

**PORT MOODY CURLING CLUB  
BOARD MEETING  
DATE: Thursday, October 6, 2022  
TIME: 7:00 p.m. to 9:30 p.m.  
LOCATION: Via Zoom**

**1. Call to order at 7:00 p.m.**

**In Attendance:** Stephen Renaud, Anne Girbav, Jane Lawton, Pierre Gallant, Mim Quigley-Metcalf, Barry Ayers, Mary Dyk, Lindsay Graf, Paul Longley, Janice van Veen.

Guests: Melissa Sim, Ron Arnold

**Absent:** Earlene Graham

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

Janice requested an additional item under No. 6, Club Administrator sub-item i) Practice Ice.

**3. Adoption of the minutes: August 30, 2022 Board Meeting:**

**Pg. 2 - c** Response to President's Letter add: Janice commented that there is a scheduled increase next season but it is more typical in the 1% to 2% range.

**Pg. 4 - (e)** Third line add a space between Elmer and Woods, capitalize Woods.

**Pg. 4 - (f)** 2nd para., first line change jack to jacket.

**Pg. 4 -** Under Free Equipment use: change the word removed to remove in last para., first line

**Pg. 6 - (b)** remove period after the word increase in the 2nd last line.

The minutes adopted as revised.

**4. Newbie League Presentation - Melissa Sim & Ron Arnold**

Janice introduced the two presenters and explained they were in attendance to present a proposal for the PMCC to run a monthly learn to curl sessions. The proposal also outlined more details related to the PMCC taking over the learn to curl program from the City.

Melissa took the Board through a very well done Powerpoint presentation which is attached to the minutes.

The high points are that the Newbie group proposed monthly learn to curl sessions which is a big change since the City run programme only conducted a

single session at the beginning of the season. At times an additional session may have occurred if requested.

For the programme to be successful we will need to hire and train more coaches. Melissa took questions following the presentation related to liability insurance and Curl BC coverage for extended health.

**Pierre Gallant moved that the Board accept and support the Learn to Curl proposal subject to the Board completing its due diligence, seconded by Barry Ayers, all in favour, motion passed.**

Jane Lawton will confirm with our insurer that our liability insurance will cover the increased number of new curlers using our facility.

**Janice's additional comments:**

We already have people waiting to try curling.

Some people are former curlers who now need and want to get stick training.

The City also has a waiting list so that the first session in late October may already be full.

Janice stated that she gets calls all of the time from people asking where they can try curling to see if they like it.

Janice recommended to the Board that we need to get other Club members involved to support and eventually replace the two people already involved with the programme.

The City is very supportive of us taking over the Learn to Curl programme from them.

**5. President's report - Steven Renaud**

**a) President's Report - no formal report**

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

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

The 2022/2023 season is under way and most of the leagues have started or will be starting this week.

Our registration total for October 4,2022 was 468 members:440 adult members and 28 Junior members. Our numbers for this time last year were 453 adult members and 34 Junior members for a total of 487 members. We are only down 19 members compared to last year. Our pre-pandemic numbers were around 579 members.

Our first bonspiel of the season, the Gail Burak Krazy Kilters Funspiel, is planned and registration opened on September 24,2022. As of October 4,2022, there are

14 teams registered with the hopes of having 24 teams before the registration deadline on October 11,2022. The planning for the funspiel has been in the works since last December with the organizing committee waiting for the go ahead from the family. Gail's family is extremely grateful for all the work that has gone into this event and say that "this is exactly what Gail would have wanted".

Since my last report of August 30,2022, I have been extremely busy doing a multitude of tasks. My tasks include helping members with registration issues, booking practice ice, returning calls from interested groups and potential new members, providing leagues with requested information, purchasing, and researching products for the rink and league representatives. I have also been assisting the organizing committee with the upcoming Funspiel and ensuring that all ice issues are handled in a positive supportive manner.

The first league representatives and treasurers meeting occurred on September 1,2022 with our next meeting coming up on October 22,2022. The first meeting was well attended and prompted good discussion on several topics which I will bring forward to a Board meeting. The meeting package for the October meeting will be circulated after the October 6<sup>th</sup> Board meeting.

I met with Joanne Roemer on September 28,2022 to discuss some housekeeping issues and to submit a work order for the placement of the PMCC Club Champions plaque. These discussions will be brought forward to the upcoming Board meeting.

#### **b) Registration Numbers update:**

Janice reported that we have a total membership of 468 members, of which 440 are adults and 28 Juniors.

We believe our late opening, increased fees and minimal advertising ( just the banner on the Moody overpass contributed to the lower membership numbers. Curlers have cut back curling in multiple leagues and clubs due to the increased costs.

