



PMCC Board Meeting Minutes

*Wednesday, January 17th, 2024, 6:30pm
via Zoom*

1. Call To Order 6:32pm

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

Regrets: none

2. Adoption of Agenda

Adopted without amendments

3. Approval of Minutes

- Minutes from [December 6th, 2023](#) Meeting
- Minutes from [December 21st, 2023](#) Meeting

MOTION: approve the minutes from previous meetings: Moved by Pierre, seconded by Tim,
Motion carried.

4. Old Business

Resolved

- Mike checked with Kim Dennis at Curl BC concerning Steve's CRC application. She confirmed that she has not received Steve's clearance letter but she does not have access to the government portal to check on the status
- Tim to contact Curl BC to recommend using two distinctions for their CRC process
 - Tim emailed Kim Dennis, waiting for response
- Amber to set a budget for Try Curling
 - Upon further review of the viaSport grant and the Try Curling program, Amber determined this was not necessary
- Newsletter was sent out on December 11, 2023
- Pierre drafted an announcement concerning Janice's resignation, circled back with Janice, and Janice sent the announcement to the membership

- Pierre and Janice communicated Janice's departure to the relevant City staff on behalf of the Board
- Mike looked into jotform as a longer-term solution for practice ice booking - this or other online platforms may be suitable, but more likely it is overkill for what we need. Mike also noted that practice ice booking is on Curling I/O's development roadmap
- David to be the point person for transitioning Janice's responsibilities

Outstanding

- Criminal Record Checks are still outstanding for board members Steve, David, and Tim.
 - David has a physical copy of his CRC

ACTION: David to scan and email a copy of his CRC to Mike

ACTION: Tim and Steve to obtain their CRCs

- Janice to send out another eblast encouraging members to purchase name tags for an order at the end of January
 - Question whether we still want to do this given Janice's subsequent resignation
 - Tabled for now, make a new appeal for the start of next season

ACTION: Mike to add this item to the responsibilities for the incoming club manager

- Governance committee to propose a personal information privacy policy
 - Note this is referenced in our [Bylaws](#) (10.2)
 - The bylaw should probably be updated to specify the "Society's activities."
 - This item will be kept with the governance committee; committee can come up with a proposal to the full board; either a bylaw change or a policy change
- Janice to identify the top three common requests she receives which the club could provide how-to documents or videos, Janice to expand her email auto-reply, Mike to assist with this
 - These items were dropped given Janice's subsequent resignation
 - The Board should still be aware of the common requests Janice receives with a view to creating how-to information in the future

ACTION: Mike to liaise with Janice to note the most common administrative requests she receives

- Mike to reorganize the Board drive and inform the Board when complete
 - Not completed, not high priority
- Pierre to contact Curl BC for recruiting advice concerning a club manager/administrator role

- Pierre sent two different emails to Curl BC, but hasn't heard back, as a followup Pierre will call
- Anne to take over practice ice requests

ACTION: Anne to liaise with Janice on transitioning the handling of practice ice bookings; deadline Feb 1st

5. President's Report

- 522 members (+20 compared to last year); we are going in the right direction
- Attended League Representatives meeting
 - good feedback from leagues, overall a positive impression
 - major points of discussion: adding a second draw, integrating newbies into weekly leagues
- A big thank you to Janice for all of her efforts

6. Treasurer's Report

- [Balance Sheet to Dec 31, 2023](#)
- [P&L to Dec 31, 2023](#)

Paul reports that league transfers ongoing, small amounts continue to trickle in. Senior Tuesday Mens contacted Paul asking for funds transfer. Paul reiterated the club's policy of only transferring funds once a league has set up their bank account with Vancity. Bar bookkeepers (Carol Volpatti and Jane Lawton) are doing an excellent job.

- Discussion of GST transfer procedures (tabled from previous meeting)

Historically the club has retained the GST received from member registrations and has remitted GST owing to CRA. However, leagues pay GST on their expenses, and some leagues have requested that the club reimburse them for their GST expenses.

Previously GST paid was not tracked per league; Paul has now started doing this. Some leagues have paid significant amounts in GST, others very little. In 2022-23, the most was Sr Mens Mon-Thu (\$286), the least was Open Doubles (\$7).

Question: Keep status quo or return this money to the leagues? Returning this money to leagues will likely require 1-2 hours of additional work by the treasurer.

