



**Victoria Curling Club
Board of Directors Meeting
April 13th, 2021 6:00-7:00 PM**

Minutes

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

Regrets: Andrew Komlodi, Mariah Couloumbe

1) Call to order

With quorum present, President Colin Coughlin called the meeting to order at 6:06pm. 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 13th, 2021 VCC Board Meeting.

Moved by: Harold Trenchard

Seconded by: Neil Campbell

APPROVED

3) Approval of minutes from March 2nd, 2021 meeting

Motion: Move to approve the minutes for the March 2nd, 2021 VCC Board Meeting.

Moved by: Harold Trenchard

Seconded by: Neil Campbell

APPROVED

4) General Manager Report

a) Updates to March report

a) Updates on Basketball Canada rental

a) Paul and Cody are meeting with them a walkthrough on Thursday April 15.

a) Verify which parts of the building they will be using (note: rental is for entire building)

b) We will make the club main floor for deliveries in advance of their arrival (starting May 1)

b) HR and Financials update

a) Sent cheque to Amateur Sports Fund

b) Alex's contract is up

c) Sue is working through this week, then back at end of May.

d) During that time, the accountants are working on the books

a) Financials will follow shortly

e) New Horizons Grant

a) Grant was declined

- f) ViaSport topped up local sport grant to \$7500
- g) Gaming grants will be applied for by the end of May
- c) Potential Summer projects
 - a) Bench seating in lobby
 - a) Replacement of current “countertop” along the windows of the lobby ice-side with wood bench seating, reinforcement to allow multiple people to sit for changing, etc. without fear of collapsing the structure.
 - b) Note that it is unlikely we will have *any* freestanding seating in the lobby at the start of next season, and possibly for the foreseeable future, COVID protocols or not.
 - c) Approximate cost \$1000
 - b) Dividers between sheets 1 and 2; sheets 7 and 8
 - a) Replacement of current dividers, which, due to age and slight building shifts over time, no longer fit particularly well, with paint peeling off onto adjacent sheets during the season.
 - b) Note that there are no brine lines between these sheets, so without secure dividers, there is a risk of water seepage.
 - c) Approximate cost \$1500
 - c) Construction of the new Rental area
 - a) The Club has been looking to create a program for rental equipment for not only outside groups such as schools and corporate rentals, but also for curlers in league play who may not have full equipment to play with. The goal is to eventually have 200 pairs of various sized rental shoes, 64 brooms, 30+ helmets, step on sliders, and delivery aides available for rent. Due to uncertainty with COVID restrictions and protocols likely to linger from this past season, the initial work would see the “bones” of the structure itself being built, with the actual purchase and deployment of the equipment coming later. The area in question is where the existing “counter” of the lobby is located, near the scoreboard area: Removal of purple lockers
 - b) Building of a perpendicular wall from end of existing counter to the exterior wall, and the installation of a sliding door to the area to maximize space
 - c) Either a sliding window or (more securely) a sliding cage to secure the area above the counter itself. Construction of shoe cubbies along the exterior wall, and various shelving and broom holding organizational pieces within the area
 - d) Approximate cost \$6000
 - d) New Perimeter flooring in the ice shed
 - a) Replacement of the blue carpeting surrounding the exterior perimeter of the ice surface with rubber matting. The existing carpet is at the very end of its life, and has been for several years. Fibres from the carpeting get onto the ice surface, which creates less playable conditions on the ice, but more importantly, there is a safety hazard from the carpeting bunching up in various areas. The carpeting can be hazardous not only

