

Moody Curling Club
2020 Annual General Meeting
March 7, 2020

Terri Evans, President called the meeting to order at 12:35 p.m.

1. Quorum and Notice of Meeting Confirmation.

The required quorum is 15 members, there were 67 PMCC members in attendance as verified via the sign-in sheets.

The AGM notice was emailed to all members February 15, 2020 with a second notice on March 4, 2020. All members were notified of the AGM in accordance with the Club Bylaws.

2. Adoption of March 9, 2019 AGM Minutes:

Terri asked if there were any errors or omissions in the March 9, 2019 AGM minutes. None were noted, the 2019 AGM minutes were approved.

3. Financial Reports: Maureen Newell Treasurer

The Club membership grew to over 600 members this past year. Most of the registrations were done through the Curling I/O system, however, the system has some glitches and it required a lot of work to reconcile.

The Interim Financial Statements for the year are provided and the financial information to February 24, 2020 is included in these minutes. **See Schedule A following.**

The Revenue over Expenses was \$47,941, with \$14,618 coming from Operations and \$33,322 from Restricted Funds.

The Club moved the majority of its cash funds into a Savings Account and is now getting .75% instead of .1% previously.

The Club has cash of \$126,500, Long Term Assets of \$40,725, including \$35,650 of Bar Equity.

There was a major renovation to the Bar Area in the past year including new equipment such as a fridge, dishwasher and ice maker along with all new cabinets.

All government liabilities such as G.S.T., W.C.B., etc. are current and Accounts Payable are very small.

No questions were asked regarding the financial report.

4. President's Report - Terri Evans

Terri thanked all of the Board and all volunteers for their contributions during the season.

I'm pleased to report that the PMCC enjoyed a very successful 2019-2020 season. With 611 total members curling in 18 leagues and programs (including 53 Juniors and 44 are non-curlers), we now represent the 5th largest curling club in the metro Vancouver region. Our lively vibe carries beyond leagues and programs, and into 6 playdowns and bonspiels too, of which there were 6 this year: The Elmer Woods Bonspiel, the Guys & Dolls Bonspiel, the Burnspiel, the Regional Masters Playdowns, the Bill Mills Junior Bonspiel, the PMCA 60+ playdowns, the Newbies Bonspiel, and the Archie Oliphant Bonspiel. These events were in addition to our Learn to Curl and Club Championship events that bookend the start and end of the season.

We heard from members last year that they'd like to see more communication about Club activities and a stronger presence from the Club Manager, and to this end we implemented a newsletter, beefed up our social media presence (with special thanks to Anne Girbav for her talent in this area), and held regular meetings with league presidents.

Thanks to the employment of a Club Manager, whose work focussed on the Club's day-to-day administrative tasks and procedures, and maintaining relations with

members, city staff, and other key stakeholders, the Board was able to focus on special projects. These included a generational renovation of the bar area and the purchase of new equipment that allowed us to better serve our members and visitors while also improving the work environment of our bar staff. Thanks to Shelley Lynch, Maureen Newall, and Laurie McCollough for their work coordinating the bar and serving members - they add tremendous value to the Club, especially noticeable during our post-game social time. Beyond the bar, we continue to work with City staff to improve the condition of the lounge, and recently provided input to them on several items, including improved lighting and updated furniture.

The Board also focussed its energy on developing and updating the Club's policies and procedures, and compiling them into a manual for convenient reference. These provide guidelines for the operation of the Club and ensure consistency with respect to our decision-making processes. Notable policies and procedures that were developed or refined this year include: Ice Equipment and Safety Policy, Harassment, Bullying, Discrimination, and Assault Policy, and Medical Emergency and Accident Reporting Guidelines. Many thanks to Elaine Collins and Mim Quigley-Metcalf for leading the work of this important sub-committee.

Finally, I want to take this opportunity to thank all the members of the Club who volunteer their time and talents to help make the PMCC a welcoming, fun, inclusive, and caring place. Whether volunteering with your league, on a bonspiel or playdown committee, joining the Board or one of its subcommittees, or helping develop the next generation of curlers, your service is noticed and is greatly appreciated. Special thanks also go out to Earlene Graham for taking on the Acting Club Manager's role while we hire a replacement for Michelle Hunt.

5. Acting Club Manager's Report: Earlene Graham

This season has had many challenges, Michelle our Club Manager had worked with the League Presidents to have their write ups for Curling I/O ready for early May with hopes to open registration for the end of May. This became a huge challenge as the City had decided to raise ice fees by 35% and the Curling Club Executive had not been notified. Club President Terri Evans and Vice President Earlene Graham met with Jim Lacroix to figure out that this size of increase needed to be negotiated. It took from our August meeting until the end of November for the fee schedule to be approved by Council. Contracts needed to be re-done and re issued to the leagues

and credits given to the leagues because of the overpayments made by the leagues and the price adjustments.