MOTION: Leagues who have paid GST in excess of \$100 for the season will have that expense refunded. Moved by Paul, seconded by Pierre, **Motion carried.**

7. Club Manager's Report

- **Managers Hours:** Total Hours from December 6 - January 2: 30 hrs.
 - Total hours from January 2 - 15: 21.5 hrs.
- Registrations: as of January 3, 2024, at 11:10 am: adults – 473 adults ,40 juniors = 513 members. This is an increase of 30 members since my last report.
 - Registrations as of January 17: 481 adults, 41 juniors = 522 total members

New Business:

- The Guys and Dolls Bonspiel started on January 2, 2024 and runs until January 4, 2024. The bonspiel is full with 48 curlers and the first day was exciting with some very close games that went down to the last rock.
- The Bill Mills Memorial Junior Bonspiel has 21 teams registered for the upcoming February 3 & 4, 2024.
- The PMCC Membership was discounted starting January 1st with 14 members taking advantage of the change.
- The 12 Asham Curling helmets order has arrived, and Jack Barretto is disseminating the helmets to the curlers who had purchased them. A huge thank you to Jack for this wonderful initiative.
- The next Try Curling Session #4 has 29 participants registered. It is scheduled for January 27, 2024.

Advertising:

- The Port Moody Newsletter ran our same ad which advertised the upcoming Newbie Spiel poster.

Ice Contracts:

- I am still making changes to some second half league ice contracts due to changes in ice and/or lounge requests.
- The two ice contracts that will be changing frequently are the Try Curling and Practice ice contracts due to the number of Try Curling participants.

Club Communications:

- Member emails sent for specific information.

Equipment:

- I am checking the equipment and first aid kit in the rink regularly.

Other Tasks:

These tasks are ongoing

- Coordinating and booking of the ice and coaches for the Try Curling Session
- Checking of two mail locations
- Assisting members with registration and questions
- Fielding questions from potential new curlers
- Supporting and assisting bonspiel committees
- Attending Club Manager meetings, Curl BC meetings along with Board meetings
- Ongoing collaboration with City staff on various items
- Working with the Board and liaising with the President
- Liaising with Curl BC staff on BC Winter Game and Preparation Camp
- Setting up meeting for Board meetings and meetings with City staff
- Collaboration with Leagues: meetings, ice contracts, providing updated documents and keeping them informed of changing procedures by the city and the club
- Ordering and maintaining equipment in the rink
- Receiving ice condition concerns and mitigating them
- Administration duties: Newsletter, News Blast, emails, Curling I/O, Affiliation reports, maintaining three email accounts, booking practice ice times, advertising on Curl BC, supporting bonspiel committees and updating league registration requests

Report submitted by Janice van Veen

Additional Items/Discussion

- Try Curling session #4 is full with a waitlist of 9; Try Curling session #5 still has room so Janice is instructing waitlisted people to sign up for session #5

Question: Our Try Curling program is proving very popular – how are people hearing about it? Word is getting out but we don't know exactly how people are hearing about it. Posters are being posted in the lounge, we are advertising in the Port Moody newsletter, we are promoting it on social media, and likely word-of-mouth. We do survey our participants but the specific question of "how did you hear about Try Curling" is not asked.

Janice noted that she gets phone calls from new people interested in Try Curling. Sometimes she gets calls from large groups wanting to try curling; in that case she has to refer them to the City (for private ice rental) because the Try Curling program doesn't accommodate large groups.

- Registration opened for Newbie Spiel; so far there are 34 registrations. The event is capped at 48 spaces
- Payment for 5 club pins from Sweeping Into The Holidays bonspiel

Only two pins were purchased and distributed; Paul confirmed that the bonspiel already paid for the pins.

- [Important Dates for League Representatives 2024/ 2025](#): Board to review

The Gail Burak Memorial spiel date is set for Oct 19, 2024.

Question: when does the City require the club's dates? Janice likes to submit the dates ASAP, usually by the end of February. Paul reached out to the City and was told they like to have the dates by the end of April. Janice noted that the important dates document is more for the benefit of the league representatives, who use that calendar when planning their season (ie. how many weeks they will curl). Janice also noted that the City sometimes changes their stat holiday observances (this is more of an issue when a stat falls on a weekend).

Request: Amber suggested that we request the season start on Sunday September 8, to give the Open Doubles league an extra date (historically curling has started on a Monday and finished on a Saturday, leaving Open Doubles with one week fewer than other leagues).

ACTION: Mike to note these requests and suggestions for the incoming club manager

- Newbie Lessons Club Membership Fees - B1.3 Beginners-Learner & Newbie Lessons last year only paid a Half Season membership fee of \$32.50 in December. When I change the fee on Jan. 1st can I refund those who have already paid full price? If so, from what date?

Melissa (who asked Janice about this) should request this of the Board directly, including the specific number of people it affects.

