



# PMCC Board Meeting Minutes

*Thursday, December 21st, 2023, 8:00pm*

*Via Zoom*

## 1. Call To Order 8:04pm

In attendance: David Cousins, Pierre Gallant, Anne Girbav, Mike Goetz, Lindsay Graf, Amber Kostuchenko, Paul Longley, Steve Renaud

Regrets: Tim Loblaw

## 2. Adoption of Agenda

Approved without amendments

## 3. Club Manager's Resignation

Janice submitted her resignation and her last day will be February 6, 2024

- Current critical functions
  - [Summary of Club Manager Responsibilities](#)
  - The key task for the January-February period is preparing the calendar for the 2024-25 season
  - Ideally we would have someone in place (either in an interim or permanent position) to take over these key responsibilities on or before Janice's final day
- Communication to membership
  - The Board will communicate with membership as soon as possible
  - The Board will notify Janice about communication and ask her to participate in the drafting of the statement
  - In making this announcement it provides the opportunity for club members to consider applying for the position
  - **ACTION:** Pierre to draft an announcement, circle back with Janice, and circulate to the board
  - **ACTION:** Pierre to contact Curl BC for recruiting advice concerning a club manager/administrator role
  - **ACTION:** Pierre to talk to Janice to determine who at the City should be contacted concerning her departure. Pierre will communicate Janice's departure to the relevant people on behalf of the Board

- Strategy for replacement
  - The Board will prepare a posting for the position to announce both internally and externally
  - While other clubs have full-time managers, it is important to reinforce that this is a part-time position
  - Ultimately the new candidate will form and shape the position based on their skills and abilities
- Handing over responsibilities
  - Phone number – transition the main club phone number to the unused Telus line we have at the bar (forward that number to the new club manager’s phone)
  - Janice sent David a list of tasks that she does which should be handed off prior to her resignation, all of which are fairly minor
  - **ACTION:** David to be the point person for transitioning Janice’s responsibilities
  - **ACTION:** Anne to take over practice ice requests
  - **ACTION:** Mike to look into jotform as a longer-term solution for practice ice booking

#### 4. Next Meetings

- Future Meeting Dates:
  - Thursday January 4, 2024, 7pm (keep this date, likely a short meeting, possibly over Zoom – David to confirm closer to the time)
  - Wednesday Jan 17, 6:30pm (revised date after the league representatives meeting, early start time so that Pierre can report his items prior to curling)
  - Thursday February 29, 2024; 7:00pm (new date to coincide with a coordinated bye on Thursday night)

**ACTION:** Mike to circle back with Janice to book these dates

- League Representatives & Treasurers Meeting (FYI):
  - Saturday January 13, 2024; 1pm
    - Discuss March 2nd meeting with league reps & treasurers
  - Saturday March 2, 2024; 1pm
    - Consider rescheduling this to after the AGM to prepare for the new season
- Club AGM: Saturday March 9, 2024; 12pm

#### 5. Adjournment 8:52pm