



PMCC Board Meeting Minutes

Thursday, February 29th, 2024, 7:00pm

Port Moody Recreation Centre - Party Room behind the Curling Lounge

1. Call To Order: 7:04pm

In attendance: David Cousins, Pierre Gallant, Anne Girbav, Mike Goetz, Lindsay Graf, Amber Kostuchenko, Tim Loblaw, Paul Longley, Steve Renaud

Regrets: none

Guests: Petra Hilburgerova, club manager; Connor Rafferty, bar manager

2. Adoption of Agenda

Adopted without amendments

3. Approval of Minutes

- Minutes from [January 17, 2024](#) Meeting
- Minutes from [January 26, 2024](#) Meeting

MOTION: approve the January 17th and 26th minutes. Moved by Pierre, seconded by Tim;
Motion carried.

4. Old Business

Resolved

- Club has hired a new club manager: Welcome Petra!
- David provided a copy of his CRC to Mike
- The cracked rock from sheet 5 was repaired; no further action is needed for this situation. Thank you to Alex Volkov for lending his own curling rock while the club rock was being repaired
- Paul Longley and Jami Lunan are designing and developing a new rock rack, which should be ready for the start of next season
- Anne has taken over practice ice requests

- Tim contacted Curl BC to recommend using two distinctions for their CRC process – he has determined Board members need to obtain a vulnerable persons check as well as a criminal record check – this requirement will start when the new Board is established after the AGM.
- Janice to identify top three common requests she receives which the club could provide how-to documents or videos: Janice provided limited information about her task list but did not provide a summation of the most common requests she receives
- Mike reorganized the Board drive – several files and folders have been moved or consolidated; do a search if you're trying to find a specific document
- Mike is liaising with Petra on planning for the new season, including coordinating with the City on facility dates
- Anne completed registration for the international tankard. We are sending four curlers: Tim Loblaw, Paul Longley, Connor Kent, and Kate Eisner
- Mike added name tag drive to Club Manager's list of current tasks: plan this for September/October
- Pierre requested the City purchase a new TV for the curling lounge - request was noted
- Tim assisted Janice in storing club equipment in the storage room
- Mike created a grants email alias for the grants subcommittee
- Amber reviewed the City of Port Moody Community Grants opportunity, but did not have time to submit an application prior to the closing date of Jan 31, 2024. The next opportunity will open Dec 2024.
- Club championship: Anne has contacted leagues to confirm that they are sending a team; Anne is coordinating jacket samples and club crests from provider; Janice requested City hire Ken McArdle's ice-making team for the club championship; Amber, Lindsay, and Anne have ordered food for the championship participants' lunch from Thrifty's, which is payable at pickup.
- AGM preparation
 - Notice of the AGM was sent out on February 15 and posted on the notice board
 - All reports from president, treasurer, and club manager have been received; Mike will compile the final agenda and send it out to all members on Monday March 4th
 - All leagues have provided reports this year!
 - Paul, Pierre, and Anne are all willing to let their names stand for re-election, unless there is significant interest from others to join the board
- Mike obtained a new phone number for the club (Koodo account): 604-830-3690
 - Mike & Petra still have to coordinate transferring the number to Petra's phone as a second line; in the meantime Petra is checking the voicemail regularly

ACTION: Mike and Petra to set up the club phone account as a second line on Petra's phone.
Mike to inquire with Koodo about setting up billing with an automated bank withdrawal

Outstanding

- Criminal Record Checks are still outstanding for board members Steve and Tim
- Pierre to make a request on behalf of the club that the City provide a senior's rate for bonspiels
- Tim to produce a new curler integration and club growth guidelines. Mike and Amber to assist
- Tim to add gender- and age-specific designations to the Strategic Planning committee's remit
- Club to purchase more delivery sticks (tabled for new board)
- AGM
 - At least two directors positions will be open for election at the AGM (Steve, Taimi) – looking for recommendations for people to invite onto the board
 - Pierre to address the members at the AGM reminding them to support the bar
 - Pierre to address the members at the AGM regarding new member integration. Reinforce the existing policy and note that what is good for the club is good for every member. Growth is in the interest of the club.

5. President's Report

This is our final board meeting of the season. Thank you to everyone for helping to make this year a success. I greatly appreciate the support everyone has given.

Welcome to our new club manager Petra at her first Board meeting!

Upon reflection and in putting together the report for the AGM, as a club we are in good shape. From a governance perspective the Board is getting better.

