



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

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

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

1.1 Terry Cross extended a warm welcome to our new Board member, Lisa Deputan.

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

3.0 **Minutes** of the February 13, 2023 meeting were presented. Acceptance was moved by Steph Prinse and 2nd by Terry Cross- CARRIED

4.0 Correspondence

a) Letter from L. Munro dated Feb 13, 2023

Ms. Munro voiced concern over the large increase in the registered spare fee that occurred in the 2022 – 2023 season. The Board discussed Ms. Munro's concerns and will ensure her concerns will be part of the research /discussion that will take place during the off-season when the 2023-2024 fee schedule is set.

b) Letter from F Snooks requesting funding to cover the cost of Jackets for the team that is entering the PCMCA/BCIMCA BC Championships at the end of March. Terry Cross will speak to Mr. Snooks to explain the financial support given by the Club to Teams cover entry fees cost only. The club does not cover the costs associated with team jackets.

c) Rental of Meeting Space

A number of community-based individuals have contacted Bruce Renwick and the Executive of the Board of Directors expressing concern that the CCCC has rented meeting space to a group that the Canadian Anti-Hate Network has been actively monitoring and reporting on for some while. The Chilliwack Progress also became aware of this and a reporter published an online article about this rental.

The CCCC is a city-owned facility and therefore CCCC must adhere to the same guidelines that the City of Chilliwack follows when renting out space.

The City of Chilliwack is governed by the Canadian Charter of Rights and Freedom and is therefore obligated to rent its facilities to anyone as long as they are not classified as a terrorist organization. Action4Canada is not classified as a terrorist organization therefore the CCCC has no grounds on which to refuse to rent a meeting room to the organization.

5.0 Managers Report

1. Rentals since the last meeting:
 - School Field trips- 5
 - Non-member ice rental- 3
 - Non-curling meeting room rentals -32
 - Private bonspiels- 2
 - Club bonspiels 2-Mens and Mixed went well with 28 teams in each.
2. Pro shop sale in effect to reduce inventory on items to be discontinued. The inventory level is very good on continuing stock.
3. The Annual CCC Golf tournament is being held on Sunday, June 4. at the Cheam Golf Course. The tournament will be run as it has in the past, using the 'best ball' format and a shotgun start. Sign-up sheets are in the Pro Shop/Office. Five foursomes have registered so far.
4. Spring Plant fundraiser email sent out to members. Order sheets are printed, emailed, and posted by the 9th End Café, Team Scoreboard area, and in the Pro shop. All orders must be submitted by April 24 for a May 13 delivery.
5. Sound baffling installation scheduled for the last two weeks of April. The city will be paying for the installation.

6.0 Financial Report

The CCC continues to be in a solid financial condition.

It is important to remember that the Federal Government in response to Covid -19, established the Canadian Emergency Wage Subsidy (CEWS) This subsidy provided monies to employers to assist employers to cover payroll expenses. The subsidy payments received are included in the revenue shown in the 2021/2022 numbers. No subsidy payments were received in the 2022-2023 year.

As of March 15, 2023, compared to last season:

General Revenue: +31%	General Expenses: +41%
Bar Revenue: +34%	Bar Expenses: +42%
Total Revenue: +34%	Total Expenses: +41%

Net income: -15%

If the CEWS subsidy is removed from the year-over-year comparison, the net income comparison would show the net income increasing four-fold (+388%) over last year.

7.0 Old Business

7.1 General Manager Job Description

The Board has drafted and reviewed the Job Description for General Manager, Chilliwack Curling Club and Community Centre, and is now ready to be finalized it. A motion was made by Kemal Khan and 2nd by Rick Prium to accept the GM job description dated March 9, 2023, as the formal Job Description for the General Manager's position at the Chilliwack Curling Club and Community Centre.

CARRIED

7.2 IT-related policies

At the last Board meeting, the following three policies were presented for consideration:

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

The discussion/ review of these policies will be moved forward to our April meeting.

Board members are asked to review these policies, makes comments, or suggest changes to the policies posted on the *Board Shared Drive/ Board Policies/ Draft*.

Everyone's comments/ suggestions will be reviewed and a final draft will be presented to the Board for discussion/approval at the April meeting

7.3 Governance Course hosted by Curl BC.

The registration forms were sent to Kim Dennis after our January meeting. We have not yet received any information on how we access this course. A follow-up email was sent on Feb 28. On March 3, 202, Kim Dennis advised she was still waiting to receive the license for our board to access the online course. She will follow up on this.

Originally, Curl BC gave a financial incentive to waive the \$ 30.00-course fee if the online course was completed by the end of this year's curling season. As the season is ending and we have yet to be granted access to this course, community the executive felt that June would be a better time for the board members to complete this course.

An email has been sent to CurlBC to see if the financial incentive would be available if our Board completed the course by the end of June. Regardless if the financial incentive is still available, the Executive feels that is course is

valuable and the \$ 30.00-course fee will be reimbursed by the CCCC if not waived by Curl BC.

All Board members will be advised on how to access the course once the licensing is in place.

8.0 New Business -

8.1 Media Relations Policy

The situation noted in point 4c under Correspondence highlighted the need for a policy on how to handle media requests. A policy has been drafted. The Board is reviewing this draft and will discuss this policy at the April meeting.

