

## **CHILLIWACK CURLING CLUB BOARD OF DIRECTORS MEETING**

Minutes from the meeting of April 5, 2022

Present: Elaine Christie, Shirley Christison, Terry Cross, Tim Drake, Fred Eaves,  
Leslie Holtby, Rick Pruum, Hollee Wark  
Absent: Steph Prinse, Wendi Prinse, Monica Rush  
Additional Attendees:  
Manager: Bruce Renwick

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Meeting called to order by the President at 7:15 pm

### **1.0 Meeting agenda**

Approval of the agenda was moved by Terry Cross and 2nd by Shirley Christison  
CARRIED

### **2.0 Minutes**

Acceptance of the Feb 22/22 minutes was moved as by Rick Pruum and 2nd by Tim  
Drake CARRIED

### **3.0 Correspondence**

An email has been received from James Crawford requesting the board to update the  
Plaques for Team winners of each League. He also requested that the glassware be  
purchased for the 2022 League champions.  
The plaques displaying the pictures of the winning teams will be brought up to date as  
soon as possible and the glassware will be ordered.

### **4.0 Managers Report**

Bruce Renwick presented his final report for the 2021- 2022 Curling Season

#### **4.1 Five Bonspiels held since last meeting:**

##### **SD # 33- Feb. 26/22**

28 teams  
Bar Sales= \$2310  
Pro Shop = \$490  
kitchen=\$=\$1577  
ATM=\$3360 Trans=37

##### **Spring Mixed Bonspiel-Mar 4-6/22**

32 teams  
Bar Sales=\$8190  
Pro shop=\$991  
kitchen=\$4260

ATM=\$9300 Trans=93

Ice rental and administration costs added to bonspiel budget due to staff organizing=\$1600.00

**BC Seniors/Canada Winter Games Qualifier -Mar. 15-20/22**

37 teams

Bar Sales=13,000

Pro Shop=\$3060

Kitchen=\$10,900

ATM=\$10,400 Tr=151

\* Ice rental/banquet funds from Curl BC = \$10,800

We received nothing but compliments from all competitors about the facility, ice, food, bar, pro shop selection and facility staff. Thanks, has to go to Director Tim Drake who did an outstanding job of organizing the event and initiating a smooth operation of such. He had a number of volunteers who should also be acknowledged.

**Close the Barn Door Spiel- March 25-27/22**

48 teams

Bar Sales=\$11565

Pro shop= \$1915

Kitchen=\$4900

ATM=\$12,000 Tr=141

\*Ice rental and administration costs added to bonspiel budget due to staff organizing=\$1600.00

**Nifty Fifty Provincial -Mar. 27-30/22**

36 teams

Bar Sales-\$4190

Pro Shop=\$1850

Kitchen=4190/

ATM=\$5220 TR=72

4.2 Non-curling events since last meeting:

Since the covid restrictions were eased on Feb. 15 the facility has been very busy and business is steadily increasing in the 9th End Café and the Extra End Lounge until the season ended on Mar. 30. Sales in the kitchen remain strong and bookings in the lounge are occurring almost daily.

Once the restrictions ease completely on April 8 it is anticipated that the business in the 9th End Café will steadily climb through the summer months. An estimate of non- curling member business is approximately 70%.

As you can see from the above numbers “Club Events” such as bonspiels and Curl BC and other group’s events are very beneficial to the overall revenue generation of the facility. (The kitchen produced banquets, nachos chips, wine and cheese platters, etc which are not included in the above figures.)

#### **4.30 FACILITY OPERATION**

- 4.3.1 Ice was surface melted, cleaned and flooded on March 11-13,2022 weekend in preparation for the BC Seniors Championships.
- 4.3.2 Ice plant shut off at 2 pm on March 30. Rocks, rings and logos put away for summer storage. James in process of washing floor for summer events.
- 4.3.3 Currently only one tentative booking on ice floor for summer. I am exploring possibilities of drop in pickle ball and roller derby practices. Hope to implement in mid-June.
- 4.3.4 A new management and staffing structure is being developed now that we have had our initial growing pains coupled with two years of extraordinary circumstances caused by Covid. Increased staffing costs will need to be enveloped in the budget for next fiscal year. An anticipated increase in revenue due to an increase in returning rentals, 9th End Café business, Lounge rentals and catering as well as an increase in pro shop sales should offset most of the increase. Job postings will be done before I leave on vacation with closing July 1. Most of the positions will begin in conjunction with the new curling season, although a Curling Club coordinator will be in place by August 1 to help with the start of the curling season.
- 4.3.5 All anticipated “Club Events” have been added to the website calendar section
- 4.3.6 A manual for all facility operations and events is being developed for staff use in my vacation absence. They will be aware of any functions which are currently booked, instructions on how to book events in my absence and adjust staffing requirements as needed, submit payroll numbers, submit PST payments, etc.
- 4.3.7 A permanent extension application of our liquor licensed area to include the ice surface walkway has been applied for. This extension is currently being reviewed by the BC LCDB. The current liquor license for the upstairs expires on April 30, 2022 and will be renewed this week.

