



PMCC Board Meeting Minutes

Sunday, January 12, 2025, 7:00pm

Port Moody Recreation Centre - Party Room behind the Curling Lounge

1. Call To Order 7:00pm

In Attendance: David Cousins, Pierre Gallant, Anne Girbav, Mike Goetz, Lindsay Graf, Amber Kostuchenko, Tim Loblaw, Paul Longley, Ross Powell

Guest: Jane Hanson, club manager

The meeting was chaired by David Cousins

The minutes were prepared by Mike Goetz

2. Adoption of Agenda

Adopted without amendments

3. Approval of Minutes

- Minutes from [November 24, 2024](#) Meeting

Approved without amendments

4. Old Business

Resolved

A. Elmer Woods Bonspiel

The event is going ahead and as of January 10th they have 13 teams registered.

B. School Groups

The City has indicated that they are short of instructors, particularly for weekday daytime bookings. The City has indicated they are open to a couple of options:

- The club refers members to the City who are interested in being hired as instructors and are available for the confirmed dates. Those members would need to complete a police information check as well as complete the onboarding process which includes approximately 7-10 hours of online training as well as onsite training. OR
- The club books the ice with the City at the rate they would charge the schools and then manages the booking itself by facilitating the school program with the use of member volunteers or club appointed instructors.

For upcoming bookings in February the City is moving ahead with Option 1 and Jane is contacting coaches who would be interested in becoming City instructors (Jane to provide a further update).

The Board prefers the first option, where the City continues to coordinate these bookings. The Club will be the “recruiting agency”, referring members to the City for coaching/supervision. The City will continue to do the onboarding.

Outstanding

C. Facility maintenance: ceiling drips and on-ice safety

Jane sent a response to Joanne concerning the planned building improvements, to see if they would consider additional off-season improvements such as installing LED lighting and/or drip pans. Jane reported that the City is willing to consider these options but this needs to be discussed more.

Jane has her next meeting scheduled with Joanne in March; Pierre will join this meeting to articulate the club’s requests.

ACTION: Jane to invite Pierre to her next meeting with Joanne. Pierre to present options for the City to consider LED lighting and drip pan installation.

D. Saturday Social Curling League

Mike & Jane set up the Saturday Social League ice booking & Curling I/O. Lindsay and Anne promoted the Saturday Social league on social media & the website.

The Saturday Social Curling league ran the first of three nights on January 11th. As of January 10th, 38 people have signed up. Registration remains open for more people to join for the remaining two sessions.

Participants do not need to be members, but if this trial project is deemed successful and participants would like to continue the league into February and March, then membership will be required (Curl BC requires membership for participants who curl four or more sessions in a

season). Membership fees would be \$59.50 (½ club membership of \$37.50 plus \$20 Curl BC and \$2 Curl Canada).

Tim provided an update on how the first session (Jan 11) went:

- 40 people were registered; 37 showed up although two (2) very-newbie, non-members (i.e., no experience) decided not to play as they thought instruction would be provided. They will be coming back though.
- All five sheets were used although a number of teams played as a team of three.
- Tim designated sheets 1-5 according to skill level so that teams of equal skill would play together.
- The majority of participants were couples. Two (2) full teams of four showed (both teams new to curling).
- For future weeks: ensure all participants have signed up

ACTION: Mike to check how many participants are members

E. Practice Ice Policy

Governance Committee to prepare a practice ice policy/procedure and review other clubs' practice ice allocation policies: Tabled.

F. Bylaw Review

Governance committee to review the bylaws and suggest any amendments: No major bylaw amendments will be presented at this year's AGM.

ACTION: Amber to follow up with Moira to conduct a bylaw review.

G. Try Curling

Jane and Ross to send a follow-up email to Try Curling participants with information about our Newbies program, leagues that welcome beginners, and the new Saturday Social League: done. Ross developed a survey, and Jane sent it to all Try-Curling participants from the Fall 2024 sessions.

ACTION: Jane to send a follow up email to the initial recipients with an ending date to receive the surveys

ACTION: Ross to report the survey results to the Board at the next meeting

ACTION: Amber to send Ross last year's survey results

H. Membership Engagement

Anne to develop a list of volunteer roles: Tabled.

