

**PORT MOODY CURLING CLUB
BOARD MEETING
DATE: Tuesday, August 30, 2022
TIME: 7:00 p.m. to 9:30 p.m.
LOCATION: PMCC Recreation Centre – Party Room**

1. Called to order at 7:00 p.m.

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

2. Additions/revisions to the agenda: None

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

Header Remove the word “Transition” in front of the word Board.

Pg. 4, Club Insurance, second paragraph, first line remove “is” after committee.

Pg. 4, Club Insurance, last paragraph, first line add “the” before August.

Pg. 5, g) Leagues Moving to Vancity, second line add “senior” in front of Men’s.

The minutes of June 6, 2022 were adopted as amended.

4. President’s report - Steve Renaud

a) No formal report.

b) Bar manager Interviews and Hiring:

Two people were interviewed with a successful applicant who worked for 2 weeks and quit.

The bar manager position has since been filled by Connor Rafferty who is working with Peter Muir and the bartenders to open the bar as planned when the season starts.

c) Response to President's Letter Re: Surprise Ice Fee Increase:

The Mayor responded to our letter, a copy is Schedule C of these minutes. The general message was that it had to be done, that it is that, no further increases are planned for next year, but you never know. Janice commented that there is a scheduled increase next season but it is more typical in the 1% to 2% range.

5. Club Administrator - Janice van Veen

a) Club Administrator's Report:

Since my last report of April 3, 2022, a lot has occurred. As you are aware the Port Moody City Council directed Jim LaCroix (Manager of the Port Moody Recreation Center) to reassess the curling ice fees for the 2022/2023 season. This was a surprise to both Jim and myself as we had been told that our ice fees would remain the same as the previous year. As I had already submitted all the ice contracts and started setting up Curling I/O this created work that wasn't anticipated and affected the opening of our registration system which was set for July 1, 2022.

I recontacted all the leagues representatives and treasurers and had them complete a "New Club Administrator" document. The new document reflected the increased fees which I input into Curling I/O. Along with that I had to reapply to the City to have our registration banner date changed which thankfully they agreed to do. Our banner was placed on Monday, August 15, 2022, and remained on the Moody Street Overpass until Sunday, August 28, 2022. Unfortunately, this was the only advertising signage option that we were able to utilize this year.

Our league representatives and treasurers deserve a huge thank you for completing and resubmitting the "New Club Administrator" document. Keeping in mind that many of them were on holidays and not expecting any communication from me at that time. My relationship with the league representatives, treasurers and members continues to evolve with more emails asking for assistance and/or clarification.

The fee increases also affected the Newsletter release which was ready to go. The Newsletter was finally sent out to all the members and placed on our website on June 20, 2022.

Curling I/O was opened on July 27, 2022 and we are receiving a steady stream of registrations daily. As of Thursday, August 18, 2022 we have 165 Adults and 9 Juniors for a total of 174 paid PMCC memberships. I continue to assist members with registration questions and support as in previous years.

I have sent the League Representatives and Treasurers the upcoming season's meeting dates and the September 1, 2022, meeting package. The RSVP's from the leagues are trickling in and I will be sending a reminder on August 22, 2022.

We continue to have changes in our League Representatives and Treasurers which I update when I receive the information. The most current list of the PMCC League Representatives/ Treasurers Contact Information 2022/2023 Season is in the PMCC Board Members Drive under 2022/2023 Season/ League Documents.

I have received the City ice contracts. I will be reviewing and sending them out to the various leagues for confirmation before I sign them.

I had a Zoom meeting with Joanne Roemer and Jim LaCroix on August 10,2022. We discussed Board signage requests, light placement over Seniors/Juniors Bulletin Boards, Ice maintenance, Staffing (Ice Staff, Coaches/Volunteers) and needed information for Jenna Stevens. I provided Jenna with the requested information on that afternoon.

The Learn To Curl session registration opened August 9,2022 and that information has been put onto our website and sent out to all the inquiries that I have received. The Learn To Curl session is Saturday, September 17,2022 from 1-3 pm.

As your Club Administrator, I work very hard to provide clear, open communication in the administration of this club. I am hoping that we can continue to increase our members with a goal to be one of the top 5 largest clubs in the province. As you have entrusted me to continue in this position for another year, I thank you for your support and confidence.

b) Registration report update:

Janice reported that our registered curlers were 275 adults and 13 Juniors at this time.

c) Dispute Resolution Information:

Janice brought to the Board's attention information about a course she took regarding dispute resolution. Janice also recommended that we review our complaints process using the course information as source material. The course documents are provided in the Board's file for this meeting.

d) Advertising Next Season - Billboards and the Farmer's Market, etc.

