

**PORT MOODY CURLING CLUB  
BOARD MEETING**

**DATE: Thursday, February 09, 2023**

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

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

**1. Called to order at 7:01 p.m.**

**In attendance:** Jane Lawton, Mary Dyk, Paul Longley, Pierre Gallant, Anne Girbav, Stephen Renaud, Earlene Graham, Mim Quigley-Metcalf, Janice van Veen.

**Absent:** Barry Ayers, Lindsay Graf

**2. Additions/revisions to the agenda:**

Jane had 3 additions to the agenda under the Financial section:

- e) Junior Subsidy change
- f) Use of debit cards vs credit cards at the bar.
- g) Review of the financial books before the AGM.

**3. Adoption of the minutes: January 12, 2023 Board Meeting:**

One correction of Anne Girbav's term status in her director's position.  
The minutes we adopted as revised.

**4. President's report - Steven Renaud**

**No report.**

**5. Club Administrator - Janice van Veen**

**a) CA Report**

Our registration total as of January 26<sup>th</sup>, was 511 members, down 1 member from my last report: 467 adult members, 34 Junior members and 10 half season members. Our numbers for this time last year were 503 adult members and 48 Junior members for a total of 551 members. We are down 40 members compared to last year at this time.

The Funspiel bonspiel was successful thanks to all the hard work by Mary Dyk, Bob Wallace and the rest of their committee. There were 20 teams that attended

the bonspiel. The ice was good thanks to Ken McCardle and his team. I attended the first couple hours until they had all the teams checked in and the second draw was on the ice.

The Bill Mills Memorial Junior Bonspiel on February 4 & 5, 2023 numbers are looking good with 5 Novice teams and 15 Intermediate/Advanced teams. Darren Kent has been pushing this event so we will see if it fills up.

The Newbie Spiel registration is at 21 registered curlers. The event is on February 25, 2023 and we are hopeful of registering 12 teams/48 curlers. Again, the bonspiel has been posted on the Curl BC website and Melissa Sim is sending out emails to past and present newbie curlers.

The Try Curling session for February 12<sup>th</sup> has 21 registered participants. We are hopeful of 24 participants but will see what happens.

As of today's date, January 26<sup>th</sup> the Rafflebox jackpot is \$2740.00. The purchases by PMCC members are \$30 for the upcoming raffle on Wednesday, February 15, 2023.

Our league representatives/treasurers meeting was held on January 14, 2023. It was well attended and informative. The last meeting for the season is February 11, 2023 from 1 pm - 3 pm in the upstairs curling lounge.

Try Curling registration for Feb. 12 is full with a wait list of 7.  
Newbie spiel going ahead.  
PCMCA spiel going ahead, 39, need 48 and will fill it.

**b) Club Pins Purchase:**

Janice brought samples of the new Club pins. She reported that she purchased 200 as agreed from the last meeting which cost \$850.

The Juniors going to Nationals were given 21 each to trade, plus 11 to the coach for a total of 95. The 4 International Tankard curlers will take a total of 28 pins which leaves 77 pins to sell.

To break even we need to sell the pins for \$11 each.

**Mary Dyk moved that we charge \$10 plus tax, seconded by Pierre Gallant, all in favour, motion passed.**

**c) Proposed Extension of the Season Update:**

Janice went over the schedule of events she provided in the Board meeting folder. **See Schedule B at the end of this document.**

Janice spoke to the City and asked to open the season earlier, they have agreed.

The annual Open House will be on September 9, 2023 from 1:00 to 3:00 p.m. where the public can come and try curling and then visit with league reps. to sign

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up for curling if they want to do so.

Monday, September 11th league play can start which is a week earlier than usual. The Board expressed concern that it may not be enough time for new curlers to register and be worked into a team. If we start league play on September 19th instead we would start on the same date as last year.

We will ask the League Reps. at this Saturday's meeting to see what they think. The point of Janice asking the City to open the ice a week earlier was to get extra league play, starting on the 19th is the same as usual.

