



PMCC Board Meeting Minutes

Wednesday, October 18th, 2023, 7:00pm

Port Moody Recreation Centre - Party Room Behind the Lounge

1. Call To Order 7:04pm

In Attendance: Anne Girbav, Lindsay Graf, Mike Goetz, Tim Loblaw, Paul Longley, Steve Renaud, Janice van Veen

Regrets: David Cousins, Pierre Gallant, Amber Kostuchenko, Taimi McMillan

2. Adoption of Agenda

Moved by Anne, seconded by Tim, **motion carried**

3. Approval of Minutes

- Minutes from [September 6, 2023](#) Meeting

Moved by Lindsay, seconded by Steve, **motion carried**

4. Old Business

Resolved

- Mike discussed [Vulnerable Sector Checks](#) with Darren Kent (Juniors league representative). Darren feels that VSC's are more applicable for situations where an adult is alone with a child or vulnerable adult, which is not the case for the Juniors program. Darren also noted that Curl BC does not require VSC's. Mike recommends that the Board agree to follow Curl BC's recommended practice concerning Criminal Record Checks and not require additional Vulnerable Sector Checks for Juniors coaches.

MOTION: continue to follow Curl BC's recommended practice concerning criminal record checks.

Moved by Mike, seconded by Steve, **motion carried**

- League Representatives meeting was held on September 7th
- Mike to implement portmoodycurling.ca domain transfer and security: process is underway

Outstanding

- Criminal Record Checks are still outstanding for board members Steve, Taimi, David, and Tim.
- Amber to liaise with Lindsay to remove the old Policy Manual from the website and replace it with the current Policy and Procedures Manual
- Governance committee to review the current Policy and Procedures Manual and bring it to the board for approval
- PMCC Funspiel: [Task List supplied by Mary & Bob](#)

There remains concern about the funspiel given that no one has volunteered to run the event. Either someone steps up, or the board runs the event, or we cancel it. Given that several board members are already running the new Sweeping into the Holidays bonspiel, it seems less realistic that the board will run this event. Anne will ask David & Keith from Fridays if their league would consider taking it on. If no one has agreed to run it by November 15th then it won't go ahead.

5. President's Report

No report

6. Treasurer's Report

- Working through contracts
- Transferring funds to leagues
 - Emailed all treasurers, asking for confirmation before funds are transferred
- Received bill from City, we will pay for half of the year's ice fees soon
- Still working with bar bookkeepers to get them fully up-to-speed

7. Club Manager's Report

Managers Hours: Total Hours from September 6th - October 13th = 106.5 hrs.

Registration: as of October 13, at 12:45 pm: adults – 425 adults, juniors – 35 (increased numbers this year) = 460 members. This is an increase of 114 members since last report.

Advertising

- Port Moody Events Newsletter- again I have placed advertising for Sweeping Into The Holidays Bonspiel and our Try Curling Sessions for the November issue.

Ice Contracts

- All league ice contracts have been signed but there are still changes occurring due to decreased registration in some leagues.
- The Wednesday Senior Mixed league was cancelled due to low enrollment in consultation with the league representative, treasurer, and the Board.
- The Sweeping Into The Holidays bonspiel is being organized by the Tuesday Takeouts. I have placed posters in the rink and on our bulletin board. An email will go out next week to advertise the event.
- We are still looking for someone to head up the PMCC Funspiel on January 20,2024.

Club Communications

- There have been emails to members regarding specific information
- The draft of the Newsletter is ready to go, and it will provide information regarding the PMCC curling items for sale, 2023/2024 season event schedule, new board members, President's message, gripper information, International Tankard and League Crest information. This has not gone out yet waiting on information.

Equipment

- Olsen grippers are all labelled and placed in the correct containers. All the remaining shipments have been received.
- The Goldline Excalibar Delivery sticks are labelled and are being used regularly.
- The new curling brooms the city ordered are labelled and in their place in the rink.

Other Tasks

- Coordinating and booking of the ice and coaches for the Try Curling Session
- Checking of two mail locations
- Assisting members with registration and questions
- Fielding questions from potential new curlers
- Supporting and assisting bonspiel committees
- Attending Club Manager meetings, Curl BC meetings along with Board meetings
- Ongoing collaboration with City staff on various items
- Working with the Board and liaising with the President
- Liaising with Curl BC staff on BC Winter Game and Preparation Camp
- Setting up meeting for Board meetings and meetings with City staff
- Collaboration with Leagues: meetings, ice contracts, providing updated documents and keeping them informed of changing procedures by the city and the club
- Ordering and maintaining equipment in the rink

- Receiving ice condition concerns and mitigating them
- Administration duties: Newsletter, News Blast, emails, Curling I/O, Affiliation reports, maintaining three email accounts, booking practice ice times, advertising on Curl BC, supporting bonspiel committees and updating league registration requests

462 members as of today (476 last year, down 3%)

- Update on Try Curling Sessions - [see posters](#)
 - 17 attended the first session in September; it was well-received with positive feedback
 - 27 signed up for second session on October 28, cap is at 30
 - 13 registered for third session on November 25
 - 2 registered for fourth session on January 27, 2024
 - Added fifth session for March 2, 2024
- Coaches: newbie coaches are paid at \$30/hr, Try Curling coaches are paid at \$25/hr
 - Proposal – keep the rate the same for all coaches/sessions

