

Port Moody Curling Club

Board Meeting

February 3, 2020

1. Call to Order

The meeting was called to order at 7:05 p.m. by Terri Evans, Chair.

Those present: Terri Evans, Earlene Graham, Maureen Newell, Mim Quigley-Metcalf, Mary Dyk, Carol Volpatti, Barry Ayers, Anne Girbav and Peter Muir, Accountant/Bar Manager

Absent:

2. Additions/revisions to Agenda

Add storage room

Play downs

3. Adoption of Minutes of January 06, 2020

Pg 3 grant will instead with Maureen will.

4. President's report

No applications, Earlene has had a call.

No salary amount has been put into the add, should we put it in or average no. of hours.

Discussion of whether salary should be on or not \$25/hour up to \$16,000 but is flexible up to a bit more. We were hoping a routine after first year but that didn't happen. Can we use Michelle's history to decide if it should be higher. Has been on all of our online communications, Indeed, in club

We need to figure out as a club where the money will come from, what about from the bar. As a Board we never seem to go to the bar for funds. Earlene says we have to consider a full time.

Change name from Club Manager to Club Coordinator, they are under the Board direction. Most clubs have managers that have more leeway and are paid accordingly. The word Manager suggests more money.

Salary discussion:

The wage is low for what we need them to do.

Interested person may not have administrative skills.

Terri read out job description.

Can't really have another job.

A student doing a practicum, with flexible hours etc. is a possible.

Carol moved, second Earlene that we revise the position description name to club administrator, revise the salary range \$21,000 to \$24,000, commensurate with experience, proficient with Microsoft Office, G-Suite, well developed administrative and organizational skills, excellent communication skills, the ability to develop and establish operating procedures within the Club, (Mary's sentence here), all in favour.

Terri will be working with Mim on the newsletter. Should we solicit input from the leagues?

Earlene can bring up at league reps meeting.

How will we glean information for the newsletter.

6. Vice-President's Report - Earlene Graham

Earlene has temporarily taken over the Acting Club Manager/Duties and submitted the following report:

Put Earlene's report in here.

Additionally league fees remain the same next year, 2% for 21/22 season.

We want to come up with a more confirmed bonspiel fee. All 6 sheets booked and includes lounge. Is o.k. For in-house but not outside events. Also some events withdrew down to 4 sheets but still all cleaning etc. to be done so want to work something out.

Issues with contracts not confirmed etc., they want to work with us and straighten it out.

Bonspiels will be paid to the Club who will then pay the City, done twice a year.

All bonspiels will have to register through curling I/O to track payments.

Furniture - smaller square tables so they can adapt, new chairs, etc. Earlene sent pictures as suggestions to City.

Improve lighting, dimming and more of it.

Closed Circuit TV - to see the other end of the ice when playdowns are on? Just asking.

5. Treasurer's Report – Maureen Newell

Burnspiel we made money, made \$948

Statements in the Board shared folder.

Tabled item

7. Club Manager's Position: Terri Evans dealt with in president's report

8. Committee Reports:

a) Policy & Procedures – Mim & Elaine

Carol working on accident reporting.

Equipment borrowing procedures -signout sheets for each piece in the storage area. Who do they request the equipment from? Now they ask Barry by email but will be the administrator eventually when we fill the position. Use Barry's email so we have a paper trail. Elaine read out the conditions of use and procedure.

Adoption of Revisions to the Harassment & Bullying Policy

Changes highlighted in policy. Some really like the changes as outlined. Terri asked if the Board wants to adopt tonight or think about it until next meeting.

Board wants to think it over so will ask questions and send email questions to get ready for next meeting.

8. New Business:

Recognition of Club Members: Carol

Carol wants the Club to recognize all members somehow.

Anne said nobody sends her things to post.

Put in club newsletters.

Barry suggested a banner for the curling club, people can't find the curling lounge or rink.

Talk to Jim Lacroix to see about a sign.

Storage Room Mess:

Barry went into the storage room and it's a mess.

Peter has been trying to get it cleaned out for months.

Need proper storage shelves, etc.

Discussion of what's in there.

Terri will ask Peter to give him a call. A plan between Terri, Peter & Earlene to clean it out.

Region 11 Playdown Report - Men's & Women's - Barry

Volunteers - Dale Gregory, Ray Lebrun & Brian Derrick helped Barry, couldn't have done it without them. The event went well, the only complaint was not enough bar hours, early enough and late enough. Earlene helped them get a reduced rate for the sheets they used only at \$35/sheet.

9. Old Business:

November 4, 2019 Meeting Motion discussion: Terri

We approved \$5,400 for the website design to a specific company. At the windup meeting with Michelle she advised us that they had work done by the company at her other work and it wasn't good so decided not to go ahead.

Mary explained why she sent it around - because it was an action item.

Mary moved and Carol seconded that we withdraw the Nov. 4, 2019 board motion to hire Web designers X and seek further contractors, all in favour.

Barry gave out information on possible company to have a look at their work.

International Tankard Nominees: March 27 to 29th.

Barry left at 8:47 p.m.

We do not have a formal policy as to how to choose people to go.

Mary reminded all of us of the volunteer tracker on our website.

We have paid for 2 entress so suggested we pick 2 people, plus an alternate.

Burnspiel Report out: Mary

Everybody had a good time, only complaint was getting on sheet 1 and 6.

It was full and made money.

Suggested they might want to move it a week later but have to consider other bonspeils on at the same time in competition.

Serving the food to people went much better so everyone got some.

Draw done for next year already.

Great committe to help Mary, Elaine, Barry, etc. - get from Mar

2 external teams, Royal City & Vancouver curling club.

AGM Outline, documents required and dates.

Finalize AGM agenda

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10. Adjournment:

The meeting was adjourned at 9:06

The next meeting will be Monday, March , 2020