The PMCC was not allowed to advertise on the Coquitlam boards because our Club name includes the name of Port Moody . Strangely, a New Westminster named club was able to advertise on Coquitlam boards. At this meeting our only advertising this season was the banner on the Moody overpass, we did not go to the Farmers Market, place an ad in the Tricity News or use any digital boards.

Port Moody digital board(s) is not working yet.

Farmer's market – Anne said we haven't registered yet but we could get into it. A suggestion was made that we could put flyers in the local breweries to get new Curlers. The sign could have a QR code for ease of communication and we could also put up a push pin sign with our information.

e) Important dates for leagues:

See Schedule B of these minutes.

Feb. 25, 2023 the Newbie spiel is scheduled on Curling Day in Canada. Janice will investigate to see if there is any Curl Canada swag we can get for the bonspiel. The Elmer Woods Bonspiel has been cancelled and PCMCA bonspiel may also be cancelled due to the fee increases plus the requirement to use Curling IO to register. The Elmer Woods bonspiel has been in existence for 40+ years so it is a real shame to see it cancelled due to increased fees.

f) Sale of Curling Equipment Online and at the Bar:

Janice arranged for sample Club jackets with the new logo and other products such as the new brooms leftover from last year. The intention is to carry small amounts of gear and consider the viability of selling equipment.

The jacket supplier, Mego Gear will provide jacket samples in different sizes which will be at the bar where curlers can try them on prior to ordering. Once we have 12 jacket orders we will submit an order for completion.

Online Store:

We have previously discussed the creation of an online store. Janice asked for direction as to how the online store will function and be run out of the bar. The Langley Club Manager said it's difficult to stock, you need space to store Products and we have limited space.

The Board needs a group to figure this out, outside of the current meeting. We will start with small stock levels such as 5 watches, 5 grippers, brooms, etc. We have 22 brooms left from last year which we will sell for \$100 plus tax on curling IO. The Juniors will have to purchase their own grippers - we will order them from Langley and do up starter packages.

Free Equipment Use:

The Board would like to remove free grippers and brooms from the rink area, we want

curlers to buy their own equipment. Curlers are supposed to pay \$2 each time they use the equipment to help defray the costs to the Club but this isn't happening with any regularity.

The Club equipment is also used for free by the City run Learn to Curl & corporate events. We cannot continue to supply the equipment and in effect subsidize the events for the City.

Since the City still needs the equipment for the Club would have to put the equipment out for the events and take it in afterwards.

We should let new curlers know in advance if they are joining a league, they need to buy their own equipment. We will continue to supply equipment for the Newbie league with the understanding that curlers who continue will buy their own equipment.

If we are not storing the equipment in the grey cabinet, can we use one of the side benches for the brooms? Janice will find out for us.

The Learn to Curl registration is at 11 and needs 13 more. The Club needs more paid coaches for the upcoming sessions and any additional sessions we may conduct during the season.

Janice will send a notice out to all of the members to see if we can find more coaches and volunteers.

g) Automated Practice Ice Booking: Janice & Lindsay

We have had curlers from other clubs on our practice ice, Janice says all of them that she was able to find had paid our membership fee plus Curl BC and Curl Canada fees at their home clubs.

Discussion as to how we know? The answer is that unless we want to pay someone to check everyone onto the ice we won't know for sure.

Our practice ice cost is included in the club fees and will be booked the same way as last year.

We can review it in January and get ready for next fall if we want to change it.

h) Location of Board Meetings – rooms not available

Some of the dates we had originally set for Board meetings were not available but could be held on Thursdays instead. Since no Board members are curling on Thursdays this year this works for everyone.

The new dates are as follows:

Thursday, October 6, 2022 in the party room
Thursday, November 10, 2022 in the party room
Friday, December 09, 2022 in the party room
Thursday, January 12, 2023 in the party room
Thursday, February 09, 2023 in the party room
AGM March 4, 2023 Curling Lounge

i) Janice's Cell phone costs increase

Janice advised the Board that her cell phone cost paid for by the Club has increased to \$59.36.

j) Signage within the Club:

The only sign allowed is that the address will be posted in more places in case of emergency.