6. Treasurer's Report

- [2023-24 Statement of Financial Position](#)
- [2023-24 Statement of Operations](#)
- [2024 Profit-Cash Projections](#)
- [Curling Equipment Assets](#)

As treasurer this has been a busy season. T4A's have been issued; ice contract changes have caused a significant amount of work both for the treasurer and the City, as some changes have required the club to obtain funds back from the league to pay for additional ice use.

In preparing statements for the AGM, I noted that no depreciation has been done for our assets over the last few years, causing the value of our assets to be significantly overstated. We will write off the old equipment (grippers, stabilizers, etc).

Interim financial statements will be prepared for the AGM, noting that the AGM occurs before the end of the club's fiscal year.

Double Draws

Proposal: if a league is not willing to allow a second draw (ie. the league sets a membership hard cap at 14 teams), then the club charges the league a premium to run the single draw

Discussion

- Can this be framed in the positive rather than the negative?
- Some feel that even the current club policy for full leagues (part of the [Registration and League Viability Policy](#)) does not adequately encourage new membership
- It would be useful to calculate and show members how often a team would play a late draw, depending on the total number of teams in the league (eg. for 14 teams with one game in the late draw, you're only playing the late draw once every seven weeks)
- This policy really only impacts four leagues (Monday Mens, Tuesday Takeouts, Thursday Mixers, Friday Rocks). Of those, Monday Mens already had two draws, and Friday Rocks was the only league to be in breach of the club policy as they had enough waitlist registrations to form a second draw
- Talk to impacted league representatives first to gauge the willingness to provide a second draw
- Related: status of Wednesday night league for 2024/25
 - Elaine is concerned the league may fold due to lack of registrations; she wonders if there's a "backup" ready to fill the time slot
 - She is planning to start a week or two later into the season to absorb players who were unable to register with other leagues; she will also ask experienced returning teams to divide and take on new curlers

ACTION: Paul & David to talk to league reps for Tuesday Takeouts, Thursday Mixers, and Friday Rocks to determine their league's willingness to provide a second draw if registrations warrant it

- There may be other options instead of a late draw; eg. Saturday night, available ice on Wednesday night; however, for many curlers the night of the week makes a difference – part of the league's identity is the night it curls

MOTION: A league who is in breach of the Registration and League Viability Policy who does not adopt a second draw will be charged a fee. Moved by Paul, seconded by Pierre; **Motion carried.**

Single Ice Contract with the City

Proposal: instead of having 17 separate contracts with the city, why don't we have one a fixed contract but we own all the time slots. We would base the contract on the previous year's usage. Any profit made by the club above and beyond the contract is split 50/50 between the club and City.

- We would continue to maintain the same level of ice maintenance – we would inform the City of our schedule, but a new ice contract would not have to be re-issued every time there is a minor change
- This benefits the City as it removes the workload of re-issuing ice contracts
- We would need to work out how to manage private events; the city could potentially still run some private events
- Such a proposal has potential benefits for the long-term vision of the club
- Should the City be amenable to this idea, we would need to call a special members meeting to get members' approval before formally proceeding

MOTION: To explore with the City a fixed-rate ice contract for the entire 2024-25 season to replace the existing individual ice contracts. Moved by Paul, seconded by Steve seconds; **Motion carried.**

ACTION: City relations committee to approach the City with a proposal for a single fixed-rate ice contract for 2024-25

Curl BC Volunteer Awards

Board voted to recognize Jack Barreto for his helmet initiative, and Mim Quigley-Metcalf for her work with the Via Sport grant and Try Curling program. Recipients will be honoured at the AGM.

7. Club Manager's Report

Introduction

- Petra Hilburgerová
- In Canada since July 2023
- 2 kids (both ice hockey players) + 1 husband
- Czech republic
- Marketing Manager with over 20 years of experience
- Member of TEAL League

My Experience

- Curling since Sept / Oct 2023 in TEAL
- started in Newbies
- “It means a lot to me“
- New sport experience
- Socializing + relationships
- Perception of club: it is not only about curling itself, it is about people, about having time together, ... whatever the age... whatever the status ... it is a community
- This is where my motivation for Club Manager position came from
- My marketing profile could bring new ideas, new points of view, ...
- Technical knowledge – tools

My Expectations, Plans, and Objectives

- Expectations: PLEASE BE PATIENT WITH ME!
- I usually learn quickly...
 - PLEASE LET ME KNOW ABOUT YOUR WISHES OR NEEDS ON TIME!
- Can not react 1 day before usually!
- Plans: BE UP TO DATE AND FLUENT ASAP!
- Objectives:
 - Make your life easier
 - Be your support
 - Be the right and good contact for members and public
- Current Projects
 - Revising documents for league reps, contact info, club calendar

