



# PMCC Board Meeting Minutes

*Thursday, December 6th, 2023, 7:00pm*

*Port Moody Recreation Centre - Party Room Behind the Lounge*

## 1. Call To Order 7:03pm

In Attendance: Mike Goetz, Amber Kostuchenko, Tim Loblaw, Paul Longley, Steve Renaud, Janice van Veen

Regrets: David Cousins, Anne Girbav, Lindsay Graf, Pierre Gallant

## 2. Adoption of Agenda

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

## 3. Approval of Minutes

- Minutes from [November 2nd, 2023](#) Meeting

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

## 4. Removal of Director

The board passed a [motion to remove Taimi McMillan as a director](#) due to non-attendance and non-communication, in accordance with bylaw 4.5.

## 5. Old Business

Resolved

- Mike obtained club-specific versions of the Dave's Curling posters and added them to the leagues drive
- Anne prepared a statement about the cancellation of the PMCC Funspiel for members, which Janice distributed
  - NOTE: Janice was asked if there was any response from members regarding the cancellation of the bonspiel (specifically if anyone stated they would have been willing to organize the event) – no such response
- Janice assisted Steve in obtaining a list of certified Curl BC coaches for our region

- Janice sent Amber her hours that have been for Try Curling
- Mike tightened the security for the portmoodycurling.ca domain name registration and set it up to automatically renew annually
- David produced a report for the newsletter

## Outstanding

- Criminal Record Checks are still outstanding for board members Steve, David, and Tim.
  - NOTE: Steve reported that he submitted his CRC request to Curl BC several weeks ago. **ACTION:** Mike to follow up with Kim Dennis at Curl BC to inquire about the status of Steve Renaud's CRC
- Tim to contact Curl BC to recommend using two distinctions for their CRC process
  - Remains outstanding
- Amber to set a budget for Try Curling
  - Remains outstanding

## 6. President's Report

No report

## 7. Treasurer's Report

- [Balance Sheet as of Nov 30, 2023](#)
- [Profit & Loss as of Nov 30, 2023](#)

Paul reports that finances are in good shape with no concerns. Bar profits are up 40% year-over-year; at some point the Board will have to determine what to do with the expected bar surplus.

- Discussion of GST transfer procedures
  - [2022-23 GST Filing Information](#)

Historically the club has retained the GST received from member registrations and has remitted GST owing to CRA. However, leagues pay GST on their expenses, and some leagues have requested that the club reimburse them for their GST expenses. In previous years, tracking the GST expenses was more difficult, but now this is calculated automatically through Wave, and it is relatively straightforward to determine the amount the leagues have spent on GST.

Discussion:

- Perhaps a threshold reimbursement amount should be established; eg. \$100. In 2022-23 there were five leagues that spent more than \$100 on GST.

- For regular leagues the major cost is the ice fees, which is why the club retains the GST collected. However, for bonspiels the ice fees are only about 25-50% of the total cost for the event, so this practice has a more significant impact on bonspiel finances
- Paul estimated it would take him 1-2 hours of extra time to calculate and reimburse GST back to the leagues

This item was tabled for the next meeting

## 8. Club Manager's Report

- **Managers Hours:** Total Hours from October 26th to November 30th = 59.50 hrs.
- Registration: as of December 2, at 1:50 pm: adults – 446 adults, 37 juniors = 483 members. This is an increase of 15 members since my last report. Total members compared to this date last year: -13

### New Business

- Our club held a Prep Camp for potential BC Winter Games participants. The camp was held at our rink on Saturday, November 18, 2023 from 9 am until 3 pm. It was sponsored by Curl BC and was a huge success with 29 participants. The feedback was extremely positive, and the participants really enjoyed themselves.
- Our club was also to hold the BC Winter Games Playdowns for Zone 3 and 4. Unfortunately due to the low registration numbers for the BC Winter Games this event which was sponsored by Curl BC was cancelled.
- I placed an order for name tags on November 27, 2023 for 12 members.
- I will be placing an order for the Asham Curling helmets as of December 15th in conjunction with Jack Barreto. At this time we have 6 ordered through Curling I/O.
- The latest Try Curling Session #3 had 29 participants and was well received. The next session is January 27, 2024 and there are 17 registered.
- Our Curl BC Affiliation report was submitted in November and we have been invoiced.

