



PMCC Board Meeting Minutes

Thursday, April 13th, 2023, 7:00pm

Port Moody Recreation Centre - Party Room Behind the Lounge

1. Call To Order 7:02pm

In Attendance: Steve Renaud, Lindsay Graf, Anne Girbav, Paul Longley, David Cousins, Pierre Gallant, Tim Loblaw, Taimi McMillan, Amber Kostuchenko, Mike Goetz, Mim Quigley-Metcalf, Mary Dyk, Jane Lawton, Earlene Graham, Barry Ayers, Janice van Veen

Regrets: none

2. Adoption of Agenda

Mim added two items to New Business: Board resolution from the AGM, and CurlIBC Documents

3. Approval of Minutes

- [Minutes from February 9, 2023 Meeting](#)
- [Minutes from March 9, 2023 Meeting](#)

Motion to approve the minutes from both previous meetings. Steve moved, Anne seconded, motion passed.

4. President's Report - Steven Renaud

No Report

5. Club Manager's Report - Janice van Veen

Since my last report I have been working on several tasks for the upcoming 2023/2024 season. I received information from all the leagues and the organizers of the various events regarding their ice contracts. This information was inputted into documents which were sent to the City on March 24th for use in developing the many ice contracts for the club.

Once the City has confirmed the curling ice fees for the upcoming season then the ice contracts will be created and sent to me. They will then be sent to the various leagues and event organizers for confirmation and used to create their budgets and set their fees for the upcoming

curling season. These fees and curling dates will be uploaded into our registration system (Curling I/O). I am hoping to have everything ready by May 15, 2023 with the hope that we can open registration on Saturday, July 1, 2023. Of course this is all dependent on when Council approves the fees for the upcoming season.

In coordination with the opening of registration is the completion of requests needed to allow us to advertise our opening. This involves the completion of applications to the City to allow us to advertise at certain locations.

I have just confirmed a meeting date with Jim LaCroix and Joanne Roemer from the City on April 12, 2023 to discuss some preseason maintenance issues and to discuss some other possible City advertising streams. As Jim LaCroix is leaving, I will try and get information on the status of his replacement.

I started a draft of our June Newsletter which will provide information regarding our registration opening, open house, grippers, PMCC curling items for sale, 2023/2024 season event schedule, new members section and our Try Curling/ Stick Curling sessions.

The club needs to replace some equipment items for use in the curling rink such as brooms, step on sliders and grippers. I am investigating and in discussion with the City to sort out the financing of these items as it is unclear as to who paid for what.

It is my hope that I can meet with Melissa Sim, Mim Quigley-Metcalf and Paul Longley to discuss and create a budget for the viaSport grant that we received in late January. This grant is to be used to train and support volunteers in the coaching of new curlers in our Try Curling sessions so that we can attract a more diverse group to our club.

a. Requested User Group Information

Janice was asked to provide residency and age breakdown for the City. The City Council has put a motion forward to request that the top three subsidized user groups must provide their demographic breakdowns. [This information](#) was provided to the City on March 27, 2023.

b. Possible Signage for Curling Rink

Mary Dyk noted the [Curling Etiquette sign at the Chilliwack Curling Club](#). The sign reminds curlers of common sense etiquette which promotes positive gameplay and sportsmanship, such as keeping the ice clean, keeping the game moving, no cheating, etc.

At our club it has been noted that curling etiquette gets worse as the season goes on. Providing clear signage to reinforce etiquette would be one way to try and improve this. The information needs to be front and center. After inquiring Janice was informed that the City will not let any club

put up “club-specific” signage; signage must be general in nature. In addition, we are unable to hang signs in the curling rink due to asbestos concerns.

One proposal was to use a temporary sandwich board that we put up and take down during each session. **ACTION:** Janice to investigate if the City will allow the use of a sandwich board. The consensus was that we will have to promote curling etiquette through other means (newsletter, emails, posters, etc).

c. Game of Stones Bonspiel

The Game of Stones Bonspiel is a fundraiser that’s been happening for the past 6 years in support of the Make-A-Wish foundation. They have come in as a private rental through the City, at a rate of \$150 per sheet per two hours. In addition to the ice costs, the City requires private rentals to pay for trained City workers (ie. coaches) to attend the event. The club brought volunteers to assist, but the organizers were still required to pay for two coaches (\$30/hr for 6 hours). Steve and Anne noted that although the organizers paid for ice cleaning, because the City is short-staffed no cleaning was provided (and no refund was given).

Janice is proposing that the Club run this event. Doing so would allow the organizers to pay the club’s reduced bonspiel rental rate, and there is no requirement for City workers. The registration would have to be run through CurlingI/O. Janice is not sure about the logistical details or legal impact. But there is an opportunity for the club to help this event so that more of the money raised goes to the charity. The City is supportive of this.

The benefit to the club to run private events like this are increased revenues from the bar, positive exposure and goodwill in hosting a fundraising event (which is also beneficial for grant applications), and the ability to make connections with non-curlers who enjoy the event and might be interested in joining the club.

