

**PORT MOODY CURLING CLUB
BOARD MEETING**

DATE: Thursday, January 12, 2023

TIME: 7:00 p.m. to 9:30 p.m.

**LOCATION: Recreation Centre - Party Room Behind
the Lounge**

1. Call to order 7:02 p.m.

Attendees: Anne Girbav, Lindsay Graf, PierreGallant, Jane Lawton, Earlene Graham, Mary Dyk, Mim Quigley-Metcalf, Janice van Veen,

Absent: Stephen Renaud, Barry Ayers, Paul Longley

2. Additions/revisions to the agenda:

Move item g) in CA reporting up under item 4 U18 Junior's Presentation.
At the end of the meeting Earlene added the following items, if time allows:

- Take over the rink under lease?
- Succession Plan for 2023 AGM?
- Chair of AGM?
- Lack of Executive meetings since September, 2022?
- Club Administrator vs Club Manager why name change?

3. Adoption of the minutes: December 8, 2022 Board Meeting:

Pg. 4 change Maintenance from item d) to item g) and renumber remaining items.

Pg. 5, first paragraph re: Teal - reword to say "have had difficulty playing"

Pg. 7, Item a), section iv), last para. Re: Bookkeeper move to the end of Treasurer's report pg. 6

The minutes of December 8, 2022 were adopted as ammended.

4. U18 Junior's Presentation to the Board

a) Juniors Presentation:

Representatives of 2 PMCC Junior teams have qualified to go to the Nationals in Timmins, Ontario. The boys team has three Juniors from the PMCC, the girls team is made up of one PMCC member and girls from other clubs. They attended the Board meeting to seek financial support from the PMCC for travel

expenses. They leave on February 1 and have expenses such as airfare, rental cars, hotel and food.

Both groups made presentations, they work hard and were very polite. They just found out they qualified so time is short. They will be fundraising themselves with a Go Fund Me page which can be accessed from a QR code posted at the rink. The girls team is selling honey from a team member's farm for \$20/jar.

The Board discussed various ways we can support the curlers and how much to donate, such as individual donations (pass the hat), leagues with 50/50 draws setup can donate the proceeds from an upcoming draw, etc.

Pierre Gallant moved that the PMCC donate \$200 per player up to a maximum of \$1,000, to be taken from our reserve Travel Fund, further the PMCC will recommend, support a Junior's league 50/50 draw, Go Fund Me and sponsorship support and similar fundraising efforts, etc . seconded by Mary Dyk, all in favour, motion passed.

b) Club Pins: Janice van Veen

Janice reported on the cost of club pins as the Juniors going to Nationals will be expected to have pins to trade which is common at competitive events. The Club has not purchased any pins yet with the new logo. Janice received a quote for 100 pins at a cost of \$395 plus tax or about \$4.50/pin.

The Board intends to sell pins to the membership and asked Janice to submit an order as per the following motion.

Mary Dyk moved that we purchase 200 pins for up to a maximum of \$800 so the Juniors will have pins to take with them, seconded by Jane Lawton, all in favour, motion passed.

5. President's report - Steven Renaud

a) President's Report: None

5. Club Administrator - Janice van Veen

a) CA Report:

Our registration total as of January 9th, was 512 members, up 14 members from my last report:469 adult members, 34 Junior members and 9 half season members. Our numbers for this time last year were 503 adult members and 47 Junior members for a total of 540 members. We are down 28 members compared to last year at this time.

The Guys and Dolls bonspiel was a roaring success thanks to all the hard work by Ray Lebrun, Raye Kelly and the rest of their committee. The ice was great thanks to Ken McCardle and his team. I attended most days and really enjoyed watching the fun and fellowship of the event.

The PMCC Funspiel's registration has stalled at 19 teams. Anne Girbav has posted the bonspiel on Instagram but as of this date no change in registration numbers. I have also resent the poster to all the lower mainland clubs to push this bonspiel and it is posted on the Curl BNC website.

The Bill Mills Memorial Junior Bonspiel on February 4 & 5, 2023 numbers are looking good with 2 Novice teams and 13 Intermediate/Advanced teams. Darren Kent is hoping for 8 Novice and 16 Intermediate/Advanced teams. This bonspiel has been advertised mostly by Darren Kent and has been posted on the Curl BC website.

