

**PORT MOODY CURLING CLUB  
TRANSITION BOARD MEETING**

**DATE: Monday, June 6, 2022**

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

**LOCATION: PMCC Recreation Centre - Room**

**1. Called to order at 7:02 p.m.**

**In Attendance:** Steve Renaud, Anne Girbav, Jane Lawton, Mim Quigley-Metcalf, Pierre Gallant, Paul Longley, Lindsay Graf and Earlene Graham.

**Absent:** Barry Ayers, Mary Dyk and Janice van Veen

**2. Additions/revisions to the agenda:**

Add under old business: Fundraiser Sale of Old Rocks

Add under Administrator's Section: Opening date of registration

Add under Treasurer's Report: New Section g Leagues Moving to Vancity

**3. Adoption of the minutes of -**

**April 3, 2022 Board Meeting:**

Change: Page 6, item e) Upcoming Board Meeting dates - remove- "see document in Board file".

**May 9, 2022 Emergency Board Meeting:**

Both sets of minutes were adopted as circulated subject the change noted.

**4. President's report - Steve Renaud**

No formal report for this meeting.

**5. Club Administrator - Janice van Veen**

**a) Club Administrator's Report:**

Janice could not attend this meeting and due to the quiet time of year did not submit a report.

**b) Website Contract - Lindsay Graf**

Lindsay reported that a contract is agreed upon, we are in the process of it being finalized with Rainytown.

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

Tabled.

**d) Delayed Opening date of registration:**

Due to the late notice of the ice fee increase the opening of registration will be delayed until early August. The City has provided a recommended schedule of ice fee rental rates to be approved by Council at their July 26th meeting. Janice is working with the City and Leagues to be able to open registration in early August, in anticipation that Council will adopt the proposed rates we have been given.

Advanced notice of the ice fee increase and the membership fee increase will be included in the newsletter about to be sent out to PMCC members.

The information on behalf of the Board will include that the increase was a complete surprise, communicated through the media and that the City wants the Club to pay them \$12,000 more this season than last, a substantial increase.

Information as to how we use club membership fees will be included, i.e. our paid part-time positions - bar manager, club administrator, bartenders, bookkeeper/accountant and legal services when required. These paid positions assist the club in maintaining Federal (CRA & GST) and Provincial (PST, Liquor Control & Gaming Branch) regulatory compliance. The Coquitlam Grant funds were exhausted at the end of last season requiring the club to directly fund these paid positions from membership fees and fundraising activities required to run a club of this size.

The delayed registration requires that leagues re-do their league fee estimates so the new rates can be input into Curling IO in time for the new, anticipated date for the opening of registration is early August.

**e) Automated Practice Ice Booking: Janice & Lindsay**

Lindsay will advise the Board if we can add practice ice booking to the website rather than having Janice do it?

**f) Should the Club Administrator (CA) attend Board Meetings?**

After discussion the Board concluded that having the CA in attendance at Board meetings is typical and expected for the position.

If there are items pertaining to the CA which the Board needs to discuss without the CA present it can be done in-camera after the CA has been excused.

**g) Club Administrator's Contract June 1st, 2022:**

The CA's contract will be extended for another year, effective June 1, 2022 once it has been signed by us and the CA.

**Jane Lawton moved that the Club Administrator's contract be renewed at \$27.50/hour to a maximum of 875 hours, retroactive to June 1, 2022 seconded by Earlene Graham, all in favor, motion passed.**

**6. Treasurer's Report - Jane Lawton**

**a) Financial Report - See folder for reports.**

Jane reported that we are still projecting a deficit for next season.

As of March 31, 2022 the projected deficit is -\$34,000.

We still need to increase membership fees and watch our costs to maintain the club in a viable financial position.

Jane is reviewing costs to ensure we are using our funds effectively.

Normally bar revenue would have assisted us in reducing our costs to about \$10,000 per year but we were closed for half of last season and did not receive any income from the bar as an offset to costs.

The proposed membership fee increase is projected to move the Club to even.

**Jane Lawton moved that whereas the City of Port Moody has increased ice fee rental rates by approximately 25%, that the PMCC Board adopt the ice fee rates with two exceptions, practice ice will continue to be free and available to all members and bonspiel rates will not be \$40/hour, but will be \$30/hour. Secondly, that the Board increase the PMCC membership rate to \$75 for the coming season to support club administration activities, seconded by Mim Quigley-Metcalf, all in favour, motion carried.**

**b) Club Insurance Progress: Jane, Mim, Paul & Lindsay**

**Background:** The Board was not happy with the service from our current insurance broker, even though they were recommended by Curl BC.

Also Curl BC recommended that curling clubs carry \$5,000,000 liability insurance for club directors.

The Club Insurance committee is will complete the application requirements to get a quote from a new broker and for the current broker to quote on an increase of our liability insurance.

We need this to be completed for August meeting to be ready for the renewal date before November 1, 2022.

**c) Administration Charge for Leagues Who do not Respond**

**Background:** The issue is that both the Club Administrator and the Treasurer have reported frustration and extra work because some leagues do not respond to requests for information nor do they attend league meetings. These leagues continually require followup and extra paid time to function in the Club.

This costs all members of the Club including those that do respond.

The Executive recommended to the Board that we adopt a surcharge system to encourage leagues to work with us.

The Board decided that a firm date for return of information or attendance at meetings be given when asking for information, etc. Leagues that do not respond will be charged an administration fee of \$25 for the first time, the second time \$50. We hope this will encourage a response or assist in defraying the extra costs.

Janice will be asked to put this topic on the agenda of the next league reps. meeting for introduction and discussion.