We need the leagues to be aware that 13 teams is a full league as per Club policy they need to accept registrations until they have 13 teams. We want to welcome curlers into the Club, not turn them away to curl elsewhere.

For statutory holidays falling on a Saturday the City is not able to give us a definite answer yet as to whether they will close the facility on a Friday or a Monday. The two days impacted are Indigenous Day on September 30th and Remembrance Day on November 11th. The City will let us know as soon as they know.

Anne asked if league meetings could be scheduled to occur in a different week from Board meetings. She said it's a lot to have two long meetings in a couple of days when Board members have families, etc. too. The Secretary agrees it would be easier for her as well.

**d) New Bonspiel December first to second "Sweep into the Holidays"**. The new bonspiel will be held in December when we would typically hold the Elmer Woods bonspiel. However, the Elmer Woods bonspiel will not be held again next year due to increased costs. We do not understand how other clubs are able to put on similar bonspiels more cheaply since their bonspiel rate is not lower than ours.

**e) Assistance with Club Jackets for 2 curlers:**

Dave Boychuk and Barry Schreder won stick curling playdowns and will be competing at the next level where they are required to wear Club jackets. They have requested some assistance from the Club since they are representing the PMCC.

The Board discussion was that we normally assist curlers representing the Club in these types of competitions. The amount is at the Board's discretion and

around \$100 to \$125 is appropriate for this type of event.

**Pierre Gallant moved that we purchase the Club jackets for them and give them a new pin too, seconded by Jane Lawton, all in favour, motion**

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**passed.**

**f) Concussion & Helmet Protocol - Chilliwack Curling Club** The Chilliwack Curling Club sent a letter out to ask curling clubs if they have a concussion and helmet protocol as part of club policy.

The PMCC does not have a helmet requirement or a concussion protocol. We do have a minimum equipment policy which recommends head protection and the requirement that all curlers wear at least 1 gripper, but two are recommended.

Jane read the Delta Thistle helmet policy to the Board.

Mary read our waiver document which is signed by all members before as a condition of registration that makes members aware of the possibility of injury due to falls.

We do not monitor injured members fitness to return to curling, it is up to each curler to ensure they are fit before they step onto the ice.

**g) Victoria Club Liquor Licence change.**

Janice noticed that the Victoria Curling Club is changing their liquor license to allow year round bar service to capitalize on other opportunities. The PMCC liquor license, through the City of Port Moody, already would allow us to stay open year round. After discussion the Board decided to explore the possible sports and City events where we might be able to make some extra income. If it's considered to be worthwhile we would set it up for next year.

**h) Checkfront - Software Booking Program**

Janice researched this as a program we might want to use for booking and charging for practice ice. The user books the ice time themselves which would use less of Janice's time. The cost is \$42/month.

The Langley Club uses a program called Acuity and charges \$10 per curler, per practice session and is only \$14/month. However, we do not know if it is as effective as Checkfront. We will research for next season.

**i) Curl BC Volunteer Pin recipients**

Janice made recommendations to the Board that Melissa Sim and Brian Siemens each receive a pin for all of their hard work for the Club. Melissa has been the driving force in bringing new curlers into the Club while Brian Siemens has been running 3 senior men's leagues, we would like to recognize all of his work. Janice will present them at the meeting on Saturday.

## 6. Treasurer's Report - Jane Lawton

### a) Financial Report - See Board folder for reports

Jane reported that we have 514 Members total.

Our ice fee payments to the City have met and exceeded the required \$12,000 increase for last season.

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The bar is still somewhat in the red at the moment but should recover by season end.

The Club, overall, is \$60,000 in the black.

Janice asked if the proceeds from the sale of rocks were shown as bar income?

The answer was that the rocks were not credited to the bar as bar income, the proceeds were recorded into the Club side of our financials. We only used the bar as a convenient mode to record the sale of the rocks.

Jane reported that she has completed all of the required T-4 slips and sent them to CRA as required.