The Newbie Spiel registration is now open and as of this date there are 5 registered curlers. The event is on February 25, 2023 with the hope of registering 12 teams/48 curlers. Again, the bonspiel has been posted on the Curl BC website.

The Newsletter was sent on December 23, 2022 to all registered members and all the people who had registered for our Try Curling sessions. I have received positive responses from many members.

As of today's date, the Rafflebox purchases by PMCC members is \$60 for the upcoming raffle on Sunday, January 15, 2023.

I met with Darren Turik from Salt Spring Coffee Thursday, December 8, 2022. We had tentatively worked out a plan to have him come during the lunch of the Guys & Dolls bonspiel to do some coffee tasting. Unfortunately, when I sent an email to Joanne Roemer informing her of our new sponsor, she indicated that she would have to get the okay first. When she finally got back to me, she indicated that she had checked with Jing (owner of Waves) and she said absolutely not. As you can imagine I knew I had to have a conversation with Jing which I did. My discussion feedback will be brought forward to the Board.

Our next league representatives/treasurers meeting will be on January 14, 2023, 1 pm - 3 pm in the upstairs curling lounge. I have invited a few Board members to attend the meeting. This would give Board members some insight as to the issues that league representatives deal with in their day to day running of their leagues.

The Try Curling session on December 11th had 24 participants. The January 8th session also had 24 participants and the final session on February 12th has 12 participants registered.

b) Ice Maintenance - McCardle Group Reg. & Bonspiels?

The McCardle group provided ice maintenance for the Guys & Dolls bonspiel. Janice asked the City of Port Moody (City) if we could have them provide ice maintenance for all bonspiels. In response the City has arranged for the McCardle group to provide all the maintenance for the remaining bonspiels and provide support for City workers to the end of the season.

c) Bonspiels Update

The Guys & Dolls bonspiel was a roaring success, good ice and lots of fun. The Funspiel has 20 teams registered but could take 4 more if we could go up by 2 at a time. Bob Wallace's painting will be the door prize, the entry fee includes the draw tickets.

The Bill Mills Junior's Bonspiel has 14 advanced teams but could handle 16. The novice group could handle 8 but only has 2 teams registered so far. The Newbie Bonspiel is not well registered so far and time is short.

The Club Championship planning:

What type of lunch and who is going to run it? Mary recommended Quizznos, it has always worked well in the past.

Anne and Earlene will do the organization of the bonspiel.

The AGM is from 12:00 to 1:30 p.m.

A suggestion was made that if the Newbie bonspiel does not go ahead maybe we could run a funspiel for the league reps & treasurers as a way to build goodwill.

We will ask at Saturday's League Rep. & Treasurer's meeting.

d) Maintenance Issues - update?

The weekend ice is still not good. The Open Doubles has reported that their ice is still terrible. This is a direct result of ongoing staffing issues, lack thereof.

We will have to see if the McCardle Group assistance can improve the situation.

e) Salt Spring Coffee Discussion with Jing from Waves:

Salt Spring Coffee was booked to attend the Guys & Dolls bonspiel but did not. even though the Salt Spring coffee would not be sold to consumers in the facility. The City says it does not meet the WAVES coffee exclusion agreement.

Janice met with Jing to discuss the situation with no change. Additionally, Jing suggested she supply coffee to the bar to be sold at the evening draws.

Effectively, the PMCC would supply free labour while Jing would receive the funds. We do not believe there is enough evening coffee demand to make it worthwhile.

g) Consideration of an Operating Agreement with the City:

The discussion centred on a proposal for the PMCC to totally take over the operation of the curling rink facility from September to March each year. Benefits to the City would be the reduction in staff costs including ice maintenance and administration. The PMCC would be responsible for all internal and external ice rentals as well as all maintenance and administration involved in Club operations.

Since the City is struggling to find qualified staff and Club members are not always impressed with the ice quality, it may be a good time to consider the change.

Janice has had preliminary, informal discussions with the City, they were open to having a discussion about it.

If the proposal went forward it would not be implemented for the coming season, but the following season, maybe.

