



PMCC Board Meeting Minutes

Sunday, August 11, 2024, 7:00pm

Port Moody Recreation Centre - Party Room behind the Curling Lounge

1. Call To Order 7:10pm

In Attendance: David Cousins, Pierre Gallant, Anne Girbav, Mike Goetz, Tim Loblaw, Paul Longley, Ross Powell

Regrets: Lindsay Graf, Amber Kostuchenko

Guest: Jane Hanson, Club Manager

The meeting was chaired by David Cousins

The minutes were prepared by Mike Goetz

2. Adoption of Agenda

Approved without amendments

3. Approval of Minutes

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

Minutes approved without changes or amendments

4. Old Business

Resolved

- The Club has hired Jane Hanson as the new Club Manager: Welcome Jane!
- The City Relations Committee met with City representatives on August 1st (report below)
- The Monday Sr. Men's league has re-branded to Monday Morning Open, removing both gender and age restrictions.
- An e-blast to club members was sent out on July 31 including information on registration, car free day, and the Monday Morning Open league
- David reached out to Ken McArdle to get his opinion on the health of our rocks

- According to Ken, the rocks are in good condition. One rock was damaged last season but was repaired by City staff
- Change colors of rings: Ken will change the ring colour scheme in line with our new club colours; paint has been ordered; button logos can be added.
- Paul provided the Year-End Financials to the Board. Mike will liaise with Lindsay to post these on the website.

Outstanding

- Digitally-produced vinyl rings – should the City consider investing in rings as opposed to repainting the rings each year?
- Tim to post in the “Business of Curling” Facebook page to see what other clubs do for their open house-type events.
 - Still to do; Tim will share information as he receives it
- Darren Kent brought up the Coquitlam Sportsfair invite, where a wide variety of local sports groups promote their sports. This happens every July at Coquitlam Town Centre. Not enough notice was given for us to proceed with it this year, but it’s a good idea that we should do next year, given more notice.

Other Items

- Car Free Day, Sunday August 18, 12-5pm
 - Anne is coordinating this; we have our spot allocated.
 - Peter Muir & Wendy Blackmon have volunteered; Paul and Anne will also help. Jane will attend, Ross can help set up.
 - One more call-out for volunteers will go out on our socials and through an email to members.
 - An Open House poster will be displayed at the event
- Open House, Saturday September 7, 1-3pm
 - Ice should be in
 - We will need 10 volunteers on the ice; Mike to ask league reps to send people
 - Brand as a social event: reconnect with your team
 - David will send out political invites to the City, Tim will invite MP Bonita Zarillo.
 - Jane to arrange putting up the overpass banner.
 - Paul to contact local breweries
 - Bar to be open
 - Anne will contact Royal City & Langley pro shops to have a pop-up shop with equipment for purchase
 - Mike to put out a club email with all the details
- Women in Curling event, Saturday September 21st

- They are hoping to have a couple of Board members for BBB track. Anne & Lindsay will sign up
- Jane will attend; she will liaise with Tracey Crawford-Smith
- Tracey would like a short blurb about the club history
- Volunteers
 - There has been a low response to calls for volunteers (eg. Car Free Day)
 - Should the club implement a volunteer system to charge a volunteer fee (money that you get back when you volunteer your time)?
 - If we are to do this, we would need a more concrete plan of what volunteers can do

ACTION: Mike to send David an EPS version of the club logo so that Ken McArdle can produce logos on the ice

ACTION: Mike to liaise with Lindsay to post the 2023-24 year-end financial statements on the club website

ACTION: Mike to prepare a member email with information about the Open House, Women in Curling, and other important information

ACTION: Ross to put together 100 words of the club history for the Women in Curling event

5. President's Report

- The new season is fast upon us
- Thanks to the Board members in dealing with the club manager transition
- Good to distribute the responsibility amongst many people for league tasks
- Monday Morning Open league: this is a positive development, good for promoting inclusiveness
- Thank you to Pierre for his contact with the City

6. Treasurer's Report

[2023-24 Financial Report](#)

[2024-25 Budget](#)

Paul has proposed a net zero budget for 2024-25

The Club maintains a \$35,000 reserve in designated funds

MOTION: Spend up to \$300 for rock runners. Paul Moved, Pierre seconded. **Motion carried.**

MOTION: Spend up to \$850 for promotional attire; Anne moved, Ross seconded. **Motion carried.**

7. Club Manager's Report

No report

8. Committee Reports

Bar Committee

- The bar committee met recently to prepare for the new season
- Bar staff salaries have small raises; we need to hire one more bartender
- The committee is still considering a new fridge; we will probably put it off for one more year
- Women in Curling are requesting prepaid drink tickets; Anne to work with Connor on this request
- The committee would like to replace the existing, complicated Point of Sale (POS) system with a new simplified POS system. The committee has proposed moving to Square, which saves \$428 over the current system (Clover)

MOTION: The bar to spend up to \$2500 for a new POS system from Square. Paul moved, Anne seconded. Motion carried

City Relations Committee

Last Thursday, August 1, 2024, Pierre and Rick Applegath from Monday Open & Thursday Sr Mens met with Joanne Roemer (Recreation Coordinator) and Nathan Taylor (Manager of Recreation). Nathan is Joanne's boss.

