



**CHILLIWACK CURLING CLUB**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**May 8, 2023**

**Present:** Terry Cross, Rick Pruiam, Gerry Lockwood, Elaine Christie, Lisa Deputan, Fred Eves, Kemal Khan, Gary Robinson, Monica Rush, Hollee Wark.  
**Absent:** Rick Hunter, Steph Prinse  
**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 by Monica Rush, and 2nd by Gary Robinson-  
CARRIED

3.0 **Minutes** of the April 10, 2023 meeting were presented. Acceptance was moved as by Rick Pruiam and 2nd by Monica Rush. CARRIED

4.0 **Correspondence:** Nil

**5.0 Managers Report**

**Bruce Renwick**

1. Non curling rentals since last meeting- 42.
2. Kitchen is averaging around \$700/day in the restaurant and @ \$2000/day including the banquet space catering since curling ended. During our 2019 summer which was our first and pre Covid we were averaging between \$50-\$100/day with very little in the banquet space.
3. Year-end inventories are completed and the accounting reports should be presented to the accountants by mid-month for producing income statements and year end procedures.
4. There is room for 5 more foursomes in the golf tournament and Lisa Deputan and I will continue to organize the day and purchase prizes. Once we are full all foursomes will receive and email reminder with their shotgun start time. Last year was the first year we exceeded more than one shotgun start and it should be the same this year.
5. The club plant order have been submitted with delivery this Saturday. Profit to the club will be @ \$1200.00.
6. Curling Canada will be hosting a "Business of Curling Symposium" on June

9,10 & 11 at our club with Curl BC holding their annual business meetings on June 8 in the club. We are one of six stops across the country for these Symposiums.

7. We have had a number of inquiries in regards to our Summer Bonspiel August 25-27. I am waiting for a poster from the Bonspiel Committee and will email to all the clubs in BC once received. Curl BC will be hosting a Rock Slide Camp August 28-Sept. 1 after our Summer bonspiel as well as possibly hosting a high-performance bonspiel the following weekend.
8. Sound baffling has been completed. It is much better than it was, but the big test will be when the room is full of people and a band or DJ is playing. If it isn't to our satisfaction the city has budgeted for a phase 2 next summer if needed.

## 6.0 Financial Report

**Gerry Lockwood**

The Clubs' finances continue to show excellent profit and as the curling year has ended, there has been significant increases in rental and kitchen income. The rental has increased by over 220% and the kitchen revenue has shown an increase of over 60%. The bank account has increased over last month. The projected profit and loss scenario looks positive for our fiscal year. We are in good financial shape. The year has seen a significant increase in revenue from Last year.

## 7.0 Old Business

### 7.1 IT related Policies

The following policies were discussed:

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

A motion was made by Fred Eaves and seconded by Kemal Khan to approve the above three policies. CARRIED

### 7.2 Membership Survey

Last month Hollee Wark presented the raw data from the Membership survey. In order to be able to share the results with the membership, Hollee is working on a summary document that organizes the data. This summary will be shared with the Board at the June Board meeting.

## 8.0 New Business -

### 8.1 PCMCA

Claude Tulippe has asked to meet with the Board to explain how the PCMCA organization functions. Claude will make a presentation to the Board at the June meeting.

## 8.2 Director Position

Rick Hunter has missed many Board meetings. He has not attended at Board meeting since November 2023.

*According to our Bylaws Section 5 “If a director is absent for 3 or more consecutive meetings of the Board of Directors, the President shall contact the Director and report to the Board. The remaining Directors may declare the position vacant and appoint a member to take the place of the former Director.”*

Terry Cross has attempted to contact Rick and has receive no reply from Rick.

The Board discussed this and has determined it is imperative that the Board has a full slate of active and engaged Directors, especially as we are developing a transitional plan to prepare for the retirement of Bruce and the hiring of Bruce’s successor.

After discussion, the following motion was made by Terry Cross and seconded by Gerry Lockwood:

*“In accordance to our Bylaws Section 5, the Director’s position held by Rick Hunter is declared vacant .”*

CARRIED

As a result, the following will occur:

- 1) A letter will be sent to Rick Hunter to advise him the Board of Directors have declared his position vacant.
- 2) An email will be sent out to the membership advising that there is a vacancy on the Board and invite anyone interested in joining the Board to apply.

## 9.0 **Team Reports**

### 9.1 Management Team

**Terry Cross**

The Executive is working with Bruce Renwick to finalize his contract for the next year. Bruce’s current contract expires in August 2023.

### 9.2 Communications, Marketing & Membership Retention team

**Hollee Wark**

Nothing further to report.

### 9.3 Finance Team

**Gerry Lockwood**

The finance team continues to review presentation from vendors regarding the credit debit system. Implementation is still planned for this summer.

### 9.4 Volunteer Team

**Rick Prium**

No report. Will be meeting in June.

9.5 Building and Facilities Enhancement Team

**Fred Eves**

Drop in Pickleball will be introduced this summer. It will be set up out in the ice area. As the ice area is air conditioned, it will be a cool place to play pickle ball during the hot summer months.

Shelving is being installed in the storage room behind the lockers on the main floor.

9.6 Program and Services Team

**Terry Cross**

A meeting is planned this month to review the activities and bonspiels held this year. Plan to identify what went well, what changes need to be put in place for next year.

Starting work on the Summer Spiel which will kick off the curling season in August.

9.7 Strategic Planning Team

**Terry Cross**

Nothing to report

10.0 **Upcoming Events**

**June**

**4** Golf Tournament

**September**

**7** Annual General Meeting @7pm

11.0 **Remarks –**

12.0 **Adjournment** Meeting adjourned at 8:15 pm

**NEXT MEETING: June 12, 2023 at 7:30 PM**