We could apply for the Community Service Resource Fund to use to pay for a business plan if we decide the proposal should be researched further

Earlene and Pierre will look at the Community Service Resource Fund requirements and report back to the next Board meeting.

The Board will submit a resolution to the AGM to seek membership support to further research this proposal.

h) Proposed Extension of the Curling Season:

Janice proposed to the City that we start the season 1 week earlier than we have been the last few years. This will allow us to have the annual open house and host a Try Curling event at the same time. The City have not said no and we have not heard back from them yet.

6. Treasurer's Report - Jane Lawton

a) Financial Report:

For details see the Short Financial Report in Schedule A of these minutes.

Jane had the following comments:

The Club is doing well financially at \$59,000 to the positive largely due to the increased membership fees, other income and lower expenses.

Expenses:

We have had zero bookkeeper costs since the work has been done on a Volunteer basis. Our overall administrative costs have been lower because COVID administration has been greatly reduced, Janice has logged fewer hours and we only have one administrator fee to pay now that Janice's training is completed.

The City required the PMCC to pay a lump sum \$12,000 rental increase this season for a grand total of \$98,976. We have exceeded the amount by \$11,299.25 to a total of \$110,275.25. Most of the overage is due to the bonspiels

Income:

The current positive financial position is due to:

Increased curling fees which are still lower than most other clubs.

The sales of old curling rocks income has brought in \$1,800.

Janice facilitated a sale of 12 rocks to a couple in Penticton, the remainder have been bought by Club members through the bar.

Curl BC 50/50 draws have resulted in cash flow to the Club as well.

Jane reported that she has completed the January fund transfers to leagues and the financial work for the bonspiels has been done.

b) Newbie League accounting and Treasurer issues - Any update?

The league is not keeping up with the accounting but we can remove this item from the agenda. Other leagues are also not keeping up with their expenses, in particular Monday Night Mens, Tuesday Senior Men's. Jane will follow up with the leagues in arrears.

Jane enclosed a spreadsheet of the cost of the Try Curling sessions.

She commented that in terms of advertising and bringing people into the Club it is invaluable. The sessions do not make money but were not designed to do so.

The Club needs to bring in new curlers which assists curling as a sport.

Jane has requested the financial information for all of the coaches paid by the PMCC so that she can issue the T4's before the end of February.

c) CRA Account - Update - Mim

Mim reported that she had updated the PMCC CRA account information by changing the business mailing address to the Club's PO box, removed Peter Muir and Gail Burak from access to the business account. We need to add the new treasurer after the Board decides who that will be. She has yet to update Board members on the account but will do so shortly,

7. Committee Reports:

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

i) ViaSport Grant Application - Mim

We have heard nothing in response to our application.

ii) Recovery & Resilience Grant - Jane

We have heard nothing in response to our application.

b) Bar Oversight Committee: Anne Girbav & Steve Renaud

The bar has dealt with most of the historic stock and some that was not moving well. At this point in the season there will be no more large orders but possibly sales to move stock where required.

The bar manager likes the job and things are going well.

They have considered having bar snacks but are not sure they are worth it.

Clarification of who is responsible to let the bar know the bar opening requirements for the bar? Since the league contracts delineate when the leagues need the bar to be open, it has to go through the Club Manager. Any change of bar hours has to be communicated to both Janice and Connor, i.e. cancellations of league play due to weather. The Club Manager sends out the schedule to the Bar Manager at the beginning of the season showing bar opening times. Any changes to the bar schedules go to both people so they both know what is going on.

Connor will be asked to attend the upcoming League Rep. meeting for half an hour to be introduced and answer any questions.

c) Fund Raising Committee:

i) Sale of Old Rocks update- Earlene & Anne

See the comments in the Financial report above.

ii) Rock Sponsorship - Anne & Earlene

Earlene and Anne met and designed a corporate package which follows:

Gold Package - 8 Ender

\$1000.00 for 3 years

- 6 rocks with company name and/or logo on handle – one per sheet
- Company advertised at our bar
- Company advertised on our website main page
- Company advertised on our newsletter
- Company advertised on our fundraising list at AGM

Silver Package – Shot Rock

\$600.00 for 3 years

- 3 rocks with company name and/or logo on handle
- Company advertised on our website main page
- Company advertised on our newsletter
- Company advertised on our fundraising list at AGM

Bronze Package – Button Shot

\$300.00 for 3 years

- 1 rock with company name and/or logo on handle
- Company advertised on our newsletter
- Company advertised on our fundraising list at AGM

After discussion the Board passed the following motion:

Jane Lawton moved that we adopt the report submitted by Earlene Graham and Anne Girbav with the amendment that the memorial rocks come with a 10 year time limit, seconded by Mary Dyk, all in favour, motion passed.

d) Legal Committee Update: Earlene Graham

Nothing to report.