They will be going out shortly to all of the people who worked for us in 2022.

### b) League Financial Updates

Jane will follow up with the 3 leagues who have not updated their Wave Accounting files for their league which will make our year-end more complicated. Leagues that have to have the Club Treasurer do their financial work for them can and maybe charged for the time required.

### c) Increase in ice fees:

There will not be any change in the Club membership fees for the next season.

The ice fees will increase as per the City's schedule from last year which are shown in the table below.

CURLING ICE RENTALS – CURLING RINK			
	Aug 1/21- July 31/22	Aug 1/22- July 31/23	Aug 1/23- July 31/24
League Rate 6:00 pm-12:00 Midnight (per sheet, hourly)		35.50 44.00	44.88
Seniors, Juniors, and Schools prior to 6:00pm (per sheet, hourly)		16.50 21.00	21.42
Private Rate (per 2 hours)		100.00 150.00	154.50
Bonspiel – Curling Clubs Only (per draw per sheet) -		20.00 50.00	51.50

Practice fee (per sheet, hourly)	2.00 2.00	2.05
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**d) Vancity Account Issues Resolution:**

Anne Girbav submitted a motion for consideration which we hope will resolve our online banking problems at Vancity. The bank has told Jane that if we upgrade our account at a cost of \$20/month we will be able to conduct online banking including e-transfers for cheques. The higher level of account uses a different software system that actually works.

**Anne Girbav moved that the PMCC Treasurer arrange with the Vancity Credit Union for the account level which allows our required number of account signatories at a cost of \$20/month, seconded by Jane Lawton, all in favour, motion passed.**

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**e) Subsidy for Juniors Travel Costs to Nationals:**

**Jane Lawton moved that we spend \$2,100 from our internal reserves competition subsidy account for the Juniors travelling costs, seconded by Mary Dyk, all in favour, motion passed.**

**f) Debit Cards vs Credit Cards at the Bar:**

Jane said that credit cards cost the Club money every time they are used at the bar. She asked if we want to consider accepting debit cards only for payments? We can increase the prices to cover the credit card cost.

Our check of how most patrons pay at the bar is that they prefer credit cards.

The question the Board needs to answer is how inconvenient would it be for members to switch to debit card only and is it worth the saving of approximately \$500?

After discussion the Board decided to ask the attendees at the AGM what they think.

**g) Review of Our Financials:**

Jane would like to have our books reviewed to ensure they are correct before the financial statements are submitted to the AGM. She said that since the accounting system we use was designed by Peter Muir; it would make sense to have him do the review.

**Jane Lawton moved that we ask Peter Muir, if he is available, to do a review of our books, if needed, seconded by Earlene Graham, all in favour, motion passed.**

**7. Committee Reports:**

**a) Gaming and Grant Committee - Mim & Jane Lawton**

**i) ViaSport Grant Application - Mim**

Their website shows that grants are in process, no answer yet.

**ii) Recovery & Resilience Grant - Jane**

Their website shows that grants are in process, no answer yet.

**b) Bar Oversight Committee: Anne Girbav & Steve Renaud** Connor provided documents of bar operations from last month which were filed in the Board meeting file.

Anne reported that Connor is doing a good job, he's responsive to our requests and those of the members.

Discussion of bar operations indicates that some leagues are not buying enough

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alcohol to meet the minimum to have the bar open. We may have to consider this issue for leagues for next season.

**c) FundRaising Committee:**

**i) Sale of Old Rocks update:**

We have sold 27 rocks and have 37 left. Another bulk sale may occur which would deplete our rock supply.

**ii) Rock Sponsorship - Anne Girbav & Earlene Graham**

The rock sponsorship package is completed, as reported at the last meeting . Anne recommended that the selling of ads to be put onto the rocks will be done in the off season when we have more time.

We will send the information out to the membership for single rock sponsorship purchase.

**d) Safety Committee: Janice van Veen**

Emergency Responders Access to ice area- Any progress?

Janice will be meeting with the City in April and will address this important safety issue with them then.

