

**PORT MOODY CURLING CLUB
BOARD MEETING**

DATE: Thursday, November 10, 2022

TIME: 7:00 p.m. to 9:30 p.m.

**LOCATION: Recreation Centre - Party Room
Behind
the Lounge**

1. Call to order

Steve Renaud called the meeting to order at 7:02 p.m.

In Attendance: Steve Renaud, Anne Girbav, Mim Quigley-Metcalf, Jane Lawton, Lindsay Graf, Earlene Graham, Barry Ayers, Mary Dyk, Paul Longley, Pierre Gallant and Janice van Veen.

2. Additions/revisions to the agenda:

No additions to the agenda were requested.

3. Adoption of the minutes: October 6, 2022 Board Meeting:

Page 8, change c) Fundraising Committee to d).

Item 4 Newbie League Presentation, second line, add a space between a and monthly.

The Minutes of October 6, 2022 were adopted as amended.

4. President's report - Steven Renaud

a) President's Report - none

5. Club Administrator - Janice van Veen

a) Club Administrator Report:

Our registration total as of Nov. 4th, was 490 members, up 22 members from my last report. The total of 490 members is broken down as 458 adult members and 32 Junior members. Our numbers for this time last year were 473 adult members and 42 Junior members for a total of 515 members. We are down 25 members compared to last year.

The first bonspiel of the season, the Gail Burak Krazy Kilters Funspiel, went ahead as planned on October 15th with 18 teams. The costumes were wonderful and added some fun to the event. The planning committee was happy with how the event turned out given it was the first time and are already working on next year's bonspiel. Gail's family was well represented and extremely grateful for all the people that came out.

I attended a Curl BC Chat on Oct. 18th where they announced the launch of a 50/50 raffle called Raffle Box. It is province wide and sponsored and maintained by Curl BC. Curl BC partners with its member facilities to raise funds for curling through an online 50/50 fundraiser! The funds raised by the raffle go to support curling or curling sport related activities in communities across B.C. If our members were to buy \$100.00 worth of tickets the club would receive approximately \$40.00.

Curl BC also announced a new sponsor Salt Spring Coffee which could offer clubs fundraising options.

Curl BC would like all clubs to have their Safe Sport Actions completed by next year. This includes Code of Conduct, Screening Policy, Rule of Two Policy and Succession Planning.

The second league representatives/treasurers meeting occurred on Oct. 22nd. The meeting was well attended and prompted some strong discussion on the importance of growing the club.

The Try Curling requirements were met, and the first session was held on October 30th. The session had 11 participants with two instructors who coached them through their two-hour session. After the session, all 11 participants went upstairs with the instructors to enjoy some treats and comradery with the Newbie 5 - Pack league members. The next session on Nov. 13th has 5 participants, Dec. 11th has 14 participants and nothing yet for the sessions in 2023.

I just completed the preparation work for the PMCC Funspiel and PMCC Guys and Dolls Bonspiel. An email has been sent to our members and the PMCC Funspiel poster has been sent to all the other clubs for posting in their rinks. I have also requested Curl BC to post it to their events page.

I met with Jim LaCroix on Oct. 11th, to discuss some issues with the exchanging of information with his staff and some unresolved maintenance issues. I will report to the Board at the next meeting.

b) Sticky Mats - update

The City advised us that they will not pay for the sticky mats this season. In

past years the City was paying for them using the Coquitlam Grant money which has now run out.

An additional reason the City said they won't pay for the mats is that members have wasted them by changing them too often, etc. and someone folded the whole sticky mat pad into a big bunch which meant they all had to be thrown out and they are expensive.

c) Dispute Resolution & Board information - see meeting folder

Janice provided the Board members with several educational documents from Curl BC related to Board operations and dispute resolution. She suggested all existing and future Board members need to read the documents to understand the expectations and assist them in conducting their duties.

Janice stated that she is concerned about the succession planning for the Board come next March. Several long term Board members will be stepping down and new members will need to be found to replace them.