- International Tankard Participants - See Board File for details & <https://www.internationaltankard.com/>

Bonspiel (in Seattle this year) for people from the region's clubs to acknowledge significant contributors and volunteers. The club pays some money towards the cost. We sent 2-3 people last year. Board should determine who will go.

ACTION: Anne to coordinate participants for the International Tankard

- Delivery Sticks- can we purchase more?

One delivery stick is missing. Sticks cost around \$90 each. Board is generally in favour of purchasing more sticks; item tabled for next year's Board.

- U18 Juniors Financial Support- email sent to Board

MOTION: the Board will support the U18 juniors with \$3000 for this year's Nationals. Moved by David, seconded by Tim, **Motion carried.**

- Lapel Pins for Juniors- How many per curler?

Juniors requested 50 pins to take with them to Nationals. Board approves.

- Replacement of TV in Upstairs Curling Lounge - should we put in request for 2025?

BC Winter Games coaches suggested upgrading the TV in the lounge so that can be used for presentations. The TV belongs to the City and we would need to request that the City purchase a new TV. Request 55-65" TV. This is an item for the City Relations committee; Janice suggested asking Val Tepes.

ACTION: Pierre to request the City purchase a new TV for the curling lounge

- Will need to replace a chipped rock- purchase suggested at the end of the season until then a repair will be done.

The chipped rock is being repaired but this is a temporary fix. Janice suggested that sourcing a new rock is something the incoming club manager can do, in consultation with Andrew Heschen.

ACTION: David to coordinate sourcing a new rock

- Suggestion from League Rep. Meeting-get another rack for running the rocks

Anne searched online and could not find any similar contraption. It is assumed that someone (likely a club member) made the rack themselves. Janice noted the current rack is breaking and would eventually need to be replaced as well.

ACTION: David to coordinate sourcing a rock rack

- [Club inventory stored at Janice van Veen's office](#)

Janice has several club items currently stored in her home office. The Board feels club items should be stored at the club in the storage room. Janice is concerned that there may not be enough space in that room for all the equipment. Some Board members will assist in a cleanout of the storage room to create room for the equipment.

ACTION: Board members and Janice meet at the club on Feb 3rd at 1pm to clean out the storage room and store club inventory that Janice will be bringing. Anne, Paul, Pierre, and David will assist.

8. Committee Reports

Bar Committee

- [Bar P&L to Dec 31, 2023](#)

Anne & Steve are meeting with Connor at the end of the month. Fridge will likely need to be replaced in the next 2-3 years. Connor will likely be making a proposal to the Board next month. The bar was open for two private events recently, a positive development to bring in extra non-curling-related revenue.

ACTION: Pierre to address the members at the AGM reminding them to support the bar

Finance Committee

No additional report

City Relations Committee

Obligations from the last meeting concerning Janice's resignation were met (see Old Business above).

Item from League Reps meeting: Senior mens is asking for a reduced rate for senior's rate for bonspiels. Pierre apologized for not following up on this previously.

ACTION: Pierre to make a request on behalf of the club that the City provide a senior's rate for bonspiels

Strategic Planning Committee

Nothing to report

Via Sport Grant Committee

The Final Report for the ViaSport "Rally Together – Sport Volunteer Grant," which has supported the running of the Try Curling sessions final report is due January 30, 2024. Amber is gathering the needed information on the actual expenses and the number of volunteer hours for the club, and will be submitting the report on or before January 30th. The "Rally Together" themed grants from ViaSport were one-time grants to support sport organizations recover from the impact of the Covid-19 pandemic, so we are not able to reapply. There are no other viable grant opportunities from ViaSport for the club to apply to currently, but the Grants Subcommittee will keep an eye out for additional opportunities as they arise.

As discussed with the Board Secretary, a new email alias “grants@portmoodycurling.ca” will be created, which can be set up to forward emails to the members of the Grants Committee going forward. This will help with consistency in communications between funders and the club regardless of changes in Grants Subcommittee membership.

Upcoming – the BC Community Gaming Grants program “Sport” stream application period is between March 1 and May 31. The last time we applied (2022) the application was denied on the basis that the Bylaws permit the remuneration of the Board; it is anticipated that this section of the club’s bylaws will be eliminated at the AGM on March 9, eliminating this barrier (see Governance Subcommittee report). The Grants Subcommittee will prepare a proposal for the application for the next Board meeting, then proceed to drafting and submitting the grant application by May 31 (and after updated bylaws have been submitted to the BC Registrar of Companies). We would find out by the end of September if we are successful in getting a Community Gaming grant this year.