This item will be removed from the agenda, unless something changes.

e) Safety Committee: Janice van Veen

Emergency Responders Access to ice area- progress

Nothing to report.

f) Policy & Procedures Committee: Mim & Jane

i) Update and edit of Approved Policies document:

Mim reported that it appears that the conversion from MS Word to Google Docs caused spelling errors (the same or similar ones) throughout the document. She is in the process of correcting it.

The document was reviewed and updated last season and individual policies were also reviewed and updated where required.

g) Curl BC Required Documents for Fall: Mim, Jane and Janice

In progress.

8. Old Business:

a) Memorial Rock for Gail Burak.

The family has approved the rock. Other leagues in which Gail played will be asked if they want to do a memorial rock as well.

b) AGM Preparation: Mim

i) AGM Notice:

Draft notice was circulated to the Board. Mim still requires a decision as to whether the Board will include any resolutions to be considered at the AGM. The notice of meeting will be sent to all members by February 10, 2023 which is also the same date for resolutions.

ii) AGM Pre-document:

The pre-document includes the president's report, the treasurer's report and the Club Manager's report. It will be sent out along with a reminder of the AGM approximately 1 week prior to the date of the meeting. Mim requires the documents from the President, Treasurer and Club Manager by February 25, 2023 at the latest.

iii) AGM Resolutions by the Board:

After discussion, the Board decided they would like to propose a resolution to put before the AGM to investigate the possibility of the PMCC taking over curling rink operations through the preparation of a business plan. Mim will draft the resolution and circulate it to the Board for consideration and adoption at the next Board meeting.

vi) Board Elections: Mim

Part of the Secretary's duties are to track the Board members 2 year terms and number of terms as per our Club Bylaws. Mim advised the Board that Barry Ayers, Earlene Graham and Mim Quigley-Metcalf have all served 3 consecutive terms which is the maximum allowed under our bylaws. Their terms expire March 31, 2023.

Lindsay Graf and Jane Lawton are up for re-election at the end of their 1st term. Anne Girbav has 1 year left in her second term, Pierre Gallant, Paul Longley and Steven Renaud all have 1 year left in their first term.

Mim asked that anyone not returning to next year's Board please let her know so we know how many vacant positions will be up for election at the AGM. Jane

Lawton has advised us that she is finished at the end of this season as has Mary Dyk. At this point there will be 5 open positions for election to the Board if the maximum of 10 is to be achieved.

The Board is required to have a minimum of 6 directors up to a maximum of 10 so we need to solicit people for the Board.

9. New Business:

Earlene's added items.

a) Ice Maintenance Concerns:

Earlene proposed that since the City has struggled all season to do the ice maintenance because of staff change over and inability to find qualified staff replacements. The City has been open to using the McCardle group to do bonspiel maintenance. Would they be open to using the McCardle to support regular maintenance staff for the rest of the season? We will ask.

b) Succession Plan for the 2023 to 2024 Season:

Discussion occurred under AGM preparation. Earlene encouraged the Board to personally approach members with the experience needed to fill the open positions, Treasurer, Secretary and Directors.

c) Chair of the AGM:

Earlene asked who would chair the AGM? Those on the Board that experienced past fractious meetings want to ensure we keep control of the meeting. We will discuss when the President is in attendance.

d) Executive Meeting Frequency:

Earlene pointed out that there has been one Executive meeting held since the start of the season. Typically Executive meetings have occurred every couple of months or when needed for specific issues. The purpose of executive meetings are to discuss complex issues and then be able to complete research if necessary and lay out the problem clearly for the Board

e) Club Manager vs Club Administrator:

Why did we change the name to Club Administrator? After discussion the Board decided to reverse the name back to its original name of Club Manager.