A discussion followed related to the fact the general membership really does not know when the Board meets even though it is a public meeting. To better inform everyone the Board Meeting Calendar will be posted to the website at the beginning of each season.

d) Helmets for Seniors - update

Janice reported that prices vary from \$45 to \$100 depending on the head coverage provided by each device, i.e. full helmets to padded hats and halos. We have shared the information on where to buy them rather than supply them since sanitation would be an issue.

e) Practice Ice and Make-up games

This issue has been resolved with the City, makeup games can be conducted on practice ice.

f) Salt Spring Coffee as a new sponsor of Curl BC

Janice will reach out to them to see what their support looks like for the PMCC. We may have an issue with our current, long term coffee sponsor Tim Hortons and more recently WAVE's.

g) 4 Club Safety Documents to be Developed by Next September - See the Board Meeting folder.

The Policy and Procedures Committee will deal with developing the required policies for the 4 documents.

h) Importance of growing the Club:

At the League Reps. Meeting, volunteerism was discussed as an issue. Leagues and clubs do not run themselves. The Board meeting discussed whether we should focus on our existing members and hope they bring new members to the club or focus on growing the Club? No decision was made.

i) Try Curling Sessions:

The first session was a success. The second session will go ahead with only 5 participants, however the December session has 14 people registered. Anne provided the club with a poster to advertise our "Try Curling Sessions" which can be put up in a lot of places. Board members will take copies with them to different places they frequent and put the posters where they can. See Schedule A of these minutes.

j) Guys and Dolls Funspiel Registration in progress.

The Guys & Dolls is 50% booked already so we expect it to proceed.

k) Maintenance Issues and Lack of Resolution:

Janice met with Jim Lacroix to discuss the unresolved maintenance issues in the rink. The back door at the end of sheet 2 has finally had weather stripping added as we requested last year. The door by the washroom still is not fixed, Joanne Roemer has been advised it broke again. Joanne is our Direct contact. We requested last March that our plaques be put up which took until October to be completed.

6. Treasurer's Report - Jane Lawton

a) Financial Report - See meeting folder for reports, See Schedule B of these minutes.

Treasurer's Explanatory Comments:

We have \$149,670 in the operating account.

Outstanding bills yet to pay:

Ice fees \$98,925.75, but as of now, with reductions in ice sheet usage we are under the City's required \$12,000 they want from the PMCC this season.

Our

current total is short by \$930.25. If we do not have further cancellations the contracts for the Newbie sessions yet to come may push us over the \$12,000 required increase.

Jane recommended that leagues not reduce their ice contract dates except for exceptional circumstances, i.e. snow and only if the rink is closed.

Club Insurance at \$1,600

Association fees: (Curl BC, Curl Canada) of about \$10,000

Operational expenses about \$15,000

Club Administrator about \$20,000

Bonspiel Expenses \$7,000

This leaves a projected balance of \$2,930. If we come out this year with a profit, Jane will be thrilled!

The Bar is still in deficit from the pre-season liquor purchases but we expect this will turn around as sales occur through the season.

Vancity Account Access Update:

Jane is still unable to complete online banking because some leagues have more than 2 signatories on their accounts. Vancity's system cannot handle that many on our main account. Jane is working with the leagues that have more than 2 to reduce their signatories.

Jane was able to move funds out of the savings account back into our internal reserves using email directions to our bank contact.

Jane is still working to have Tuesday Men's move to Vancity.

League Social Fund Transfers:

Most social fund transfers to the leagues are completed, if they were read for the end of October. Jane still has the Juniors, some Newbies and the Try Curling to pay out.

The league transfers were almost \$30,000 to the leagues.

Leagues need to reflect/update for the transfers in their Wave accounts to stay.

Other

Jane needs to finish the handover from Peter including removing him from Revenue Canada which Mim is doing as part of the Secretary's duties. There

are a few other things that still need to be reviewed and updated.

