



QUALICUM & DISTRICT CURLING CLUB BOARD OF DIRECTORS MEETING Minutes of October 28, 2018

Present:

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

Guests:

Lena West; Bev Shaw, QDCC Club Manager

Absent: Peggy Burfield, Sandy Horsland

1. **CALLED TO ORDER:** Chair Rob called the meeting to order at 4:00 p.m.
2. **APPROVAL OF AGENDA:** Add Inquiry from Monday Ladies League to New Business.

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

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

- September 5, 2018 - No errors or omissions.

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

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

- Employment Agreement – documentation has been prepared to bring Anne Dienstadt (Custodian) on as part-time employee. Rob and Bev will meet with Anne to finalize the paperwork.
- Fundraising – polled members about selling raffle tickets, but most didn't want to do this; researched QF food cards where the Club receives 7% of the value, but members would still have to sell these; volunteering with the Sandcastle Competition may be an option we want to explore again.
- Policy & Procedures Manual – thanks to Lena West for her work on these important documents. Lena provided the following update:
 - The format of the document now aligns with the format of the Bylaws.
 - The Policy didn't change much from the previous version. The Procedures need to be revised by April to be ready for the next Board. Minor changes can be made & done as batches and then a new version can be presented to the next Board.
 - The documents can be adopted in principle and can be further revised as needed.
 - Lena would like to meet with Peggy and Bev to go over the latest edits.

Motion: Moved/seconded by Dave/Hugh that the Policy & Procedures Manuals be adopted in principle as of October 28, 2018. **Carried**

ACTION ITEM: Rob to communicate in his next Chair Update to members about the status of the documents and where they are located (Bev's office) if anyone wants to view them.

5. **CORRESPONDENCE:**

- No correspondence.

6. **FINANCE REPORT:** (Evelyn Nordin) Reports circulated.

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

7. **DIRECTORS REPORTS:**

BAR: (Dave Rogers) *report circulated*

- Bar operations during the Swingin' 60s bonspiel and Poker Night went well.
- Changing beer to Salish Sea IPA.

BONSPIELS (Mike West) *report circulated*

- Swingin' 60s bonspiel - the event went well.
- Men's bonspiel – only 10 teams so far; may have to reschedule if 16 teams don't sign up.
- Junior bonspiel – coming up; Junior coaches and parents are assisting with the event.

FACILITIES (Verne McShane) *report circulated*

- Honeywell – preparing a letter to inquire why the September service call isn't included in our service agreement.
- Town – they checked the roof for leaks and it is okay; the delay on the front door has been adjusted; door to the bathrooms in main foyer area have been locked unless an event in the community hall occurs; lighting in the Church parking lot has been fixed; breaker panels are all new and have been labelled; hot water tank was looked at and there is no issue although it's a 9 year old machine and should be replaced; Eric asked if a paint sprayer could be purchased as it would work better than rolling the paint when the ice goes in.

ACTION ITEM: Verne to obtain estimates for new hot water tank and boiler by January 31/19.

LEAGUES: (Steve White) *report circulated*

- Injuries – it is a concern as we have had a few members sustain serious injuries. Fees for Barb Lockie have been refunded.
- Wed. Open League – League fees (not Club, Curling Canada or CurlBC fees) will be refunded for Sarah McShane as she is coaching players vs. playing in this league.

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

- Signage - Preparing sponsorship signage for the upcoming bonspiels.
- Men's Worlds – The Club was awarded a ticket package for the Ford World Men's Curling Championships in Lethbridge (March 2019) for completing a survey. The value is \$800 and could be raffled to members in January.

PROGRAMS: (Robert Jensen) *report circulated*

- Membership Contest – Draw will be held on Nov. 1 at Margarita Night.
- Skills Program (Sat.) – 15 participants; this program replaces the Intermediate Clinic.
- High School Program – Started on Oct. 26 with 40 kids participating @ \$6/child; schedule has been prepared and will run to the end of Feb.
- Junior Program – need a team lead for this; could be a parent who liaises with the Board.
- Coaches – need more volunteer coaches; CurlBC has a coaching program we can use to train members; need at least 6 people to run the program; Mike will assist with finding a date for this.

MEMBERSHIP: (Fred Coppock) *report circulated*

- Lapsed members – An idea to keep in touch with lapsed members is to send them an update on what's happening at the Club. Fred will work with Bev to complete this.

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

- Poker Night – 32 players attended; \$200 profit; next event is Nov. 17th.
- Grey Cup Party – Sunday, Nov. 25 @ 2 p.m.

8. **ACTION LIST** – September 26, 2018 Action List - reviewed all tasks: close, amend, or revise items, as required.

9. **OTHER BUSINESS:**

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

- All members have registered. A total of 292 are entered in the membership database.
- Gaming Account Annual Report – with assistance from Peggy B. and Evelyn, completed and sent the Report to the BC Government.
- Island Living Books – received 60 to sell for the season; last season we sold 21 books; our profit was \$126.50.

Curl BC: (Mike West) – *report submitted*

- Club Challenge – CurlBC has stated that anyone who played in provincial events can't play in Club Challenge, but QDCC will allow it; Nanaimo is the host club on January 13; teams play off and winner is supported by QDCC and other teams can go at their own expense.
- CurlBC Yearbooks – available now.
- Men's & Ladies Senior Playdowns – Boston Pizza is sponsoring the event; thanks to Verne McShane for supporting this important event; volunteer sign-up sheet will be posted.

10. NEW BUSINESS:

- Inquiry from Monday Ladies League – They asked if the Club is going to recognize Lynne Noble for her win at the BC Seniors Curling Championship. The Club recognized Lynne at the end of last season; the banner was given to Lynne by Peggy B.; Rob talked to Peggy and communicated that the league is welcome to do additional recognition if they choose to.
- Christmas Luncheon – date is set for Monday, December 3rd.
- Curling Canada – they presented Lena West with a banner for her service on the Board of Governors; it will hang in the lounge.

11. NEXT MEETING DATE: Sunday, December 2nd at 4:00 p.m.

12. ADJOURNMENT:

MOTION: Moved/seconded by Robert/Hugh that the meeting adjourn at 6:05 p.m.
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Original Signed By:

Rob Diack, Board Chair

Original Signed By:

Bev Shaw, Club Manager