

**Port Moody Curling Club
Board Meeting**

DATE: June 7, 2021

TIME: 7:00 p.m. to 9:00 p.m.

LOCATION: Home via Zoom online link

1. **Call to order:** Earlene Graham called the meeting to order at 7:00 p.m.

Those in attendance: Earlene Graham, Chair, Mary Dyk, Terri Evans, Gail Burak, Jane Lawton, Carol Volpatti, Lindsay Graf, Barry Ayers, Anne Girbav, Mim Quigley-Metcalf, Janice van Veen and Peter Muir.

2. **Additions/Revisions to the Agenda:**

Gail - add an update on the Gaming Event Revenue report.

Barry - the Region 11 Report to be tabled until the next meeting.

Under Old Business add:

- a) Waves Coffee service
- b) Update on Advertising Confirmation
- c) Possible trophy case for the Club.

3. **Adoption of Minutes for Two Meetings:**

May 3, 2021: Remove "Special Financial" in header.

May 10, 2021: correct name of accountant hired to Davin MacLennan.

Both sets of minutes were adopted with the changes as noted.

4. **President's Report - Earlene Graham**

I was invited to attend the League representative meeting held June 3 as an advisor if needed. Janice held a very informative meeting, and I witnessed a very good rapport between her and the league representatives developing. There was good participation from the members discussing many different topics. I came away feeling positive for the start up of our 2021- 2022 season.

Since our last meeting I have followed up on the production of signage boards to advertise the opening of registration, and I also received a quotation and researched pricing for a small trophy case for the lounge to replace the one that was removed by

City staff. I have got the Club Championship plaques updated, as well as the plaques updated on the President's plaque

Curl BC – I have registered and will be attending the AGM on June 12

Janice and I will schedule a meeting with Jim Lacroix and staff early August to confirm the installation of the ice and to go over final details regarding our "Return to Play", Janice and I will be sure to keep the board updated of this information as needed.

I wish that you all will enjoy a great summer and hopefully this will be the last meeting needed until late August.

Earlene Graham, President

5. Treasurer's Report - Gail Burak

a) Financial Report:

The Financial Report was provided in advance to the Board in the meeting folder. Gail went over the document and answered questions. See Schedule A of these minutes.

b) Tax Return Filings Update:

Davin, the accountant, requested further information from our files to enable him to file our tax returns with CRA. Peter sent the requested information. Davin has completed the returns and sent the drafts back to Gail & Peter for review after which they are ready for signing and then to be filed with CRA by June 30, 2021.

c) COVID Surcharge Fee: Will we charge one?

We will discuss this under the League Rep. Meeting report.

d) Vancity Club Bank Account and League Accounts:

The PMCC is the legal entity under the Society Act; it holds a bank account in the Vancity Credit Union. Banking and financial reporting for the Club would be simplified if all leagues conducted their banking at Vancity. If the leagues had their bank accounts at Van City the Club Treasurer would be able to have view only access to the league bank accounts and to be able to print their statements for year-end reporting. The financial reporting is required under the new Society Act to protect the funds of non-profit societies.

To add the Treasurer to the league bank accounts we would need a letter signed by Earlene Graham, President and Gail Burak Treasurer for those leagues already doing their banking with Vancity which would allow access to the Treasurer. For the leagues banking elsewhere we need them to move their banking to Vancity and add the access for the Club Treasurer at the time the accounts are opened. Earlene and Gail will draft a letter to be sent to Vancity to make the change for the leagues already with Vancity and send a copy of the letter to Mim for the Club

files. If we move all leagues' banking to Vancity it will save us money administratively, be more efficient and timely.

How do we get the leagues on board? We will explain how and why it will be better for them and the Club, then set a date for when it needs to happen. We will decide later as to when the effective date of the change will take place. We intend to take an easy, gradual approach on the implementation of the change of bank account location, since we have already made a lot of financial changes this year involving the league reps.

We will review where we are at with it in September and decide then how to move forward.

e) Funding Plan Update:

Our future funding options will be researched and developed by a committee of a maximum of 5 people, Peter will be an adviser along with Earlene, Carol, Jane, Gail and Mary. Peter suggested we have a look at the reserves allocated to staffing.

f) E-Transfers:

This topic involves being able to electronically transfer money back and forth between the leagues and the Club, thus eliminating the need for cheques to be written. As an example, the process works by Gail initiating a payment to a league, the other approval signatories on the Club account will have cards to enable them to give their approval to the payment. This replaces the need for cheques but still maintains two signatories.