We discussed the maintenance of the PMCC First Aid bag as to who will do it? Janice will check and deal with the paperwork, Carol Volpatti will continue to

ensure it is properly stocked for us, thank you Carol.

**e) Policy & Procedures Committee: Mim Quigley-Metcalf & Jane Lawton**

i) Update and edit of the Approved Policies working document. ii) Travel costs payments? Add entry fees at the discretion of the Board. Neither of these items were done between Board meetings, both Board members too busy with other club business.

**f) Curl BC Required Documents for Fall:** Mim, Jane and Janice This item will be addressed but is lower priority than other Board work at the moment.

**8. Old Business:**

**a) Memorial Rock for Gail Burak.**

This has not been completed yet, we are awaiting the decision of Gail's family as to what they would like on the rock.

We will use a photo of it as an example, if the family is o.k. with us doing so. The Club has had 2 requests for memorial rocks so far.

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**b) Legal Committee Report: Earlene Graham**

This issue has not gone forward and will run out by January 24, 2024. Nothing to discuss.

**b) AGM Prep: Mim Quigley-Metcalf**

**i) AGM Notice:**

Mim advised the Board that the AGM notice would go out by February 10th as required to give the required 21 days notice.

**ii) AGM Pre-document - reminder**

The President, Treasurer and Club Administrator usually report to the AGM. The PMCC sends out these reports in the week prior to the AGM to save time at the actual meeting. To be able to finalize the document, the Secretary needs them in her hands by Friday, February 24th. This allows enough time for the Secretary to finalize the pre-document and send it out.

**iii) AGM Resolutions by the Board - Lease of Facility**

Mim had a few suggested wording changes and typos to the resolution which were accepted by the Board.

Janice has already done some research and advised the Board that we will need to be very careful in our research to come to a decision that is best for the Club.

There are various scenarios of ice rental agreements between municipalities and curling clubs. Some clubs have not had a positive experience.

**Anne Girbav moved that the resolution, as revised, be submitted to the AGM for consideration, seconded by Paul Longley, all in favour, motion passed.**

#### **IV Elections:**

Pierre Gallant agreed to conduct the elections at the AGM.

Mim advised the Board that we have to be prepared for an election even if we do not think it's likely we will need one.

Barry Ayers, Mim Quigley-Metcalf and Earlene Graham are in their 3rd term, which expires March 2023.

Lindsay Graf and Jane Lawton are up for re-election at the end of their terms.

Stephen Renaud, Pierre Gallant and Paul Longley are in the second year of their first term while Anne Girbav will be in the second year of her second term.

**c) International Tankard Nominees: Mim Quigley-Metcalf** The Board discussed the volunteers and who the 4 should be to be nominated. Mary Dyk and Mim Quigley-Metcalf were nominated to attend in the spring of 2019 when COVID shutdown curling. They were given the first option of

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attending this year and have accepted. Jane Lawton and Melissa Sim were next to be asked and will let us know. Brian Siemens will be the backup if one is required. The backup to the backup will be Carol Volpatti and Darren Kent.

The Board will pay entry fees which are \$125/person, attendees are responsible for all other expenses.

#### **9. New Business:**

##### **Club Championship: Anne Girbav**

Anne will send out the draw documents tomorrow.

There are 15 teams in the draw to run in pools, 3 teams per pool. Once the winner bracket is determined there will be play-offs after AGM which is a 6 end final.

Club jackets will be the prizes.

The consolation prize will be a gift card to Waves.

The leagues will need to confirm they are sending a team by February 18th.

#### **10. Adjournment 8:52 pm**

**New Board meeting - Thursday, March 9, 2023.**

**The purpose of the new Board meeting is to elect the President, Vice-President, Treasurer and Secretary for the coming season.**

**Minutes of the February 25, 2023 Board Motion by Email:**

Jane Lawton, PMCC Treasurer submitted the 2023 Operating Budget for Board for approval and presentation to the 2023 AGM. After questions and discussion the following motion was passed.