We had considered a sign explaining closing times and that the bar/lounge area is under video surveillance . The City's point is that they have cameras all over the recreation centre and signs so it's not also needed in the bar/lounge. Other signage cannot be put up.

k) Awards at the Open House Sep. 8, 2020

Janice let the Board know that there will be a couple of dedicated volunteers given recognition awards at the Open House, Peter Muir for his long service to Club as he moves into travelling mode and Darren Kent for all of his work and support of the Junior Curlers program both in Coquitlam and Port Moody.

l) Administration Surcharge Fee:

Janice advised the Board that operations/communications have improved a lot with the leagues so the administration fee charge will be used sparingly or not at all. Janice will review and report to the Board in January as to how it's going.

Janice will send out the City's information regarding its expectations of users of the facility, **Code of Conduct**, house policies in the bar related to the bar licence which allows service to 1:00 p.m.

Late draw leagues have added an hour onto their contracts so they can go to 12:00 am. Bartenders have been directed to call last call at say 10:30 for an 11:00 p.m. closing. The City staff is supposed to use the times set in league contracts to start the evening shutdown.

Janice advised the Board she will be away from September 12th to 15th in Victoria but will be available online.

6. Treasurer's Report - Jane Lawton

a) Financial Report - See Schedule A of these minutes

b) Club Insurance Progress: Jane, Mim, Paul & Lindsay

The lengthy insurance form was completed by the 3 Board members involved and sent to HUB. After receiving the completed application HUB asked Jane why we want to increase our director's liability to \$5,000,000.

We were advised by Curl BC that we should carry \$5,000,000 in liability insurance but HUB has advised us that our total income does not warrant the increase so we are waiting for clarification.

c) Newbie League Issues: Anne Girbav & Jane – tabled from last meeting.

Historical issues with the handling of leagues funds, i.e. in private account, using 1 signature, etc. The issues have been discussed and we thought remedied but the required second signature is not being adhered to. The result is that Melissa is approving Melissa's expenditures. Jane will speak to Melissa and Anne will drop into the League Rep. meeting to assist Jane in the discussion.

Jane Lawton moved that the PMCC bar operations arrange for a Vancity credit card, limited to a maximum of \$5,000, seconded Pierre Gallant, all in favour, motion passed.

The Vancity account for the bar will require a change in signatories which will be dealt with at the next Board meeting on October 6, 2022 where Paul Longley, Jane Lawton and Anne Girbav will be added to the account as signatories.

7. Standing Committee Reports:

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

The Gaming Grant Licence application was submitted and approved which allows the Club to conduct 50/50 draws including bonspiels but only for 50/50 raffle draws. The application was submitted at the end of May to be processed by the Gaming Branch.

b) Bar Oversight Committee: Anne Girbav & Steve Renaud

One of the issues that lead to the bar manager quitting was that she could not work with Peter's in-house system. Most bars operate using a Point of Sale (POS). We may want to look into a POS system in the future since we won't always be able to ask Peter how to fix something..

Connor Rafferty is willing to take over the position of Club Manager.

The upside of the bar manager hiring/quitting is that Stephen and Anne learned a lot about how the bar operates. Historically, the bar operations have been kept separate from the Board so really only Peter Muir knew how it operated.

We need to make changes that make the bar a place people want to be.

Bar Prices Increase:

Janice received a request from the Royal City Curling Club to share our bar pricing with them. They were reviewing their prices so wanted to make a comparison.

Since we compete with local bars we are aware of trends and Peter's system has automatic increases built into it.

The Committee will review and send out our prices before the open house.

c) FundRaising Committee:

i) Online Raffle - Mary Dyk

Our current gaming licence does not allow for an online raffle.

Mary will check into whether we can add to or change our licence to allow us to conduct an online raffle to raise funds for the Club.

ii) Sale of Old Rocks - Earlene & Pierre

The research by Earlene & Pierre indicates that if we want to sell single rocks they are worth about \$100 per rock. We will need pictures to be able to sell them which means working with City staff to get access to the rocks.

iii) Rock Sponsorship - Anne & Jane

We found out that we can add advertising to the handles of curling rocks for a cost to us of about \$50/rock. The typical rental rate of a rock is about \$500 for 3 years, so worth doing. Anne and Jane will write a letter to send out to sponsors and to members for memorials or if someone just wants their name on a rock.

iv) Fundraiser at POMO Liquor Store

We found out that the Port Moody Liquor store will give the club a percentage of each sale where Club members let them know they are PMCC members. The proceeds are going to an account called "Oldtimers". Nobody seems to know who this is and where the money is going.

Jane will be setting it up as Port Moody curling and will advise the Board at the next meeting.

d. Legal Committee Update - Earlene Graham

The only change since the last meeting is that our lawyer requested our file of documents for his records which Earlene and Mim put together and sent to him. The complainant has 2 years to go forward with the complaint.

e. Safety Plan updates/Changes - Janice, Carol & Jane

The only update is that we will not be asking for vaccinations or masking. Masks are optional.