- during the season, but also during special events such as the Times Colonist Book Sale, where we are constantly being called upon to staple it down.
- b) Rubber matting can be sourced in rolls of 25', at a commercial-use depth of 8mm.
 - c) In addition to the matting itself, we would take the opportunity to repair and replace boards along the backboards of the rink where the brine header is located.
 - d) Approximate cost \$5800 for the mats; \$2500 for the lumber required for floor repair
- e) Entryway tiling and wall refresh
- a) Replacement of the existing red carpeting in the entry of the building with slate tiling. The carpet at the entrance, and the top of the stairs leading into the lobby area itself is aging poorly, with bunching and staining. The bunching creates tripping hazards, and as we are currently requiring people to pass through the entryway from the basement regularly it is getting more frequent use.
 - b) This project would replace the carpet with long wearing and easy cleaning tile at the doorway level, as well as the top of the stairs to the lobby and the bottom of the stairs leading to the meeting room/from the lockers downstairs.
 - c) In conjunction with this, there has been an interest expressed to chemically remove the white paint from the left side wall in this area, exposing the original red brick. An optimal time to do this would be while the old carpeting is still in place, acting as a "painters' tarp" in effect.
 - d) Approximate cost \$700 for the tiling; \$500 for the wall
- f) "Nice to do" List
- a) Replacement of entire lobby area flooring (both laminated tiles and carpet along the windows to the ice) with long wearing tile.
 - b) Dependent on whether existing flooring contains asbestos.
 - c) Approximate cost \$6000 - \$8000 including all materials and tools required
- g) Comments
- a) Paul and Stu need to determine whether the time and money are there to do these projects. Paul and Cody also need to be fully occupied for the duration of the summer
 - b) Set a spending cap and let Paul/Cody work on non-salary related work/purchases for the club. Paul to let board know the \$ value of necessary expenditures
 - c) Wildcard - we don't know when we will be able to open the club for the next season.
 - d) New/used tools - request from Cody to make work easier/safer over the summer.
 - a) Can we ask for donated tools? Put out a call to members to see if there are tools to borrow or be donated

- b) We should purchase the required tools (some are priced into the quotes given for each project)

b) March Report

a) Last Month, Upcoming weeks

- a) The ice plant was shut off on March 15, with Corey Chester and Steph Jackson-Baier off to the Mixed Doubles Nationals, and the last day of practice ice being March 14. The “melt” has gone quite smoothly - at the moment we are down to the cement floor, washing and scrubbing off residual paint.
- b) In between ice (and water) removal, Cody and Alex have been cleaning the kitchen area in the wake of Good Fellows departure. There was a lot of buildup over the years, but the goal is to get the kitchen area ready to be used again, in some form, for next season. There are still three items belonging to Good Fellows in the kitchen, which should be removed over the next few weeks.
- c) In the office, the last round of refund cheques have gone out to those who requested them. We have a list of donors and amounts of those who have asked for a charitable receipt for their donations - that list and a cheque will be sent out beginning of April, so that a return cheque for 95% of the amount can be sent to us by the end of our fiscal year; also not impacting our revenue in an artificial way.

b) Human Resources

- a) Alex’s contract is up at the end of this week; Sue is on until the end of April (she will be taking time off the last two weeks of April, then returning to work a couple of weeks at the end of May when the fiscal year end is closed).
- b) Brody - the bar manager - has relocated up-island permanently; we will need to hire for next season.
- c) Sue is not expecting to return, pending a career change - she came back to the office this year as an interim solution, so we may need to hire someone for that position as well.

c) Grants

- a) We are *still* awaiting word on the New Horizons for Seniors Program (\$25,000). This grant will go a long ways to informing what we will be doing over the summer.
- b) ViaSport has “topped up” our Local Sport Resource grant from \$5000 to \$7500 as a result of further funding coming in.
- c) Community Gaming Grants will be applied for in April/May as per usual. A few wrinkles concerning how the money granted can be spent (there’s more leeway now, with COVID), but overall the program remains unchanged, and we expect to qualify as usual.

d) Summer

- a) Basketball Canada is intending to rent the building from us in late June and into July as contracted. They will be starting to receive deliveries at the Club starting in May - and we are able to charge a small premium for that privilege. We will also be on-site often during that time to ensure everything is smooth from our perspective.

