



PMCC Board Meeting Minutes

Thursday, May 9, 2024, 7:00pm

Port Moody Recreation Centre - Party Room behind the Curling Lounge

1. Call To Order 7:02pm

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

Regrets: Petra Hilburgerova

The minutes were prepared by Mike Goetz.

2. Adoption of Agenda

Adopted without amendments

3. Approval of Minutes

- Minutes from [April 11, 2024](#) Meeting

MOTION to approve the minutes from April 11, 2024; moved by Pierre, seconded by Tim, **motion carried.**

4. Old Business

Resolved

- Anne obtained her Criminal Record Check
- The Board issued Petra a new contract for the 2024-25 season, which she has signed
- Mike and Petra set up the club phone number on Petra's cellphone
- Tim circulated a Doodle poll to set a date for the strategic planning session, but no date has yet been set – more on this in the Strategic Planning Committee report
- David reached out to Tracey to either come to a board meeting to speak about the Women in Curling event, or provide more specific information on what is required – more on this in the President's report
- Pierre attended the Zone meeting on April 16 – more on this in City Relations Committee report

- Jackets have been distributed

Outstanding

- Ross and Petra need to provide a Criminal Record Check – Mike supplied information for how to obtain the CRC through Curl BC
 - Ross has applied for his CRC through Curl BC and is awaiting his confirmation letter
- Tim to produce a new curler integration and club growth guidelines. Mike and Amber to assist
- City relations committee to approach the City with a proposal for a single fixed-rate ice contract for 2024-25
 - A meeting was set but has been postponed; Joanne will reschedule for another date. Paul and Petra will attend along with Pierre
- Pierre to make a request on behalf of the club that the City provide a senior's rate for bonspiels
 - This is on the agenda for the forthcoming meeting with the City
- Petra to follow up with the City on starting league play on September 8, and re-starting play on January 5, to accommodate the Open Doubles league.
 - Paul believes this is resolved; Petra to confirm

ACTION: Petra to confirm that league play will start on Sunday September 8 and league play will resume from the Christmas break on Sunday January 5, to accommodate the Open Doubles league.

- Anne to liaise with Ron & Melissa about moving the Newbie Spiel to a different week to accommodate a club-wide Curling Day in Canada event.
 - Anne is in discussion with Ron and Melissa; the hope is that the Newbie spiel can move one week forward or back to accommodate the new Curling Day in Canada club-wide event
- Anne to liaise with Game of Stones organizers to confirm March 15, 2025 bonspiel date.
 - Should be good, but Anne still needs to confirm

5. President's Report

Women in Curling event

- David contacted Tracey Crawford-Smith to get more information about this event and what the group needs. Tracey was unable to attend the Board meeting but provided David with additional information
- The event will take place on September 21, 2024

- WiC anticipates they will have 50 curlers at a registration fee of \$99
- Budget: WiC has received \$2000 from Curl BC, an additional grand of \$2000 is available, and they anticipate \$5000 from registrations
- The event is planned to break even, although they believe that expenses can be reduced such that the event may be able to generate a surplus
- The organizers are asking the Board to subsidize half of the cost for ice fees
 - The event is 8 hours long; expected ice time is four hours (David to confirm with Tracey)
 - The maximum cost would be \$1200 (6 sheets at \$50/hr for four hours)
 - The City Relations committee will address this with the City to see if we can get a reduced rate
- The Club will support the event through registration (Curling I/O), bar, grant-writing, and social media

MOTION: PMCC to support Women in Curling event on Sept 21 to a maximum of \$1500. Moved by Anne seconded by Amber. **Motion carried**

ACTION: David to confirm with Tracey Crawford-Smith on the number of hours of ice time they will need for the Women in Curling event

Ice Conditions and Maintenance

David met with Ken McArtle, who has been working with the City over the past number of years preparing and maintaining our ice.

- Ken suggested LED lighting for the rink
 - Although this would be an expense for the City, in the long-term it would reduce energy costs
 - Ken believes LED lighting may also improve the issue with condensation and drips
 - Better lighting would improve playing conditions that could increase membership
 - The City Relations committee will follow up on this proposal with the City
- Andrew Hession (Facilities Support Services Supervisor) has a good working relationship with Ken and is very supportive of Ken and the club
- Digital signmaking for the rings
 - Using digitally-produced signs for our rinks (instead of manually painting the rings) would reduce the start-of-season ice making process to one day instead of three.
 - The City would bear this cost, and it may be a tougher sell because of the initial cost of the rings

ACTION: Pierre to follow up with the City on installing LED lighting in the curling rink and the use of digitally-produced rings

6. Treasurer's Report

Paul continues to work on the tax return, the GST filing, and the gaming submission. Every league is caught up on their end-of-season reporting.

Final numbers should be ready by June 30.

