

# CHILLIWACK CURLING CLUB MINUTES OF THE BOARD OF DIRECTORS MEETING December 12, 2022

**Present:** Terry Cross, Rick Pruim, Gerry Lockwood, Elaine Christie, Fred Eves,

Kemal Khan, Steph Prinse, Gary Robinson, Monica Rush, Hollee Wark.

**Absent:** Sam Rooney, Rick Hunter

Add'l Attendees:

Manager: Bruce Renwick

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Meeting called to order by the President at 7:32 pm

1.0 Meeting agenda was accepted. Moved by R. Pruim and 2nd by G. Robinson -CARRIED

- 2.0 **Minutes** of the November 14, 2022 meeting were presented. Acceptance was moved by Kemal Khan and 2nd by Gary Robinson CARRIED
- 3.0 Correspondence none received

#### 4.0 Managers Report

#### **Bruce Renwick**

- 1. Non curling functions since last meeting = 83, schools= 7, bonspiels = 1
- 2. Sunday Novice program running with 26 registered. We plan to continue the Tuesday Novice league and start a new Sunday Novice league after Christmas.
- 3. Restaurant and Banquet rooms have been very busy with daily sales, Christmas parties, and banquets.
- 4. Club will be closed from Dec. 24 and reopen for the New Year's Eve party.
- 5. The restaurant and curling will return to the normal schedule on Jan. 2, 2023.

#### 5.0 Financial Report

#### **Gerry Lockwood**

The Club's finances continue to be in good shape. The revenue generated this year is 40% higher than last year at this time. We are current with all our payments to the City and the CEBA loan of \$40,000 is interest-free until December 2023. It is our intention to repay this loan in full by December 2023.

#### 6.0 Old Business

#### 6.1 <u>Curl BC Governance Essentials On-line course</u>

The Board of Directors has agreed to enroll in the Governance Course being offered by Curl BC. The enrollment fee of \$30.00 will be waived if the course is completed by the participants before the end of April 2023.

6.2 Stick League Plaque

An email was sent to the Stick League advising them that the Board approved the funding for a Winner's Plague for their league. See the wording of the motion in the November 14, 2022 minutes.

#### 6.3 Update on Display Project

The Ladies Day League has been researching how to properly display the trophies that accumulated over the life of the Curling Club. A proposal is expected from the league shortly.

The pictures removed from the old club are being cleaned and repaired. Over the Christmas shutdown, the past president's photos will be hung in the board room and other pictures will be placed throughout the club. The Club's Coat of Arms will be hung next to the Pro shop.

#### 6.4 Financial Support for the BC Club Championships

An inquiry has been received asking what monetary support is available for teams entering the BC Club Challenge. The existing policy "Monetary Support of Playoff Teams" does not address the BC Cup Challenge.

This year the BC Cup Challenge is an "open event" and therefore any team can register and play in the event. There are no qualifying events for this event.

The existing policy "Monetary support of Playoff teams" needs to be revised to address the BC Club Challenge. As a result, the following paragraph has been drafted:

"If more than one team from the Chilliwack Curling Club wished to attend the BC Club Challenge, financial support will only be given if there is a playoff among the teams wishing to attend the Club Challenge. The purpose of the playoff (in each of the women's and men's categories) is to financially support the top team in each category. More than one team may participate in the BC Club Challenge but only one team will receive financial support."

A motion was made by Gerry Lockwood and seconded by Monica Rush to revise the existing policy entitled "Monetary Support of Playoff Teams" by adding the above paragraph to the policy.

Motion CARRIED.

The existing policy will be updated and posted on the Club's website.

#### 7.0 Strategic Functional Team Monthly Reports:

#### 7.1 Management Team

**Terry Cross** 

This fall several of our club members have fallen on the ice which caused a concussion. These incidents have highlighted the need for proper protocols and procedures.

The management team feels it is imperative that we establish a concussion protocol and a "Return to Play" procedure.

In order to understand how other clubs have addressed this issue we have sent an email to all BC curling clubs asking what policies and procedures they have put in place that address concussions. We have also written to Curl BC and Curling Canada to see what research they have done on this subject and what policies and procedures do they recommend. Once information is received, we will draft a Concussion Protocol and a Return to Play policy. It is planned to have a draft presented to the Board before the end of this curling season.

