



QUALICUM & DISTRICT CURLING CLUB

BOARD OF DIRECTORS MEETING

Minutes of May 31, 2018

Present:

Rob Diack	Peggy Burfield	Hugh McKay	Steve White
Robert Jensen	Fred Coppock	Verne McShane	
Evelyn Nordin	Sandy Horsland	Mike West	

Guest: Bev Shaw, QDCC Club Manager and Lena West

Absent: Darryl Aikman & Dave Rogers

1. **CALLED TO ORDER:** Chair Rob called the meeting to order at 6:33 p.m.

2. **APPROVAL OF AGENDA:**

- Additions of Curling I/O report and painting volunteer recognition
- Relocate the Review of Action items from last meeting to below Directors Reports.

Motion: Moved/seconded by Robert J./Hugh that the agenda be approved as amended.
Carried

3. **MINUTES OF PREVIOUS BOARD MEETING:**

- April 5, 2018 Board Meeting Minutes: No errors or omissions.

Motion: Moved/seconded by Robert J./Steve that the minutes be approved as circulated.
Carried

4. **QDCC Record Keeping:** (Lena West)

- The new Societies Act requires all Societies to keep detailed records for a minimum of 10 years. Lena, Peggy and Bev meet May 30th and reviewed the official 2017/18 QDCC AGM, SAGM and Board Meeting Minutes for the record prepared by Lena. This example will be used in the future for record keeping and be kept in the QDCC Club Manager's Office.

Motion: Moved/seconded by Fred/Steve that the QDCC original club meeting records (paper and electronic) be kept by the QDCC Club Manager.
Carried

5. **QDCC Constitution and Bylaws – February 17, 2018** (Lena West)

- Lena presented the paper and electronic copies the final submitted QDCC Constitution and Bylaws for the records.

Motion: Moved/seconded by Robert J./Mike that the original QDCC Constitution and Bylaws (paper and electronic copy) be kept by the QDCC Club Manager.
Carried

6. **QDCC Policy and Procedures Manuals:** (Lena West)

- Lena presented the paper and electronic version of the draft Policy and Procedures Manuals to the Board and provided each member of the Board with a paper copy for their review. Any additions or deletions will be discussed and the Club Manager will revise as required.

Motion: Moved/seconded by Mike/Hug that the draft QDCC Policy and Procedures Manuals (paper and electronic copies) be kept by the QDCC Club Manager.

Carried

7. Chair's Report: (Rob Diack)

- Terms of References are required by the Finance and the Bar Committees.

ACTION ITEM: The Finance and Bar Committees to complete their Terms of Reference using the example created by Lena West (attached).

- An updated club inventory is required for both insurance purposes and the QDCC Strategic Business Plan.

ACTION ITEM: Peggy to provide Facilities Team a copy of the QDCC 2013 Inventory to start the process of updating the inventory including replacement costs, age and lifespan.

- Curl BC has 3 vacant board positions if anyone is interested in applying.
- QDCC Strategic Business Plan will include a 5-10 years Operations Plan to assist the club in the future in upgrades and grant applications.

8. Finance Report: (Peggy Burfield) *report circulated*

- Copies of the Royal Bank Account Balances as of May 31, 2018, the Balance Sheet as of April 30, 2018 and the Comparative Income Statement as of April 30 were presented.
- The two GIC Term Deposits will be coming up for renewal on June 26th. Traditionally we have renewed these two with the earned interest included.

Motion: Moved/seconded by Robert J./Hugh that the 2 Term Deposits be renewed including the interest earned.

Carried

- A change to signing officers on the QDCC Bank Accounts will be required to add Evelyn Nordin and change the Bar Account to the four signing officers and two required signatures.

Motion: Moved/seconded by Mike/Sandy that QDCC Club, Bar and Gaming bank accounts have four authorized signing officers including Rob Diack, Board Chair, Robert Jensen, Board Vice-Chair, Peggy Burfield, Secretary/Treasurer and Evelyn Nordin, Treasurer and that any two of the four are to sign all cheques.

Carried

ACTION ITEM: Peggy to initiate the paperwork for the change in signing officers.