Michelle also implemented many changes to the way communications happened between the leagues, Club Executive and the Club Manager. She also did a little work on the website but it had been decided by the Club Executive to hire a company to possibly update our club logo and revise the website. This is still a work in progress and hopefully the website will see an update over the summer.

Michelle gave her notice in November and I offered to step in and take over the duties of working with City staff for maintenance schedules and bookings of bonspiels, league schedules and any changes required. Michelle continued to honour her contract and to make sure that I was up to speed with her email address as well as my VP address. I have also taken over the club phone at this time.

I held a League President's and Bonspiel Representative meeting on February 9th. It was attended by all leagues and spiels except Monday Night Men's league. We were able to agree on the dates for the 2020/21 curling season. The leagues all discussed their league schedules and decisions on their start up date and final curling dates with holidays taken into consideration.

We discussed the leagues responsibilities to meet the Society's Act as the curling club moves toward the leagues not working separately but becoming part of one unit with the Port Moody Curling Club Executive. All leagues will work toward changing their names to include PMCC in the name for the bank and their cheques. They are also required to produce a financial statement to be included with the financial statements of the Club Executive.

I have sourced a company for new league boards to replace the old ones in the lounge, the Executive feels that this would help in updating the lounge area. I am waiting for a quotation from this Company; I already received a quotation of \$900.00 to enlarge the existing ones from the City.

I will be hiring BJ Gagnon on behalf of the club to appraise two sets of rocks; a set of 32 sent down from Coquitlam and 96 rocks that were the original Port Moody rocks. There are also 2 boot boys to be sold as well. Once I have the appraisal the equipment will be listed for sale all over BC through Curl BC as well as other sites.

There are a few tasks to be looked after yet with the City so we can be ready for next season which are to confirm with Jim Lacoix and Cheryl Lynn from bookings a

bonspiel rate that will likely be costed out per sheet usage rather than the whole 6 sheet rink for the whole bonspiel. This is the last piece to the new fee schedule.

I will be having a meeting with maintenance to discuss the possibility of foam bumpers between the house and the hogline of each sheet. I will also follow up on having yellow markers on each step up to the walkway at the end of each sheet. I will also discuss trying to find more storage for the club.

Questions in relation to the Club Manager's Report:

Dehumidifier Fix:

Questions: When will the dehumidifier be fixed or replaced? Earlene said that the City has advised her that it will be replaced before next fall, ready for next year's curling season.

Privacy Curtain in Curling Lounge:

A suggestion was made that it would be nice to have a curtain or folding wall to separate the curling lounge from the rest of the recreation facility. Earlene promised to put it on our wish list with the City since they are in the process of considering upgrades to the lounge area.

Terri thanked Earlene for stepping in as the Club Manager, all of her work in keeping the Club moving and getting things updated in the lounge area, etc.

Terri explained that we have created the pre-AGM document mailout to the full membership as part of our commitment to do more direct communication with the members. It also allows those that attend, what is in reality, a short AGM meeting the opportunity to see the information in advance and ask any questions they may need answered.

6. Elections: 5 to be elected for a total of 10

Nominations:

Nominations were called by the Chair, Terri Evans. In the original set of nominations 6 members were nominated, but the Secretary forgot to count herself so the Chair was advised we only had 5 nominated which meant there was no need for an election, so the new members were elected by acclamation.

Barry Ayers moved nominations closed, Mary Dyk seconded, all in favour. This was the original motion, see below for the final motion.

After the counting error was identified, nominations were re-opened, nominees were informed of the error and the requirement for an election as we actually had 6 nominees for 5 positions. The nominees were asked if everyone still wanted to stand for the directors positions, Melissa Hyndes graciously stood down so an election was avoided.

Second & Final motion: Barry Ayers moved that nominations be closed for the second time, seconded by Wayne Petrie, all in favour.

The remaining 5 nominees elected by acclamation were:

Lydsay Graf
Mim Quigley-Metcalf
Jane Lawton
Earlene Graham
Gail Burak

Region 11 Reps: 1 to be Elected and an alternate.

Barry Ayers, Region 11 Chair explained what is required of Region 11 representatives. There are only 3 meetings to attend during the season and they carpool to the meetings to save travel costs.

Terry Lou Bailey was nominated to be the PMCC Region 11 Representative. Elaine Collins volunteered to be the alternate when Terry cannot make a meeting.

Jamie Lee moved that nominations be closed, Earlene Graham seconded, all in favour.

7. Other Business:

The floor was opened to general questions:

Practice Ice - Can more practice ice be made available?

