



PMCC Board Meeting Minutes

Thursday, November 2nd, 2023, 7:00pm

Port Moody Recreation Centre - Party Room Behind the Lounge

1. Call To Order 7:03pm

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

Regrets: Pierre Gallant, Amber Kostuchenko, Paul Longley, Taimi McMillan

2. Adoption of Agenda

Adopted without amendments; **All in favour.**

3. Approval of Minutes

- Minutes from [October 18th, 2023](#) Meeting

Janice provided amendments to correct the spelling of some names and to correct those in attendance for the Try Curling meeting.

Approved with amendments; **All in favour.**

4. Old Business

Resolved

- Janice added notification of affiliation fee increase in upcoming newsletter
 - Janice is waiting for information before sending out the newsletter
 - **ACTION:** David to produce a report for the newsletter by Nov 10
 - Janice believes it may be better to send more frequent news blasts rather than grouping important news into a newsletter, some of which may be out of date by the time it gets sent
 - The concern is that sending too many news blasts, particularly with less critical information (like the affiliation fee increase) may create the opposite problem of too many messages for members
 - David and Janice will continue to liaise on communications

- Mike purchased Pace of Play posters – will liaise with designer to get a version with our logo and then distribute to leagues to use as they wish
 - **ACTION:** Mike to obtain club-specific versions of the Dave’s Curling posters and send them to the leagues
- Lindsay and Mike reviewed website analytics details
 - Lots of information to wade through. Board members should let Lindsay or Mike know if they would like to see any specific reports from our website analytics
- David responded to TEAL member regarding letter received about ice preparation

Outstanding

- Criminal Record Checks are still outstanding for board members Steve, Taimi, David, and Tim.
 - Curl BC should have two distinctions for CRCs – one for those involved with vulnerable sector, and one not involved with vulnerable sector (ie. Board)
 - Steve has submitted his, David has a paper copy and will send digital copy
 - **ACTION:** David to send Mike a digital copy of his CRC for the club files
 - **ACTION:** Tim to contact Curl BC to recommend using two distinctions for their CRC process
- PMCC Funspiel does not have an organizer assigned. A suggested go/no go date of November 15th has been proposed
 - **MOTION:** David moves that we cancel the PMCC Funspiel. Lindsay seconds.
Motion carried.
 - Given that the club already has two funspiels (Gail Burak and Newbies), in addition to the club-specific Guys and Dolls bonspiel, and given that no members have stepped forward to take over the January Funspiel, it was determined that the PMCC funspiel should be canceled
 - **ACTION:** Anne to prepare a statement for Janice to send to members
- Steve to check with Earlene if there is a list of active Curl BC coaches that we could bring in for one-off advanced strategy & techniques sessions
 - Janice spoke to Kim Dennis at Curl BC. Kim confirmed that there is an active coaches registry at CurlBC
 - **ACTION:** Janice to assist Steve in obtaining a list of certified Curl BC coaches for our region
- David to thank Jack Barreto for putting the helmet purchase initiative together – remains outstanding

5. President’s Report

- Due to David having contracted Covid a few weeks ago, he is only just getting back into the work involved for the club. No additional report to submit.

6. Treasurer's Report

- The club has received three transfers from Curling IO totalling \$199,111.73. This includes membership fees of \$32,675.
- The first half of the ice fees contracts are now due, totalling approximately \$68K.
- Two of the leagues that split their seasons have not had enough registrations to cover the entire year's ice contracts. The leagues will be monitored to ensure enough registrations come in to cover the fees. (Senior Mixed Friday & Stick Curling)
- All the leagues have received their transfers with the exception of the Juniors and Senior Men's Tuesday. Juniors will be completed this week.
- The Senior Men's Tuesday has not set-up their Vancity account. I've contacted the League Reps regarding this with no response. The club will hold these funds until there is a Vancity account to transfer them to.
 - Update: David received a response from Senior Men's Tuesday that they are finalizing their accounts at their current bank and will be transferring to Vancity soon.
- We've paid the 6 coaches who've supported the club by working the Try Curling and Stick Curling lessons.
- So far this year the club has earned \$1100 in interest!! Also reminder to make purchases from the Port Moody Liquor store and mention the club to help fundraising.
- Bar Sales remain strong; we are up \$4K over last year at October 20th. Good job Connor and leagues with salty snacks!
- The Financial Statements have been posted for the board to review. Please let me know if you have any questions.

Submitted by Paul Longley

- [Balance Sheet as of Nov 1, 2023](#)
- [YTD P&L as of Nov 1, 2023](#)

7. Club Manager's Report

- Manager's Hours: Total Hours from October 13th –October 26th = 29 hrs.
- Registration: as of October 26, at 2:30 pm: adults – 433 adults, juniors – 35 = 468 members. This is an increase of 8 members since my last report.

Advertising

- Sweeping Into The Holidays Bonspiel email was sent out to all members on Thursday, October 26, 2023. It was also sent to all the lower mainland Club Managers and placed on the Curl BC Managers Facebook page.

Ice Contracts

- All league ice contracts have been signed but there are still changes to some leagues.
- We are still looking for someone to head up the PMCC Funspiel on January 20, 2024.
- The two ice contracts that will be changing frequently are the Try Curling and Practice ice contracts.

Club Communications

- Member emails sent for 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

- I am checking the equipment/first aid kit in the rink regularly and repairing if needed.