Barry noted that when the club used to host playdowns in the past, the club would lose money. The City offers grants to help run these events. Grants must be applied for well in advance (\$300-\$400).

Janice believes this would be a great opportunity for the club, with an event that is already well-established. Prospective date: final Saturday of the curling season: March 16, 2024.

MOTION: The Port Moody Curling Club hosts in partnership with the *Game of Stones* Make-a-Wish Foundation bonspiel. Moved By Anne, seconded by Tim.

In discussing the motion, the question of *who* we are partnering with was raised. *Game of Stones* has an organizing committee, but it is unclear who this organization is. In addition, there was a question of who is in charge: is this now a club event? A joint event? Also raised was the question of liability insurance.

Janice is suggesting that we put it under the club umbrella. In principle the board is supportive, but there are questions that need to be resolved: Liability insurance, who are you partnering with, and who is ultimately responsible for organizing the event.

Motion has been tabled until Janice has more information. **ACTION:** Janice to bring back a proposal to address the concerns raised about hosting the Game of Stones bonspiel.

d. City Meeting

Janice met with City staff (Jim LaCroix - manager of the rec centre and Joanne Roemer) on Wednesday (April 12) along with Earlene.

Janice brought forward a question about how receptive the City would be if the club arranged its own ice maintenance for the full season. There was a generally positive response, and Janice was directed to meet with Valentine Tepes, Manager of Facilities. She and Earlene will be meeting with Valentine on Tuesday (April 18).

The question was raised to the board: if we were to arrange for our own ice maintenance staff, would we be willing to pay for some of it? In the discussion it was noted that we do not have the necessary information to make a concrete proposal. How much would outside ice maintenance staff charge? Would the City be willing to reduce our ice fees if we do our own maintenance? What arrangements do similar clubs in other municipal facilities have with their ice maintenance staff?

It was noted that the timing to put together a proposal is very tight, with Port Moody council set to have their third reading of the new operating budget on May 9th (3½ weeks).

The board agreed that this is worth exploring, given the receptiveness from the City. It was felt that the City is receptive because it would take some pressure off of them, since hiring for ice maintenance positions is difficult. Although a proposal could cost the club more money to both pay for the ice rental *and* provide ice maintenance, the benefit is better ice conditions which has long been a problem at our club. Following up on this opportunity is also in line with what the club members voted for at the AGM, to discuss with the City how to improve ice conditions and quality on a consistent basis. A concern was also expressed that bringing in external personnel to maintain the ice could cause a potential conflict with the union (although it was noted that we have already been using external ice maintenance personnel for bonspiels and ice preparation).

The board recognized that it is unlikely we will be able to make a formal proposal to the City in advance of the May 9th council meeting. Nevertheless, these are avenues worth exploring.

ACTION: Janice to reach out to Ken McArdle's team to explore options for more regular ice maintenance at Port Moody and obtain some guideline figures

ACTION: Janice, with Pierre's assistance, to get a better understanding of what arrangements curling clubs in other municipal facilities have, where there are also unionized staff.

e. Departure of Jim LaCroix

Jim is leaving on Friday (April 14). He will be missed, as he was a big supporter of us at the City. The City does not have a permanent replacement as of yet. There will be a temporary replacement that Janice hasn't met yet.

6. Treasurer's Report - Paul Longley & Jane Lawton

Jane is finalizing the 2022-23 accounts before formally handing off the treasurer's duties to Paul. Jane has reviewed all of the leagues. [Most of the leagues are complete](#), there are a few items outstanding. Gaming reports are done, while the GST and tax submissions are still outstanding.

Overall, club operations generated a surplus of roughly \$13,300. Bar operations incurred a deficit of roughly \$2100, and program operations had a deficit of approximately \$6800. The net result was a surplus of \$4372 for the fiscal year, compared with a deficit of over \$30,000 in 2021-22.

The [Full Financial Report](#) is available in the Board Meetings folder, and the short financial report is copied below.

Port Moody Curling Club - Short Financial Report

Interim Report as of 13 April 2023

Statement of Financial Position

Assets	2022-23	2021-22
Cash	\$ 112,563.22	\$ 98,749.41
Equipment & Improvements	\$ 31,917.00	\$ 30,422.68
Amortization	\$ (13,319.22)	\$ (8,879.48)
Receivables	\$ (1.11)	\$ 1,664.75
Clearing	\$ (1,284.50)	\$ 861.80
Program Clearing *		
	\$ 129,875.39	\$ 122,819.16

* Funds transferred to the Programs for Social Costs

Liabilities & Net Assets	2022-23	2021-22
Payables	\$ 6,385.14	\$ 3,754.56
Net Assets	\$ 123,490.25	\$ 119,064.60
	\$ 129,875.39	\$ 122,819.16