MOTION: have a consistent rate of \$30/hr for all curling coaches at PMCC. Moved by Paul, seconded by Tim, **motion carried**

- Update of Gail Burak Funspiel
 - The event was held on Saturday (October 14)
 - 18 teams attended
 - Ken McArdle’s team was doing the ice, sheet 4 was deemed unplayable. Since there were fewer teams registered this year the event was able to proceed without the use of sheet 4
- Update of BC Winter Games Playdowns - see [ice contract](#)
 - Contract is in place, registration is now open

8. Committee Reports

Bar Committee

Nothing to report; next meeting is in the next 10 days

Sales up \$3000 year over year (some of this was from Tuesday’s party last April)

Finance Committee

Nothing to report

City Relations Committee

- Next meeting November 1, 2023
- Pierre & Janice to meet with Tim Savoie (General Manager) & Anna Mathewson
 - Will report back to the board at next meeting
 - Will address concerns around ice conditions and staff training

Discussion of ice conditions

- General sense is that ice maintenance is better this year
- Major issue with bumps on Sheet 4
- Janice met with Andrew Hession, Facilities Support Services supervisor for the City
- Janice also spoke with a member who recalled that a previous engineering report suggested that a specific action in the venting system should alleviate the condensation/dripping issues. Andrew will try to find this report
- New City employees haven't gone through the Curl BC ice training tech program, despite assurances that this would happen. Andrew confirmed this was the case
- Another person has been hired, but they are still down one person and several shifts have not been filled due to absences
- The general sense is that ice maintenance is improving, but the conditions on sheet 4 and part of sheet 5 are unacceptable and City staff are not addressing these issues adequately. The City Relations Committee will continue to push the City to address these concerns, both from a playability standpoint and a safety standpoint

Strategic Planning Committee

- Re-circulated invitations to the two PMCC members who expressed an invitation in supporting this committee – they are still interested
- No additional report at this time

Via Sport Grant Committee

- Next Meeting November 2, 2023 at 2pm
- Amber, Mim, and Janice met – survey sent to Try Curling participants, a few responded
 - Proposal: use paper surveys so that participants can respond immediately
- Janice is tracking hours specific to this initiative

Governance Committee

No report, plan to meet before the next board meeting

Social Media Committee

- It has been a busy month social media wise with lots of posting and advertising for the various events, leagues etc.
- Website Use Tracking: I contacted Rainytown to look into what it would take to get this set up. The cost turned out to be minimal (approx \$50.00 one time cost) to get set up with google-analytics so we went ahead with it. We are set up through the social media email. Lindsay to meet/discuss with Mike to learn how it works and what the information is telling us. Will do a report at the next board meeting once we get some more data in and I am more familiar with the program.
- Website updates: I have been keeping up with them as they come in for the leagues. I added a new event page for the Sweeping into the Holidays bonspiel and we are now beginning to advertise that via our socials/club news now that Gail's spiel is complete.

9. New Business

- Ice Maintenance Issues: [letter received from TEAL member](#)

ACTION: David to respond to member to address concerns

- BC Winter Games Preparation Camp at PMCC: [Saturday, November 18,2023](#)

Ice has been booked on this date as preparation camp for the participants in the BCWG playdowns

- Club Sponsored Stick Curling sessions: [ice contract](#), [bookings & cost](#)

Two stick curling instruction sessions were held and were well-attended.

Members remain interested in additional specialty training sessions like this one (eg. strategy, advanced delivery, etc). The main issue is that we don't have enough coaches and the coaches we do have are already very busy

ACTION: Steve to check with Earlene if there is a list of active Curl BC coaches that we could bring in for one-off sessions

- Suggested Safety Posters: [CurlBC](#)
- Suggested Pace of Play Posters: [letter from league representative](#)

Although we don't have a lot of areas to hang posters, and too many posters can get ignored, the fee for these Pace of Play posters is nominal and we could distribute them in different ways (eg. digitally)

MOTION: purchase the Etsy posters from DavesCurling for \$30. Moved by Anne, seconded by Tim, **motion carried.**

ACTION: Mike to purchase the posters

- Friday Senior Mixed Helmet Campaign

Jack from Friday Sr Mixed league has secured a discounted price for helmets and is making this available to all leagues. Some leagues are subsidizing the cost of helmets for their members.

ACTION: David to thank Jack Barreto for putting this initiative together

- Game of Stones Bonspiel - discussions started: [ice contract](#), [owner insurance](#)

The *Game of Stones* Make-a-Wish Foundation event has been booked for March 16. They are saving \$500 by running their event through the club

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

Janice suggests taking out venue insurance (\$66) and don't run event through Curling I/O (which adds too much complexity for the organizers, who already have their own system).

MOTION: PMCC pay the venue owner insurance of \$66 for the Game of Stones event. Moved by Mike, seconded by Paul, **motion carried.**

- Increased Affiliation Fees 2024/2025: [see letter from Curl BC](#)

ACTION: Janice to notify members in a future newsletter

- No Tick Shot Rule adopted by Curling Canada: [see notice](#)

No action required

10. Any Other Business

11. Next Meeting

- Future Meeting Dates:
 - Thursday November 2, 7pm
 - Wednesday December 6, 7pm

12. In Camera

13. Adjournment 8:35pm