9. Directors Reports:

BAR: (Dave Rogers) *report circulated*

- Bar Committee working on update to Bar Manager's Job Description (draft attached) and other updates.
- Continuing to work on getting a replacement fridge and draft beer dispenser.

ACTION ITEM: Dave and Verne to continue to work on finding the fridge and beer dispenser.

- Update on Liquor License change of hours application. The club is required to post a 4'x8' sign informing the public of our change request. Question on if this is worth it and if the Town of Qualicum Beach would allow the club to post a sign on the building.

ACTION ITEM: Sandy to work with Dave on next steps in this application process.

BONSPIELS (Mike West) *report circulated*

- Mike working on a Bonspiel Binder for the club which will include a set of Bonspiel Draws.

FACILITIES (Verne McShane, Darryl Aikman & Sandy Horsland) *report circulated*

- Work continuing on the maintenance project for the lower lounge area and ice surface area.

<p>Motion: Moved/seconded by Peggy/Mike that the club complete the maintenance project for the lower lounge area and the ice surface up to a total cost of \$5,000.00.</p>

Carried

<p>Motion: Moved/seconded by Robert J./Fred that the club purchase the rubber dividers for between the ice sheets up to a total cost of \$2,500.00.</p>
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Carried

ACTION ITEM: Darryl to look at and get the security system working.

LEAGUES: (Steve White) *report circulated*

- Steve working on calendar for next year and Club Championship Policy

MARKETING, PUBLICITY AND COMMUNICATIONS (Robert Jensen) *report circulated*

- Board of Directors information has been updated.
- New Advertising Package has been created with product and pricing updates.
- Is there any interest in the Club putting a float in the Parksville Canada Day Parade?

MEMBERSHIP: (Fred Coppock)

- Contacted Qualicum New Comers Club and they were not interested in meeting with us this year.
- Adam Walker will run our Facebook page and he needs submissions. Contact him at adam@cgmmarketing.ca or 250 947-5115.
- Suggest the club hold a membership contest to bring new members to the club. Members bringing in new members their names would be put in a draw and winner gets a gift certificate for the Pro Shop or Bar.

PROGRAMS: (Verne McShane) *no report*

SOCIAL AND SPECIAL EVENTS (Hugh McKay)

- Golf Tournament August 18th has been advertised
- Will host a barbecue for painting volunteers after the St. Marks Fair
- Poker Nights will begin in October

VOLUNTEERS: *no report*

10. **ACTION LIST** – April 5, 2018 Action List reviewed (attached)

11. **OTHER BUSINESS:**

WEBSITE AND EMAILS

- Greg Rehill is continuing to work on the website and would like to have registration forms in place before July.
- There has been an issue accessing the clubs Shaw webmail accounts. The accounts are old and not accessible remotely. Shaw recommends that they be changed to new Shaw Accounts.

ACTION ITEM: Peggy to work with Bev and Greg on the new Shaw email accounts for easy access and consistency.

CLUB MANAGER: (Bev Shaw) *report circulated*

- Have been training with Peggy Aikman
- Met with Lena and Peggy B. on record keeping for club.
- Attended the Curling I/O, Curling Canada's National Membership Registration System training session with Steve and Mike. This will become a mandatory registration requirement by Curling Canada soon and the club should move to start the process. Curl Canada provides the program for free.

<p>Motion: Moved/seconded Robert J./Sandy that the club adopts Curling I/O, Curling Canada's National Membership Registration System for the 2018/19 season. Carried</p>
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CURL BC: (Mike West) *report circulated*

- Club hosting the Senior Men's and Women's Regional Playdowns – January 18-20, 2019
- Region 10 has \$200.00 per team to support competitive teams who apply for attending events.
- Curl BC still looking for host clubs for Provincial Masters and Mixed events in 2019.

12. **NEW BUSINESS:**

ST. MARKS FAIR

- Flea Market: Eileen is organizing items to be moved to the rink and needs people with a truck and some time to help out.
- Barbecue and Café: are in order.

13. **NEXT MEETING DATE:** Thursday June 28, 2018 at 6:30 p.m.

Meeting adjourned at 8:45 p.m.

Original Signed By:

Rob Diack, Board Chair

Original Signed By:

Peggy Burfield, Secretary/Treasurer