Thanks to Paul, he has taken over the majority of the bar finances which is a big help. Jane is just doing some Wave inputs and he is doing the payments. Paul is also doing the Club bookkeeping tasks.

b) Newbie League Finances:

The Newbie League Treasurer has updated their Wave account showing their expenses, but not the recent Club transfer. This is positive movement in the issues with the league operations.

Related to the Try It and the Newbies expenses, the coaches have asked to be paid an extra half hour for the set up of the Try Curling. An extra \$15 was paid to the coaches in the October session which was not part of the original budget and pricing. We want to keep the Try It fee at an attractive rate. The extra cost may have to be made up in higher fees. However, since we budgeted for advertising but have not done much we will save money and hope we get extra funds from the Via grant application or other grants.

d) Club Insurance

We have renewed our Club insurance at \$1600 which is less than last year and strange. Jane received confirmation that this includes the Try Curling sessions and the Directors Liability at \$3,000,000. Jane will double check that it is at \$3,000,000 because whose insurance goes down?

7. Committee Reports:

a) Gaming and Grant Committee - Mary Dyk & Jane Lawton

i) Gaming Grant Application: Mary

We still have not heard anything about our Gaming Grant application. Janice has heard that other clubs have had a response to their gaming grant applications. Mary will contact the Gaming Branch by phone to see what has happened to our application.

ii) ViaSport Grant Application: Mim

Mim advised the Board that the application was submitted by the deadline of November 4, 2022, we are now just waiting. Thank you to Jane and Janice for their help and input.

iii) Recovery & Resilience Grant - Jane

Jane reported that she has applied for the grant and we are just waiting to see if we will be successful in getting some funds.

iv) New grant - Mim & Jane

As soon as the Viasport Grant application was finished a new grant application came forward. Mim and Jane will have a look at it and see if we can easily apply using the Viasport application as a template.

b) Bar Oversight Committee: Anne Girbav & Steve Renaud

Anne provided an overview of a meeting she had with Connor Rafferty, the new bar manager, which was very positive. The Board is also learning about bar operations since in the past we received financial reports but were not involved in the day to day operations. Now that Peter Muir has stepped down the bar has a standing committee for the bar operations so that the Board has ongoing knowledge of bar operations. The summary report provided by Anne Girbav has been supplied to the Board members but does not form part of these minutes due to its sensitive nature.

Connor joined the meeting at 8:30 p.m.

Connor reported that bar operations, for the most part, have been going smoothly and leagues are buying enough to be profitable with the exception of the TEAL league on Tuesday afternoons. Connor will monitor it for us until Christmas after which we will revisit the question and decide if to offer bar service to that league.

On Halloween a league cancelled their games but failed to advise the bar with the result we had to pay a bartender.

On Wednesday, October 19 a league only had 4 teams playing but waited until 1 hour before shift start to say they didn't need the bartender. Connor advised the Board that the minimum notice to cancel is 2 hours.

Connor asked that the Club Administrator bring this up again with the League Reps.

Staffing has not been an issue so far. Two bartenders have had COVID at different times, their shifts were able to be covered by the other bartenders.

Connor was considering a new bar fridge because it's quite tight. The bar fridge is for wine only but has been kept overstocked plus wine glasses to be

chilled. This is not really necessary, glasses will be removed and maybe only keep 4 bottles chilled unless it's a high volume event.

Discussion of beer to order: Connor intends to bring in Guinness because it's on sale and very popular. We have an oversupply of Bud Light and it has not been selling well so will be put on sale to move it.