- Pierre cleared up the City's misapprehension that the club was hoping to take over running the entire curling facility
 - Although this idea had been floated by previous boards, the current board feels that leasing the entire space and running the operations ourselves is not viable at this time.
- Pierre explained that he is mandated by the Board to speak on behalf of the Board
 - The Club therefore has one contact for policy (Pierre from the City Relations Committee) and one contact for day-to-day (Jane, as Club Manager).
- Pierre proposed the idea of a single ice contract so that the City doesn't have to organize 19 leagues plus bonspiels etc.
 - From the City's perspective, they believe the workload would still be similar.

- Such an arrangement would give the club more flexibility for subsidizing leagues and bonspiels.
- There was general receptivity by the City, but it is too late for this 2024-25 season.
- They thought it was a refreshing idea; they did see a possibility and they will get back to us.
- It is likely we will need to nudge them.
- Regarding reduced ice fees for seniors bonspiels
 - The City administration can't make any changes because ice fees are set by City Council.
 - The club should investigate how much it would cost to bring Ken McArdle in more often.
- Pierre stressed that we are grateful to the City and their support is appreciated. Pierre encourages all members to extend their gratitude.
- Pierre feels it was a positive, productive meeting overall.

Other Items

- It was noted that [new federal government grants](#) were made available on August 1st to retrofit LED lighting in community buildings.
- Ken McArdle is currently contracted by the City to prepare the ice on Mondays and Wednesdays. Given that our busiest nights are Mondays and Fridays, perhaps the City could rearrange Ken's schedule for him to prepare the ice when it is most often in use. In David's discussion with Ken, he has no issues being re-scheduled to different days.
- The Juniors have asked to hang new banners on the walls, but the City has previously been averse to hanging more banners due to concerns about asbestos in the walls. Perhaps there is a workaround.
- Currently the City has curtailed practice ice from six hours per week to four hours per week. Pierre will ask to restore the time allocation to six hours as per previous seasons.

ACTION: Pierre to contact the City concerning the items listed above

ACTION: Pierre to work with Rick Applegath to get more specific costings for the Elmer Woods bonspiel and requests of the club for subsidy

Strategic Planning Committee

Tim put the summary together from the [Strategic Planning session](#) held on June 1st.

Tim will use this to lead the strategic planning committee, and he plans to come back to the Board by December at the latest with a draft proposal for mission/vision statements and draft strategic priorities that takes into account what emerged from the strategic planning session.

Grant Committee

Rick Applegath and his committee from Monday Morning Open and Thursday Sr Mens was exploring the idea of applying for the Spirit of Coquitlam grant to support the Elmer Woods Bonspiel. They have abandoned this idea for the time being.

Governance Committee

No report

Social Media Committee

Website: Updates were done to various league pages as well as events. There has been a change to our Monday Day league who have rebranded and this was reflected on their league page. Otherwise nothing major to report, things will ramp up closer to the season.

Socials: I have been working with the Women In Curling team to help promote this event. This will also start to ramp up in a few weeks as we get closer to curling season. I plan on attending. They are working on trying to get a photographer to volunteer. If this does not pan out I can be available to take photos/videos etc. during the event.

I will be making a few posters this week, two for the newbies and one for Open House. Our socials will be focused on our open house/opening of our season in a week or so once we are closer to the end of our summer vacations.

That is it for now!

Submitted by Lindsay Graf

9. New Business

- Curl BC Rafflebox
 - Curl BC holds their monthly *Rafflebox* 50/50 draws which benefit curling clubs throughout BC.
 - We have the option to obtain a remote terminal so that club members can order raffle tickets, but the league reps felt this would be too complicated to manage. Instead we have been putting up QR codes linked to the website where members can participate.
 - The club should promote this more as it is an easy way to bring in some additional revenue – we can add this to the club newsletter, for example
- New Season Registration Update

- Registration is going well; we are expecting two draws for the Thursday night and Friday night leagues.
- Wednesday night registrations are still low

ACTION: Mike to research Curling I/O for instalment payments

10. Any Other Business

11. Next Meeting

2024-25 Board Meeting schedule:

- 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 8:59pm