8. Old Business:

a) Website Maintenance Contract signed? Lindsay

Lindsay reported that the maintenance contract with Rainytown was signed and seems to be working fine. The contract was signed for 3 months at a time and can be cancelled at any time if we decide to do so.

9. New Business:

a) Discussion of Extra Board Meetings – Mary

Mary was concerned that we seemed to have meetings between regularly scheduled Board meetings. Mim explained that under the PMCC Bylaws she, as Club Secretary, is obligated to call a meeting if 3 or more Board members request a meeting. If the 3 directors, through further discussion, agree to withdraw their request the meeting does not have to go ahead, as happened in the last instance. There are also times when issues cannot wait until the next Board meeting.

10. Adjournment: The meeting adjourned at 8:55 p.m.

The next Meeting Thursday, October 6, 2022-Party Room

SCHEDULE A: Financials

Port Moody Curling Club - Short Financial Report

Interim Report as of 26 August 2022

Statement of Financial Position		
Assets	2022-23	2021-22
Cash	\$ 80,310.89	\$ 98,577.91
Equipment & Improvements	\$ 30,422.68	\$ 30,422.68
Amortization	\$ (8,879.48)	\$ (8,879.48)
Receivables	\$ 1,664.75	\$ 1,664.75
Clearing		\$ 861.80
Program Clearing *		
	\$ 103,518.84	\$ 122,647.66

* Funds transferred to the Programs for Social Costs

Liabilities & Net Assets	2022-23	2021-22
Payables	\$ (337.63)	\$ 3,754.56
Net Assets	\$ 103,856.47	\$ 118,893.10
	\$ 103,518.84	\$ 122,647.66

Statement of Operations				
Revenue	2022-23	Budget	Variance	2021-22
Operations	\$ 4.23	\$ 41,000.00	\$ (40,995.77)	\$ 28,712.95
Programs		\$ 120,000.00	\$ (120,000.00)	\$ 124,068.09
Bonspiels		\$ 20,000.00	\$ (20,000.00)	
Events		\$ 5,000.00	\$ (5,000.00)	\$ 6,168.06
Fundraising	\$ 277.50	\$ 6,000.00	\$ (5,722.50)	\$ 4,234.00
Other		\$ 600.00	\$ (600.00)	\$ 2,387.00
Bar Operations	\$ 46.33	\$ 30,000.00	\$ (29,953.67)	\$ 28,150.59
	\$ 328.06	\$ 222,600.00	\$ (222,271.94)	\$ 193,720.69
Expenses	2022-23	Budget	Variance	2021-22
Operations	\$ 7,110.78	\$ 63,800.00	\$ (56,689.22)	\$ 152,379.11
Programs	\$ 5,852.01	\$ 120,000.00	\$ (114,147.99)	\$ 33,986.36
Bonspiels		\$ 20,000.00	\$ (20,000.00)	\$ 6,227.86
Events	\$ 58.80	\$ 5,000.00	\$ (4,941.20)	\$ 173.87
Fundraising		\$ 25.00	\$ (25.00)	\$ 25.00
Other		\$ 250.00	\$ (250.00)	
Bar Operations	\$ 2,343.10	\$ 24,000.00	\$ (21,656.90)	\$ 31,769.67
	\$ 15,364.69	\$ 233,075.00	\$ (217,710.31)	\$ 224,561.87
Excess (Deficiency)	\$ (15,036.63)	\$ (10,475.00)	\$ (4,561.63)	\$ (30,841.18)

Excess (Deficiency) Breakdown	
Club Operations	\$ (7,070.35)
Program Operations	\$ (5,669.51)
Bar Operations	\$ (2,296.77)
	\$ (15,036.63)

