



PMCC Board Meeting Minutes

Monday, May 8th, 2023, 7:00pm

Port Moody Recreation Centre - Party Room Behind the Lounge

1. Call To Order 7:03pm

In Attendance: Steve Renaud, Lindsay Graf, Anne Girbav, Paul Longley, David Cousins, Pierre Gallant, Tim Loblaw, Taimi McMillan, Mike Goetz

Regrets: Amber Kostuchenko

2. Adoption of Agenda

Mike moved to adopt the agenda, Tim seconded. All in favour; motion carried

3. Approval of Minutes

- [Minutes from April 13, 2023 Meeting](#)

Minutes from the April 13, 2023 meeting approved with all in favour

- Address issue with approved [minutes from February 9, 2023 meeting](#)
 - The minutes contain an important omission on Page 9
 - After consulting with Mim, the missing information has been updated (shown as 'suggested edits' in the document).

Amendment to the February 9, 2023 meeting shared with the board, with no additional comments

- Address issue with [minutes from March 4, 2023 AGM](#)
 - The minutes are unclear about the special resolution; see Section 7

ACTION: Mike to edit the minutes to better reflect the decision with respect to the special resolution, post minutes to the website as a draft to allow members to review and comment before the next AGM in 2024.

4. Election of Officers

- Steven Renaud is stepping down as Club President. The board will elect a new President.

- Steven is willing to remain on the board
- David Cousins accepted the nomination to serve as President, elected by the board with all in favour
- The board executive is now:
 - David Cousins, President
 - Anne Girbav, Vice President
 - Paul Longley, Treasurer
 - Mike Goetz, Secretary

5. Administrative Items - Mike Goetz

- Group email list responsibility and members

The board agreed that for the sake of transparency, only members of the board should be included in the board@portmoodycurling.ca email group, and only members of the board executive should be included in the executive@portmoodycurling.ca email group.

The board further agreed that maintaining these email groups should be the responsibility of the Club Secretary.

Mike noted that board members should be reminded to Cc staff where appropriate. The board agreed that the club manager should continue to maintain the league reps and treasurers email groups, informing the Club Secretary when any changes are made.

ACTION: Mike to coordinate with Janice on taking over the board and executive email groups

- Conversation logging for group messaging

Currently, the conversation history for messages to the board email group is turned off. Mike proposed to turn conversation history on, for the benefit of record-keeping and archival purposes. The board was in agreement.

ACTION: Mike to turn on conversation history for the board email group

- Proposal: [Procedures for e-votes](#)

Our bylaws are silent on how the board should conduct votes via email (“e-votes”). Mike proposed a set of procedures for e-votes. This proposal is not meant to form new bylaws, but should be included in the policies and procedures handbook for the club.

The board discussed the procedures and made adjustments to attempt to mirror our bylaws concerning directors’ meetings. Pierre moved to adopt these procedures, Mike seconded, all in favour; motion passed.

ACTION: Mike to modify the proposed procedures for e-votes and include this in the policies & procedures folder on the shared drive

David proposed that we should review our bylaws to include consideration for how to conduct remote meetings (ie. via Zoom). Pierre felt that such considerations are perhaps unnecessary.

6. Financial Review - Paul Longley

- Explanation of Club Funding
 - Paul presented update financial statements of the club after his reorganization
 - The current budget projects a surplus of \$38,500
 - How do we use the surplus funds to benefit the members?
 - Question: how much in the way of reserves should we have in case of emergency?
 - Our fixed costs are minimal
 - If we have a significant drop in membership, paying staff salaries will be more challenging
 - Tim: previous year's surplus should fund special projects, but should not become a part of the operating budget (otherwise you become dependent on previous surpluses)
 - David: We have about \$100k of membership money that is not being used. How do we do a better job for our membership? Consider a temporary deficit budget to lower these unspent current assets
 - In previous years, on the advice of our auditors the club allocated current assets towards long-term reserves for specific purposes (eg. rock/equipment replacement)
 - Existing members care primarily about the quality of curling conditions, specifically the rocks and the ice conditions. We have limited ability to control the ice conditions, although this is being addressed through the special resolution approved by the members at the last AGM
- \$5k Grant for Try Curling
 - The club has received a \$5000 Via Sport grant which is to be allocated to the Try Curling program
 - How do we spend these funds to make the biggest impact for Try Curling (and, generally speaking, member retention)?
 - Provide additional administrative support to the Try Curling program
 - Ensure good quality coaching and equipment
 - Pierre proposed to expand Janice's workload to help Melissa
 - Note that this is a temporary grant

- Paul: establish a committee to make a proposal that the board can approve; Pierre is willing to serve on that committee
- 2023-24 Season Budget
 - After reviewing the financials for 2022-23, Paul would like to make adjustments to the budget to better-reflect our expectations for the 2023-24 season
 - We are likely to soon hear what the hourly ice cost will be for next season, which will help provide some clarity for the budget
 - **MOTION:** Paul moves that we create a new budget for the 2023-24 season; Tim seconds. Motion passed with all in favour
- Non-Profit
 - Should the bar service the members or generate a profit for the club?
 - The board agreed that the bar should be run with prices competitive to other local venues, to generate a small profit which helps to keep membership fees low
 - To that end, the bar services the members and is not considered a profit-generator for the club

7. Board Structure

- Committees and Decision-making
 - Board committees are the way the club does its work
 - Any committee should consist of at least one board member, who can provide a report on the committee back to the board
 - The wider club membership is encouraged to join committees
 - Broader involvement by club members provides a greater degree of ownership, the ability to utilize unique skills and experience from the wider membership, and provides a vehicle for future board involvement

8. Membership

- How do we provide the best experience for our members?
- Have Janice include links to board meeting minutes in her newsletter
- How do we engage members more?
 - Involvement on committees
 - Messaging: more focussed emails with specific asks
 - Asking for volunteers is good, but ultimately you need to appoint people

9. Staffing/Contractors

- Contract for Janice

- Janice’s contract expires at the end of May; she is on a 12-month contract
- Board agrees to offer Janice a new contract with a cost-of-living increase
- Maximum number of billable hours this year was 960
- Board agrees to provide a two-way review process with Janice
 - The new contract should contain a review clause
 - It is important to recognize that this is a two-way review; a chance for each party to provide feedback to the other
 - **ACTION:** Steven and David will conduct the review with Janice
- Janice should include number of hours billed in her monthly board report
- Contract for Connor
 - As with Janice, Board agrees to give Connor a two-way review, with a new contract to be offered
 - Proposed start date August 1
 - Current cap of 270 hours
 - Add a review clause in the new contract
 - **ACTION:** Steve and Anne to conduct the review with Connor
 - **ACTION:** Post an opportunity to volunteer to be the bar bookkeeper

10. Business of Curling Symposium

- Board is in favour of attending, but there is some concern about the overall associated costs with Amber’s emailed proposal.
- The website for the symposium remains light on details, but the board acknowledged that attending this conference is good for the potential content as well as the networking opportunities
- Tim is willing to attend, and is willing to consider options to keep the costs manageable
- **MOTION:** With a maximum budget of \$1000, Tim will attend the Business of Curling Symposium and report back to the board. Tim moved, David seconded, all in favour; motion carried

11. Curl BC Safe Sport Documents

Tabled for next meeting

12. Any Other Business

None

13. Next Meeting

- Next meeting is scheduled for Wednesday June 21, 2023

14. Adjournment 9:03