**Jane Lawton moved that the 2023 Operating Budget be approved, as presented via email to the PMCC Board, seconded by Pierre Gallant, motion passed with 9 members responding in the affirmative.**

**Minutes of the March 17, 2023 Board Motion by Email:**

The motion was discussed via email including questions about the extra costs to re-open the bar, room rental costs, etc. The Board was satisfied and passed the following motion:

**Anne Girbav moved that the PMCC Board extend Connor Rafferty's (Bar Manager) contract by 10 hours within April 2023 so that he can see the Tuesday Takeouts party through and then close up the bar after, seconded by Lindsay Graf, 7 Board members responded and voted in favour, motion passed.**

Port Moody Curling Club - Short Financial Report

Interim Report as of 7 February 2023

**Statement of Financial Position**

Assets	2022-23	2021-22
Cash	\$ 193,576.05	\$ 98,579.20
Equipment & Improvements	\$ 31,917.00	\$ 30,422.68
Amortization	\$ (13,319.22)	\$ (8,879.48)
Receivables	\$ 3,818.11	\$ 1,664.75
Clearing	\$ (69,750.11)	\$ 851.80
Program Clearing *		
	<b>\$ 146,241.83</b>	<b>\$ 122,648.95</b>

\* Funds transferred to the Programs for Social Costs

Liabilities & Net Assets	2022-23	2021-22
Payables	\$ 6,382.59	\$ 3,754.56
Net Assets	\$ 139,859.24	\$ 118,894.39
	<b>\$ 146,241.83</b>	<b>\$ 122,648.95</b>

**Statement of Operations**

Revenue	2022-23	Budget	Variance	2021-22
Operations	\$ 46,025.78	\$ 41,000.00	\$ 5,025.78	\$ 28,712.95
Programs	\$ 176,617.03	\$ 120,000.00	\$ 56,617.03	\$ 124,068.09
Bonspiels	\$ 16,594.08	\$ 20,000.00	\$ (3,405.92)	
Events	\$ 2,080.00	\$ 5,000.00	\$ (2,920.00)	\$ 6,168.06
Fundraising	\$ 3,248.75	\$ 6,000.00	\$ (2,751.25)	\$ 4,234.00
Other	\$ 3,569.59	\$ 600.00	\$ 2,969.59	\$ 2,387.00
Bar Operations	\$ 26,211.77	\$ 30,000.00	\$ (3,788.23)	\$ 28,150.59
	<b>\$ 274,347.00</b>	<b>\$ 222,600.00</b>	<b>\$ 51,747.00</b>	<b>\$ 193,720.69</b>
Expenses	2022-23	Budget	Variance	2021-22
Operations	\$ 150,091.83	\$ 63,800.00	\$ 86,291.83	\$ 152,379.11
Programs	\$ 24,101.58	\$ 120,000.00	\$ (95,898.42)	\$ 33,986.36
Bonspiels	\$ 7,360.64	\$ 20,000.00	\$ (12,639.36)	\$ 6,227.86
Events	\$ 98.49	\$ 5,000.00	\$ (4,901.51)	\$ 173.87
Fundraising	\$ 185.00	\$ 25.00	\$ 160.00	\$ 25.00
Other		\$ 250.00	\$ (250.00)	
Bar Operations	\$ 32,375.61	\$ 24,000.00	\$ 8,375.61	\$ 31,769.67
	<b>\$ 214,213.15</b>	<b>\$ 233,075.00</b>	<b>\$ (18,861.85)</b>	<b>\$ 224,561.87</b>
<b>Excess (Deficiency)</b>	<b>\$ 60,133.85</b>	<b>\$ (10,475.00)</b>	<b>\$ 70,608.85</b>	<b>\$ (30,841.18)</b>

**Excess (Deficiency) Breakdown**

Club Operations	\$ 69,587.86
Program Operations	\$ 6,709.83
Bar Operations	\$ (6,163.84)
	<b>\$ 60,133.85</b>