#### **4.40 CURLING CLUB OPERATION**

- 4.4.1 All Leagues have ended for the 2021- 2022 season.
- 4.4.2 Golf Tournament- 8:30 shotgun full-12:30 shotgun 2.5 foursomes short of being full. Lisa Deputan has volunteered to buy the rest of the prizes as well as coordinate the “day of” needs at the golf course. Staff will have the meal and bar ready for the two different groups arriving. This is the biggest golf tournament in club history.
- 4.4.3 Plant fundraiser- Order deadline-April 22. Delivery May 7.
- 4.4.4 Rock Handle engraving poster and contract is being created to go out to members this week. I will be putting a July 1 deadline to ensure time to order and create the handles for the start of the season.
- 4.4.5 We have received one entry for summer bonspiel so far. A Chairperson for the event needs to be identified.

#### **4.5.0 BC COMBINED CHAMPIONSHIPS**

The committee chairs are in place for this event and hope to meet with them next week once I receive the requested information from Curl BC from the past few events. I will present the Committee chairs a proposed budget, a job description and timeline for their specific Committee as well as an overview of the Event.

Tourism Chilliwack is working with Curl BC in preparing an Economic Impact Study of the event in Chilliwack. This will help in seeking sponsorship for future events that the Club may want to host.

I had no problem gathering volunteers to fill out all the Committee Chairs, although my personal use of our members A(abilities)S(skills)K(knowledge) was very beneficial. I would recommend to the Board to develop a list of the members "ASK" in order to help facilitate volunteers for events in the future.

Club members are very willing to help out if approached in the right way. They need to know what they will be doing, when they will be doing it and acknowledged that they have attempted to help out even if not utilized. If they are utilized they should be thanked afterwards.

#### **5.0 Old Business**

5.1 **Cash/ Debit review** - to be re-examined in September 2022

#### **6.0 Upcoming Events:**

**Spring Plant fundraiser**- Order deadline-April 22. Delivery May 7.

**Annual Golf Tournament** - June 4, 2022

**Annual General Meeting** – June 16, 2022, 7 pm

**Summer Bonspiel** – August 26-28, 2022

**BC Combined Men's and Ladies Championships** - January 10 – 15, 2023

#### **6.0 New Business -**

##### **6.1 Board Members**

Over the last several months Lesley Holtby, President of the Board has accepted the resignation of Natalie Lowe (effective January 2022), Kayleigh Alendal (effective March 2022), Lisa Deputan (effective April 2022) and Tim Drake (effective May, 2022). The Board appreciated the time and contribution each of these board members have given to the club and wish them well in their future endeavours.

Hollee Wark has been appointed to the Board to replace the spot vacated by Lisa Deputan. Hollee will sit as Director for the balance of the term which is until June 2023. At the end of this period Hollee may choose to let her name stand for re-election at the June 2023 AGM.

The remaining vacancies will be replaced at the June 2023 Annual General Meeting.

All Directors are expected to serve a term of 3 years. The follow outlines when the current Board Member's terms expire.

Lesley Holtby	June 2022
Shirley Christison	June 2022
Monica Rush	June 2022
Terry Cross	June 2023
Hollee Wark	June 2023
Elaine Christie	June 2024
Fred Eves	June 2024
Rick Prium	June 2024

The Annual AGM will be held on June 16, 2022 at 7 pm. A notice of this meeting will be posted on the Club's website and Leslie Holtby will be send out an email to all members advising them of the upcoming meeting and requesting the members to consider giving back to the club by offering to serve on the Board.

## 6.2 Junior Curlers

We are pleased to announce that Shirley Christison and Lisa Deputan will once again coordinate the Junior Curler Programme for the 2023 Season.

The Little Rockers Programme is in need of a coordinator for the 2023 season.

## 7.1 Financials

No official financial report has made but the club is ending this season in a very solid financial position. Our facility is now 5 years old and in order for it to continue to be a well maintained facility, funds must be set aside on an ongoing based to anticipated regular maintenance costs and upgrades/replacements of building systems. These contingences funds will be accounted for in the next year's budget.

## 8.0 Team Reports

**Management** - n/a

**Policies** - n/a

**Building & Facilities Enhancement** -

Tim Cross and Fred Eves have meet with the Ladies League and as pleased to announce the league will be giving the club \$ 4,000. They will work with the league to ensure the donation is directed to the programs or equipment the league wishes to support.

**Communications & Retention** - n/a

**Leagues** - n/a

**Finance**

**Fundraising** - Spring Plant sale is underway. Order deadline is April 22. Plant ordered will be delivered to the Club on May 7.

**Grants** - n/a

**Programs & Services**

**Awards** - n/a

**Bonspiels-** see Manager's report

**Clinics** - n/a

**Juniors** - see 6.2 new Business

**Social** - n/a

**Strategic Planning Review** - n/a

**9.0 Remarks**

Past President - n/a

Vice President - n/a

President - n/a

Meeting adjourned at 8:56 pm

**NEXT MEETING May 17, 2022 at 7:00PM**