#### **c) League Requests to Close Registration:**

Janice received requests from some leagues to close their registrations. She did not receive these requests last year and does not agree that we should close any league registration. By doing so we may be losing new members without even knowing it but if we let people register we can at least help them find a league that may work for them and us.

#### **Discussion:**

Reasons given by leagues were that they already had 13 teams, leagues do not want to get into double draws on an evening which may make some members quit.

Leagues have a different perspective than what might be different than what is best for the Club as a whole. The Club's concern is that other leagues such as Wednesday Night Open are available but closing registration does not allow the Club to redirect potential curlers to Wednesday Night..

Pierre made the point that Monday Night Men's runs early and late draws but curlers only play the late draw every 4 or 5 games.

The Club policy related to the leagues closing registration will be brought back to the next meeting.

**d) Sticky Mats Cost Transferred to PMCC from the City:**

Janice met with Joanne Roemer of the City on a number of issues as Joanne is now our main contact with the City. Joanne told Janice that due to the wastage of sticky mats by our members the Club has to pay for them. This is a transfer of a maintenance cost to the Club, yet again without any discussion or consultation.

The waste occurs when curlers pull off more than one sheet at a time which is a big waste since each sheet costs about \$1.80. (600 for \$1,080 = \$1.80/sheet). The concern is that the City has unilaterally changed the terms of the Club's maintenance, we have budgets to be concerned with the same as the City. Janice was asked to express that the City cannot just change their minds without any discussion. Maybe we can do something to reduce the wastage. What next, will they decide it's too expensive to clean the ice?

The City has advised Janice that they only want to talk to her as our Club Administrator and she is only to speak to Joanne. This is a problem for the Club since Joanne has been away more than at work with health issues. The Board directed Janice to speak directly to Jim Lacoix to advise him the communication with only Joanne is not working and discuss these issues..

Janice will talk to Jim and report back to the next meeting.

**e) Dispute Resolution information online course**

Janice reminded the Board that there are several good online courses available at the moment on topics useful to the Board's activities such as dispute resolution and management, Janice provided the information in the meeting file for this meeting on the shared drive.

**f) Club Jackets, other products and online shop development**

Janice reported that only 2 jackets have been ordered and 1 broom so far.

### **g) Helmets for Seniors**

Some of the seniors leagues have requested that the Club provide helmets for sale at a subsidized price to encourage more seniors to purchase and wear head protection. Seniors are more vulnerable to head trauma if they do fall.

Janice will research the prices and report back at the next Board meeting.

### **h) Free Advertising Opportunity - see meeting folder**

The City has developed an advertising site where we can provide the information to the City which they will link for free onto their site.

### **i) Practice Ice Cannot be used for makeup games:**

The City has advised us that practice ice cannot be used for makeup games, there were 3 last season. The Board felt that we pay for the ice and the participants have already paid for ice they did not use, are they supposed to pay a second time?

Janice will be speaking to Jim Lacroix to have this reversed.

### **j) Club Donation of a Broom as a Prize to the Gail Burak Memorial Bonspiel:**

**Mary Dyk moved that the PMCC Board donate a broom to the Gail Burak Memorial Bonspiel, seconded by Barry Ayers, all in favour, motion passed.**

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

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

Money is coming into the Club from registrations so the pressure is off somewhat. The Bar shows that it is running at a loss at the moment which is due to the stock up of liquor for the season.

Some term deposits were moved back into internal reserves.

Jane has updated the budget to reflect the increased ice rates, etc. that we did not know when the original budget was developed.

### **b) Increased Club Liability Insurance:**

The Club increased its director's liability insurance to \$3,000,000 2 seasons ago.

We were subsequently advised that we should be carrying \$5,000,000. Once the lengthy application was filled out and submitted the insurer advised us that our operation was not big enough to warrant the increase to \$5,000,000. This topic is now finalized.

**c) Newbie League accounting and Treasurer issues**

**Progress:**

For the most part the financial processes issues have been resolved.

The league made a request to invest in a GIC but was advised that leagues should not carry excess funds over from one year to another. Leagues are not legal entities in and of themselves, they exist at the behest of the main club.

We appreciate the thought but not the role of a league.

**d) Van City Online Access Issue:**

Jane has again had problems with the online access to Club accounts. Vancity said it is because we have too many signers on league accounts which seems to be the issue. Jane will ask the leagues to only have 2 signers for their leagues, some have 3.

**e) Bar Bookkeeping:**

Jane has also been very busy assisting with the bar financials as we make the change over from Peter Muir. Paul Longley has agreed to do the bookkeeping for the bar to assist for this season. We will then know if we need to hire a separate bookkeeper.