- b) If the NHSP grant is received, we will be replacing the carpeting in the ice-shed with rubber matting; replacing the carpeting with tiling in the front entryway; installing/improving door security.
 - c) Additional projects we are looking at, pending financial ability to do them:
 - d) Constructing the “rental” area where the scoreboards are currently located. We would only do the “prep” work on this until we know exactly what next season holds - i.e. getting walls up, cubbies built, securing the area. The actual purchase of shoes/brooms and helmets would wait initially.
 - e) Shoring up the “seating” along the glass in the lobby: removal of the current “countertop” and constructing something that will hold up to multiple people sitting down over time. (We are anticipating that we will *not* have tables and chairs in the lobby again anytime soon - there is an upstairs area for that, which we would like to encourage use of, and the traffic flow in the lobby is so much better without the extra clutter - no matter what the potential COVID protocols hold).
 - f) New dividers need to be constructed between sheets 1/2 and 7/8 . Also some “puck board” should be installed around the perimeter of the ice surface - this could end up getting rolled into the NHSP grant as we replace the carpeting.
 - g) Stripping and refinishing the “dance floor” in the upstairs lounge
 - h) Replacing as many lights as possible with LED - getting a quote for installation of the same in the ice-shed area, assuming that we do not have to replace the ballasts.
 - i) In the office, a website refresh will be done (no cost, really). Also a more robust booking engine will be created to enable easier booking of practice and rental ice - and rentals upstairs and downstairs... (actually the same system, but enhanced)
 - j) Cameras (already have) will be installed for front and rear entries.
 - k) Reclaiming the space that is currently being used by Andrew (the plumber) for further storage, and a place to work on projects such as the above. We have asked them to vacate the Club by June 1, to facilitate the basketball rental - following that, we will be using the space for ourselves.
- e) **Financial Stuff**
- a) Thanks to the many donations received from our membership, and in no small part due to the government subsidization of wages, we are on track to record a reasonable operating profit (~\$35k), and a small profit (~\$5k) after amortization is taken into account. With the CEWS and the CERS continuing through until the middle of June, we are in a good financial position as it relates to cash flow - much better than in previous years.
- f) **League Fundraising Fees**
- a) A past board member and current member of the Club raised some concerns over fundraising fees, which we should address for next season, likely in conjunction with league reps. There are a few problems relating to the way we collect these fees now, somewhat largely caused by our desire to be transparent in what we are collecting as far as league fees, membership fees, and fundraising - all taken in by the Club. There are some solutions that could

be implemented to possibly address some issues: one that sees the Club take larger control over these fees; and another that would have the leagues themselves collect them. Currently, it is a bit of a hybrid setup, and one that is wrapped up in 50/50 draws, league bank accounts, Club “liability” accounts, etc.

g) Liquor Licensing

- a) Our current liquor license is a “Liquor Primary - Club” designation. Cost is \$1100/year - based on liquor purchases/sales. To transition to a “Liquor Primary” without the Club designation - which basically would allow us to have anyone in the bar - no “membership” requirement, and as a result allow us to market to the greater community more freely (think pre-game Royals/Harbour Cats, events at Save On, live music in the bar, etc.) - we would be subject to an application fee with the Licensing Board, of \$330; also we would need to apply with the City, at a cost of \$750, for a community and council review. As far as I’ve been able to glean from the people at the LCB that I’ve spoken to, there is no automatic increase to the annual license cost.
- b) It is worth noting that our “Club” designation this past year allowed us to skirt rules concerning mandatory table service that other establishments had to enact. If we had been forced to do that, our staffing costs would have increased dramatically - needing two staff on at all times. It remains to be seen how long the current restriction could last.
- c) Comments
 - a) Involve North Park Association
 - b) May be subject to taxes

5) Covid 19

- a) No updates - still following provincial health restrictions

6) Curl BC Update

- a) Meetings this week starting tomorrow.
- b) Consensus is that there will be a season next year starting September

7) Financial update (revenue/expenses)

- a) Outlook to end of September is +\$5k without taking into account the line of credit
- b) Financials have been submitted to Grant Thornton

8) Communications to members

- a) Paul will send out a communication email to members once summertime projects are lined up. Also mention BASKETBALL Canada rental.

9) New Regional Facility

- a) Heard from City of Langford today
 - a) Still working on the 10 year plan - the club is on the plan still

10) New/existing business



- a) Food Services update
 - a) Marlene to call another meeting.
 - b) Recommendation should come for the next BOD meeting.
 - a) Schedule interviews before next meeting
 - b) Recommendation could be to go with vendors or RFP
- b) Naming rights
 - a) Letter was sent. Colin will follow up with Brendan Wheatcroft in the next week.

11) Next Board Meeting: May 11, 2021 6pm

12) Adjournment

- a) Meeting adjourned at 7:12pm