Statement of Operations

Revenue	2022-23	Budget	Variance	2021-22
Operations	\$ 45,404.34	\$ 26,000.00	\$ 19,404.34	\$ 28,712.95
Programs	\$ 142,646.53	\$ 100,000.00	\$ 42,646.53	\$ 124,068.09
Bonspiels	\$ 18,193.92	\$ 20,000.00	\$ (1,806.08)	
Events	\$ 2,080.00		\$ 2,080.00	\$ 6,168.06
Fundraising	\$ 14,610.19		\$ 14,610.19	\$ 4,234.00
Other	\$ 1,622.00		\$ 1,622.00	\$ 2,387.00
Bar Operations	\$ 40,626.41	\$ 30,000.00	\$ 10,626.41	\$ 28,150.59
	\$ 265,183.39	\$ 176,000.00	\$ 89,183.39	\$ 193,720.69

Expenses	2022-23	Budget	Variance	2021-22
Operations	\$ 156,704.74	\$ 134,700.00	\$ 22,004.74	\$ 152,379.11
Programs	\$ 47,635.25	\$ 30,000.00	\$ 17,635.25	\$ 33,986.36
Bonspiels	\$ 11,766.11	\$ 10,000.00	\$ 1,766.11	\$ 6,227.86
Events	\$ 1,877.74		\$ 1,877.74	\$ 173.87
Fundraising	\$ 25.00	\$ 25.00		\$ 25.00
Other				
Bar Operations	\$ 42,801.90	\$ 24,000.00	\$ 18,801.90	\$ 31,769.67
	\$ 260,810.74	\$ 198,725.00	\$ 62,085.74	\$ 224,561.87
Excess (Deficiency)	\$ 4,372.65	\$ (22,725.00)	\$ 27,097.65	\$ (30,841.18)

Excess (Deficiency) Breakdown

Club Operations	\$ 13,316.39
Program Operations	\$ (6,768.25)
Bar Operations	\$ (2,175.49)
	\$ 4,372.65

Director

Director

Port Moody Curling Club - Short Financial Report

Interim Report as of 13 April 2023

Cash on Hand	
Club Operations	\$ 32,292.09
Bar Operations	\$ 21,705.27
League & Junior Programs	\$ 23,611.38
Gaming	
Internal Reserves	\$ 34,942.33
Credit Union Shares	\$ 12.15
	\$ 112,563.22

Reserves Summary	
Internal Reserves	\$ 34,942.33
Credit Union Shares	\$ 12.15
Gaming Grant	
	\$ 34,954.48

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	467	508	68	527
Junior	36	48	13	52
Half Member	11			
	514	556	81	579

Pierre offered a note of gratitude to Jane for her hard work. All were in agreement.

- Signing authorities for bank accounts

The new signing authorities for the club's bank account are Steve Renaud (president), Anne Girbav (vice-president), Paul Longley (treasurer), and Mike Goetz (secretary). The signing authorities for the bar account are Steve Renaud, Anne Girbav, Paul Longley, and Connor Rafferty (bar manager). Mike prepared resolutions for all members to sign to approve these signing

authorities. In both accounts a payment must be signed/approved by two out of the four signing authorities.

MOTION: move to adopt the bank resolutions for bank signing authorities. Mike moved, Paul seconded. All in favor; motion passed.

Pierre also offered sincere gratitude to Mim Quigley-Metcalf for her outstanding work as secretary. All were in agreement.

- Hiring bookkeeper

Tabled until next meeting

7. Committee Reports

Each committee requires new committee heads with the establishment of the new board. Committees can be comprised of club members not on the board; this is a good way to engage more of the club membership.

a. Gaming and Grant Committee

Amber Kostuchenko is willing to head this committee; she has experience in grant writing. Mary Dyk noted that for grant applications you need people who are very detail oriented.

b. Bar Oversight Committee

Anne Girbav and Steve Renaud will continue to head this committee. Anne provided some updates on plans that Connor has for improved signage and equipment in the bar.

- Connor contract renewal

Connor's contract expires at the end of this weekend. Anne and Steve will discuss Connor's new contract, including the start and end dates.

c. Fundraising Committee

This is distinct from the gaming and grant committee, and focuses more on looking for additional revenue streams. In the past this has had general board oversight with no one person in charge.

Earlene showed the new rock handles that were ordered in memory of previous club members who have passed.

The board previously prepared sponsorship packages that are ready to distribute to businesses.

d. Safety Committee

Tabled until next meeting

e. Policy & Procedures Committee

Tabled until next meeting

8. New Business

- Board Resolution from AGM

Discussed as part of the Club Manager report

- CurlBC Documents

CurlBC has produced four documents centered around board development which they would like all clubs to adopt by September. They cover aspects such as skills inventory, envisioning, etc. Tim has interest in this area.

Janice has a meeting coming up with CurlBC on April 18, she will inquire about this more.

ACTION: Mike to send out these documents to the board to review.

9. Meeting Schedule

- Schedule all board meetings for the year

Wednesdays were selected as the best night for meetings. Janice is unsure if there is meeting space available on Wednesdays. The meeting schedule will be finalized pending facility availability.

Next meeting is scheduled for June 21, 2023.

ACTION: Janice to inquire about meeting room availability for June 21 and for future Wednesday nights.

10. Adjournment 8:41pm

Minutes respectfully submitted by Mike Goetz, club secretary