**d) Newbie League Issues: Anne Girbav & Jane - tabled**

**e) Deputy Treasurer - Jane Lawton**

Jane is finding the workload of the Treasurer to be very busy. She recommended to the Board that we create a deputy treasurer position, the Board agreed. Since there is no constitutional or bylaw requirement for this position the Board will consider formalizing the position at the next AGM. Paul Longley will be the deputy treasurer for the current season to become familiar with the Club's systems/procedures, as well as the requirements of the BC Societies Act.

**f) Vacant Director's Position:**

Following the deputy treasurer discussion, the Board discussed the vacant director's position on the Board. Earlene as the Past President will be required to attend all Board meetings for the following year as a non-voting member. Since she will be at most meetings she agreed to fill the vacant director's position. This position will be up for election at the next AGM as per PMCC Bylaws.

**Anne Girbav moved that Earlene Graham rejoin the Board as a director, seconded by Pierre Gallant, all in favor, motion passed.**

**g) Leagues Moving Banking to Vancity:**

Jane has heard that the Monday Night Men's will move their banking to the Vancity Credit Union leaving us with Tuesday Men's as the last league to make the move. With all of the leagues in Vancity we anticipate we will reduce our operating and accounting costs, plus be able to comply with Gaming Branch, GST, PST and CRA requirements in a timely, cost efficient manner.

**8. Standing Committee Reports:**

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

Nothing to report.

**b) Policy & Procedures:**

Nothing to report.

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

Mary submitted our Gaming Grant application on May 31, 2022 to the Gaming Branch with the caveat that we would submit supporting documents including volunteer hours, financials and Board roster.

Jane will organize and send the required documents to Gaming. Lindsay will send the volunteer hours to Jane.

We were unsuccessful in our application for the City grant.

**d) Gaming Activities:**

**Background:** The Board has become aware of informal raffle type activities within the Club which may not be allowed under our Gaming Licence.

Jane has researched the issue and will send us the list of activities allowed to the Board.

If they are not allowed can we add them to our gaming license rather than try to stop the activities?

**f) Legal Committee Update - Earlene Graham**

Nothing to report, the lawyer for the complainant has not responded since the last Board meeting.

**9. Old Business:**

**a) Bar Committee: Anne Girbav & Steve Renaud**

**i. Job postings - Bar Manager/bookkeeper update.**

We have not posted for either the bar manager or the bookkeeper positions yet. Shelley, the senior bartender, does not want the bar manager's job. If she was given a pay increase she would be willing to do the scheduling and the other paperwork. Since we do not know what her job entails versus the manager's position we cannot really comment.

Jane will send the Bar manager's job description to the Board.

We will need someone hired and ready to go by mid-august to get the bar prepared and stocked.

Mim will send a copy of the job posting and job description for the Club Administrator position to Anne as samples for posting for the manager position.

**b) Fundraising Committee: The Board**

**i. Online 50/50 Draw - Mary Dyk & Anne Girbav**

**Background:** The Club needs to find ways to fund club activities other than membership fees. Mary has researched what other clubs are doing and has recommended an online 50/50 draw we could have ready for September. We may want to consider running it in two halves to award two prizes.

Mary will have this ready for the August meeting.

**ii. Sale of Old Rocks: Earlene Graham & Pierre Gallant**

We have a full set of the old Port Moody Rocks, a set of smaller training rocks and some unmatched rocks of uncertain number.

Members have expressed interest in buying one of the old rocks.

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

**iii. Sale of Equipment & Club Items: Anne Girbav & Janice van Veen**

The Board will consider an online store rather than trying to use Curling I/O and consider selling equipment through the bar as well. We have a contact through the Langley Curling Club willing to assist us.

We intend to sell curling supplies including club jackets and equipment such as beginner packages for people taking lessons or joining leagues for the first time. These items could be sold through the bar could just be the basics, grippers, brooms, sliders, etc.

Janice already showed the Board a sample of the jackets. If we could get sample sizes for curlers to try on at the bar we can put together an order to get

the best price. The object is to create a club atmosphere and make some money for the Club.

**iv. Sponsorship of Rocks: Anne Girbav and Janice van Veen**

Another possible fundraising idea is selling sponsorships of rocks, i.e. names of curlers on individual rocks which is done in other clubs already. Sponsorship of rocks by advertisers is another consideration.

**10. New Business:**

**a) Clarification of Bar Operations:**

**i. Bar/Lounge Closing Clarification: Janice van Veen**

The Club requires clarification with the City related to bar/lounge operations to avoid anymore issues and confusion as to when Club members need to leave the bar/lounge area. Once we can agree on the City's expectations we can put it on a sign for everyone (City staff too) to clearly read and know to avoid future misunderstandings.

There are two possible exceptions, the Monday Night Men's late draw and league parties where it is expected that leagues will extend their contracts if they need to do so.

Janice will ensure we have the clarification and sign in place by September for the season opening.

**ii. Video surveillance sign - Janice**

The bar area is under video surveillance and currently does have a sign indicating that it is in effect. However, it is not easily seen or very large. The Board asked that Janice pick up one of the usual sized ones from the Dollar store and post it in an obvious spot at the bar. The City does have video cameras in most areas of the Recreation center as well, so it should be expected but we want to make it clear.

**b) IT Person - Jane Lawton**

After discussion the Board decided that we do not have the money to pay for IT support but we do have members with the skills who have said they are willing to assist when asked.

**c) Board Workload and Projects - Jane Lawton**

Jane suggested that with the workload of the Board we need to set up committees to deal with projects to be completed for next season. We have been carrying over to many items from meeting to meeting.

**11. Adjournment 8:39 p.m.**

**Next Board meeting Tuesday, August 30 , 2022**