Jane to put together a volunteer manual: In process. Jane has created a rough draft and plans to have a draft for review by the end of February (or earlier).

I. Sponsorship Opportunity: Tidal Mechanical

Mike followed up with Shanda Williams (marketing strategist working with Tidal Mechanical). Tidal is interested in club sponsorship for the remainder of this season and next season, and Mike & Shanda have worked on a sponsorship proposal.

[Tidal Mechanical Gold Sponsorship Proposal](#)

MOTION: Port Moody Curling Club agrees to engage Tidal Mechanical as the club's Gold Sponsor as presented in the attached sponsorship proposal. Moved by Mike, seconded by Pierre, **Motion carried.**

Paul noted that the club had already received \$1000 from Tidal in anticipation of solidifying this agreement. Given the additional funding the club is receiving, a question was raised about how these funds will be used.

ACTION: Anne and Paul to work on some proposals for allocating funds in the offseason

J. Club Coaching Stream Initiative

Ross to investigate Curl BC's one-day coaching course and bring a proposal to the board: In process. Ross has made contact with people at Curl BC to set up a coaching clinic but progress is proving difficult.

The main initiative here is to train up some more coaches at our club.

K. Single Ice Contract

Jane and Pierre to re-address the single ice contract proposal with the City at the end of the season: Jane discussed this with Joanne at a meeting on January 8.

Joanne is going to present this idea to the City again. Jane talked to them in comparison to how they do it for hockey. It's better for the City because of the number of constant changes to the ice contracts.

Jane noted that a single ice contract would require the club to rent out all six sheets, which would likely cost more than what the club is paying this year, given that not all leagues use all the sheets. Managing a single ice contract could also be more administratively complex for the club.

There was broad support to be proactive in this initiative. The club needs to present the City with a proposal.

ACTION: Paul, David, and Mike to prepare a financial proposal to the City for a single ice contract based on the current season's usage.

ACTION: Paul and Pierre to join Jane at her next meeting with Joanne in March.

L. Curling Day in Canada

Mike, Anne, and Tim attended the online Curling Day in Canada webinar. The event was plagued with some technical issues, and was fairly low on useful content. A recording of the webinar is available [here](#).

Mike added PMCC to [Curling Canada's web page](#) of participating clubs.

The board decided on the following plans for the Curling Day in Canada Open House & Funspiel:

- Entry price will be \$50 per person + GST
- The club will offer two free entry spots per league as a thank you to club volunteers
- The Open House will run from 10am to 12pm and will be similar in format to the September Open House
 - Four sheets have been booked for the Open House (two are set aside for Special O)
 - Three sheets will be set aside for beginner/throw a rock for the community/Open House participants
 - One sheet for "Canada's Big Shootout" competition, for club members
- Open House Marketing/promotion
 - Jane will print and hang posters in the Rec Centre and local establishments
 - Lindsay to produce posters & post on social media
 - Set up a table at the rec centre a week or two before the open house to invite people: David will attend on Feb 8th, Amber will attend on Feb 9th.
- Prepare promo materials for the 2025-26 season to hand out to Open House participants
- Bar will open at 11am – Jane to liaise with Connor
- Mike & Anne to confirm the Funspiel draw times
- Mike to add the event to Curling I/O
- Lindsay to prepare a poster & promote the event on socials & website (separate posters for Open House and Funspiel)

MOTION: PMCC to charge \$50 per person for the Curling Day in Canada Funspiel. Moved by Paul, seconded by Tim. **Motion carried.**

ACTION: Mike to email leagues offering two Funspiel spots. Offer two spots; response required by January 20th.

ACTION: Paul to order Curling Day in Canada merch for prizes

Future

Action items to be kept aware of

- Paul, Ross, and David create a standardized bonspiel playbook, to be presented to members at the AGM.
- Plan an improved practice ice booking system for next season (unassigned)
- Review website in the offseason; consider simplifying the content to reduce maintenance costs and make it easier for non-technical people to update content (unassigned)
- Consider upgrading club equipment
 - Second speaker
 - Tech recommendations from WIC event: floor cable cover, microphone stand, power extension cord, USB presentation remote, podium

5. President's Report

No report; general remarks with a focus on ice quality issues.