Upcoming Tasks

- Mailchimp
- Advertising Check
- Club Admin Google Docs arrangement
- All league 2024/25 preparation

Try Curling Update

- 24 registrations for last session
- 6 coaches
- Carol helping with organization
- Questionnaire – printed (electronic for next time)
- List sent on Feb 29th
- emailed participants on Tuesday Feb 28th

- To be done
 - Name tags

Session	Num Registrations
#1	17
#2	30
#3	29
#4	31
#5	24

Hours reporting

- 21 managers hours: focus on getting know, meeting people, work transition between Janice and myself, daily communication with leagues/ public / city
- Effort “orientation in docs” and their transformation into more “user friendly” and practical format

Items for Discussion

- Lounge Fees
 - Change to “limited number of hours” for free? Is it valid?
 - Slight increase in fees

Curling Ice Rental Fees For Upcoming 2024/2025 Season

CURLING ICE RENTALS – CURLING RINK				
	Aug 1/21- July 31/22	Aug 1/22- July 31/23	Aug 1/23- July 31/24	Aug 1/24- July 31/25
League Rate 6:00 pm-12:00 Midnight (per sheet, hourly)	35.50	44.00	44.88	46.23
Seniors, Juniors, and Schools prior to 6:00pm (per sheet, hourly)	16.50	21.00	21.42	22.05
Private Rate (per 2 hours)	100.00	150.00	154.50	159.15
Bonspiel – Curling Clubs Only (per draw per sheet)	20.00	50.00	51.50	51.50
Practice fee (per sheet, hourly)	2.00	2.00	2.05	2.10

Lounge fee is \$17.50 from August 1/23 to July 31/24.

Increase to \$18.05 from August 1/24 to July 31/25

Note that the bonspiel rate did not increase.

We have not officially heard that the club will start charging for lounge use; until we hear otherwise we will proceed as normal. Janice indicated at the last board meeting that the City would not be charging for regular lounge use.

- Stabilizers “higher ones“ Limited number, would need new ones

Others noted that we seem to be missing a number of stabilizers from the rink storage locker. Leagues should be encouraged to be mindful of equipment use. Some stabilizers are in the upstairs storage room waiting for small repairs. Petra will investigate further.

ACTION: Petra to inventory the number of stabilizers in the ice rink locker and in the storage room

- Grippers– do we really need to give them to Newbies? Borrowing seems to work fine...
 - If they continue they borrow or buy or buy shoes
 - If they do not continue, we just “throw” money

The Board felt that providing grippers to new players gives them a small investment in curling. It is a token that is not terribly expensive. The consensus was to continue with this practice.

- League on top?
 - Dedicated to newbies?

- Or 1 more to welcome new people (if they do Newbies or Try Curling and want to continue, there is no possibility ...)
- Lower number of 18-30 years old... what about a reasonable time between 5-7PM?
- Wednesday / Thursday?
- Lower fee till 6PM → means reasonable league fee

Discussed above with in Double Draws

- Banner on the street // Newsletter (April , monthly)
 - Planned for “registration opening“
 - BUT – leagues seem to be full...? TBC
 - Wouldn't be better to communicate Try Curling sessions, for ex.?
 - Do we pay for it? Or is it a gift from the City? (we do not pay Newsletter - confirmed)
 - Instead of banner I would send mailing to all registered members in 2023/24 that we open the registrations // something new to be communicated - juniors? Middle age? New league? Try curling?
 - And all registered before season 2023 in 2nd vawe
 - And then web + Instagram
 - Plus Port Moody Newsletter – advertising – since month of registrations
 - Plus communication in recreational centre

Petra will continue to review advertising options in the course of preparations for the new season

- Old items Curling Coquitlam: some items from the Coquitlam curling club currently being stored up in Arena storage

These should be discarded

Submitted by Petra Hilburgerova

8. Committee Reports

Bar Committee

- [February sales by item](#)
- [February sales per shift](#)
- [Inventory to Feb 26, 2024](#)

February has been an exceptional month with sales as of February 27th being \$6808.5 which is \$432.5 more than in 2023. The newbies spiel was a great day for the bar as the bar sold over one thousand dollars in 9 hours.

The bonspiel sold more of the on sale beer than in the previous 3 months. As 10 Twin Sails low life lager were sold, 4 Low life lager lime, 4 Twin Sails Would Crush. Would crush originally was a good seller last season, but hasn't had the same amount of sales this season. The low life lagers were an experiment on a slightly different twist on a beer with the lime and The low life lager was to be the main lager for the season, but it also has not been a hit with customers.