## 7.2 Communications, Marketing & Membership Retention Team Hollee Wark No formal report this month.

The team needs additional members. it is hoped that new members will be recruited in the new year. If any club members is interested in being on this team, they should contact Hollee Wark at <a href="https://www.hwark@curkchilliwack.org">hwark@curkchilliwack.org</a> for more information.

#### 7.3 Finance Team

**Gerry Lockwood** 

Work continues on the Debit/Credit card study. There are many issues that the team is having to research to fully understand the cost associated with introducing the use of debit and credit cards at the club. The Finance Team hopes to be in a position to present their findings and recommendations to the Board Feb/ March 2023.

#### 7.4 Volunteer Team

**Rick Pruim** 

The Volunteer Information form that was attached to one of Bruce Renwick's regular emails entitled "Happenings around the Club" has not been completed by many club members. In the new year, a new approach will be used.

### 7.5 Building and Facilities Enhancement Team

Fred Eves

No monthly report this month

#### 7.6 Program and Services

**Terry Cross** 

The Bonspiel Team has been looking at simplifying how Bonspiels are organized. In the past, an organizing committee was established for each bonspiel. This meant that many of the tasks were repeated multiple times throughout the curling season. The committee is identifying tasks that are common to all bonspiels and will create a procedure where these tasks can be centralized. The Bonspiel Team will be organizing the next 4 bonspiels being hosted at the Club. If any club member is interested in being on this team, they should contact Terry Cross at tcross@curlchilliwack.org for more information.

#### 7.7 Strategic Planning Team

**Terry Cross** 

Nothing to report this month.

#### 8.0 New Business

#### 8.1 Bursary Program:

The Chilliwack Curling Club manages 2 bursaries. Information about the bursaries is sent out to High Schools each December. Monica Rush informed the Board that the information and the application forms have been sent to all the high schools in the area.

An email will be sent to all Club members in the new year reminding members that these bursaries exist and may be applicable to Club Members' children or grandchildren.

#### 8.2 Proposed IT Policy

The Chilliwack Curling Club does not have an IT policy. As the club continues to grow and make greater use of information technology, such a policy needs to be put in place to safeguard the data we hold and standardize the way we use information technology. A proposed IT policy will be drafted by Fred Eves and presented to the Board for review and approval in the new year.

#### 8.3 Google Workspace

The Board has decided to use Google Workspace for all Board, Administration, and Operations applications. Google Workspace is a robust system and as we grow we will utilize more of its features. Google Workspace is free for all registered non-profit organizations.

Initially, we will use email and file storage applications.

Fred Eves gave the Board members an overview of Google Workspace and how to access and use the email system. All Board members have a new email address. The email addresses take the form of "first-intial-surname@curlchilliwack.org". For example: feves@curlchilliwack.org.

#### 9.0 Up coming Events

#### December

19-23	Day League banquets/ Master's playoffs
24- Jan 1	Facility closed for Christmas break
27& 28	Family and Friends Curling 1-3 pm & 6:30 to 8:30 pm
31	New Year's Eve Party

#### **January**

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9-15	no league play
10- 15	BC Men's and Ladies Combined Championships
20-22	Ladies Chilli Spiel
27-28	ICBC Bonspiel (private)

February	
3-5	Police Provincials (private)
16-19	Men's Bonspiel
25	SD#33 Bonspiel (private)
March	
3-5	Spring Mixed Bonspiel
10-11	Stick Bonspiel
17-19	Senior Men's Bonspiel
24-26	International Bonspiel (Mike Desantos)
27-31	PCMCA/BCIMCA BC Championships
April	
31 – Apr 2	Close the Barn Door Spiel

#### 11.0 **Remarks** –

12.0 **Adjournment** Meeting adjourned at 9;15 pm

NEXT MEETING: January 16, 2023, at 7:30 PM

Please, note the meeting has been moved forward by a week as the Club is hosting the BC Combined Championship, January 10 to 15, 2023

We will return to the regular schedule in February

The January CCC Executive meeting will be held on Jan 4, 2023, at 4 pm