Connor has settled in and adapted to Peter's system, he is doing a great job. Connor provided a written report which is included in Schedule C of these minutes.

c) Fund Raising Committee: Earlene, Pierre, Mary

i) Online Gaming update:

We no longer need to set up our own online raffle since Curl BC has done it for all clubs which we will go with. Janice will advertise the Curl BC raffle in our newsletter, on our Facebook page and email all members. As well we will ask our league reps. to bring it to the attention of our members..

ii) Sale of Old Rocks - Earlene & Pierre

We finally have a picture of the rocks that Anne got, they are out in the open. We just had to know where to look and have been asking the City staff for at least a year. We will sell the old Port Moody rocks and will put one on the bar with a price tag on it of \$80 to \$100. We will also advise Curl BC that we have rocks to sell in case other clubs want them.

iii) Rock Sponsorship - Anne & Janice

Anne will arrange for another poster to advertise the engraving offer for rocks. We are not a charity so we cannot issue tax receipts.

We will advertise in the newsletter, Janice will take pictures of the rocks with advertising as a sample.

Earlene will talk to previous sponsors from Coquitlam to get it rolling for next season.

The costs to the Club to engrave a rock are about \$60 a rock, the going rate for advertising is about \$300 for a 3 year contract.

Mary Dyk moved that we go ahead with the fundraising opportunity for engraving sponsors names onto rocks, Pierre Gallant seconded, all in favour, motion passed.

Mary and Earlene will do the leg work subject to seeing what is in the file.

iv) Legal Committee Update: Earlene Graham

The only update is that the insurance company inquired as to whether the complainant curler is curling at the PMCC this year. Other than that the file is on hold.

v) Safety Committee: Carol Volpatti

Nothing to report.

vi) Policy & Procedures Committee: Mim & Jane

The Board may need to consider changes to the Registration Policy. The current policy on registration was supplied in the meeting folder. Mim & Jane will update policy and bring a draft to the next meeting.

8. Old Business:

a) Website Simplification, Access and upgrades - Lindsay Graf

Lindsay reported that Rainy Town quoted a cost of about \$500 to make the changes we have been requested to make by our members for ease of website use.

Mary Dyk moved that we hire Rainy Town for \$500 to upgrade the website to make it easier for our members to use, seconded by Pierre Gallant, all in favour, motion passed.

b) Bank Resolution -Bar Account - Mim

Mim Quigley-Metcalf moved that the bar account bank resolution be adopted as circulated and signed by the Board, seconded by Jane Lawton, all in favour, motion passed.

A copy will be kept in this season's bar file for reference.

9. New Business:

a) Bar Manager Presentation: Conner Rafferty

Connor joined the meeting at 8:30 p.m.

Connor reported that bar operations, for the most part, have been going smoothly and leagues are buying enough to be profitable with the exception of the TEAL league on Tuesday afternoons. Connor will monitor it for us until Christmas after which we will revisit the question and decide if to offer bar service to that league.

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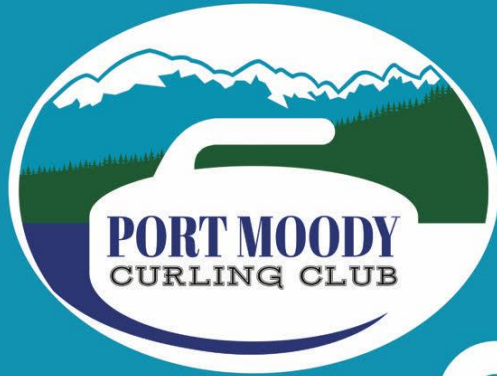
b) International Tankard (IT) information:

The IT will go ahead in the spring as usual after a couple of years off due to COVID. The volunteers that were supposed to attend in the spring of 2019 will be given the first offer to go.

