



## QUALICUM & DISTRICT CURLING CLUB BOARD OF DIRECTORS MEETING Minutes of July 3, 2019

### Present:

Robert Jensen	Fred Coppock	Sandy Horsland	Phil Rodriguez
Evelyn Nordin	Neil Bidewell	Verne McShane	Mike West
Peggy Burfield			Joanne Wilson

Bev Shaw, QDCC Club Manager

**Absent:** Rob Diack & Hugh McKay

**Guest:** Eileen Leachman

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

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

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

- May 29, 2019 No errors or omissions.

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

### 4. **ST. MARK'S FAIR REPORT:** (Eileen Leachman) report attached

- There has been lots of donations which is being organized and is starting to get priced.
- There has been lots of volunteers helping out.
- Day of the event will need at least 8 volunteers to work 3 shifts at 7:30 to 10:00, 10:00 to 12:30 and 12:30 to 3:00.
- There are some volunteers for the Café and Barbecue however, no one has stepped up to lead the café. Hugh is organizing the barbecue.
- Advertising will be in the paper. St. Mark's is not doing any so we will put an ad in the local paper.
- There are no vendors on the double door side of the building so there is concern about getting people in to the building. Signs, balloons and people.
- The bar will be open during the event. Hopefully encouraging more people to come into the building and provides a place for people to sit down with barbecue food
- Clean up for the flea market will be done later in the week with the café and barbecue being done at the end of the day.

**ACTION ITEM:** Eileen to provide Robert with a list of items that need to be done and volunteers still needed.

5. **CHAIR'S REPORT:** (Robert Jensen)

- QDCC were in the Canada Day Parksville Parade
- Strategic Plan has been updated and an abbreviated version will be put on the website.

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

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

**FINANCE COMMITTEE UPDATE:**

- Committee met on June 25<sup>th</sup>.
- Expected year end income to be \$15,000 including interest from the GICs, and adjustments made for Bar and Pro Shop inventory.
- Discussed the transfer of money from the Bar account to Club account to provide operation cash until registration money comes in.

**Motion:** Moved/seconded by Peggy/Mike that \$35,000 be transferred from the bar account into the club account. **Carried**

- Discussed the reinvestment of the money in the club GICs. Recommend that the club invest \$64,315 into a Redeemable GIC at 1.7% interest for one year to coincide with the Gaming Grant application and \$50,000 into a One Year Cashable GIC at 1.0% interest.

**Motion:** Moved/seconded by Fred/Vern that the club invest \$64,315 into a Redeemable GIC at 1.7% interest for one year to coincide with the Gaming Grant application and \$50,000 into a One Year Cashable GIC at 1.0% interest. **Carried**

- Gaming Grant Application has been completed. Thanks to Stu, Bev and Peggy for getting it in. Club has asked for \$11,000 - \$7,000 for Senior Program and \$4,000 for Junior Program.
- Preliminary budget discussed and the financial committee is recommending no increase in curling fees this year.
- Restricted Fund Capital Projects: since the downstairs bathroom renovations are put on hold committee suggests that the Jet Ice Banners be purchased and the Ice lights be changes to LED lights this year

7. **DIRECTORS REPORTS:**

**BAR:** (Neil Bidewell) *report circulated*

- Bar Manager job has been posted on local job sites and will close soon.

**ACTION ITEM:** Verne will put together a team to do a thorough clean of the bar.

**BONSPIELS** (Mike West) *report circulated*

- Bonspiel dates are set.

**Motion:** Moved/seconded by Phil/Sandy that the Bonspiel Fee for each bonspiel be \$600. **Carried**

**FACILITIES** (Verne McShane) *report circulated*

- The Hot Water Tanks have been installed,
- Three new toilets have been installed into the main floor bathrooms.
- The on ice heaters are scheduled for maintenance.
- Locker room upgrade will include painting and replacing light fixtures.
- The Town is leaving the garbage bin outside the backdoor so no change in our garbage protocol,
- Open sign outside will need to be small and approved by Qualicum Beach Town Council.
- TRE Teck will install the new Security System the week of July 8<sup>th</sup>.

