



QUALICUM & DISTRICT CURLING CLUB BOARD OF DIRECTORS MEETING Minutes of July 26, 2018

PRESENT:

Present:

Rob Diack
Robert Jensen
Evelyn Nordin

Fred Coppock
Sandy Horsland

Hugh McKay
Verne McShane

Steve White
Dave Rogers

ABSENT: Peggy Burfield, Mike West

GUESTS: Bev Shaw, Club Manager

1. **CALL TO ORDER:** Chair Rob called the meeting to order at 6:32 p.m.
2. **APPROVAL OF AGENDA:** No additions or deletions.

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

3. **MINUTES OF PREVIOUS BOARD MEETING:** June 28, 2018 – No errors or omissions.

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

4. **CHAIR'S REPORT:**

- Contracts –Working on the Club contracts for Ice Maker and Food/Concession. Meeting with Ice Technician the week of July 30th. Despite many attempts to recruit vendors to operate the concession, there has been no interest to date. Will continue attempts to secure a vendor before the curling season begins on October 1.
- St. Mark's Fair – assisting with set up for this major Club fundraiser.

5. **FINANCE REPORT:** (Evelyn Nordin)

- Year End – the Club's year end reports went to the Accountant for review. Net income (profit) for the year ending June 30th was \$5,043.

Motion: Moved/seconded by Robert/Darryl that the financial statements be approved as circulated. **Carried.**

ACTION ITEM: League fees are to be discussed and finalized by the Finance Committee prior to the League Reps meeting in late August and for input into the on-line registration system.

ACTION ITEM: Terms of Reference for the Finance Committee are to be completed by the next Finance Committee meeting (mid-August) and presented for approval at the next Board meeting.

6. DIRECTORS REPORTS:

BAR: (Dave Rogers) *report circulated*

- Bar Hours Extension – notification sign on the building that was required by the Liquor Control Board will be removed after the 4-week mandatory period ends the week of July 30. No objections were received about the extension to bar hours.
- Liquor License – the license has been submitted to the Liquor Control Board with the required Board members listed; police checks for the Board members have been submitted to the RCMP.
- Bar Volunteers – 5 people have come forward. More are required; to be discussed further at the AGM and through other Club communications.
- Bar Manager – from the applications received, Board members from the Bar Committee will interview the candidates the week of July 30th.
- Summer Golf Tournament (Aug. 18) – planning is going well. There is still room for more golfers if anyone is interested in participating.
- Old Fridge and Beer Dispenser – both have been removed and the new equipment has been installed and is working.
- Terms of Reference – completed document was circulated for review and approval.

Motion: Moved/seconded by Dave/Sandy that the Bar Committee's Terms of Reference be approved as circulated. **Carried.**

BONSPIELS & CURL BC: (Mike West) No report.

FACILITIES: (Verne McShane) *report circulated*

- Electrical Issues – the Town of Qualicum finished their installation of the electrical panel, but issues persist.
- Acrylic Border – awaiting a quote from a new supplier; recommendation is to have the border the same size as the ice dividers if the borders are costly.
- Ice Dividers – moving forward with ordering the ice dividers from Alberta; they are to arrive by Aug. 15.
- Doors in Ice Area – there are work orders on file to replace the other 2 doors in the ice area.

ACTION ITEM: Verne to talk to the Town about the timing for completing this work.

- Clock in Ice Area – a digital clock (24"x40") has been sourced at a cost of approximately \$400. Molson Canadian will give us a donation to cover the cost of the clock in return for their company name being on the clock.

Motion: Moved/seconded by Verne/Dave to accept the donation from Molson for the new clock. **Carried.**

LEAGUES: (Steve White) *report circulated*

- Club Calendar – all leagues, bonspiels and special events have been input into the calendar on the Club’s website (www.qualicumcurling.ca).
- Pre-registration – a review of who has pre-registered was completed.
- League reps – a meeting will be held in late August; still looking for volunteers to lead 3 leagues (Friday Open, Wed. Novice, Tuesday Men’s).
- Cash League – there is a possibility for a partnership with Parksville for the Wed. night cash league. Only 2 sheets of ice would be available on that night.

MARKETING, PUBLICITY & COMMUNICATIONS: (Robert Jensen) *report circulated*

- Advertising – the pricing structure was circulated for review and comment.

Motion: Moved/seconded by Robert/Sandy to approve the advertising rates for 2018/19 as circulated. **Carried.**

PROGRAMS:

- Robert Jensen will take on the role of Programs Director.
- Verne McShane will manage the PCMCA and Masters program.

MEMBERSHIP: (Fred Coppick) *report circulated*

- Open House – planned for Saturday, September 22nd from 1-4 p.m. Posters are up around the Club; more advertising to come in the next few weeks.
- Membership Contest – posters and an entry form were created; both will be posted on the web site and promoted to members in the next few weeks.

SOCIAL & SPECIAL EVENTS: (Hugh McKay) *report circulated*

- Volunteer BBQ – ready to go after St. Mark’s Fair on July 28.
- Open House – working with the Membership Director on this event.

VOLUNTEERS: No report.

7. **ACTION LIST:** June 28, 2018 Action List reviewed and updated (attached).

8. **OTHER BUSINESS:**

- Club Manager’s Report (Bev Shaw) *report submitted*
 - Curling I/O (online registration) – inputting of information has started into the system; goal is to have the system ready for testing by August 15.
 - File organization – working with Lena West, Evelyn Nordin and Peggy Burfield to assist with organizing and prioritizing the Club’s records in accordance with the Societies Act.
- St. Marks Fair Update – everything is ready to go.
- Policy/Procedures Manual – all changes need to be made to the documents and approved by the August Board meeting for presentation to the membership at the September AGM.

ACTION ITEM: All Board members are to review the documents (especially the sections that pertain to their area of responsibility) and submit changes to the Club Manager by August 15.

9. **NEW BUSINESS:**

- Purchase of New Photocopier – a new photocopier has been sourced for the Club; quoted price was \$1,495.

Motion: Moved/seconded by Robert/Steve to accept the quote and purchase the new Lexmark XM-1145 photocopier. **Carried.**

10. **NEXT MEETING DATE:**

Thursday, August 23 @ 6:30 p.m. at the Curling Club.

11. **ADJOURNMENT:**

Meeting was adjourned at 7:51 p.m.

Original Signed By:

Robert Diack, Board Vice Chair

Original Signed By:

Bev Shaw, Club Manager