Janice asked to be the first test run for an e-transfer instead of a cheque.

g) Gaming Event Revenue Report:

The PMCC is annually required to complete a report to the Gaming Branch as part of our licensing. Since we didn't have a season we didn't have any 50/50 draws, thus nothing to report to the Gaming Branch. When Gail tried to complete our annual report showing zero activity their system wouldn't allow Gail to enter zeros. She had to email the Gaming Branch to say that we didn't hold any 50/50's last year due to COVID. The answer was that we had to cancel our gaming licence so we didn't have to report and then will have to take out our licence again in September.

6. Club Administrator's Report - Janice van Veen

Since our last Board meeting, I have changed my work schedule, which reduced my hours this last month. I now have a setting on my email accounts that indicates that "I am away from my computer at this time but I will get back to you within 48 hours". This has allowed me to maintain a more regular schedule which allows me to play the game I love. I am an avid slowpitch softball player who has been playing for over 54 years. This is a positive for the club because I function much better if I have had my softball fix. I am sure many of you can relate with your love of curling .

I scheduled a League Representatives and Treasurers meeting for Thursday, June 3, 2021. An email was sent to all league representatives and treasurers asking for input of Agenda items and to forward any questions that they may have. This wasn't a regularly scheduled meeting but I felt it was necessary to touch base with our leagues to prepare for the opening of Curling IO in July. There was excellent representation of the leagues with 29 participants. The agenda covered old business updates and new business topics. There was great discussion on several topics with some of those discussions coming forward to the upcoming Board meeting.

My other task was to secure dates for the placement of several advertising avenues for the opening of Curling IO. I have secured the placement of digital advertising on the corner of Barnet Highway and IoCo Road; a banner on the Moody Street overpass is still not confirmed but I am checking again this week; three plastic boards are being made to be placed in the City of Coquitlam billboards in select locations.

Of course I am still answering emails, checking the club mail, checking the club administrators phone, updating the website as well as communicating with members and city staff.

Thank you,

Janice van Veen PMCC, Club Administrator

b) League Reps. Meeting June 3 Update:

i. Early Registration discussion:

Janice gave a rundown of the discussion at the League Reps. meeting. The League Reps. generally felt July 2 is too early for registration, people are not thinking of curling that early. They also had a lengthy discussion as to whether it would make more sense for members to pay their full fees or just the affiliation fees of \$55 plus \$25 per league. Some League reps. thought they wouldn't be able to contact all of their members before July 2. The League Reps. also asked under what conditions would the registration fees be fully refundable. The answer is that the Refund Policy would apply, specifically the section dealing with COVID. Refunds would be given if the City does not open curling for the season, if the Public Health Officer (PHO) closed the curling facility or if the Club cancelled curling for some reason.

The Board discussed the opening date of the Curling IO registration system in July and the feedback from the League Reps. meeting including whether the full fees should be paid. Mary Dyk suggested that we go with the League Reps. decision and made the following motion:

Mary Dyk moved that the Board adopt the recommendation from the League Reps. meeting, to ask for a commitment from our membership of a deposit, these fees include PMCC Club fee \$35, Curl BC \$18, Curl Canada \$2, plus \$25 for each league, seconded by Jane Lawton, all in favour.

c) Waivers: Mim & Janice

Waivers were put onto the agenda to reinforce their importance so that we as a Board and League Reps. ensure that all active curling members, spares or curlers from other clubs complete one prior to stepping onto the ice, thus ensuring they are insured and reducing the risk to Club. A short discussion ensued.

d) Curling Fees Payment Checkup: Mim & Janice

Mim & Janice had been discussing the issue that during December 2019, of our last curling season Peter found approximately 12 people who had not paid their fees meaning they had curled since late September without insurance. If fees are not paid curlers are not insured. To avoid this situation registrations must be checked against payment records prior to the start of curling to ensure all curlers are insured and paid up. During the discussion some felt the League Reps. are responsible but after discussion it was concluded that both the League Reps. and the Club work together to ensure payments are made in a timely manner. The League Reps. need the Club to advise them as to who is or is not paid up at the start of the season.

Since the Club is in possession of the list of unpaid curlers, the Club will send the information to the League Reps. prior to the start of curling and ensure the fees are paid or the curler cannot step onto the ice.

We also want to make sure that Leagues Reps. know that if someone has an accident but has not paid their fees the facility can be shut down.

e) Newsletter Signup on the website: Janice

The PMCC Website offers a box which can be used to request a copy of the Club Newsletter. We have had several members who have used it to request the newsletter. The Club policy has been that anyone who is a member is automatically sent a copy of the newsletter. When Club members also request a copy on the website we have to spend time verifying if the requestor already automatically received a copy, it causes extra work.

