



**CHILLIWACK CURLING CLUB**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**February 13, 2023**

**Present:** Terry Cross, Gerry Lockwood, Elaine Christie, Fred Eves,  
Kemal Khan, Steph Prinse, Gary Robinson  
**Absent:** Rick Pruum, Rick Hunter, Monica Rush, Hollee Wark.  
**Add'l Attendees:**  
**Manager:** Bruce Renwick

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1.0 Meeting called to order by the President at 7.33 pm

2.0 **Meeting agenda** was accepted. Moved Gerry Lockwood and 2nd by Kemal Khan-  
CARRIED

3.0 **Minutes** of the Jan 16, 2023 meeting were presented. Acceptance was moved as by Fred  
Eves and 2nd by Steph Prinse - CARRIED

#### 4.0 **Correspondence**

a) Letter dated Jan 21, 2023, received from Donna Allan, from Little Rocket Curling. The letter expressed her thanks for involving the Little Rockers in the opening ceremonies of the BC Combined Championships. The Kids were really excited to be part of the event.

Donna, also indicated that she had heard that the Board would like the Little Rockers to wear helmets when they are on the ice and the Board is considering purchasing helmets. She supports the idea that young curlers should wear helmets but feels the parents should provide them.

The Board is in the early stages of developing this policy (see point 7.2 below) and is planning to involve the individuals who are running the Little Rockers and the Junior Curling program in the development of the policy. We will contact Donna to thank her for her input and tell her about the Board's plan to study and develop a policy that meets operational and safety issues.

b) An email was received from Darren Jarvis requesting financial assistance for Team Watson to attend the BC Club Championships.

This request meets the requirements outlined in the Club's policy "Monetary Support Policy for Playoff Teams". Team Watson is the only men's team that will be representing the Chilliwack Curling Club at the BC Club Challenge in Abbotsford this year.

The following motion was made:

*"As Team Watson is the only men's team representing the Chilliwack Curling Club at the BC Club Challenge in Abbotsford this year, I recommend that the Club reimburse Team Watson for the total amount of the entry fee for the 2023 BC Club Challenge.*

Moved by Gerry Lockwood and seconded by Terry Cross – Carried

It was noted that the wording in the Club's policy "Monetary Support Policy for Playoff Teams" was not clear. The policy needs to be amended and the following motion was made by Gerry Lockwood and seconded by Terry Cross

*"The following sentence is to be added to point #6 in the Monetary Support Policy for Playoff teams:*

*The amount of financial support available is equal to the amount of the team's entry fee."*  
**CARRIED"**

The policy will be amended and placed on the Club's website.

## **5.0 Managers Report**

**Bruce Renwick**

1. Non-Curling Rentals since the last Board meeting- 36
2. Bonspiels since the last Board meeting-
  - Ladies Chilli Spiel – 16 teams
  - ICBC -14 teams
  - Police Provincials – 23 teams
3. School field trips since the last Board meeting – 6
4. Upcoming Bonspiels
  - Men's 4 Event Bonspiel – February 16-19 – 28 teams entered to date
  - possibly 2 more to enter
  - More volunteers are needed in the Bar area.
5. Ice Maintenance –

Ice was surface melted, squeegeed, flooded, pebbled, and scraped in preparation for the Men's bonspiel. The rocks were textured. The price for sandpaper has now \$430 for the 128 sheets needed-\$3.36 per rock. The cost of the sandpaper has doubled in cost.
6. Mixed Doubles Super Series

I have been contacted in regards to making Chilliwack the 6th stop on the newly formed Mixed Doubles Super Series. As it will be the second stop on the tour the organizer expects that we should see some very big names at this event. They have heard about our facility and how good our ice is. They would need the rink from Thursday afternoon at 3 pm on Oct. 12, 2023, until Sunday, Oct. 15, 2023 with the finals around 3 pm.

There would be six pools of five (30 teams) playing round-robins and then a Championship playoff. The event would be live-streamed on CBCsports.ca and CBC Gem television.

Teams that have played in the past at these events are Gushue/Einarson, Tardi/Homan, Lawes/Morris, Mouat/Dodds, Petterman/Gallant as well as a number of other international superstars of curling.

Rental would be \$3000 for the weekend plus \$30-50/sheet for practice ice on Wednesday and Thursday morning. Our club can charge admission and keep the proceeds, sell 50/50 tickets and keep all the proceeds, and sell local sponsorships including the in-ice logos and an opportunity for a commercial during the broadcast. This Sponsorship if sold would be split 50/50 with the event organizers.

Our club would be obligated to provide our facility, our rocks, our ice technician, timers for all draws, online scorekeeping, and a volunteer to change the names on the scoreboards.

We would need to appoint a Chair for our local committee and start to work on timers immediately. I spoke with Diane Knutson and she indicated that they would probably come out of retirement again, but would like to start training others to head up the officiating at these events.

I would like to ask for the Board's approval to try to bring this event to Chilliwack for Oct. 12-15, 2023 and to reach out to the membership to see if someone will step forward as Chair. This will likely become a regular stop on their tour.

The Board discussed this opportunity and unanimously agreed this would be a great event for our club to host.