The Club does not have enough practice ice for the size of the Club. Earlene, explained that we have practice ice on the weekends, outside of regular league play. We also have a need for ice time for makeup games which up until now have been played on the weekends too, thus impacting the availability of practice ice available. Earlene is trying to arrange with the City to have makeup games played on Tuesday and Thursday evenings at the 9:00 p.m. time slots which are available.

Earlene was asked for an update on the new Facility Update:

We had been assured we had the funding locked up but it is still up in the air. We think we are making progress and then get knocked back. This has been 4 years in process which was never imagined at the beginning.

Ice for Next Season:

The plan for next season is that we will have the ice installed with the assistance of Merklinger and his team to maintain current standards. The ice was getting dirty by season end which is the result of maintenance staff having too much to do since they are not just responsible to do ice maintenance. They do multiple things in the facility such as furniture setup and movement around the facility, etc..

Missing Locks & Doors in bathrooms:

The Ladies washroom has stall doors that will not stay closed and locked. The men's washroom has a stall with no door. Earlene promised to take it up with the City to have them fixed.

Doubles League Ice Fee Costs:

Jamie Lee asked about the ice costs for the Doubles League. He had intended to present a spreadsheet to explain the issue but could not print it due to technical issues. He will send it to the Board.

Leagues Subsidizing Juniors in their Leagues: Terry Parent

I would like to speak to the 50% Junior fee discount.

As we all know, we must encourage Junior participation whenever possible as they represent the future of our club.

Our team will be running the Wednesday Open League where we presently have 7 Junior curlers. Next season we could potentially have 10-12 Juniors = \$1300 to \$1500 in fees that our league members will need to cover.

We may be the only league at present which suits Juniors with time

and open format as we believe most leagues are target specific which would exclude Juniors. I have just been advised that Monday Night Men's and the Doubles league also will have Junior curlers. We are ecstatic that the Juniors can join us and give us great competition. On behalf of our members we are asking if it's possible that the Club or the City can compensate our league with the additional fee discrepancy for this coming season.

8. Adjournment:

Terri thanked everyone for coming.
The meeting adjourned at 1:20 p.m.

**Port Moody Curling Club
Financial Statements**

**Statement of Operations
1 April 2019 to 24 February 2020**

Revenue over Expenses	\$47,941.15		
Operations	\$14,618.45	Total Income	\$225,098.74
Restricted	\$33,322.70	Total Expenses	\$177,157.59

Operations					
Revenue		\$172,498.74	Expenses		\$157,880.29
Club Membership	\$26,664.00		Ice Rentals	\$98,922.67	
League Fees	\$137,154.63		League Payments	\$35,221.50	
Bonspiels	\$5,660.00		Curl BC Affiliation Fees	\$10,960.00	
Interest	\$437.76		Insurance	\$994.00	
Apparel Sales	\$300.00		Registration Processing Fees	\$5,533.60	
Miscellaneous Income	\$1,260.00		Communication, Social Media & Printing	\$359.54	
Previous Year Income	\$100.00		Volunteer Recognition	\$450.00	
Equipment Rentals	\$41.70		Club Bonspiels	\$4,230.75	
			Club Events	\$332.28	
			Training & Conferences	\$5.25	
			Office Supplies	\$312.99	
			Curling Supplies	\$19.78	
			Apparel	\$537.93	
Uncategorized Income	\$880.65		Uncategorized Expense		

Restricted					
Revenue		\$52,600.00	Expenses		\$19,277.30
Coquitlam Grant	\$50,000.00		Coquitlam Grant	\$19,252.30	
Gaming Grant	\$2,600.00		Accounting Services	\$1,687.50	
			Communications	\$534.90	
			Manager Contract	\$16,525.00	
			Social Media & Branding	\$504.90	
Gaming License			Gaming License	\$25.00	

**Statement of Financial Position
As of 24 February 2020**

Assets		\$167,193.18	Liabilities and Net Assets		\$167,193.18
Current Assets		\$126,468.76	Liabilities		\$80.85
Chequing	\$42,554.63		Account Payable	\$37.04	
Savings	\$80,333.68		Curl BC	\$24.00	
Petty Cash	\$58.60		Curling IO Reconciliation	-\$1,681.76	
Term Deposit	\$629.43		GST	\$1,701.57	
Gaming Chequing	\$2,892.42				
Long Term Assets		\$40,724.42	Net Assets		\$130,755.54
Bar Operations - Equity	\$35,654.06		Current Revenue over Assets	\$47,941.15	
Curling Equipment-Coquitlam Grant	\$3,296.03		Previously reported Net Assets	\$82,814.39	
Curling Equipment	\$548.00				
Operations Equipment	\$1,226.33		Restricted Assets		\$36,356.79
Accounts Receivable	\$0.00		- Gaming Grant	\$292.06	
			- Coquitlam Grant	\$36,053.22	
			- Credit Union Shares	\$11.51	