Janice asked the Board to consider if the box to request the newsletter could or should be removed from the website? Is it worth it for potentially new curlers to be able to read the club newsletter? Everyone else gets the newsletter via email and it is also posted to the website so does not need to be requested.

Or could we add a note saying that if you are a member you don't need to sign up? We decided to add a comment to make it clear that registered members already receive the newsletter.

During the newsletter discussion we were asked how often we think the newsletter should go out, any suggestions? Two months on average was suggested, more often during the season but not during the summer.

What do people want in the newsletter? What is the intent of the newsletter? Terri suggested events like bonspiels, reporting back on other events, who won, second, third, etc. Ask people like League Reps. for items or things the Board doesn't know about, advertise volunteer opportunities in the Lower Mainland or when bonspiels are short of curlers.

We need to send one before the start of the season and Janice has a list started.

f) COVID Surcharge Fee:

We have decided not to charge one this year, confirmed.

7. Committee Reports:

a) COVID Committee: Carol Volpatti, Janice van Veen

No change, we will be following the opening plans as per Public Health.

b) Website Maintenance - Janice & Lindsay

Lindsay consulted her friend, he felt the Rainy Town maintenance costs estimates are a bit high. He suggested we could do it ourselves which Peter also said along with Janice learning how to do some of the automatic updates. If we need help we can ask Rainy Town and pay a 1 time fee. Yukari has passed it over to us and the update plugins are automatically coming. We have Lindsay and Peter as resources. We will see how it goes over the summer and revisit it if we need more help.

c) New Club Logo Committee: Mary Dyk & Anne Girbav

The Committee reported that they have received some entries from people who are not members as well as from members, they expect one more. They have also been able to arrange for some great prizes to add to the \$100 cash. Thank you's to sponsors will go into the newsletter which will be sent to Janice for the August edition.

Anne also reported that we are able to "push" our online media communications to the head of the line for a small fee so she made the following motion:

Anne Girbav moved that the Board approve a budget of \$100 per year as a social media budget to be used for advertising events and registration for the club at the discretion of the Social Media Coordinator, seconded by Mary Dyk, all in favour.

d) COVID Surcharge Fee:Policy & Procedures: Jane Lawton & Mim Quigley-Metcalf

Jane and Mim recommended that the Club adopt a Spares procedure since we need to ensure all spares are insured prior to curling. Leagues have been somewhat casual in the past in the handling of spares.

We discussed the option of having a standard fee for spares paid through Curling IO including adding GST for each half season.

Jane and Mim will do a draft and circulate to the Board.

Janice will also check with other clubs to see how they handle spares, policy, etc.

Spares are available to leagues through bye teams, Club members and from other clubs but their membership has to be checked to ensure they are registered curlers so have paid their Curl BC & Curl Canada fees, thus are insured to curl.

Another possibility is to add another class of Club member which would be an “associate membership” fee for spares. It would have to go through the AGM so could not be implemented until next season.

e) Subsidy of Juniors Playing in Senior’s Leagues - Carol

Nothing to report but we need this completed for the opening of registration and the Juniors need it for budgeting for their league fees.

f) Gaming and Grant Committee Update - Jane Lawton & Mary Dyk

Nothing to report.

8. New Business:

a) Waves Coffee Service: Janice

The League Reps. have asked about the Waves coffee service now located in the rec. Centre. They want to know about coffee for the morning leagues before the bar is open. Many of these leagues presently have a member who makes sure coffee is made and ready at the end of the draw.

Peter & Janice spoke to Waves to get information on the costs. If the Club supplied it we would have to hire a bar person at \$45 for 3 hours plus the coffee costs. Would we recoup the costs in sales? Waves has offered that for each league they could provide 2 pots of coffee, 24 cups, sugar, cream and stir sticks for a fee of \$36.

An additional problem is that league coffee people cannot use the bar ops. sink to prepare coffee which is a concern for Fraser Health. Further all league people would have to take a Food Safe to be able to be in the bar area.

Janice will send the information out to the leagues for feedback and we will encourage them to use Waves as it works out to a \$1.50/cup which is reasonable.

Barry pointed out that during Club events, bonspiels, the Scotties, etc. Tim Hortons has donated coffee and donuts in the past for free. We would like that to continue so we want to ensure that our use of Waves or them being in the building does not limit our activities in any way.

b) Advertising Confirmation: Janice

The advertising will run from June 9- July 25th in various locations in the Tri-Cities.

On the Pattison Digital board it runs from June 28-July 25/2021 at the corner of Barnet Highway and loco Road.

