

**PORT MOODY CURLING CLUB
TRANSITION BOARD MEETING**

DATE: Sunday, April 3, 2022

TIME: 1:00 p.m. to 3:00 p.m.

LOCATION: PMCC Recreation Centre - Room MP1

1. Called to order at 1:04 p.m.

In Attendance: Anne Girbav, Jane Lawton, Mim Quigley-Metcalf, Terri Evans, Pierre Gallant, Paul Longley, Lindsay Graf, Mary Dyk, Earlene Graham, Carol Volpatti and Janice van Veen.

2. Attendance Via Zoom: Steve Renaud and Barry Ayers

3. Additions/revisions to the agenda:

Mim noted that there would not be a president's report for the first meeting. Janice van Veen added a new item h) Website Maintenance

4. Adoption of the minutes of:

March 7, 2022: No errors or omissions were noted.

March 15, 2022: No errors or omissions were noted.

Both sets of minutes were adopted as circulated.

5. President's report - Steve Renaud - none required

6. Club Administrator's Report - Janice van Veen

a) Club Administrator's Report:

I want to thank our outgoing and returning Board members. Your hard work over the past two years has brought the club back into compliance with proper reporting mechanisms now in place. You were also instrumental in updating operational documents and guiding the Board through a difficult year.

Welcome to our new Board members who have come forward with their expertise, knowledge, and commitment to improve club operations. I am

extremely excited to work with this Board in what I hope will be a more normal (whatever that is now) season of curling.

My work is winding down on the end of season tasks which include putting away the equipment from the rink, getting the Club Championship plaque made, refunding broom rentals, returning lost brooms, and cleaning up the league cork boards.

I have been busy working on the league and bonspiel ice contracts which will be submitted to the City by April 1,2022. I changed the document that the leagues complete, and it has proven to be a great tool in getting the correct information quickly. Our league representatives and treasurers deserve a huge thank you for their support through all these transitions with Covid, operational changes and a new club administrator.

We have had some changes in our League Representatives, so I have been getting those people up and running with some personal visits to their homes to provide hands-on training. This gives me a chance to have one on one conversations about club operations and it allows them to be trained on the computer/device that they will be using. I feel this personal touch is also a great way for them to get to know me and what my role is for the club.

I have been investigating some different advertising options to help get the word out for our upcoming club registration date and our Open House date. These options will be presented to the Board at the April 3,2022 Board meeting.

My next undertaking is setting up the league registrations on Curling I/O. I want to get this task completed as soon as I can so it will be ready for activation when the Board decides the opening date. Of course, I will still need to enter the fees for each of the leagues once the ice contracts come back but that is the easy part

b) Wednesday Night Open Lack of Executive Issue:

Nobody has stepped up from the league.

1 person is considering it, if they can get some help.

The league originally had 13 teams which came from 2 leagues that merged.

They may have a league rep. and draw master so just need a treasurer.

The Board asked Janice to follow up by communicating with the league members that we have the 2 positions filled and need a treasurer.

The Board does not want to lose the league and possibly club members.

c) Club Zoom Account - Should we renew it at a cost of \$200?

The bill has already been paid so a mute question.

Jane suggested that we cancel it and use a program called "Google Meets" which is free.

One problem with the alternate program is that we can only have 25 people in a meeting at one time which would not work for an AGM if we have to go that way.

We do not know where things will be with COVID next spring.

Janice will see if it's possible to cancel it and let us know.

d) Advertising Next Season - Billboards and the Farmer's Market, etc.

We don't need to go to the Farmer's Market until late July or early August. Janice will arrange for the Club to participate and also asked that more of the Board participate this year.

Last year we used billboards in Coquitlam but did have some that were taken down because we are not a Coquitlam organization. However, we might get around their bylaw by adding "Come curl in the Tricities at the PMCC" on our signs.

We will also use Social Media where we can do what we want.

Janice looked into using the Pattison Outdoor signage at IOCO and Barnet for \$1,050. The Board believes it is too costly, we will not do it this year.

Janice will arrange to hang the banner on the Rocky Point overpass as usual.

We are waiting for a quote for the use of the digital boards by the firehall but suspect they will be too expensive as well.

e) Opening date of registration July 1st or August 1st.

Janice would like to make it July 5th.

Board agrees.

f) Newsletter - June

Janice will send out a newsletter in June.

The Board was asked to send anything they want added to it.

g) Club Administrator's Contract June 1st.

Janice reminded the Board that her contract ends June 1st and will need to be addressed.

h) Website Maintenance

Previously the Board decided not to arrange a maintenance contract with Rainytown, the website contractor. Peter Muir had been doing the updates for free but he intends to go travelling.

Lindsay explained that completing the content updates from the Club is a big job, never mind the maintenance of the backside of the website.

We need to decide if it is more cost effective to just pay issue by issue or sign up for a month by month contract.

Lindsay has asked Rainytown for a new quote. Last year they quoted \$125/mo. or \$500 to \$800 per issue.

Might be best to pay the \$125/mo. as we should save on professional fees we had to pay last year for the income tax audits etc.

Jane Lawton moved that we hire Rainytown on a monthly basis to maintain our website dependent on the cost, seconded Mary Dyk, all in favour, motion passed.

A BIG THANK YOU to Lindsay for such great service in keeping our website content up to date.

i) New Club Jacket Sample:

Janice modelled a sample jacket with her name on the sleeve and Club logo on the front, price to be determined. We would hang samples in the bar to try on for sizes. If we have them at the open house it would be a good place to start. We want to bulk order jackets and sell them for a profit instead of at cost.

We need pins with the new logo so Janice will get a quote, then we can decide how many to order.