10. Adjournment 9:03 p.m.

Next Board meeting - Thursday, December 8, 2022

Schedule A: Try It Poster



COME TRY CURLING

SESSION DATES:



**35\$ Per
Person**

Sunday November 13, 2022 1PM-3PM

Sunday December 11, 2022 1PM-3PM

Sunday January 08, 2023 1PM-3PM

Sunday February 12, 2023 1PM-3PM

**All equipment will be provided
Contact clubadmin@portmoodycurling.ca**

or

604-626-8411

Register at www.portmoodycurling.ca

Port Moody Curling Club - Short Financial Report

Interim Report as of 7 November 2022

Statement of Financial Position

Assets	2022-23	2021-22
Cash	\$ 240,277.32	\$ 98,579.20
Equipment & Improvements	\$ 31,917.00	\$ 30,422.68
Amortization	\$ (13,319.22)	\$ (8,879.48)
Receivables	\$ 4,311.37	\$ 1,664.75
Clearing	\$ 4,873.00	\$ 861.80
Program Clearing *		
	\$ 268,059.47	\$ 122,648.95

* Funds transferred to the Programs for Social Costs

Liabilities & Net Assets	2022-23	2021-22
Payables	\$ 14,618.68	\$ 3,754.56
Net Assets	\$ 253,440.79	\$ 118,894.39
	\$ 268,059.47	\$ 122,648.95

Statement of Operations

Revenue	2022-23	Budget	Variance	2021-22
Operations	\$ 44,236.56	\$ 41,000.00	\$ 3,236.56	\$ 28,712.95
Programs	\$ 150,718.54	\$ 120,000.00	\$ 30,718.54	\$ 124,068.09
Bonspiels	\$ 1,701.00	\$ 20,000.00	\$ (18,299.00)	
Events	\$ 2,115.60	\$ 5,000.00	\$ (2,884.40)	\$ 6,168.06
Fundraising	\$ 687.50	\$ 6,000.00	\$ (5,312.50)	\$ 4,234.00
Other	\$ 2,642.00	\$ 600.00	\$ 2,042.00	\$ 2,387.00
Bar Operations	\$ 6,962.16	\$ 30,000.00	\$ (23,037.84)	\$ 28,150.59
	\$ 209,063.36	\$ 222,600.00	\$ (13,536.64)	\$ 193,720.69

Expenses	2022-23	Budget	Variance	2021-22
Operations	\$ 20,040.54	\$ 63,800.00	\$ (43,759.46)	\$ 152,379.11
Programs	\$ 7,205.88	\$ 120,000.00	\$ (112,794.12)	\$ 33,986.36
Bonspiels		\$ 20,000.00	\$ (20,000.00)	\$ 6,227.86
Events	\$ 98.49	\$ 5,000.00	\$ (4,901.51)	\$ 173.87
Fundraising	\$ 25.00	\$ 25.00		\$ 25.00
Other		\$ 250.00	\$ (250.00)	
Bar Operations	\$ 15,660.49	\$ 24,000.00	\$ (8,339.51)	\$ 31,769.67
	\$ 43,030.40	\$ 233,075.00	\$ (190,044.60)	\$ 224,561.87
Excess (Deficiency)	\$ 166,032.96	\$ (10,475.00)	\$ 176,507.96	\$ (30,841.18)

Excess (Deficiency) Breakdown

Club Operations	\$ 159,608.62
Program Operations	\$ 15,122.67
Bar Operations	\$ (8,698.33)
	\$ 166,032.96

Director

Director

Port Moody Curling Club - Short Financial Report

Interim Report as of 7 November 2022

Cash on Hand

Club Operations	\$ 170,876.88
Bar Operations	\$ 8,583.12
League & Junior Programs	\$ 46,235.21
Gaming	
Internal Reserves	\$ 14,569.96
Credit Union Shares	\$ 12.15
	\$ 240,277.32

Reserves Summary

Internal Reserves	\$ 14,569.96
Credit Union Shares	\$ 12.15
Gaming Grant	
	\$ 14,582.11

Allocation of Internal Reserve ^r1

Equipment Replacement	\$ 15,000.00
Staffing	\$ 14,250.00
Competitive Curling Support	\$ 5,000.00
^r1 - June 1, 2020 Directors Resolution	\$ 34,250.00

Membership	2023	2022	2021	2020
Adult	457	508	68	527
Junior	31	48	13	52
	488	556	81	579

Director

Director