Earlene Graham moved that we change the Club Administrator's name back to Club Manager, seconded by Mary Dyk, all in favour, motion carried.

10. Adjournment 9:30 p.m

Next and last Board meeting - Thursday, February 09, 2023

Schedule A Financials follows on the page below:

Port Moody Curling Club - Short Financial Report

Interim Report as of 11 January 2023

Statement of Financial Position

Assets	2022-23	2021-22
Cash	\$ 193,211.90	\$ 98,579.20
Equipment & Improvements	\$ 31,917.00	\$ 30,422.68
Amortization	\$ (13,319.22)	\$ (8,879.48)
Receivables	\$ 4,133.60	\$ 1,664.75
Clearing	\$ (65,728.45)	\$ 861.80
Program Clearing *		
	\$ 150,214.83	\$ 122,648.95

* Funds transferred to the Programs for Social Costs

Liabilities & Net Assets	2022-23	2021-22
Payables	\$ 9,014.97	\$ 3,754.56
Net Assets	\$ 141,199.86	\$ 118,894.39
	\$ 150,214.83	\$ 122,648.95

Statement of Operations

	2022-23	Budget	Variance	2021-22
Revenue				
Operations	\$ 45,917.86	\$ 41,000.00	\$ 4,917.86	\$ 28,712.95
Programs	\$ 168,714.45	\$ 120,000.00	\$ 48,714.45	\$ 124,068.09
Bonspiels	\$ 14,736.00	\$ 20,000.00	\$ (5,264.00)	
Events	\$ 2,115.60	\$ 5,000.00	\$ (2,884.40)	\$ 6,168.06
Fundraising	\$ 2,347.75	\$ 6,000.00	\$ (3,652.25)	\$ 4,234.00
Other	\$ 4,151.34	\$ 600.00	\$ 3,551.34	\$ 2,387.00
Bar Operations	\$ 18,204.53	\$ 30,000.00	\$ (11,795.47)	\$ 28,150.59
	\$ 256,187.53	\$ 222,600.00	\$ 33,587.53	\$ 193,720.69
Expenses				
Operations	\$ 146,461.35	\$ 63,800.00	\$ 82,661.35	\$ 152,379.11
Programs	\$ 18,510.95	\$ 120,000.00	\$ (101,489.05)	\$ 33,986.36
Bonspiels	\$ 2,612.44	\$ 20,000.00	\$ (17,387.56)	\$ 6,227.86
Events	\$ 98.49	\$ 5,000.00	\$ (4,901.51)	\$ 173.87
Fundraising	\$ 278.00	\$ 25.00	\$ 253.00	\$ 25.00
Other		\$ 250.00	\$ (250.00)	
Bar Operations	\$ 28,593.10	\$ 24,000.00	\$ 4,593.10	\$ 31,769.67
	\$ 196,554.33	\$ 233,075.00	\$ (36,520.67)	\$ 224,561.87
Excess (Deficiency)	\$ 59,633.20	\$ (10,475.00)	\$ 70,108.20	\$ (30,841.18)

Excess (Deficiency) Breakdown

Club Operations	\$ 60,169.55
Program Operations	\$ 9,852.22
Bar Operations	\$ (10,388.57)
	\$ 59,633.20

Director

Director

Port Moody Curling Club - Short Financial Report

Interim Report as of 11 January 2023

Cash on Hand

Club Operations	\$ 129,832.41
Bar Operations	\$ 7,498.51
League & Junior Programs	\$ 41,298.87
Gaming	
Internal Reserves	\$ 14,569.96
Credit Union Shares	\$ 12.15
	\$ 193,211.90

Reserves Summary

Internal Reserves	\$ 14,569.96
Credit Union Shares	\$ 12.15
Gaming Grant	
	\$ 14,582.11

Allocation of Internal Reserve ^r1

Equipment Replacement	\$ 15,000.00
Staffing	\$ 14,250.00
Competitive Curling Support	\$ 5,000.00
^r1 - June 1, 2020 Directors Resolution	\$ 34,250.00

Membership	2023	2022	2021	2020
Adult	469	508	68	527
Junior	34	48	13	52
	503	556	81	579

Director

Director