Submitted by Connor Rafferty

Finance Committee

Nothing additional to report

City Relations Committee

[City Relations Committee Report for 2023-24 Season](#)

Strategic Planning Committee

Nothing to report

Via Sport Grant Committee

The final report for this grant was submitted Jan 31, 2024. Amber spoke with a funding officer prior to submitting and the officer thought it unlikely that there would be any follow up on the report. The actual costs for the 2023 Try Curling sessions came very close to the budget submitted with the grant. Revenue generated by the participant's fees covered the fees for the ice and coaches, so the grant effectively paid for the equipment purchases in the fall.

The Subcommittee will now turn its attention to a potential BC Community Gaming Grant application in May. The grant must cover an existing program, so the Subcommittee suggests applying for funding for the juniors and Try Curling programs, if we are eligible to apply for the grant.

MOTION: refund half the membership fees to newbie and five-pack members who registered after December 15th for the 2023-24 season only. Moved by Paul, seconded by Steve; **Motion carried.**

Governance Committee

Nothing to report

Social Media Committee

Social Media: Lots of exciting activities with the Juniors over the past month. Both the girls and boys teams are doing very well and have had great success. There have also been some interesting junior programmes that other clubs have asked us to share. We had some fun doubles updates, and of course Tim's amazing story for Curling Day in Canada.

Website

On February 12th we discovered our website was down. I contacted Rainytown who communicated with our host company, Canadian Web Hostings. There was apparently a major issue with our host company being hacked and our website was down for over 24 hours.

Once this was apparently resolved and they got our website running again we discovered there were issues with accessing our back end of the website as well as some skewed formatting on our event pages. We were unable to do any updates of our website.

This was taking a fair bit of time for the host company to reconcile for us and this is when Rainytown suggested we potentially switch to a more reliable company and I reached out to the board.

On February 22nd thanks to Anne and also Paul who had multiple conversations with our host company (in the middle of his work day no less), in addition to Rainytown once again being involved, we were finally able to resolve the issues.

What was explained to us is: As a result of switching our website to a new server our website had reached the CPU and I/O usage limits on their shared server and needed to be reset. We needed more memory basically. Once they added more memory manually we were then able to gain access to the back end and the various urgent updates we needed were then completed.

There was also an error debug mode that needed to be disabled by the host company which immediately fixed the event pages formatting.

I am happy to report we have had no further issues since then. Knock on wood!

There was discussion about potentially leaving and moving to a more reliable host company. The board had some [questions which have been answered by Rainytown](#).

Changing host companies at this moment was not considered to be urgent as we are so close to the end of the season and now of course the issues seem to have been resolved.

There is a bigger cost involved in switching to the company recommended by Rainytown but you "get what you pay for" in better service. I think we can add to this to be discussed at a further meeting after the AGM/new board and I can find out an estimate of the cost involved if people are interested in pursuing this.

That's it for now!

Submitted by Lindsay Graf

9. New Business

- League Reps Meetings Proposal from Mike
 - Three meetings per season: season preparation (early Sept), mid-season update (Nov/Dec), end-of-season review (March)
 - Meetings are discussion-based communication between leagues and board; *information* is transmitted via emails. At least two Board members should be in attendance
 - Request minimum of one league rep present at meetings (more are welcome) – league treasurers not 'required' to attend
 - RSVPs not required – don't waste club manager's time hounding people to attend, but if a league is under-represented then a Board member should reach out to the league
 - Agenda reviewed with board in advance of the meeting
- Review [2024-25 club calendar](#)
 - Determine deadline dates for new season preparation & registration

ACITON: Mike, Paul, Petra to work together with the City to confirm facility dates, confirm what the City needs and when, and to finalize the club calendar

- Communication: how best do we communicate outside events like other clubs' bonspiels?

Petra can include bonspiel notices in regular club newsletters. If board members receive bonspiel notices from other clubs they should forward them to social@portmoodycurling.ca and Anne/Lindsay will post them on the club's social media feeds.

10. Any Other Business

- Darren Kent's proposal to purchase a laser measuring tool

MOTION: Purchase laser measurement device for bonspiel use. Moved by Paul, seconded by Anne; **Motion carried.**

ACTION: Paul to purchase a laser measuring device

11. Next Meeting

No more Board meetings scheduled

- League Representatives & Treasurers Meeting (FYI): Saturday March 2, 2024; 12pm (note the time change)
- Club AGM: Saturday March 9, 2024; 12pm

12. In Camera

13. Adjournment 8:50pm