**f) Ice Contracts:**

Leagues have all signed off on their ice contracts so payment to the City can now be made.

**g) Bar Credit Card:**

The Bar did not have its own credit card which it needs. Jane has submitted an application and we expect to receive the card soon.

**h) Purchase of Laptops for the Bar:**

Peter Muir purchased two new laptops for the bar without discussion or authorization from the Board. This unacceptable and contrary to PMCC Bylaws, the bar is part of the PMCC operations and is not exempt from the requirement to seek approval for expenditures of this magnitude.

Anne has spoken to Connor about how the bar will operate through the Board rather than just operating as a separate entity, as has been the past practice.

## **7. Committee Reports:**

### **a) Gaming and Grant Committee - Mary Dyk & Jane Lawton**

Mary reported on the online Raffle Nexus group; they take 2 percent, and charge a transaction fee. The Golden Ears Curling Club made about \$1,500 last year running a raffle through Raffle Nexus.

Our gaming licence can be altered by completing a form to add to our current licence,

Mary will apply if we want to go ahead. Raffle Nexus will help us sign up and give us a quote.

Mary will continue to research the online raffle for the Club and report back to the next meeting.

### **Leagues 50/50 Draws - Jane:**

Jane has had requests to run 50/50 draws from 4 leagues so far. She has sent them the documents and procedures.

The Friday Senior Mixed League has not agreed by returning the agreement document to follow the gaming rules. Jane will follow up with them.

### **b) Update on grant applications:**

We are still waiting for the results of the gaming grant application. Other clubs have their grants but ours says it's still in progress.

Janice circulated information on a VIA Sports Grant Application, Mim, Jane and Janice are submitting an application. The grant requires a club project to promote the sport of curling which fits nicely with the Club's expansion and take

over the Learn to Curl program we heard about at this meeting. The application has to be submitted by November 5, 2022

**c) Bar Oversight Committee: Anne Girbav & Steve Renaud**

**i) Update on the new bar manager.**

Anne plans to meet with him to see how he is doing and see how things are going. They will discuss emails, texts, billings, etc.

**ii) Possible increase to bar prices** - see information from Janice.  
Not at this time, maybe in January or next fall.

**iii) Tracking of bar opens profitability - Mim**

Mim added this item to the agenda for discussion and to make sure it is part of our review of bar operations. Previously the bar did not open for daytime draws due to lack of business and profitability. The old bar manager told leagues they had to be able to sell 10 drinks per league just to cover costs. Bar manager will be able to tell us and we should be conscious of it.

**iv) Bartender coverage for sick**

The scheduled bartender did not open the bar because she called in sick by leaving a message without speaking to anyone.

Anne will deal with the issue with Connor so there is a plan in place to make sure another bartender can attend to the bar in a similar situation.

**d) FundRaising Committee:**

**i) Sale of Old Rocks** - Earlene & Pierre - next meeting

Janice commented that the City is confused about old rocks as to which ones

they are and where they are stored.

Suggested that we put one on the bar with a price tag of \$100 on it to advertise.

We could donate one to the Gail Burak Bonspiel if we could find them.

**ii) Rock Sponsorship - Anne & Janice** -Tabled to next meeting

**iii) Fundraiser at POMO Liquor Store - Jane**

Port Moody Liquor Store will give us we get 5% of the sales made by members

who identify themselves at the time of sale.

Jane will send them our new logo, we will get cards to hand out so members can show their cards when they purchase liquor there.

Jane had them remove the “Old timers” group, whoever they were.

**iv) Legal Committee Update: Earlene Graham**

Nothing to report.

**v) Safety Committee: Carol Volpatti**

Nothing to report.

**8. Old Business: None**

**9. New Business:**

**a) Email Communications - Anne Girbav**

Anne requested that we tone things down on email. As an example we don't all need to know that Anne is attending X seminar, please use “reply only” rather than “reply all” when possible.

**b) Bank Resolution -Bar Account - bring to next meeting**

**c) Website Simplification:**

Lindsay explained that she has had feedback that website users want a simple button on their homepage rather than going to different headings and scrolling.

**Mary Dyk moved that Lindsay Graf get a quote from Rainytown for the cost of the required changes, seconded by Anne Girbav, all in favour, motion passed.**

**d) Vancouver Curling Club:**

Janice wants the Board to know that the Vancouver Curling Club is growing like Crazy. We think it's partially due to Richmond curlers moving there but they have also developed a more robust learn to curl programme. We hope that we will see similar results with our program.

**10. Adjournment 9:03**

**Next Board meeting - Thursday, November 10, 2022**