Report submitted by Amber Kostuchenko

ACTION: Mike to create grants email alias for the grants subcommittee

ACTION: Amber to review the City of Port Moody Community Grants opportunity (application deadline is January 31, 2024)

Governance Committee

The last time the Bylaws were updated and filed with the BC Registrar of Companies was in 2022; however, the Board tasked the Governance Subcommittee with reviewing and updating the bylaws with an eye to cleaning up language, and modernizing the bylaws. This work is ongoing; however, there is an urgent need to amend the bylaws to address Part 7 – Remuneration of Directors and Signing Authority by removing 7.1, 7.2, and 7.3, which currently state:

Remuneration of Directors

7.1 The Society may:

(a) pay a Director remuneration for being a Director.

(b) subject to the Act, pay remuneration to a Director for services provided by the director to the Society in another capacity.

7.2 Any payment totaling over the current cost [of] a single membership fee to a single director in a finance year must be approved by a special resolution at a members meeting.

7.3 All Board directors will receive full remuneration [sic] of their Society Membership.

The Governance Subcommittee recommends that the following resolution be put to the members at the March 9, 2024 AGM:

Resolution – Amendment of Port Moody Curling Club Bylaws to remove sections permitting remuneration of Directors.

WHEREAS:

The Port Moody Curling Club Board wishes to apply for a BC Community Gaming Grant for the 2024/25 curling season, and has previously been denied this grant, in part, on the basis that the current Port Moody Curling Club bylaws, filed with the BC Registrar of Companies on March 13, 2022, permits the remuneration of directors by way of payment of their membership fees:

Part 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY, which states:

Remuneration of Directors

7.1 The Society may:

(a) pay a Director remuneration for being a Director.

(b) subject to the Act, pay remuneration to a Director for services provided by the director to the Society in another capacity.

7.2 Any payment totaling over the current cost [of] a single membership fee to a single director in a finance year must be approved by a special resolution at a members meeting.

7.3 All Board directors will receive full remuneration [sic] of their Society Membership.

Repealing the pertinent sections of the bylaws will eliminate this barrier to the Club to being an organization eligible to receive a BC Community Gaming Grant.

THEREFORE, BE IT RESOLVED THAT:

The Port Moody Curling Club Bylaws be amended to:

- remove sections 7.1 to 7.3 referring to remuneration of Directors;
- renumber 7.4 (a-d) as 7.1 (a-d); and
- Part 7 be re-titled as “Part 7 – SIGNING AUTHORITY.”

MOTION: The above resolution be put to the members as the forthcoming AGM on March 9, 2024. Amber moved, Tim seconded. **Motion carried.**

Social Media Committee

There has been lots of activity/excitement about events over the holiday months with the new bonspiel and holiday parties. The juniors have really had a great past month with lots of exciting news on their accomplishments/fundraising efforts.

The winter seasons have started for various leagues and the website schedules have been updated for those that submitted.

We were able to download a PDF of the website analytics for the past month which is attached. There has been an uptick in new users. This is likely due to interest in the newbie programs.

I also attached a snapshot of what pages people are looking at. For example there was a jump in users on January 9/10th and looks like that was a result of people getting registered and looking for information on the newbie programmes/spiel.

Report 23: [Overview of Site Use](#)

Report 24: [Pages and Screens viewed](#)

It seems like from the data from these snapshots people are mostly using the site to look up the members page, league schedules and registering for the various programmes and spiels. The majority of people are using the homepage to navigate throughout the website.

If there is interest we could do a bigger snapshot of time and do a report of the first half of the curling season compared to the second half to see what happens over that time and what sections of the website are used during what times.

That's it for this month!

Report submitted by Lindsay Graf

9. New Business

- Club Championship
 - [Lounge & sheet bookings](#) for March 9, 2024
 - Anne will organize the draw; Mike will assist
 - Lindsay will take care of catering; Amber will assist
 - Club Jackets & crests – Anne will organize getting samples; same person who orders jackets does the crests

ACTION: Anne to ask leagues if they are sending a team for the club championship

ACTION: Anne to coordinate jacket samples and club crests for the club championship winners

ACTION: Janice to contact City to request Ken McArdle handle the ice preparation for the club championship (Cc the Board)

