lounge
  - Office renovations using leftover flooring, donated shelving units and purchased paint
  - Meeting room makeover as a result of funding from the New Horizons for Seniors Grant
  - "Bar" for the bar upstairs at the windows - Cody's pet project
  - Shoe rental program lobby renovation (actual shoes, brooms, and helmets will be purchased closer to the start of next season, once there is clarity on the start date and likely fallout from the Covid-19 pandemic).
  - Looking at increased security for late night staff with install of "video doorbell" at front door
    - As a result of some undesirable activities after hours during the last season. During the season, we had an icetech stay with the bartender until the end of night.
    - Lock the door after the 2nd draw begins.
  - Website improvements - spares, "odd players" for teams, practice and rental ice bookings
  - Pro-shop ordering and inventory management improvements
  - Registration and league organization improvements internally (office level)
    - Work review (Harold, auditors) on hold
  - Administration and staffing of rental programs (shoes and ice)
- Looking Ahead
  - We must plan for a likely late start to the season. When will we be able to open registration? What impact will people's finances have on registration? When the season does in fact start - what will it look like?

- Steps will need to be taken at the Club level to ensure member safety. Thoughts include possibly limiting sweeping to one person at a time to limit close contact - either alternating sweepers, or having a “tag-team/pass the baton” type moment halfway down the sheet; having each curler solely responsible for their own rocks - wiping them down at the beginning of the game, then \*no one\* else touching them for the duration; increased hand-sanitizing stations (assuming we can source product); spread out bar seating, or possibly limits on the number of patrons allowed upstairs based on gov’t guidelines...
- Some of these steps we can be proactive with, notwithstanding any further guidance from Curling Canada or Curl BC - given our senior centric membership, we can be seen in a leadership role for club play at least.
- There definitely seems to be (from the emails I see) a likelihood of pent-up demand for sport, and indeed social interaction by the time the fall rolls around. We need to be cognizant of what another outbreak might look like and how it could affect us, but we also are in a situation where people want to participate.
- A further piece of semi-related good news is that the second Monday Afternoon Ladies league, being organized by Gerane Iuvale and Eileen Dafoe, has 10 confirmed teams!
- Last piece of housekeeping - our new Club jackets have arrived. Some of you have them already, everyone else will need to wait until we reopen, but I am generally very pleased with the results of this - and hopefully this new piece of apparel will help to ignite Club spirit when we reopen.

## 6) COVID 19 impact

- a) Remaining summer rentals and \$ impacts
  - a) How late can we push the TC booksale? Is it can it be held in September and we start the season after (if we can)
- b) Opening day contingency planning - 3 scenarios:
  - VCC cannot open in September and has no known opening date
  - VCC opens but need to implement social distancing measures
    - Ideas sheet created and shared with board.
  - A full season lost.
- a) For next meeting, come up with some plans for each scenario. We need to adhere to government guidelines that will be updated as the pandemic changes, but we need to be ready for all possible scenarios.

## 7) Round Table

- a) Stu: Caution against creating too many ‘what if’ scenarios - wait to see what the government says in the next 3-4 weeks.
- b) Neil: Reach out to members about what is happening around the club now - Paul to put together on website, newsletter, facebook



Home of Curling Excellence

- c) Harold: things change fast so if there are changes, we should meet quickly. All members should ask for a meeting if needed before the next BOD meeting.
- d) Colin: Interesting idea from ex-board member - land grant from City to build low income above new curling club

**8) Next Board Meeting: May 25th, 5:30-6:30pm**

**9) Adjournment**