

QUALICUM & DISTRICT CURLING CLUB (QDCC)
SEMI ANNUAL GENERAL MEETING
Minutes of April 10, 2018



1. CALLED TO ORDER:

- a. Chair Rob Diack called the 2018 Semi Annual General Meeting (SAGM) to order at 7:00 pm and welcomed everyone to the SAGM meeting.

2. NOTICE OF MEETING AND PROOF OF DISTRIBUTION:

- a. Robert Jensen confirmed that, on February 15, 2018, the notice of Semi Annual General Meeting for April 10th, and the proof of distribution was achieved by sending emails to all members; launching the announcement on the website; and providing hard copies at the Curling Club.

3. REPORT OF QUORUM:

- a. It was confirmed that twenty (20) eligible voting members would be required for this meeting. Furthermore, it was confirmed that forty-three (43) QDCC members actually signed in at the time that the meeting was called to order. As a result, a quorum was met.

4. APPROVAL OF AGENDA:

- a. Copies of the Agenda for QDCC Semi Annual General Meeting (SAGM) were made available.
- b. There were two amendments to the agenda (Item 6 c. and one more topic in Item 11).

MOTION: Moved/seconded by Sean Herbert/Fred Coppock that the agenda for the Semi Annual General Meeting, be approved as amended.
CARRIED

5. MINUTES OF QDCC ANNUAL GENERAL MEETING AND QDCC SPECIAL GENERAL MEETING:

- a. Copies of the QDCC Annual General Meeting (AGM) of September 6, 2017 were made available.

MOTION: Moved/seconded by Geoff Birt/Sandy Horsland, that the minutes of the QDCC AGM of September 6, 2017 be approved as circulated.
CARRIED

- b. Copies of the QDCC Special General Meeting (SGM) of February 17, 2018 were made available.

MOTION: Moved/seconded by Lori Diack/Barb Birt, that the minutes of QDCC SGM of February 17, 2018 be approved as circulated.
CARRIED

6. REPORT FROM THE CHAIR (Rob Diack)

- a. Fundraiser: Rob reported that there was an opportunity to acquire some Curling Canada Merchandise, at a very reasonable price, which the Board approved to use it as a fundraiser for the Club. As such, the clothing was on display in the lounge for the members to view and purchase, as required.
- b. Highlights of 2017-2018:
 - The QDCC Recruitment Committee has finalized its process to hire a new Club Manager. It was a pleasure to announce that Bev Shaw has accepted the position.
 - The approval of the QDCC Constitution and Bylaws was considered the leading highlight of the year. It was important to point out that the 2018-2019 Board of Directors shall comprise no more

than fifteen (15) individuals. With the upcoming elections, the Board encouraged volunteers to step up and support the Club.

- St. Mark's Fair Flea Market is scheduled on Saturday, July 18th. Eileen Leachman is the point of contact and it requires volunteers to assist with its operations to be successful. Please sign up.

- c. QDCC Directors – End of Term: Chair Rob confirmed that several Directors on the Board have completed their term in office. A sincere recognition and thank you for all of their hard work was given to five (5) members: Charles Shier, Verne McShane, Shannon Roberts, Peggy Burfield, and Lena West. Also, it was important to recognize Peggy Aikman for her work as Club Manager and express thanks her participation with the Board.

7. **REPORT OF THE FINANCIAL POSITION** (Peggy Burfield) *Reports circulated.*

- a. Hard copies of three (3) financial documents were provided and circulated:
 - QDCC Balance Sheet as of March 31, 2018;
 - QDCC Comparative Gross Margin Income Statement as of March 31, 2018; and
 - QDCC Budget Comparison as of March 31, 2018.
- b. With respect to the overall financial position, Peggy reported the following:
 - Fundraising efforts between St. Marks Fair Flea Market and the Beachfest (approximately \$10,000) made a difference.
 - Gaming Income (including BC Gaming Grant, Poker Nights, 50/50 draws and raffles) used to support Junior Curling Program with funds transfer to accounts: BC Hydro \$5,000 and FortisBC \$1,000.
 - BC Gaming Grant to be applied next year.
 - Town of Qualicum excused the QDCC Loan of \$10,000 providing a savings of \$5,000 per year over the next two years.

MOTION: Moved/seconded by Peggy Burfield/Jerry Ockey, that the financial reports as of March 31, 2018 be approved as circulated.

CARRIED

8. **SELECTION AND APPROVAL OF FINANCIAL REVIEWER** (Peggy Burfield)

- a. Peggy indicated that McIntosh, Norton and Williams (Chartered Professional Accounts [CPA] of Qualicum Beach) were interested to continue work with QDCC.