### Advertising

- The Port Moody Newsletter ran our same ad as the previous issue which advertised the Sweeping Into The Holidays and our Try Curling poster.

### Ice Contracts

- I am still making changes to league ice contracts due to changes in ice and/or lounge requests.

- The two ice contracts that will be changing frequently are the Try Curling and Practice ice contracts due to the number of Try Curling participants.

## 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 and League Crest information. This has not gone out yet waiting on information.

## Equipment

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

## Other Tasks

These tasks are ongoing with new tasks being added monthly

- 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

*Report submitted by Janice van Veen*

## Discussion

- Why stop selling name tags?

- Some bonspiel participants noticed the lack of name tags at the club
- Tim proposed a name tag blitz, plan for a 'last opportunity this season' order on January 31, 2024
- **ACTION:** Janice to send out another eblast encouraging members to purchase name tags for an order at the end of January
- Clarity whether a league representative can provide league members email addresses to their league members. Is there a privacy issue in doing this?
  - Another league sent out contact information but only after providing league members the opportunity to opt out
  - Spares information is publicized for any curler registered in that league (Mike noted later that spares have the opportunity to opt out of showing their contact information)
  - In general providing an opportunity to opt out would be the preferred way to proceed, but the club should provide a policy around personal information privacy
  - **ACTION:** Governance committee to propose a personal information privacy policy
- Concern over manager's billable hours
  - Janice reported nearly 60 hours between Oct 26 - Nov 30, although the hours for November were closer to 44.
  - 44 hours per month is roughly the target number of hours that Janice can bill so that she does not exceed her maximum number of billable hours for her contract.
  - Janice was sick for a significant portion of November, which also explained the lower number of hours compared to previous months.
  - All parties agree that efforts should be made to reduce the number of hours, but this is proving difficult.
  - Janice noted that she is still under-billing the club compared to the number of hours she is actually working.
  - Janice noted that a significant amount of time is spent aiding members with common tasks like registration and booking practice ice.
  - The Board agreed that providing more helpful information that members can follow would hopefully decrease the need for Janice to assist members in common tasks.
  - **ACTION:** Janice to identify the top three common requests she receives which the club could provide how-to documents or videos
  - **ACTION:** Mike to liaise with Janice to provide such documents/videos
  - **ACTION:** Janice to expand her email auto-reply to include instructions for common requests (eg. booking practice ice)

## 9. Committee Reports

### Bar Committee

- Connor was sick and unable to attend the meeting
- Bar sales are up year-over-year, and this does not include the recent bonspiel numbers

### Finance Committee

Nothing additional to report

### City Relations Committee

- City Relations Committee continues to have good discussions with the City regarding possible models for managing the ice ourselves, although real progress is slow.
- Pierre received an email from Anna: do we have an idea of what we want?
- The club provided some possible models to the City but has not put together a business plan or full proposal because we don't know what the City would accept; we don't know what would work or not work for the City. The City needs to provide some boundaries that would give us the parameters for a business plan.
- Janice noted that Langley's model would seem to be the most suitable, given that their situation is similar to ours.
  
- The Board noted that ice conditions have been better this season, notwithstanding the bumps we saw September
  - It was noted that bumps caused by condensation is a facilities issue, whereas ice conditions are a maintenance issue
- The Board noted that ice maintenance has been better this season than previous years, particularly for evening leagues where the ice staff are more visible closer to the draw times
- Janice noted that communication with the facility manager is much improved, which is positively contributing to better ice maintenance
- Ideally the Board would like to obtain the relevant staff hours spent on ice maintenance to confirm that better ice maintenance is resulting in better ice conditions
- The Board may request that league representatives conduct an audit for a selected week on the ice maintenance done prior to their league play

### Strategic Planning Committee

Nothing to report

## **Via Sport Grant Committee**

- A meeting is scheduled in January
- Janice has put the surveys together and collected the results (30 responses from three Try Curling sessions)
- Amber will hand out surveys for future Try Curling events.
- Janice alerted Amber to the Via Sport *Team Up Grant*. Up to \$30k is available for sports organizations that team up with a non-sport nonprofit organization that does social things with diverse groups. Amber is looking into opportunities for us to apply for this grant next season.

