

QUALICUM & DISTRICT CURLING CLUB
BOARD OF DIRECTORS MEETING
Draft Minutes of August 23, 2018

Present:

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

Guest: Bev Shaw, QDCC Club Manager

1. **CALLED TO ORDER:** Chair Rob called the meeting to order at 6:30 p.m.
2. **APPROVAL OF AGENDA:** No additions or deletions

Motion: Moved/seconded by Mike/Steve that the agenda be approved as presented. **Carried**

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

- No errors or omissions.

Motion: Moved/seconded by Verne/Sandy that the minutes of the July 24, 2018 Board Meeting be approved as circulated. **Carried**

4. **CHAIR'S REPORT:** (Rob Diack)

- Rob thanked the Board members for all the work that they have completed for the club over the off season.
- Rob reported that there were over 450 hours of volunteer time from at least 45 volunteers for the St. Marks Fair.
- New keys have been made and will be distributed to the Board Members, Eric and employees for the outside cage door. Bev will keep a record of who has what keys for this year.
- Alarm system and been checked, fixed and is working.
- Reminder that Rob's email account is with Telus not Shaw.

5. **CORRESPONDENCE:**

- Eileen Leachman's report from the St. Marks Fair

6. **FINANCE REPORT:** (Peggy Burfield) Reports circulated.

- Finance Committee Terms of Reference has been completed and presented to the Board for approval.

Motion: Moved/seconded by Robert/Mike that the Finance Committee Terms of Reference be approved as circulated. **Carried**

- Curl Canada has implemented a \$2.00 per curler fee which will be mandatory in the Curling I/O registration.
- Evelyn, Peggy and Stu meet with the Accountant and finalized the 2017/18 season. The corrections have been made and the program has been rolled into the 2018/19 year. The new Sage Program has been installed on the Computer.

- Finance Committee has reviewed and recommends the QDCC League and Rental Fees for the 2018/19 season for the Board's approval (attached).
- Finance Committee has prepared and recommends the QDCC Proposed Budget for 2018/19 for the Board's approval (attached).

Motion: Moved/seconded by Dave/Hugh that the QDCC League and Rental Fees and the proposed QDCC 2018/19 Budget be approved as circulated with the Budget to be presented at the Sept. 5th AGM for members approval. **Carried**

ACTION ITEM: The QDCC Rental Agreement to be revised to include a damage deposit.

7. DIRECTORS REPORTS:

BAR: (Dave Rogers) *report circulated*

- Cash register has been reprogrammed to calculate the monthly PST and GST.
- Interview for new Bar Manager completed – Janice Kelly has been hired
- All licenses have been processed and approved
- Volunteer list is a work in progress and the binder of photocopied Serve it Right Certificates
- All equipment is working
- Safe has been serviced
- Golf Tournament brought in \$498.00

BONSPIELS (Mike West) *report circulated*

- Discussion on who sets fees for teams and set that the Bonspiel Reps will be responsible to set each Bonspiel Fee.

ACTION ITEM: Bonspiel dates, times and fees to be sent to Club Manager

FACILITIES (Verne, Sandy, Darryl) *report circulated*

- Work continuing on completing the upgrades on the first floor
- Office has been painted
- Concession area has been cleaned
- New clock installed
- Bumpers are ready for installation and the dividers will be here by Sept. 4th.
- Electrician has fixed the alarm system

ACTION ITEMS: Concession's Oven burner and top burner need to be checked due to smell of gas when used and the locker room lighting needs to be updated and the carpet needs to be cleaned.

ACTION ITEMS: Verne to find 2 Fridges, one for concession and one for storage room.

ACTION ITEMS: Verne, Sandy & Darryl to complete the club Capital Asset and Inventory with replacement cost and life span included to be used in the Operations Plan.

ACTION ITEMS: Facilities members to replace the lights in the Club Manager's Office.