MOTION: Moved/seconded by Peggy Burfield/Bruce Feltham, that McIntosh, Norton and Williams, Certified General Accountants, be approved to review the 2017-2018 financials of the Qualicum and District Curling Club. **CARRIED**

9. **REPORTS FROM THE DIRECTORS** (Highlights)

- a. Programs and Services – Charles Shier (*Report submitted*)
 - Highlights of 2017-2018 included comments regarding Novice Clinic, Junior Program, Intermediate Clinic, and CurlBC Competitive Coaching Clinic.
 - Thanked numerous volunteers and our fabulous Junior Program Coaches. WELL DONE!
 - Notes for 2018-2019 included more coaching resources for the Junior Program and to hold a Novice Clinic (Fall 2018) as important aspect to reinvigorate membership and league numbers.
- b. Bonspiels – Charles Shier (*Report and Bonspiel Budgets submitted*)
 - Overall in 2017-2018 entailed a successful year, good team numbers, and positive financial results, with the transition of the Men's Bonspiel to November. Special thanks to all bonspiel organizers.

- Notes for 2018-2019 included to identify event organizers early, get marketing activities rolling, and confirm caterer/food services.
- c. Leagues – Steve White (*Report submitted*)
- Overall highlights 2017-2018 included registration of 11 leagues and one junior league; regular meetings with League Representatives (Reps); and status of leagues as of April 10th.
 - New initiatives entailed Spares Sign in Registry implementation and launched Google Calendar, while the Wednesday Dine and Slide League was a shortfall due to lack of enrolment.
 - Projects Pending: Early Registration System implemented; new leagues forming for 2018-2019; Club Championship Policy under review.
 - Key Concerns: To ensure all leagues have League Reps.
- d. Membership – Rob Diack (*Report submitted*)
- Highlights: New Monday mixed league is promising with the retention of members.
 - Project Pending: Talks planned at Newcomers Groups (over the summer months); as well as, reaching out to Welcome Wagon and Real Estate companies.
 - Key Concerns: Difficult to identify new curlers or to have curlers join club league and retain members.
- e. Social and Special Events – Hugh MacKay
- 2017-2018 activities (including Saturday Poker Nights) generated \$1,436.00 revenue.
 - Project Pending: To schedule a golf tournament this summer (currently slated for June).
- f. Volunteers – Shannon Roberts
- Highlights for 2017-2018 included the success of St. Marks Fair Flea Market (Ice House Cafe, BBQ outside, and flea market); Beachfest; and the Qualicum Fair (one-day event). Peggy Burfield explained that Beachfest supports ‘charity’ organizations, which QDCC is not one of those and will not apply for participation in 2018.
 - Project Pending: Recording of volunteer hours is essential for Gaming Grant. For 2016-2017, approximately 1,620 hours spent for program activities only, this is equivalent to \$15,400.00.
 - Key Concerns: Need volunteers for St. Marks Fair – sign-up sheet available today.
- g. Facilities – Verne McShane and Darryl Aikman (*Report submitted*)
- 2017-2018 curling season was uneventful from a facilities perspective.
 - Project Pending: Summer maintenance includes electrical upgrades; repainting and repairing downstairs viewing and locker areas; reorganizing storage area and copy machine room; and address back stairs lighting issues.
 - Key Concerns: With Ilonka is moving on, no kitchen services is in place for next season.
 - Question raised regarding ice cleanliness: suggestions included the use of boot cleaner, acquiring heavy duty mats, and pulling rocks out, then sweeping in the corners. To review for 2018-2019.
- h. Bar – Dave Rogers (*Report submitted*)
- Overall, the bar made a little bit of money.
 - 2017-2018 Update: a refrigerator replacement is in progress; liquor license change (with Town of Qualicum approvals) has been sent to the Liquor Board for final approval; beer stock diminished; investigating more products to sell next year; and signed up for Food Safe Course.
 - Projects Pending: new beer dispenser anticipate by the end of June.

- i. Marketing, Publicity, and Communications – Robert Jensen
 - Highlights include: Curling mural in progress; website host provider upgrade with services from Nanaimo; and Facebook media contact person is Adam Walker.
 - Media Presentation: Pictures were taken through the 2017-2018 season. 150 slides were selected to provide a live media presentation with music.

10. CURL BC REP REPORT (Mike West)

- a. The 2018 Curl BC AGM is scheduled from June 15 to 17, 2018 in Burnaby.
- b. Curl BC has approved QDCC submission to host the Seniors Men and Women Island Regional Playdowns from January 18, 2019 to January 20, 2019.