On the Moody Street Overpass the banner will be up from July 5-18.

The PMCC billboards advertising registration and the Open House went up June 9- July 16, 2021 at the following locations:

1. The corner of Loughheed Highway and Dewdney Trunk Road.
2. The corner of Johnson Street and Guildford Way.
3. The corner of Austin Avenue and Mariner Way

b) Possible Trophy Case: Earlene

Earlene asked for a quote from the City for a trophy case they would potentially build for us but it was very expensive at \$3,700. Earlene checked Wayfair where we could get one for \$1,400 to \$1,600 and she also checked Ikea. We are not sure if either of these cases would be sturdy enough to attach to the concrete block walls.

We will look into whether one of our members such as Barry Ayers or Bob Wallace would be interested in making one?

We will take it back to the League Reps. with the estimated costs as nobody thought it would be as expensive as it has turned out to be.

We will also try to determine whether a trophy case is something we need, do leagues award trophies these days?

9. Old Business:

a) League Reps. Statement of Understanding: Anne Girbav & Lindsay Graf

Anne advises the Board that the draft of the Statement of Understanding is In the Board drive for their review..

b) Gaming Grant Submissions Question: Mary Dyk

Mary inquired as to whether we have heard anything back yet after our submission?

Gail advised that we have not.

12. Meeting adjourned at 9:10 p.m.

Next Regular Board Meeting will be August 30, 2021 or September 13, 2021 depending on need at the time.

Port Moody Curling Club - Short Financial Report

Statement of Financial Position		
Assets	2021-22	2020-21
Cash	\$ 124,690.90	\$ 132,777.21
Equipment & Improvements	\$ 23,973.03	\$ 23,973.03
Amortization	\$ (4,439.74)	\$ (4,439.74)
Receivables	\$ 2,088.83	\$ 2,062.88
Prepaid Expenses		
	\$ 146,313.02	\$ 154,373.38
Liabilities & Net Assets	2021-22	2020-21
Payables	\$ 1,572.96	\$ 4,400.01
Net Assets	\$ 144,740.06	\$ 149,973.37
	\$ 146,313.02	\$ 154,373.38

Club Cash on Hand	
Chequing Accounts	\$ 6,004.24
Savings	\$ 6,222.83
Term Deposit	\$ 30,629.43
Gaming	
Internal Reserves	\$ 34,578.15
Credit Union Shares	\$ 12.15
	\$ 77,446.80

Reserves Details	
Internal Reserves	\$ 34,578.15
City of Coquitlam Grant	\$ 35,235.73
Gaming Grant	
Credit Union Shares	\$ 40.86
	\$ 69,854.74

Statement of Operations				
Revenue	2021-22	Budget	Variance	2020-21
Operations	\$ 30.21	\$ 26,000.00	\$ (25,969.79)	\$ 2,216.14
Programs		\$ 100,000.00	\$ (100,000.00)	\$ 6,435.00
Bonspiels		\$ 20,000.00	\$ (20,000.00)	
Events				
Fundraising				\$ 312.00
Other				\$ 250.28
Bar Operations		\$ 25,000.00	\$ (25,000.00)	\$ 20.05
	\$ 30.21	\$ 171,000.00	\$ (170,969.79)	\$ 9,233.47
Expenses	2021-22	Budget	Variance	2020-21
Operations	\$ 4,878.40	\$ 54,725.00	\$ (49,846.60)	\$ 43,667.41
Programs		\$ 100,000.00	\$ (100,000.00)	\$ 21,615.76
Bonspiels		\$ 20,000.00	\$ (20,000.00)	
Events				
Fundraising				\$ 25.00
Other				\$ 691.41
Bar Operations	\$ 16.14	\$ 24,000.00	\$ (23,983.86)	\$ 1,705.20
	\$ 4,894.54	\$ 198,725.00	\$ (193,830.46)	\$ 67,704.78
Excess (Deficiency)	\$ (4,864.33)	\$ (27,725.00)	\$ 22,860.67	\$ (58,471.31)

Allocation of Internal Reserve ^r1		Coquitlam Grant Usage		Actual	Budget
Equipment Replacement	\$ 15,000.00	Administration Services		\$ 2,537.50	\$ 31,000.00
Staffing	\$ 14,250.00	Accounting Services		\$ 1,762.50	\$ 4,000.00
Competitive Curling Support	\$ 5,000.00	Office Supplies			\$ 235.73
	\$ 34,250.00	Remaining	\$ 30,935.73	\$ 4,300.00	\$ 35,235.73

^r1 - June 1, 2020 Directors Resolution