## **Governance Committee**

- It was noted that the most recent change to the bylaws was 2022
- The committee is asking the Board to provide more guidance on what bylaws still need to be reviewed
- Mike noted that the Board would need to approve any potential bylaw changes by the February meeting in order for them to be presented to the members as the AGM in March

## **Social Media Committee**

It has been a busy time for the club with the new bonspiel and Christmas parties starting to happen. We expect we will get some photos and post ideas from the leagues sharing their various holiday events. The Doubles have already posted.

The usual updates for the websites done, leagues scores and updating the bonspiel info etc.

We have posted a few "teaser" photos for the spiel and have asked teams to send us photos they would like to share. We have collected some already to go through.

I plan on posting the winning teams on the website page as well as making sure to thank all of our sponsors. We will also do social media posts, likely a few separate ones, ie) one for winners, one for sponsors, then some general bonspiel ones to make sure the winners and sponsors get their recognition.

As I am not there today we will present the website analytics at the next meeting. By then we should have a good snapshot of the website use over a good period of time.

*Report submitted by Lindsay Graf*

## 10. New Business

- Google Drive Board documents reorganization - Mike is going to be reorganizing the shared drive to simplify the structure. Nothing is being deleted.
  - **ACTION:** Mike to reorganize the Board drive and inform the Board when complete

### Sweeping into the Holidays bonspiel report

The Tuesday Takeouts executive put on the “Sweeping into the Holidays” bonspiel on December 1-2, 2023. This was the club’s first competitive bonspiel in several years, and by all accounts the event was a great success.

The spiel was fully-registered, with 24 teams (98 players) competing in the event. It was held on Friday night and all day Saturday. Organizers would like to extend their appreciation to the Friday Rocks league for giving up their regular league slot, as well as those groups that usually have access to the ice on Saturdays.

Most of the players were current or former PMCC club members, which was to be expected for our first spiel of this kind. The organizers appreciate the effort that was done by Janice van Veen and the league representatives to promote the spiel to their members and to other regional clubs. We estimate that there were about 12 players who were not currently registered with PMCC, including two junior players from Salmon Arm, and two visiting players from Idaho and Las Vegas who joined up with local members to form a team.

The bonspiel winners were Rudolph’s Rangers skipped by Kaiden Beck, taking home \$800 in prize money. Second place was Team Stevens skipped by Tom Stevens, and third place went to the Happy Hackers skipped by Gord Murray. The B pool was won by team Sleigh All Day skipped by Steve Renaud.

Early feedback from the event has been universally positive. Preliminary survey results show that all of the respondents had a good or very good overall impression of the bonspiel and would sign up again. 84% of respondents rated the ice conditions as very good or excellent; organizers would like to extend their appreciation to Ken McArdle and his associate Chris who maintained the ice for the event.

Overall as a committee we are very pleased with how the event unfolded; there were no major issues and although the final numbers have not yet been calculated it is likely that we will have made a small profit of around \$500. It is our intention to run this event again next year, where we hope to see our club develop more of a reputation for hosting high-quality competitive events.

Submitted by Mike Goetz, on behalf of the Sweeping into the Holidays organizing committee:  
Michael Chow, Adelle Fassler, Anne Girbav, Lindsay Graf, Kristine Renaud



## **11. Any Other Business**

## **12. Next Meeting**

- Future Meeting Dates:
  - Thursday January 4, 2024; 7pm
    - Paul, Steve away
  - Wednesday February 7, 2024; 7pm
  - Thursday March 7, 2024; 7pm
- League Representatives & Treasurers Meeting (FYI):
  - Saturday January 13, 2024; 1pm
  - Saturday March 2, 2024; 1pm
- Club AGM: Saturday March 9, 2024; 12pm

## **13. In Camera**

## **14. Adjournment 8:24pm**