



**CHILLIWACK CURLING CLUB  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
SEPT 19, 2022**

**Present:** Terry Cross, Rick Pruiem, Gerry Lockwood, Elaine Christie, Fred Eves,  
Rick Hunter, Steph Prinse, Monica Rush, Hollee Wark.  
**Absent:** Kamel Khan, Gary Robinson, Sam Rooney  
**Additional Attendees:**  
**Manager:** Bruce Renwick

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Meeting called to order by the President at 7:35 pm

1.0 **Meeting agenda** was amended to include a financial report. The amended agenda was accepted. Moved by M Rush and 2nd by G Lockwood- CARRIED

2.0 **Minutes** of the August 8, 2022 meeting were presented. Acceptance was moved as by Terry cross and 2nd by Hollee Wark- CARRIED

**3.0 Correspondence**

The Board received an inquiry via the CCC website regarding the Frank Jamieson Memorial Bursary. This inquiry will be responded to by Monica Rush.

**4.0 Treasurer's Report**

The Club's finances are in good shape. There have been no unexpected expenditures. Curling leagues just starting and the registration fees are being processed. The number of curlers is up over last year. Once the registration is complete, full details will be available.

**5.0 Managers Report**

- 5.1 Non-Curling rentals since last Board meeting = 51. The kitchen and banquet rooms are very busy.
- 5.2 Summer Bonspiel went well, with 24 teams entered. Good comments by all those that attended. Bonspiel ran at a break-even budget. Profits made on 50/50, bar, pro shop sales, and restaurant.
- 5.3 Night leagues up and running. Every night league is up in numbers except for the Tuesday Night Competitive League. New Tuesday Novice league started to fill the empty sheets. 6 weeks for 60 bucks Novice Program starts this Sunday.
- 5.4 No interest in the Beer League or Mixed Doubles on Thursday. Not enough interest for the Thursday Dinner league so teams filled out other leagues.

## 5.0 Old Business

### 5.1 The wording for the Strategic functional team- Programs and Service Team

Elaine Christie and Hollee Wark rewrote the responsibilities and duties for the Programs and Service team to capture bonspiels. The rewrite was accepted as presented. The new wording is as follows:

#### **Programs and Services Team**

Team Composition:

##### **The On Ice team:**

Head Ice Technician, General Manager, Member of the Building and Facilities Enhancement Team, league and program representatives.

##### **The Off-Ice Team:**

General Manager, Restaurant Manager/Chef, Board member plus other staff and volunteers as appropriate.

##### **Bonspiel & Club Events team:**

Two Board Members, General Manager plus other staff and Club Members as appropriate.

##### **Goal:**

To identify programs and services which will result in maximizing the utilization of the building and facilities of the curling club throughout the entire year.

#### **Responsibilities and Duties:**

##### **On-Ice Team**

- To ensure the Team is in place and all positions are filled to function effectively in the best interests of the curling club.
- To develop a Master Ice Utilization calendar for the entire season including maintenance.
- To collaborate with all leagues and on-ice programs to maximize ice utilization.
- To identify opportunities to develop ice technicians.
- To maintain a record of Team meetings, which records activities, including critical events and dates.
- To report monthly to Board and to the Members at the annual general meeting.

##### **OFF-Ice team**

- To ensure the Team is in place and all positions are filled to function effectively in the best interests of the curling club.
- To review and make recommendations regarding concession sales: pro shop, bar, and food services, as applicable, annually.
- To work with the other Teams to identify new social events such as theme nights, corporate challenges, social mixers, and charitable fundraisers to fill vacant times

- To identify dry floor and off-ice area rental opportunities and share ideas and opportunities with the Bonspiel and Club Events team
- To maintain a record of Team meetings, which records activities, including critical events and dates.
- To report monthly to Board and to the Members at the annual general meeting.

### **Bonspiel and Club Events team**

- To ensure the Team is in place and all positions are filled to function effectively in the best interests of the curling club.
- To collaborate with all leagues and on-ice programs to maximize ice utilization.
- To work with the other Teams to identify new opportunities for curling such as doubles and triples, sticks, etc.
- To identify opportunities to teach people about the game of curling through 'learn to curl' and progressive skill development and strategy programs.
- To identify opportunities to develop coaches, instructors, officials, and ice technicians.
- To work with the other Teams to identify new social events such as theme nights, corporate challenges, social mixers, and charitable fundraisers.
- To conduct and evaluate a variety of bonspiels designed to appeal to a wide cross-section of curlers annually.
- To apply to host provincial, national, and international curling events and championships.
- To maintain a record of Team meetings, which records activities, including critical events and dates.
- To report monthly to Board and to the Members at the annual general meeting.

