



CHILLIWACK CURLING CLUB
MINUTES OF THE BOARD OF DIRECTORS MEETING
July 10, 2023

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

1.0 Meeting called to order by the President at 7:33 pm

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

3.0 **Minutes** of the May 8, 2023 meeting were presented. Acceptance was moved as by Gerry Lockwood and 2nd by Rick Prium - CARRIED

4.0 Correspondence

A letter was received from the Chilliwack Hospital Foundation, thanking the Club for the generous donation. This donation came from the money raised at the Sandra Schmirler Day earlier this year.

5.0 Managers Report

Bruce Renwick

1. Since last meeting we have had 43 private rentals, 2 Blood Donor Clinics. Restaurant and banquet rentals remain strong.
2. Pickle ball has started and is gaining momentum quickly. To date we have had \$1,750 in pickle ball revenue. We should be at the breakeven point of equipment purchases by the end of July and it may contribute to the cost of hydro and staffing by the time it ends on August 10/23.
3. Revenues and sales are up about 50% over last year up until the end of June with the net profit percentage about the same.

Lisa Deputan spoke to the Board about the Chilliwack Secondary Graduation Dinner that was held at the Club. The feedback she has received was extremely positive and the effort put forth by the staff to decorate the ice area was incredible. The ice shed looked fabulous and the newly installed baffles worked well. The CSS staff were very pleased and have rebooked for Grad 2024.

6.0 Financial Report

Gerry Lockwood

The Club's finances continue to be in good shape. The restaurant has continued to show growth and the rental of the facilities have been active.

This time last year we had approximately \$11,000 less in our chequing account than we do now.

Following our discussion last month, we have transferred \$100,000 into a term deposit and have been able to secure a reasonable interest rate and will incur no interest rate penalties should we need to access the money before the term is up.

7.0 Old Business

7.1 Bursary/ Scholarship Awards

Each year The Club receives application from graduating secondary school students for the Frank Jamieson and the John Roberts Memorial Bursary. Monica Rush was pleased to announce this year's worthy recipients.

Markus Westenek was awarded to Frank Jamieson Scholarship in the amount of \$400.00.

Mikayla Winter was awarded the John Roberts Memorial Bursary in the amount of \$300.00.

Congratulation to both recipients.

7.2 Executive Summary of Survey results

It is planned to have the Executive Summary ready for the August Board meeting.

7.3 2023 -2024 Budget

The draft budget will be presented to the Board at the next Board meeting,

9.0 Team Reports

9.1 Management Team

Terry Cross

Rick Prium presented the first draft of the Concussion protocol and Return to Play Policy. This draft was based on the policy that is used by Curling Canada. A good discussion to place regarding the policy and Board members asked some excellent questions and gave some feedback to Rick. Rick will incorporate the Boards concerns and will revise the draft to reflect the discussion. The policy will be reissued to the board members prior to the August meeting. It is hoped that the policy will be finalized at the August meeting.

9.2 Communications, Marketing & Membership Retention team

Hollee Wark

No report

9.3 Finance Team

Gerry Lockwood

The Finance team has completed their study and review of the Debit/ Credit card system presented their report recommending the Club implement the use of both credit and debit cards. A discussion among the Directors took place where questions were asked, clarification was received and opinions were shared. The Club Manager supported the introduction of the debit system but felt that due to the

administration costs associated with the use of the credit cards, credit cards should not be introduced at this time. The Finance team said that their research showed that companies that introduced credit saw an increase in sales that offset most of this cost. It was strongly felt that it is time for the club to move from a cash only facility.

The following motion was made by Gerry Lockwood and seconded by Monica Rush.

“ Following an in-depth study the Finance Committee recommends the club adopted the Clover Canada system for the Debit and Credit POS system to be used throughout the facility. The implementation of the system will take place in August 2023.”

Motion UNANIMOUSLY CARRIED

9.4 Volunteer Team

Rick Prium

A meeting of the Volunteer Committee was held in July. Garry Robinson will be reviewing the written comments submitted through the annual members survey and will report to the next Volunteer team meeting information relating to volunteerism. It is hope that this will provide some in-site on how to address volunteerism at the club.

9.5 Building and Facilities Enhancement Team

Fred Eves

The newly acquired mobile Audio-visual System is being studied and will be ready to be used in the fall.

9.6 Program and Services Team

Terry Cross

The Bonspiel team has met and work is well underway for the Summer Spiel being held in August. The goal is to have 43 team play in the bonspiel, currently 13 team have registered.

9.7 Strategic Planning Team

Terry Cross

The Recruitment Team will be co-chaired by Elaine Christie and Kemal Khan. It is planned that the team will be made up of the following individuals :

- 2 Board members (co-chairs)
- 2 Club Members (one male and one female)
- Current Club manager

The recruitment team will report directly to the Executive of the Board of Directors and will report monthly to the Board.

The co-chairs have meet and are developing a detail project schedule which will address all the task that need to the completed to ensure the Club recruits the best candidate.

8.0 New Business

8.1 Redemption of membership fees

All members of the club pay a one-time membership fee of \$50.00. Those members who joined the Club prior to January 1, 2000 could redeem their membership and receive a refund of \$45.00.

We have received a request from Dr J. Kovits to cancel his membership. He would like to donate the redemption amount (\$45.00) back to the Club. The following motion was made by Steph Prinse and seconded by Gerry Lockwood

“The Board has received a request from Dr J. Kovits to cancel his Curling Club membership and has requested that the redemption amount of \$45.00 be donated back to the Club. I move that the Board cancel Dr J. Kovits’ membership and accept, with thanks, Dr. Kovits’ donation.”

Motion CARRIED

8.2 Curling I/O

8.2 Curling I/O

Two seasons ago, the Club introduced a software program called Curling I/O. This is an online curler registration and league management system from Curling Canada. Since we introduced the system for members, about 190 members used the system by creating a profile and about half of those registered on line. Curling I/O is a powerful tool and will simplify the administration process as it will reduce the need to print registration forms, and ask members to fill in the form by hand. If members register on line, the members data is correct and the process needed to create leagues and schedules will be simplified.

Over 900 Clubs across Canada have introduced Curling I/O and both members and clubs have found it to be an effective and easy tool to use.

This year the Chilliwack Curling Club is strongly encouraging all members to register this fall using Curling I/O. For those who are not comfortable registering on line, the manual process will still be available, but along with the registration information members provide manually the club will asking for your permission to enter your data into the Curling I/O system.

As we move closer to registration time members will receive step by step information that will assist them in making the on-line process clear and easy to use.

8.3 2023 Annual General Meeting- Wednesday September 6, 2023

An annual report from each of the Strategic Functional Teams needs to be written and submitted, electronically, to Elaine Christie by August 14, 2023.

A notice of the Annual General Meeting must be sent out to all members at least 21 days before the Meeting. As the date of the 2023 AGM is September 6, 2023 an email will be sent out no later than August 16, 2023.

The draft outline of the Agenda for the AGM will be presented to the board at the August meeting.

Upcoming Events

12.0 **Adjournment** Meeting adjourned at 9.05 pm

NEXT MEETING: August 14, 2023 at 7:30 PM