6. Treasurer's Report

Paul is currently dealing with Stripe, who have suspended payments pending an account update but he has had difficulty logging in and Stripe support has been... challenging. We have already moved our Curling I/O payment transaction provider to SportsPay, so this is not a long-term issue – we just need to get remaining funds from Stripe.

Everything else is running smoothly.

7. Club Manager's Report

December was a busy month for the club. Email traffic was steady - 20+ messages a day, 4-5 phone calls a week. Subjects included:

- Questions on try curling/newbie clinics
- Support with registering on Curling I/O (participants)
- Requests for curling I/O changes to league info (league managers)
- Requests for holiday party setups

- Communication with bonspiel organizers on ice contracts, lounge set ups, etc..
- Communication with the City on:
 - Ice Quality
 - Maintenance
 - Ice Contracts (Bonspiels, practice ice, new clinics)
 - Lounge Fees
 - School Groups

Issues to bring forward for discussion:

1. A mistake was made, during the time the brooms were taken for maintenance over the holidays an external booking was scheduled by the City. The group did not have access to the brooms and the City had to refund them. The cost of this refund is \$553. The City would like to cost share this with the Club. Are we willing and able to contribute?

I understand that to prevent this I need to confirm with the City if and when the brooms are ever not available. And will make sure to do so going forward.

MOTION: PMCC offer to pay half the refund amount. Moved by David, seconded by Ross. **Motion carried.**

2. Broom Maintenance (Part 2)
 - a. Current broom supply was purchased in full by the City.
 - b. The City charges a rental fee during any external ice bookings. The City does not charge the club to use the brooms. To my knowledge, the Club does not charge a rental fee for leagues, including Try Curling or Newbies, to use the brooms.
 - c. In the past, the Junior league arranged and paid for maintenance of the brooms. In return the City paid a fee to the Junior League. Joanne does not believe this fee has been paid for several years. As the brooms are not a cost neutral expense for the City, the City does not wish to reinstate paying a fee to the Junior League.
 - d. The City would like to take over broom maintenance but would like to have a clear understanding of what that entails. What is required to keep the brooms in good working order?

ACTION: Jane to contact Darren Kent to confirm what broom maintenance the juniors have been doing. Jane to liaise with Andrew Hession to outline what is involved for maintaining the brooms.

3. One Ice Contract
 - a. I spoke to Joanne about the concept of one ice contract. The initial creation and then ongoing updates to the ice contracts is a large administrative burden for the City. Reducing this burden is appealing to the City. However, more discussions from the City side would have to happen.

- b. Challenges for the Club:
 - i. Taking on that administrative burden of creating the schedules, possibly organizing the ice cleaning, etc. This would require additional administrative support to manage.
 - ii. Currently we are able to rent only the number of sheets we need, under a one ice contract we would be paying for all 6 sheets which could impact the smaller leagues.
 - iii. Would we want to be the contract holders for user groups outside of the club who want to use the ice? If yes, do we have the capacity to take this on?
 - c. I will continue to work with the City to flesh this idea out to a full proposal that could be presented to the board.
4. School Group Bookings
- a. Tracey Crawford-Smith is being onboarded to cover the coaching needs for two school events this spring in conjunction with 2 coaches that the City already has on their roster.
 - b. Does the club want to take over managing school bookings? How much time are we willing to devote to school groups? Would we have coaches available to staff? Are there other implications including criminal record checks, insurance, helmets, etc. [NOTE: This was discussed above under Item B. School Groups]
5. Accidents - we have had 3 accident reports submitted since the new year. One of which required first aid from the City staff.
- a. City is asking for the club's official position on helmets. I advised that we are in line with Curl BC that helmets are not required but strongly recommended. I confirmed that the majority of our participants do not wear helmets. City wants to know if the club has an appetite for revisiting a helmet mandate.

The board is satisfied to continue to follow Curl BC's guidelines for on-ice safety.

ACTION (for future): run another 'helmet drive' to do another mass helmet order

- b. City asked if we would be interested in starting having a "safety person" identified for each league similar to minor hockey.