8.2 New Position – Members Service Coordinator

With the Curling Club's growth and the additional work involved with the number of functions being held in the facility, Bruce Renwick has identified the need to establish a new position. The Board supports the creation and recruitment of this position. This position, Member Service Coordinator will be funded in next year's budget and recruitment will begin shortly.

8.3. Retirement

Bruce Renwick has managed the Chilliwack Curling Club for the last 26 years. Through his hard work and love of the game, Bruce has grown the club to what it is today.

Last year Bruce indicated he was beginning to think about retirement and last month, Bruce told the Board, he would like to work one more curling season.

The Board and Bruce are currently working together on a plan to ensure this transition is smooth. The Club members will be advised once the plan is finalized.

The Board wishes Bruce the very best as he looks forward to this new chapter in his life and sincerely hopes that Bruce and his family have exciting adventures ahead!

8.4 Transition

Over the next while, much needs to be done to ensure the transition is smooth and that we recruit the right individual.

There are many people who will be impacted by this process, the membership, the staff, the city, Board, and Bruce. It is imperative that we have a clear understanding of what we need to do and how the transition will become a new reality.

The transition process is a very complex process but with proper planning and focus, the process will be smooth.

The Executive recommended to the Board, that an external facilitator be hired to guide us through this process. Through the consultant's facilitation, we will create a transition plan that ensures we have a clear path forward and do not lose the valuable intellectual capital that resides with Bruce.

The consultant, recommended by the executive is Erna Hagge. She has had her own consulting business for over 3 decades and focuses on helping her clients go from where they are to where they want to be. She is the founder of coaching services at UBC, works with large complex organizations both in BC and internationally, and has won 4 awards for her work, written 3 books on leadership, and conducted research on coaching effectiveness. She also lives here in Chilliwack.

The following motion was made by Kemal Khan and seconded by Fred Eves.

I recommend that in the 2023-2024 budget, a maximum of \$3,000 be included to hire an external Facilitator to assist the Board in developing a comprehensive and effective transition plan which includes identifying the skills, experience, and attributes that will ensure we recruit the best person as Bruce's successor.

Carried

8.5 Junior Curling Program

Lisa Deputan explained that in the past, the Junior Curling program receive approximately \$1,500 annually from the "Junior Curling Tip Jar" that was placed on the counter in the bar area. Since Covid, money generated through tips has greatly reduced. She expressed concerns that without this money the program will not be able to purchase equipment such as brooms, sliders, etc.

A discussion took place and the Board asked Lisa to present to the Board a list of equipment that is needed for the 2023-2024 season. It was the general option of the Board that the funding of a program that is critical in introducing the sport of curling to future curlers should not be solely funded by "tips". Lisa has been asked to present the list of required equipment and the associated costs to the board as soon as possible so that it may be included in the 2023- 2024 budget discussions.

8.6 Date of the 2023 AGM

The 2023 Annual General Meeting will be held on **September 7, 2023**. Members will receive a notice of this meeting in August.

9.0 Team Reports

9.1 Management Team

Terry Cross

Work has continued in drafting job descriptions. The General Manager's job description is now finalized.

The creation of policies continues with the IT policies and the Media relations policies ready for discussion/ approval at the April meeting.

Rick Prium and Hollee Wark continue to research and develop a Concussion Protocol. They plan on being ready to present a Concussion Protocol Policy by the end of April with plans for it to be in place before the next season of curling.

9.2 Communications, Marketing & Membership Retention Team

Hollee Wark

A short Member Satisfaction Survey will be sent out asking for feedback on the curling season, the facility, and events. All members will be asked to complete the survey. The information collected will be compiled and used in planning for next year.

9.3 Finance Team

Gerry Lockwood

The Finance team wants to meet one more time before they make a presentation to the Board regarding the introduction of credit cards and debit cards at the Club. A presentation will be made at the April meeting.

9.4 Volunteer Team

Rick Prium

No report this month

9.5 Building and Facilities Enhancement Team

Fred Eves

The Tuesday Day Ladies' request for hooks/hangers to be installed on the South wall of the downstairs Ladies' washroom entranceway was reviewed and after some discussion, the Board agreed that no alterations should be made to any washroom entranceways for safety reasons.

Fred Eves, the team leader for the Building and Enhancement team will offer to meet with the Tuesday Day Ladies to discuss alternative locations for these hooks.

9.6 Program and Services Team

Terry Cross

The bonspiel group has organized 3 bonspiels this year and has developed a more streamlined approach to organizing and running club bonspiels. A detailed document will be prepared and printed so that future Bonspiel Committees have the details and instructions on what needs to be done to organize subsequent bonspiels.

9.7 Strategic Planning Team

Terry Cross

The development of the Transition Plan will help document the path ahead for the Club for the next 12 months.

10.0 **Upcoming Events**

March

24-26 International Tankard Bonspiel

27-31 PCMCA/BCIMCA BC Championships

April

31 – Apr 2 Close the Barn Door Spiel

June

4 Golf Tournament

September

7 Annual General Meeting 7pm

11.0 **Remarks –** Nil

12.0 **Adjournment** Meeting adjourned at 9.15 pm

NEXT MEETING: April 10, 2023 at 7:30 PM