Anne suggested we consider an online shop to sell our merchandise - pins, jackets, hats, etc. Curling IO was not designed to be used as a retail outlet.

6. Treasurer's Report - Jane Lawton

a) Financial Report - See folder for reports.

The bar made \$500 for the season after being in deficit at the last meeting. We are still projecting a deficit for the Club for the coming season, even with the increase in membership fees.

Our income is made up of membership fees, grants, selling merchandise, fundraisers and income from the bar.

The Coquitlam Grant is reduced down to about \$400 so that support has been removed. Earlene will file the final report to the City of Coquitlam.

b) Club Insurance Progress: Jane, Mim & Paul

The liability insurance to protect Board members is presently at a maximum of \$3,000,000, Curl BC recommends it be \$5,000,000. Our current broker requires that we fill out a detailed application prior to increasing our maximum.

As well, we still want to use the detailed report to get a quote for our insurance from a new broker. We have not been happy with the lack of service from our current provider.

c) Administration Charge for Leagues not using the WAVE Accounting.

The adoption by leagues of the WAVE accounting program will reduce our accounting costs and save money for all members. Leagues have been given extensive assistance and training as to how to use WAVE throughout this season. At the last meeting 4 leagues had not started to use WAVE making our year end less efficient and more costly.

Peter Muir worked with some of the leagues to assist them or just took over their accounting. We are required by CRA to complete and report to them by June 30, 2022 to avoid interest charges and another audit.

The Newbie League has not entered anything into WAVE for the whole Season. We have not been advised if there is a separate treasurer handling league funds as required.

Further, the Club cannot complete its year end without this information. The other outstanding leagues have been in contact and hope to have it done by mid April as requested.

The Board is an administrative surcharge to the leagues that consistently do not respond and comply in providing information requested by the Board through the Club Administrator. Their non-compliance costs all members extra funds to track them down to get the information requested.

Financial Question:

Jane was asked how much the Club is currently in debt, which it is not, yet. However, we cannot continue without either raising more income or cutting costs. We do have reserves for equipment replacements, etc. but they are required to be kept in reserve.

We are projecting an operating deficit for the coming season if everything remains the same.

Question: What will we do with the ongoing Newbie League Accounting Issues:

Anne, Steve and Jane will follow up with the Newbie league rep. and

report back to the next meeting. Secondly, does the league have a separate treasurer?

A suggestion to Janice for league meetings that we have the league treasurer's report league meetings so we know they have one. They will require Board attendance by all leagues.

7. Secretary - New Board Startup - Mim Quigley-Metcalf

- a) **Conflict of Interest forms** - were handed out to the Board for signature and return to the Secretary.
- b) **Criminal Record Checks** - 3 Board members require criminal record checks for this season, Steven Renaud, Pierre Gallant and Mim Quigley-Metcalf. Letters of request were provided to the members by the Secretary.
- c) **Bank Account Resolution** - This is an annual Board requirement to have the total Board sign the resolution document and pass a motion to adopt the resolution and appoint 4 bank signatories for the PMCC account.

Mim Quigley-Metcalf moved that the 2022 PMCC Bank Resolution be adopted as read into the minutes and duly signed by the full Board, seconded by Jane Lawton, all in favour, motion passed.

A copy of the resolution can be found in Schedule B attached to the minutes.

d) Access to Board Drive documents:

Mim asked any new Board members to let her know if they need assistance accessing the shared Board drive.

e) Dates of Upcoming Board Meetings - Mim

After discussion it was decided that the best option is to rotate meetings to different days of the week so that each Board member will only miss one or two nights of curling during the season.

Mim will circulate the new schedule to the Board.

8. Standing Committee Reports:

a) Safety Plan updates/Changes -Janice, Carol & Jane

Carol Volpatti, our Safety Officer, made the following suggestions to improve our safety practices in the Club.

- Post a Curlers' Code of Ethics in the club.
- Post the clock procedures to end the issues with the last end.
- Curlers Resolution should be included in league rep. binders of information.

- All leagues to have easy access to emergency contact numbers.
- Improve the signage within the rink area showing the Club address and 911 needs.
- Recommended that we adopt the same system as used in the Langley Club where the practice ice bookings are completely automated.

b) Policy & Procedures - None

Jane noted that she still has to update the PMCC Policy Manual.

The new Board members were urged to look through the policy manual to familiarize themselves with the contents.

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

Grant application progress - Mary completed City of Port Moody Grant application prior to the January 31st deadline, no news yet.

The Gaming Grant application is in progress to be completed before the end of May.

The online FundRaising Raffle is still a possibility and being researched by Mary, she will report to the next meeting.

d) Legal Committee Update - Earlene Graham

This section of the minutes was taken in-Camera due to confidentiality.

9. Old Business:

- a) Job postings - Bar Manager/bookkeeper update - Tabled.
- b) Outside Liquor in the bar/lounge area - tabled.
- c) Raffles, bottle exchanges - are they considered gaming? Tabled
- d) Practice Ice Charges - How to charge & collect or just absorb?
See item above regarding the use of a self-booking system under consideration.

10. New Business:

a) Fundraiser - sale of old rocks?

We have a full set of the old Port Moody Rocks plus a set of smaller rocks used for introduction to curling in Coquitlam. Some members would be interested in buying one of the old rocks or the smaller rocks.

We need to determine if the rocks are worth more individually or as a set to another club?

Another possible fundraising idea is selling sponsorships of rocks, i.e. names of curlers on individual rocks. Langley does this already.

11. Adjournment 3:00 p.m.

Next Board meeting Monday, June 6 , 2022