ACTION: Tim to review the idea of assigning a *safety person* for each league

6. Future Scheduling
- a. Ensure that Try Curling happens the weekend before each Newbie Lessons/5 pack starts. This way Try Curling participants could be funneled in.
 - b. Work to ensure that practice ice does not conflict with any Try Curling, Newbie or ad hoc clinics. This will reduce the amount of ice contract changes required and increase access to practice ice.

- c. Planning a meeting with the City at the end of the season to set a schedule for completing contracts for the 2025-26 season.

ACTION: Mike to start the process for setting the 2025-26 calendar

- 7. Volunteer Manual
 - a. Starting in January, I have begun drafting a volunteer manual. Will have the final draft ready for review by the end of February. I have been connecting with outside clubs to obtain samples and am working from there.
- 8. Try Curling Jan 25th
 - a. 16 registrations
 - b. 3 coaches confirmed (Carol, Ruth and Elaine)

8. New Business

A. Lounge Charges for Bonspiels

Daytime bonspiels such as Guys and Dolls and Elmer Woods would like to avoid paying for the lounge when they are not using it exclusively.

The board would like to see the City provide signage when the lounge is reserved for an event. Bonspiel organizers should expect that booking the lounge is required for bonspiels. More information will be included in the Bonspiel Playbook that is being developed.

B. Incident with Broom Removal and City Event

The club/City brooms were removed for cleaning on Saturday December 21st but the City had a private booking on Sunday December 22nd which had to be refunded. The City would like the club to share the cost of the refund.

[discussed in Jane's report]

C. Club Calendar 2025-26

Planning needs to begin now for next year's club calendar. This involves confirming facility dates with the City (including stat holidays) and confirming bonspiel dates.

[discussed in Jane's report]

D. Curl Power Promotion

Curl BC is running a promotion to encourage clubs to promote the cinema release of "Curl Power", a documentary film about five teenagers who pursue their goal of winning the Canadian Junior Curling Championship. The movie is showing in local theatres on Sunday January 26th.

Our club can win \$1000 if we sell the most tickets (among other clubs with over 400 regular curlers).

The board is happy to support this initiative on our social media channels and standard communication, but not beyond that.

E. Scottish Curling Visit

Two representatives from Scottish Curling will be visiting Vancouver for the Invictus Games between February 7th and 13th, and would like to visit local curling clubs to “find out more about your youth programmes, adaptive programmes, transition from come and try to club membership, and retention of members.”

ACTION: Jane to reply to this inquiry, with a suggested date of February 11th

9. Committee Reports

Bar Committee

Connor purchased a new back fridge and disposed of an old unused freezer. A new bartender has been hired. The main bar fridge may need to be replaced soon.

Thank you to Mike Glassco who made a new sign for the bar.

Connor is running the bar for the Inlet Theatre event on Feb 8th.

City Relations Committee

Nothing additional to report

Strategic Planning Committee

Nothing to report

Grant Committee

We expect to hear from the Spirit of Coquitlam grant by the end of January.

Amber is applying for a Port Moody grant to a maximum of \$3000. Applications are due by the end of January.

Governance Committee

Nothing to report

Social Media Committee

The Main focuses of our Social Media have been on Bonspiels, Newbie and Skill Development Programs. Nothing major to report on the website since our last meeting.

Curler Development Committee

[Curler Development Report](#), submitted by Ross Powell

ACTION: Ross and Melissa to strategize on an optimal schedule that provides participants with a clear path for club engagement. Tim advised that they think about it from the *user's* perspective

ACTION (for future): prepare materials (printed and digital) with club information that can be distributed to Try Curling participants, Newbies, Open House participants, visitors, etc.

10. Any Other Business

Add discussion item to the next agenda as we consider new board members: what skills and representation are we as a board lacking?

11. Next Meeting

2024-25 Board Meeting schedule:

- Sunday February 23, 2025; 7pm: final meeting for the current board

Other Dates of Note:

- Saturday February 22, 2025 - Curling Day in Canada Open House & Spiel
- Saturday March 1, 2025 - League Reps Meeting, 12pm
- Saturday March 8, 2025 - AGM, 12pm

12. In Camera

13. Adjournment 9:06pm