11. NEW BUSINESS/OPEN DISCUSSION

- a. Presentation – Curl BC (Peggy Burfield)
 - Two presentations were made in recognition of the 2018 Curl BC Volunteer of the Year for QDCC. Congratulations to Robert Jensen and Lena West! Thanks for volunteering!
- b. QDCC Board Report Card (Robert Jensen)
 - Highlights entailed the report card document; signage improvements; establishing a Saturday Doubles league; and facility enhancement.
- c. QDCC Five Year Strategic Plan (Robert Jensen)
 - The Strategic Business Plan was developed with one main goal: *“Five years from now continue to be a viable curling club that is recognized as a major Curling Center asset for the community.”*
 - This living document concentrates on three areas of focus going forward: (1) Expand our volunteer participation; (2) Develop our coaching capabilities; and (3) Enhance our community involvement.
 - Copies of this document are available upon request.
- d. Length of Game (Charles Shier)
 - A detailed overview of the length of game was provided by Charles. It encompassed numerous factors which were highlighted as follows: keep the game going; need for consistencies; ice cleaning and maintenance; increase curlers; increase leagues; research feedback; and games within two (2) hours.
 - Since October 2017, various discussion platforms were applied and a continuous open dialogue ensued throughout the entire curling season.
 - During the QDCC Board of Directors meeting on March 19th, the Board took into consideration all of the open dialogue discussions with the membership, as well as the broad Curl BC research with regards to the length of game. As a result, the Board adopted a motion to implement the use of a buzzer at the one (1) hours and forty (40) minutes mark, to allow to finish that end and play one more end for the 2018-2019 Curling Season.
 - Charles completed his presentation.
 - Several members provided general comments, while others asked questions, to which the Board provided clarification.
- e. Thank you for Volunteering (Chair Rob Diack)
 - Chair Rob thanked all the volunteers for stepping up to the Club’s needs throughout this past season and noted that their support and direct involvement made a huge difference to the Club’s success.

- He encourages everyone to sign up as new Board members for 2018 Election of Directors.
- He pointed out that there may be a shuffle in Directors' roles and responsibilities with the incoming new Directors (with consideration to their skill sets).

12. NOMINATIONS AND ELECTIONS OF BOARD MEMBERS (Shannon Roberts)

- Consent to Act as Director (Form): Shannon reminded everyone that this mandatory form must be signed by all members who are prepared to act as a Director of the Club. The nominees should be prepared to commit to a two (2) year) term of office.
- Directors stepping down: Charles Shier, Shannon Roberts, and Lena West.
- Open for Nominations/Elections: There were six (6) members nominated for a two year term.
 - Fred Coppock Mike West Sandy Horsland
 - Peggy Burfield Evelyn Nordin Verne McShane

All accepted their nominations as directors for a two year term. No further nominations were presented. Voting commenced by a show of hands for each nomination. As a result, the aforementioned were declared as Directors by the voting members. Chair Rob Diack welcomed all the new directors to the 2018-2019 QDCC Board of Directors meeting and indicated that the first meeting will be scheduled later in the month of April.

13. SUGGESTIONS FOR THE GOOD AND WELFARE OF THE CLUB (Lena West)

- Board Mentoring:
 - Robert Jensen suggested that a Board mentoring progress could assist with potential future candidates to step up to the Board with an opportunity to the Board mandate and operations.
- Membership:
 - Lynne Noble stated that membership is the number one priority. It is important to look outside the box. Also, to target young working people would be beneficial. For example, School PAC (Parent Advisory Committee). A challenge the Board to make the club friendly.
- Board Encourage Membership to Coaching Support:
 - Sean Herbert stated that four (4) more coaches are required to run the Club programs. He stated that Curl BC would provide the training for a minimum of six (6) participates and if there were twelve (12) participates then two (2) trainers would be required. In fact, if there was a designated coach for every league, that would be ideal and they would be able to help with peak times.
- Club Roster:
 - Bob Esseltine asked if there was a means to access the Club Roster list electronically. Is it possible to email the information for everyone to have access?
 - *NOTE: A hard copy of the 2017-2018 Club Roster was provided to him. Also mentioned was the fact that there are some privacy issues with respect to full access of member's information.*
- Christmas Tea:
 - Irene Creally had volunteers to assist her with last year's event; however, she indicated that more support is needed. The Christmas Tea has been a traditional for 35 years.
- Coffee:

- Robert Jensen asked a general question and requested a reply by a show of hands only: “*Would you be willing to give a \$1.00 or \$2.00 donation if coffee was available before you curled (in the morning draws)?*”

14. **NEXT QDCC AGM:** Wednesday, September 5, 2018.

15. **ADJOURNMENT:**

MOTION: Moved/seconded by Barb Birt/Lori Diack that the meeting adjourn at 8:40 pm.

Original Draft Signed By:

Rob Diack, Board Chair

Original Draft Signed By:

Lena West, Secretary

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