### **5.2 Team Leaders for each of the Strategic functional teams**

Not all the teams have been fully identified but as it stands now the following teams are as follows:

#### **Management Team**

Team Composition: Executive Board members, General Manager, and any members with appropriate skill sets  
 Members: Terry Cross, Rick Prium, Gerry Lockwood, Elaine Christie, Bruce Renwick  
 Team leader: Terry Cross

#### **Communications, Marketing & Membership Retention team**

Team Composition: At least one Board member, one person from each league and program representatives, website manager plus personnel with desired skill sets.

Members: Fred Eves, Hollee Wark  
Team leader: Hollee Wark

### Finance Team

Team Composition: General Manager, Board Treasurer, members with revenue generating KSA  
Members: Gerry Lockwood, Fred Eves, Terry Cross, Bruce Renwick, Hollee Wark, and Steph Prinse.  
Team Leader: Gerry Lockwood

### Volunteer Team:

Team Composition: Board Secretary, board member, and league and program representatives.  
Members: Elaine Christie, Rick Hunter, Gary Robinson, and Rick Prium  
Team Leader: Rick Prium

### Building and Facilities Enhancement Team:

Team Composition: General Manager, Head Ice Technician, one Board member, and members representing specific trades plus community representation as appropriate.

Members: Gerry Lockwood, Fred Eves, Hollee Wark, Monica Rush, Bruce Renwick  
Team Leader: Fred Eves

### Program and Services Team

Team Composition:

The On-Ice team: Head Ice Technician, General Manager, Member of the Building and Facilities Enhancement Team, and league and program representatives.

The Off-Ice Team: General Manager, Restaurant Manager/Chef, Board member plus other staff and volunteers as appropriate.

Bonspiel & Club Events team:

Two Board Members, General Manager plus other staff and Club Members as appropriate

Members: Monica Rush, Kemal Khan, Steph Prinse

Team Leader: TBD

### Strategic Planning Review Team

Team Composition: Executive Board members and General Manager  
Members: Terry Cross, Rick Prium, Gerry Lockwood, Elaine Christie, Bruce Renwick  
Team leader: Terry Cross

## **6.0 Strategic Functional Teams Monthly Reports**

Monthly reporting will begin once functional teams are finalized and begin meeting. The team leaders from each functional team will report monthly to the Board

### **6.1 Executive Team Report:**

The Executive will lead the following activities:

- a) The Strategic Plan: there is some urgency to get this started as the board members have clearly indicated that a revisit and update of the 2005 Strategic plan is overdue.
- b) Liaison between Bruce and the Board
- c) Future needs for the club
- d) Special recognitions
- e) Establishing a Board office in the Leagues Office

## **7.0 New Business -**

### **7.1 Display Project**

Terry Cross reported that there has been some interest expressed by members of the Ladies league to take over the Display project that was shelved when the previous leader left the board.

Terry Cross will advise the Ladies League to contact the Building and Enhancement Team (Team Leader is Fred Eves) regarding this project.

### **7.2 Opening South End Washrooms**

Over the last few years, members have asked to have the ice-level washrooms operational. Once again, this issue has been raised and it is anticipated that a formal written request will be received shortly. Discussion took place and further information needs to be gathered to be able to determine how to respond when the request is received. This will be referred to the Building Enhancement Team.

## **8.0 Upcoming Events**

### **September**

12	Night Leagues Start
19	Day Leagues Start
28	Halloween Costume Dance- can not be held this year as the banquet room is already booked. This event will be referred to the Programs and Service team to look at for next year.

**October**

14-16 Master Bonspiel

**November**

4 Stick Bonspiel

19-21 Senior Ladies daytime "Pot of Gold" Bonspiel

**December**

19-23 Day Leagues banquets/ Master's Christmas Minispiel

24- 1 Closed for Christmas break

27 & 28 Family and Friends Curling – 1-3 pm, 6:30 -8:30 pm

31 New Year's Eve Dinner and Dance

12.0 **Adjournment** Meeting adjourned at 8:40 pm