LEAGUES: (Steve White) *report circulated*

- Club Challenge and Championship process is being worked on
- League Rep meeting was on August 21st were 7 or the 11 reps were present
- Still need a Rep for Tuesday Men's and Wednesday and Friday if necessary
- Early registration analysis done and we work to incorporate this into the online registration.
- Continue to assist with the Curling I/O registration system set up
- September 15th will be Registration Day and the first day for Curling I/O

ACTION ITEMS: Peggy to update the League Sponsorship List and send to Steve.

MEMBERSHIP: (Fred Coppock) *report circulated*

Open House September 22, 2018

- Being announced at every New Comers meeting
- Will be on the radio with Dave Graham 1st or 2nd week of September
- Robert will join the committee
- Refreshments will be served
- Door prizes will be offered

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| <p>Motion: Moved/seconded by Mike/Sandy that the budget for prizes and refreshments for the Open House be up to \$400.00. Carried</p> |
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MARKETING, PUBLICITY AND COMMUNICATIONS (Robert Jensen) *report circulated*

- A newspaper ad costing around \$250 will be put in the paper to advertise the Open House and Novice Clinic.
- Posters of 11 x 17 advertising the Open House and Novice Clinic will be placed around Qualicum Beach
- Adam is working on some glitches on the Facebook page but should have it up and running soon. We will then be able to contribute items to the page.
- Notice for AGM was in the paper on August 23rd and the website on August 18th.

ACTION ITEMS: Robert to contact Mike at McIntosh, Norton and Williams to discuss their sign which Mike took down last year as it was out of date.

ACTION ITEMS: Robert to ensure that Eric has the map of all in ice advertising when he starts putting in the ice.

PROGRAMS: (Robert Jensen) *report circulated*

- Novice Clinic scheduled for the evenings of September 24, 25 and 27th. Sean Herbert is leading the session with help from others.
- High School Program is being negotiated with KSS and is scheduled for Friday afternoons.
- Skills Season on Saturday scheduled for 6 weeks fall and 6 weeks winter.

SOCIAL AND SPECIAL EVENTS (Hugh McKay) *report circulated*

- Poker nights will start up again in October

VOLUNTEERS (no report)

8. **ACTION LIST** – July 28th Action List were reviewed and advised (new Action List attached).

9. **OTHER BUSINESS:**

Club Manager's Report: (Bev Shaw) – report submitted

- Club Manager's computer programs are not supported anymore and the email program is not working and can not be fixed. Bev would like to update the computer programs.

Motion: Moved/seconded by Steve/Fred that the Club Manager's computer be updated with Windows 10 and Microsoft Office programs to a cost not more than \$750.00. **Carried**

- Curling I/O is starting to take shape.
 - Anyone who pre-registered in the spring will need to pay by check as the system has no way of deducting the deposit.
 - This year registration will be done both in the Curling I/O system and on paper.
 - Liability waiver is included in the Curling I/O system

Curl BC: (Mike West) – report submitted

- Next Curl BC meeting in October
- Will be looking for volunteers for the upcoming Senior Playdowns.

10. **NEW BUSINESS:**

- Concession – Bob Lawes will be back in the concession for this season
- Policy and Procedures Manuals are not quite finished yet require an update in the Terms of Reference.

Motion: Moved/seconded by Sandy/Peggy that the Policy and Procedures Manual Terms of Reference date for completion be extended to the end of October. **Carried**

Motion: Moved/seconded by Mike/Fred that Appendix 5 Rules of Play be approved for implementation in the 2018/19 season. **Carried**

- QDCC AGM is Wednesday September 6, 2018 at 7:00.
- Criminal Record checks will be required by all Board members and Junior Coaches and instructors.

ACTION ITEMS: All Board members and Junior Coaches and Instructors will require a Police Information Check (Criminal Record Check) each year.

ACTION ITEMS: Robert and Peggy write on a letter for the RCMP for QDCC volunteers to use when applying for Criminal Record Check

11. **NEXT MEETING DATE:** Wednesday, September 26, 2018 at 6:30 p.m.

12. **ADJOURNMENT:** Meeting was adjourned at 8 p.m.

Original Signed By:

Original Signed By:

Rob Diack, Board Chair

Peggy Burfield, Secretary/Treasurer