ACTION: Lindsay to coordinate catering for the Club Championship/AGM

- AGM Preparation
 - [Draft agenda](#) has been created
 - Agenda and any special resolutions will be sent out to members on or before February 17, 2024
 - Final AGM Package (including president's report, treasurer's report, club manager's report, bar manager's report, and league reports) will be sent out to members on March 3, 2024
 - David will liaise with Board committees to incorporate their reports into his report for the AGM. This includes an update on last year's special resolution concerning ice conditions.
 - David noted that maintaining good ice conditions and determining the best approach for this is an ongoing matter for the Board, not necessarily tied to any specific resolution.
 - Board elections
 - Mid-term directors: David, Mike, Tim, Lindsay, Amber.
 - Directors whose terms are expiring but eligible for an additional term: Anne, Paul, Pierre, Steve.
 - Steve will not be seeking re-election and is opting not to remain on the board as Past President.
 - There are no Directors whose terms are expiring who are not eligible for an additional term
 - Note: Taimi was removed as a board director, leaving one vacancy.
 - League reports
 - Ask each league rep for: number of curlers, winners info; league season remarks/summary; suggestions for next season
 - Remind league reps that these reports are included in the agenda for the entire membership; they are not meant as board feedback
 - Also ask for names of any members or former members who have passed away this year

ACTION: Mike to send out request for reports on February 10

All reports are due by February 26

- Integrating New Curlers (item from League Reps meeting)

There was significant discussion at the League Representatives meeting about how the club/leagues should integrate new curlers, particularly in light of the popularity of the Try Curling program. While all leagues are open to anyone when registration opens, The bigger question is how can we integrate new, enthusiastic curlers into our club midway through the year.

At the League Reps meeting it was noted that some daytime leagues have welcomed new curlers, but evening leagues are more difficult to join either because they are full or because the league structure does not easily allow for new teams to join midway through the season. It was also noted that the solution of adding a second evening draw is generally not preferred by members.

DISCUSSION

- Janice drew attention to the club's policy: A full league is defined as 13 teams. Any league that is full must offer a waitlist; if a single draw league has 16 teams or more including the waitlisted players, that league must expand to two draws at the next logical point in the season (paraphrased)
- It was noted that only one league (Friday Rocks) met that criteria this season
- The Board will not *mandate* this of leagues but will strongly reinforce the club's policy
- Some other options for integrating new players:
 - Start a new league mid-season, either as a late draw on a weeknight, or on a Wednesday night where two sheets are available. This, however, requires someone to run the league
 - Provide a "drop in" league for new players in an available time slot. Again, this requires some coordination. In addition, a drop-in league is hard to facilitate financially – the club may have to make a loss on such a league with the view that this would encourage more participation
 - Have the new players sign up as spares on a weeknight league. This has been raised before, and the major issue is that leagues tend not to call spares from the spares list when a player is away. Players usually recruit their friends (sometimes from other clubs) because they want to win and because it's easier than finding the spares list and contacting a person they don't know. One solution here is for leagues to use a Sparemaster (a time-consuming job)
- It was noted strongly that for us to have a successful club it must continue to grow, and if this means that players have to occasionally play a late draw, that is the price members must sometimes pay. A growing, healthy club is to the benefit of all members
- There is some synergy with this discussion and strategic planning – this should be aligned with a strategic goal
- Proposal: incorporate this as a task for the Strategic Planning Committee, with the goal of providing a set of guidelines and suggestions for leagues for the 2024-25 season.
 - Reinforce the existing policy

- Include other creative proposals for integrating new members

ACTION: Tim to produce a new curler integration and club growth guidelines. Mike and Amber to assist

ACTION: Pierre to address this with the membership at the AGM. Reinforce the existing policy and note that what is good for the club is good for every member. Growth is in the interest of the club.

- Gender- and Age-specific league designations (item from League Reps meeting)

It was discussed at the League Representatives meeting that gender- and age-specific league designations are not strongly enforced. Should these designations be retained at all?

DISCUSSION

- The designations are guidelines rather than laws
- Newbies coordinators encourage new players to sign up for anything, regardless of the league's official designation
- Age designations ("seniors") impact the ice cost rate. Removing this designation would increase the ice fees for those leagues
- Proposal: add some language to the website around inclusivity: eg. "While league names and designations are bound to history and context, PMCC encourages an open and inclusive environment"
- These are good topics for strategic planning that we want to continue to follow up in coming seasons

ACTION: Tim to add this item to the Strategic Planning committee's remit

10. Any Other Business

Two league members have applied to be the new club manager; David has been in contact with one already. The Board is confident that we will have someone in place for February 7th when Janice's term concludes. If no suitable candidate is found by that time, the Board will take on the club manager's responsibilities for the remainder of the season until such time that a new manager is in place.

11. Next Meeting

- Future Meeting Dates:
 - Thursday February 29, 2024; 7:00pm
- League Representatives & Treasurers Meeting (FYI):

- Saturday March 2, 2024; 1pm
- Club AGM: Saturday March 9, 2024; 12pm

12. In Camera

13. Adjournment 9:02pm