## **6.0 Financial Report**

**Gerry Lockwood**

The Club's finances continue to show excellent profit and as the curling year winds down, there have been significant increases in Lounge rental and Kitchen income. The bank account has increased by approximately \$25,000.

The projected profit and loss scenario looks positive for our fiscal year. The Chilliwack Curling Club and Community Centre is in good financial shape.

## **7.0 Old Business**

### **7.1 Resignation of Director**

Due to the resignation of a Director, the membership was advised that a vacancy on the board existed and anyone interested in becoming a director should complete the application form and submit it to Terry Cross, President of the Club. All applications need to be submitted by January 31, 2023.

Two applications have been received.

## 7.2 Concussion Protocol and Return to Play Policy

We have received many responses from Curling Clubs across BC following our request for information on Concussion Protocols and Return to Play policies. It is clear that many clubs are very concerned about concussions but there is absolutely no consistency in approach.

Rick Prium has agreed to lead the work on the development of our Clubs policy by working closely with those individuals who are involved with the Little Rockers and Junior programs. Hollee Wark will work with Rick on this project. It is hoped that a policy will be in place by June 1, 2023.

## 8.0 **New Business** -

### 8.1 Appointment of the new Director

The Board reviewed and discussed the two applications received for the new director. Both individuals were excellent candidates but after review, the Board of Directors has appointed Lisa Deputan to the Director's position.

According to our Bylaws, when a director is appointed by the Board to fill a vacancy created by a resignation, the new Director will assume the remaining term of office of the resigned Director. Therefore, Lisa Deputan will hold the position of Director until the AGM in 2025.

### 8.2 New Policies

IT policies and procedures play a strategic and crucial role in making sure that the Curling Clubs' information is safe. Policies document how people and other IT systems can access our data and network. Policies and procedures work together with technical security controls to protect confidential information from unauthorized access, disclosure, corruption, loss, and interference in both physical and electronic formats.

In order to safeguard the Club's data and our member information, the following policies have been drafted:

- Privacy Policy
- Information Technology Policy
- Information Technology Security Policy

The Board members are asked to review these policies and be ready to discuss these policies at our March meeting.

## 9.0 Team Reports

### 9.1 Management Team

**Terry Cross**

- Work is continuing on the development of the Concussion protocol and the Return to Play Policy.
- The Annual General Meeting has historically been held as soon as the accountants complete their financial review. Over the last few years, the meeting has been held in June. Attendance has been very poor as our members are no longer focused on curling but rather on summer activities.

A suggestion has been made to move the AGM to September. The date change will give the accountants more time to finish their financial review but will allow the Board to focus the AGM not only on the past year but will be able to present plans for the new curling season. This move of meeting date does not contravene our Bylaws as an AGM must be held once every calendar year and not more than 18 months from the last AGM.

All present were very receptive to this change. The date of the 2023 AGM will be finalized shortly and the date will be shared with all members.

### 9.2 Communications, Marketing & Membership Retention team

**Hollie Wark**

- No report this month

### 9.3 Finance Team

**Gerry Lockwood**

- Work has been completed on the Credit/ Debit card project. A presentation will be made to the Board next month to recommend the implementation of the use of credit and debit cards at the Club.

### 9.4 Volunteer Team

**Rick Prium**

- No report this month

### 9.5 Building and Facilities Enhancement Team

**Fred Eves**

The Team is currently reviewing the following:

- Feasibility of installing hooks in Ladies' washrooms
- New Broadcasting system
- The installation of sound baffling panels in the ice area. The City of Chilliwack will be covering the cost and it is expected that the baffling will be installed by the end of April. The installation of the baffling panels will significantly reduce noise in the ice shed and allow the area to be a viable rental space in the off-season.

### 9.6 Program and Services Team

**Terry Cross**

Bonspiels:

There are 4 more Club spiels being held before the end of the season  
The Men's Bonspiel, Feb 16 to 19

Spring Mixed Bonspiel, March 3 to 5  
Senior Men's Bonspiel, March 18 & 19  
Close the Barn Door Spiel, March 31 to April 2

Most of the planning is completed for these bonspiels however there is a great need for volunteers to help in the bar. The club generates good revenue from bar sales and that revenue is total profit when the bar is staffed by volunteers. new would significantly reduce club revenue if we need to bring paid staff to run the bar.

Sign-up sheets are posted in the club. Please give back to the club.

#### 9.7 Strategic Planning Team

**Terry Cross**

The Board of Directors has begun discussion on what organizational structure needs to be in place to ensure the Chilliwack Curling Club and Community Centre can maximize its potential in the community. The first step was to draft the job description for the General Manager position. The draft document has been given to Bruce for his review and comments.

The draft job description for General Manager has been placed in the Board's shared drive on Google workspace. All board members are to review this Job description and bring their comments/ thoughts additions to the next board meeting.

#### 10.0 **Upcoming Events**

##### **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 (Cancelled)  
17-19 Senior Men's Bonspiel  
24-26 International Tankard Bonspiel  
27-31 PCMCA/BCIMCA BC Championships

##### **April**

31 – Apr 2 Close the Barn Door Spiel

##### **June**

4 Golf Tournament at Cheam Golf Club

11.0 **Remarks –** NIL

12.0 **Adjournment** Meeting adjourned at 8:45 pm

**NEXT MEETING: March 13, 2023 at 7:30 PM**