Other Tasks

These tasks are ongoing with new tasks being added

- 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

Submitted by Janice van Veen

- Updated membership numbers: 438 adults + 36 juniors = 474 members
- Name tags are being ordered
- One delivery stick is currently missing
- Hours count: 352 hours in 5 months
 - At the current rate, Janice will reach her maximum number of hours well before the end of her contract
 - The Board and Janice agreed that she needs to find ways to reduce her hours
 - David will work with Janice to look for efficiency opportunities
- Try Curling
 - **ACTION:** Amber to set a budget
 - **ACTION:** Janice to send Amber her hours that have been for Try Curling
 - 6 coaches @ \$30 per hour

8. Committee Reports

Bar Committee

October was another great month for the bar. The gross sales exceeded \$8000. The Gail Burak Funspiel was the first time the bar executed running two shifts during the bonspiel as a way to reduce staffing costs. The bonspiel brought in \$1250.45 in sales during the nine hours that it was open. Overall the sales for all leagues show that they are covering the costs of operating the bar for their two hour shift. The upper-end cost is roughly \$60/2 hours.

The bar brought in a true sour for the first time in years and it has been well-received by the members. We brought in an IPA in a 355ml format at the end of the month, which was able to sell 7 cans in the 7 shifts it was available for in October. Please keep in mind that two of those leagues were daytime senior leagues who primarily drink wine, ciders, and mass-produced beer.

In November the bar will begin stocking a golden ale from Mariner Brewing and a winter ale from Twin Sails.

In anticipation for dry January (where our sales start to decline as many curlers on Friday night and many leagues take the month off from alcohol), the bar will be bringing in a few mocktails in hopes that this will entice those curlers to continue to buy a drink while not consuming alcohol.

- The club provided bar service for Inlet Theatre in September
 - Although we considered running a mobile bar, in the end we just opened the bar at the Rec Centre and encouraged theatre patrons to walk over and visit the bar
 - We sold \$65 worth of product; we made a slight profit
 - There's another event happening on Nov 12
 - The number of people who come from Inlet Theatre doesn't appear to be enough to warrant us opening the bar early
 - They have offered two tickets for the show on the 12th to the club
 - **ACTION:** David will offer the tickets as a thank you to Jack Baretto
- The bar committee is considering moving to fewer SKUs for 2024-25 (not less product, just fewer codes for the bartenders to memorize/look up)
- Donation of flats for bonspiels
 - Some local breweries have offered to donate flats of beer in lieu of sponsorship for bonspiels
 - Although this is a nice gesture, bonspiel organizers receive no benefit from this donation nor do they have incentive to encourage it, because all proceeds from the bar during bonspiels goes to the club

MOTION: the cost of beer donated to the bar by any brewery for the Sweeping into the Holidays 2023 bonspiel be transferred to bonspiel organizers

Moved by Anne, seconded by Steve, **Motion carried.**

Finance Committee

Nothing to report

City Relations Committee

- Update from November 1st meeting with Tim Savoie (City Manager) and Anna Mathewson (General Manager of Community Services, Arts & Cultural Services, Environmental Services and Parks & Recreation). In attendance: Pierre Gallant and Janice van Veen
 - 30 minute meeting
 - Tim is retiring on Feb 1st; he was not really involved
 - Anna seems to be the go-to person
 - They're looking at doing a feasibility study around future ice facilities that was [originally scheduled for 2016](#)
 - There is some speculation that the City may look to add an ice rink

- There is some concern that this may impact the curling ice
- They are looking at all of the user groups and asking for feedback
- Pierre proposed different models of curling clubs
 - They weren't opposed to different operating models
 - They felt council would be open to that
 - Anna will go back to Val & Nathan and discuss this further
- Talked about staffing, but that wasn't the major part of the meeting
- No major action items
- The Board should be aware of different models of managing the club

Strategic Planning Committee

Nothing to report

Via Sport Grant Committee

- Update from November 2nd meeting with Amber Kostuchenko, Mim Quigley-Metcalf and Janice van Veen
- Most recent Try Curling session had the maximum of 30 people registered
- Next Try Curling session scheduled for Nov 25 has 25 people registered; committee is considering raising the maximum number of registrations
- Surveys were distributed immediately after the session; Mim is compiling survey results
- Generally positive feedback from participants
- The Club needs to include Try Curling in operating budget for 2024-25

Governance Committee

Nothing to report

Social Media Committee

Nothing to report

9. New Business

- Sweeping into the Holidays bonspiel: prize request
 - The Club is willing to donate a broom for the event
- [Port Moody Newsletter](#): see page 9 for our advertising
- Unsold Face Masks: we have 16 club-branded face masks – Janice is suggesting these be used as bonspiel prizes
- [Guys & Dolls Bonspiel](#): Board support for deficit if incurred

MOTION: The club to cover any deficit incurred for the 2024 Guys and Dolls Bonspiel. David moves, Anne seconds, **Motion carried.**

- Helmet Request on Curling I/O: Janice to implement in consultation with Jack Baretto
- Interview worth watching: [Bobby Ray says Canadian curling clubs need to rethink how they deliver the game](#)

10. Any Other Business

11. Next Meeting

- Future Meeting Dates:
 - Wednesday December 6, 7pm

12. In Camera

13. Adjournment 9:45