Director

Director

SCHEDULE B: Important Dates

IMPORTANT DATES FOR LEAGUE REPRESENTATIVES & TREASURERS SEPTEMBER 2022 – MARCH 2023

DATE	DAY	FACILITY	EVENT
SEPTEMBER 1, 2022	THURSDAY 7:00-9:00 PM	CURLING RINK LOUNGE	LEAGUE REP. & TREASURERS MEETING All League Reps. & Treasurers need to attend
SEPTEMBER 8, 2022	THURSDAY 7:00-9:00 PM	CURLING RINK LOUNGE	OPEN HOUSE All Leagues need to be represented
SEPTEMBER 17, 2022	SATURDAY 1:00 – 3:00PM	CURLING RINK	LEARN TO CURL LESSONS
SEPTEMBER 19, 2022	MONDAY	CURLING RINK	LEAGUE PLAY BEGINS
SEPTEMBER 30, 2022	FRIDAY	CURLING RINK CLOSED	TRUTH AND RECONCILIATION DAY
OCTOBER 10, 2022	MONDAY	CURLING RINK CLOSED	THANKSGIVING DAY
OCTOBER 15, 2022	SATURDAY	CURLING RINK	GAIL BURAK FUNSPIEL New Event(Going Ahead)
OCTOBER 22, 2022	SATURDAY 1:00 – 3:00 PM	CURLING RINK LOUNGE	LEAGUE REP. & TREASURERS MEETING All League Reps. & Treasurers need to attend
NOVEMBER 11, 2022	FRIDAY	CURLING RINK CLOSED	REMEMBRANCE DAY
DECEMBER 5-7, 2022 Cancelled	MON-WED Cancelled	CURLING RINK Cancelled	ELMER WOODS BONSPIEL Cancelled
DECEMBER 17, 2022 JANUARY 2, 2023	SATURDAY	CURLING RINK CLOSED	CHRISTMAS BREAK STARTS
JANUARY 2, 2023	MONDAY	CURLING RINK CLOSED	STATUTORY HOLIDAY (Lieu of New Year's Day)

JANUARY 3-5, 2023	TUES-THURS	CURLING RINK	GUYS & DOLLS BONSPIEL (Going Ahead)
JANUARY 14, 2023	SATURDAY 1:00 – 3:00 PM	CURLING RINK LOUNGE	LEAGUE REP. & TREASURERS MEETING All League Reps. & Treasurers need to attend
JANUARY 21, 2023	SATURDAY	CURLING RINK	PMCC FUNSPIEL
FEBRUARY 4 & 5, 2023	SAT/SUN	CURLING RINK	BILL MILLS JUNIOR SPIEL
FEBRUARY 11, 2023	SATURDAY 1:00 – 3:00 PM	CURLING RINK LOUNGE	LEAGUE REP. & TREASURERS MEETING All League Reps. & Treasurers need to attend
FEBRUARY 20, 2023	MONDAY	CURLING RINK CLOSED	FAMILY DAY
FEBRUARY 25, 2023	SATURDAY	ACROSS CANADA	CURLING DAY IN CANADA
FEBRUARY 25, 2023	SATURDAY	CURLING RINK	NEWBIE SPIEL (Going Ahead)
MARCH 4, 2023	SATURDAY	CURLING RINK	AGM & PMCC CLUB CHAMPIONSHIP (Going Ahead)
MARCH 6, 9 & 10, 2023	MON, THURS, FRI	CURLING RINK	PCMCA SENIOR MEN'S LEAGUE PLAYDOWNS (Considering Cancelling)
MARCH 11, 2023	SATURDAY	CURLING RINK	ICE REMOVAL
MARCH 31, 2023	FRIDAY	FINANCIAL DOCUMENTS COMPLETED	LEAGUE BANK STATEMENTS & WAVE ACCOUNTING SYSTEM COMPLETED FOR YEAR END AUDIT

SCHEDULE C: Ice Fee Response Letter from the Mayor



CITY OF PORT MOODY

OFFICE OF THE MAYOR

June 23rd, 2022

Steven Renaud
PMCC President
PO Box 18147, RPO Heritage Mtn.
Port Moody, BC
V3H 0A2

Dear Mr. Renaud,

I thank you for your constructive comments and thank your group for your understanding as this City Council grappled with unprecedented budgetary pressures.

Together (with the help of our city staff team) we were able to provide relief to thousands of Port Moody residents, families, and businesses through the worst of the COVID-19 pandemic and restore the services we all love and cherish without the financial doom-and-gloom that was predicted by some. I want to thank you on behalf of the people of Port Moody for your contribution to this outcome.

As a response to your general question, at this time there are no further planned fee increases in the coming years related to curling in Port Moody. That being said, each year's budget brings with it decisions that must be made by the Council of the day.

For what it's worth, I personally would not support an additional rate increase for curlers in Port Moody.

Regarding consultation, I would be more than happy to schedule a meeting between yourself and the Chair of our Finance Committee, Cllr Steve Milani, who is best suited to hear your concerns, and potentially schedule a meeting with the committee should you both desire. Please let me know if such a meeting would interest you.

Thanks again for writing in, and please do not hesitate to reach out again in the future,

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Vagramov".

Mayor Rob Vagramov
City of Port Moody

100 Newport Drive, Port Moody, B.C. V3H 3E1 Telephone: 604.469.4515 Fax: 604.469.4664