Director

Director

Port Moody Curling Club - Short Financial Report

Interim Report as of 7 February 2023

**Cash on Hand**

Club Operations	\$ 106,658.52
Bar Operations	\$ 10,267.81
League & Junior Programs	\$ 42,803.58
Gaming	
Internal Reserves	\$ 33,833.99
Credit Union Shares	\$ 12.15
	<b>\$ 193,576.05</b>

**Reserves Summary**

Internal Reserves	\$ 33,833.99
Credit Union Shares	\$ 12.15
Gaming Grant	
	<b>\$ 33,846.14</b>

**Allocation of Internal Reserve <sup>\*r1</sup>**

Equipment Replacement	\$ 15,000.00
Staffing	\$ 14,250.00
Competitive Curling Support	\$ 5,000.00
<sup>*r1</sup> - June 1, 2020 Directors Resolution	<b>\$ 34,250.00</b>

Membership	2023	2022	2021	2020
Adult	467	508	68	527
Junior	36	48	13	52
Half Member	11			
	<b>514</b>	<b>556</b>	<b>81</b>	<b>579</b>

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Director

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Director

Interim Report as of 23 February 2023

**Statement of Financial Position**

<b>Assets</b>	<b>2022-23</b>	<b>2021-22</b>
Cash	\$ 193,422.85	\$ 98,579.20
Curling Equipment	\$ 5,170.40	\$ 5,170.40
Operations Equipment	\$ 1,226.33	\$ 1,226.33
Office Equipment	\$ 3,321.57	\$ 1,827.25
Club Clearing	\$ (69,750.11)	\$ 861.80
Program Operations Clearing		
Program Bonspiel Clearing		
Prepaid Expenses		\$ 1,664.75
Accounts Receivable	\$ 262.89	
Taxes Rebate		
Bar Equipment & Improvements	\$ 22,198.70	\$ 22,198.70
Amortization of Assets	\$ (13,319.22)	\$ (8,879.48)
	<b>\$ 142,533.41</b>	<b>\$ 122,648.95</b>
<b>Liabilities</b>	<b>2022-23</b>	<b>2021-22</b>
Accounts Payable	\$ 487.42	\$ 1,591.97
Taxes Payable	\$ 3,723.34	\$ 2,162.59
	<b>\$ 4,210.76</b>	<b>\$ 3,754.56</b>
<b>Net Assets</b>	<b>2022-23</b>	<b>2021-22</b>
Net Assets	\$ 138,322.65	\$ 118,894.39
<b>Liabilities &amp; Net Assets</b>	<b>\$ 142,533.41</b>	<b>\$ 122,648.95</b>

**Note:** Club Clearing represents the amount due to the City of Port Moody for Recreation Rentals or for Outstanding Transactions from the Registration System

<b>Budget</b>		
<b>Income</b>	<b>2022-23</b>	<b>2023-24</b>
Operations	\$ 26,000.00	\$ 46,000.00
Programs	\$ 100,000.00	\$ 185,000.00
Bonspiels	\$ 20,000.00	\$ 20,000.00
Events		\$ 3,000.00
Fundraising		\$ 6,000.00
Other		\$ 3,600.00
Bar Operations	\$ 30,000.00	\$ 30,000.00
	<b>\$ 176,000.00</b>	<b>\$ 293,600.00</b>
<b>Expenses</b>	<b>2022-23</b>	<b>2023-24</b>
Operations	\$ 134,700.00	\$ 184,000.00
Programs	\$ 30,000.00	\$ 30,000.00
Bonspiels	\$ 10,000.00	\$ 10,000.00
Events		\$ 1,000.00
Fundraising	\$ 25.00	\$ 100.00
Other		
Bar Operations	\$ 24,000.00	\$ 30,000.00
	<b>\$ 198,725.00</b>	<b>\$ 255,100.00</b>
<b>Excess (Deficiency)</b>	<b>\$ (22,725.00)</b>	<b>\$ 38,500.00</b>