Ice rates for 2024-25 season: normally the City sets the budget in April, so we should have firm numbers for our ice costs next season.

ACTION: Petra to reach out to City to confirm 2024-25 ice rates

7. Club Manager's Report

No report

8. Committee Reports

Bar Committee

- Connor has agreed to a new contract for 2024-25
- The bar clearout has happened; most of the inventory has been sold off
- We may need to replace the bar fridge in the near future
- The committee is exploring a new POS system

Carol & Jane are willing to continue doing the bar bookkeeping. The Board notes that Carol is Connor's mother creating an arm's length relationship between the bar manager and the bookkeeper. The Board is aware of this but not concerned, especially as no cash is involved in the bar bookkeeping role, and that a non-arm's length individual (Jane) is also involved.

Finance Committee

MOTION: Paul moves to put the finance committee on hold. David seconds. **Motion carried**

City Relations Committee

- Pierre attended the Zone meeting on April 16; he recommends that the club continues to have representation at these meetings in the future. Some good ideas were discussed:

- Coach courses are available through Curl BC
- Maple Ridge developed a volunteer scheme to increase participation – every member must pay a \$100 volunteer fee, which is refunded if they volunteer five hours or more during the season.
 - The program has to be administered
 - Volunteering has to be useful tasks – where are the gaps where we need volunteers?
 - Consider this item for Strategic planning – we have to first determine where volunteers can be best used.
 - In addition, we can tap into non-curling organizations that have their members ready to volunteer.
- June 6-8 Curl BC will host the Business of Curling symposium
 - The location and content of the event is not yet determined. The decision to send a member will depend on the content
- Looking for host club for stick curling competition (date unknown)
- June 13 Curl BC AGM – Pierre can attend; he recommends Petra attend as well
- Curl BC would like a recruitment & visitor report – Anne & Mike will work on a report and send it to Tim to submit to Curl BC

ACTION: Anne & Mike to work on a recruitment and visitor report for Curl BC

ACTION: Pierre and Petra to (virtually) attend the Curl BC AGM on June 13, 2024

Strategic Planning Committee

- Strategic Planning retreat
 - Everyone responded to the Doodle poll to set a date. The most suitable date was June 1st in the morning; Anne is unable to attend
 - The session will be four hours and will include lunch (Anne to arrange lunch)
 - Two options for location: regular party room at the rec centre, or Tim can host at his complex's amenities room. We will opt for whichever location is available.
 - Tim will prepare an agenda and provide materials for the Board to review prior to the session

ACTION: Anne to arrange lunch for the strategic planning session

ACTION: Petra to book the party room for June 1 from 9am to 1pm for Board strategic planning session

ACTION: Tim to prepare an agenda and send materials for the strategic planning session

Grant Committee

The committee is awaiting results of Strategic Planning process to determine the purposes for which we should apply for grants

Governance Committee

No report

Social Media Committee

As I was away at the end of March/early April and we are on the off season I do not have anything of substance to report. Things will pick up once we get closer to opening registration for next season.

– Lindsay Graf

9. New Business

- Question: when should we replace our rocks?
 - The City owns the rocks, not the club
 - Ken McArtle needs to advise – rocks can be retextured and the inserts can be replaced but eventually they will wear out

ACTION: David to reach out to Ken McArtle to get his opinion on the health of our rocks

- Preparations for 2024-25 season
 - We are waiting for confirmation of ice fees (addressed above)
 - The cost spreadsheet for leagues is ready to go
 - Leagues need to provide their league fees by June 15 for a target July 15 registration opening date
 - Petra will prepare Curling I/O for the new season with assistance from Mike and Paul
- 50th anniversary season
 - The club will celebrate its 50th anniversary in 2025
 - Proposal: coordinate events in 2025 to acknowledge and celebrate the club's 50th season: Curling Day in Canada (February 22, 2025), 2025 Open House (September 6, 2025)
- This season's open house (Sep 7, 2024)
 - Strategic planning will cover this ground

10. Any Other Business

11. Next Meeting

2024-25 Board Meeting schedule:

- Saturday June 1, 2024; 9am - 1pm: Strategic Planning retreat
- Thursday July 11, 2024; 7pm
- Thursday August 8, 2024; 7pm
- Sunday September 15, 2024; 7pm
- Sunday October 20, 2024; 7pm
- Sunday November 17, 2024; 7pm
- Sunday December 8, 2024; 7pm
- Sunday January 12, 2025; 7pm
- Sunday February 23, 2025; 7pm

Other Dates of Note:

- Thursday September 5, 2024 - League Reps Meeting, 7pm
- Saturday September 7, 2024 - Open House, 1pm
- Saturday November 23, 2024 - League Reps Meeting, 1pm
- Saturday March 1, 2025 - League Reps Meeting, 1pm
- Saturday March 8, 2025 - AGM, 12pm

12. Adjournment 8:05pm