**Motion:** Moved/seconded by Mike/Fred that we purchase 6 dividers for the ice for a cost up to \$500.  
**Carried**

**Motion:** Moved/seconded by Mike/Sandy to include in the Capital Upgrade projects to include Jet Ice Banner and all the lighting in the club to be upgraded to LED lights. **Carried**

**LEAGUES:** (Joanne Wilson) *report circulated*

- Working on timeline for registration to begin.
- Setting League Reps meetings.
- Stick League is looking at adding a 3<sup>rd</sup> draw on Wednesday at 11:30/.
- Possible new competitive team events designed for Juniors to get more playing time against more competitive teams. Possibly one per month on Sunday.

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

**Motion:** Moved/seconded by Neil/Fred to purchase a ¼ page ad for the St. Marks Fair Flea Market for \$600. **Carried**

- Suggest that we have a Pot of Gold at the St. Marks Fair in the bar to encourage people to come into the building. People can put their name into the raffle to win the pot of gold - \$1.00 coins.

**ACTION ITEM:** Bev to look into what kind of license needed to hold the pot of gold for St. Marks.

**Motion:** Moved/seconded by Mike/Phil to purchase a ¼ page ad for the Open House for \$600.  
**Carried**

**MEMBERSHIP:** (Fred Coppock) *report circulated*

- Suggest making a wallet size card to give out with QDCC information for members and potential members.
- Open House will be advertised through newspaper ad, QDCC website, emails, social media, posters, community events and radio interview. Open House will need about 16 volunteers.
- Looking to have 4 door prizes including 2 \$50 gift certificates from the club for bar or pro shop.  
\*Verne and Neil will provide a \$50 gift cards from Boston Pizza and Qualicum Golf Course.

**Motion:** Moved/seconded by Fred/Sandy to spend up to \$800 for the Open House including the 2 \$50 gift certificates. **Carried**

**PROGRAMS** (Fred Coppock) *report circulated*

- Sean Herbert will organize the Novice Clinic
- Saturday Skills Program will be redesigned into 4 individual enhanced clinics.

**PUBLICITY AND PRIZES:** (Phil Rodriquez)

- A letter has been drafted to send to all club sponsors.

**ACTION ITEM:** Phil to contact business and club sponsors over the summer.

8. **ACTION LIST** – May 29, 2019 action items reviewed and all tasks have been closed or revised as required.

9. **OTHER BUSINESS:**

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

- Criminal Record Checks need to be completed by all new board members,
- Keys will need to be distributed to all new board members and collected from the retired board members.
- Bev has been working with the Webmaster on the club website refresh. Any additions to the website need to go through Bev.
- Pickleball did well this season and it brought in \$600.
- Curl BC Symposium provided a lot on interesting information.

<p><b>Motion:</b> Moved/seconded by Evelyn/Fred to purchase 20 aprons with the QDCC logo for volunteers to use at fundraising events. <b>Carried</b></p>
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**Curl BC:** (Mike West) *report circulated*

- Curl BC has offered the club several options for events that the club could host. Most events conflict with the clubs bonspiels and other events. The Island Club Regional Playdowns on February 7-9<sup>th</sup> might work.

**ACTION ITEM:** Verne to contact PCMCA and Parksville Curling Club to review the PCMCA Mixed Playdowns schedule to see if the Qualicum Curling Club is needed for this event before we can confirm the Island Club Regional Playdowns.

10. **POLICY AND PROCEDURES MANUAL:**

- Bar/Lounge Policy & Procedures will need to be completed before the start of the curling season.

11. **NEXT MEETING DATE:** Wednesday August 7, 2019 at 6:30 p.m.

12. **ADJOURNMENT:** Meeting adjourned at 8:37 by Verne/Fred.

*Original signed by:*

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**Robert Jensen, Board Chair**

*Original Signed by:*

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**Peggy Burfield, Secretary**