



MINUTES of BOARD OF DIRECTORS
Meeting on September 27, 2023
Chilliwack Curling Club Board Room

Board Members: Terry Cross, Rick Pruum, Elaine Christie, Lisa Deputan, Kelli Graham, Kemal Khan, Sherry Liptak, Gary Robinson, Regan Taylor, Hollee Wark.
Manager: Bruce Renwick
Regrets: Gerry Lockwood, Elaine Christie, Fred Eves

1) Meeting called to order: at 4:32 PM

2) Agenda:

- a. Approval of agenda
 - i. moved by Rick Pruum, seconded by Kemal Khan ,
Motion CARRIED.

3) Minutes:

- a. Approval of minutes from Board of Directors meeting September 6, 2023 meeting
 - i. moved by Rick Pruum, seconded by Kemal Khan.
Motion CARRIED
- b. Tentative approval of the minutes from the 2023 AGM held on September 6, 2023
 - i. These minutes will be held on file for presentation and approval at the 2024 AGM

4) Correspondence: Nil

5) Financials:

- a. Our Treasurer, Gerry Lockwood will be off for 10 weeks due to ill health. We wish him well., Keith Britz has agreed to review numbers during Gerry's absence. We are pleased he has agreed to step in while Gerry is away.
- b. Substantial increase in our income, as members have been paying league fees.
- c. Terry will provide secondary notes to financials.

6) Managers report:

Bruce Renwick

- a. Leagues have started, day league down and night league is up slightly.
- b. Non curling rentals in Aug is 38 and Sept is 37
- c. Quotes for improving hallways and installing dressing poles are coming in.
- d. Fred has asked for a cage, Bruce does not agree, but a quote is coming in.
- e. Maintenance in many rooms has occurred. The budget is already overspent by \$2,500.
rebuilt ammonia compressor
 - i. replaced valves on compressor
 - ii. adding new valves as per regulation
 - iii. raised bar prices to make up for the added renos
- f. Would like to become a Safe Curl facility. Bruce does not have time to take it on.
- g. Host a 2-day junior bonspiel Dec 3-4 2023 - looking for help with this.

- h. Credit and debit is in the pro-shop, staff is getting used to and less mistakes are made.
 - i. Bookkeeper was away for two weeks, will look at adding the machines to the restaurant and bar.
 - ii. adding considerable office time and having employees come in 1 hour earlier than they used to.

7) OLD Business:

- a) Update on the roll out the debit/ credit system
 - a. see above notes from manager report.
- b) Update on when Concussion protocol and Return to Play policy will be presented to the Board.
 - a. Rick only has two points to smooth out, a copy of CurlCanada, regarding helmet policy.
 - b. Should the concussion policy say that they need a doctor's note to return?
 - c. Rick will bring back updates for next week.
- c) Recruitment Team Report
 - a. Jobs posted in multiple places and applications are coming in.
 - b. The Club's website has been changed to include a ""job Opportunities "" page. This page has been designed so that all vacancies can be posted. The General manager's position and the member Services Co-ordinator are currently posted.
 - c. The recruitment team members will be speaking to various club members/ leagues and staff to get their ideas on the key characteristics / traits / experience that they feel are necessary for the new GM to be successful in their new role.
 - d. Once the recruitment gets feedback from everyone, the team will be developing a recruitment process which includes, the way we screen applications, the questions asked during the interviews and how we structure the entire process. Elaine has reached out to Bruce and has his approval to talk to staff . This will be done in October.
- d) Social events
 - a. New Year's Eve Party
 - b. We need to book a band for this event
- e) Pictures
 - a. The two pictures of President Pictures that were sent out for repair are ready to rehang. Two additional frames with mats are needed to display the pictures of all former Presidents.
 - i. Terry will get a quote to get the final pictures framed
 - b. Women Life-time members
 - i. Bruce is looking into where these are located and will update Terry
 - c. Olympic pictures will need to be framed and hung as well

8) Strategic Functional Team Monthly Reports:

- | | |
|--|---------------------------|
| a) Management Team | <i>Terry Cross</i> |
| b) Communications, Marketing & Membership Retention team | <i>Hollee Wark</i> |
| c) Finance Team | |
| d) Volunteer Team | <i>Rick Prium</i> |
| e) Building and Facilities Enhancement Team | <i>Fred Eves</i> |

- f) Program and Services Team TBD
The Bonspiel Team meeting was held. Mathew Holder is joining the Bonspiel Committee

The Mental Health Bonspiel is scheduled for January 2024 , the team is currently identifying sponsorships and choosing a charity. A band has been secured “ Dealer Choice Band” has agreed to play and they will be donating their time. .

Prize inventory is started - we need 48 items per event (64 at the Mens)

Glasses will be ordered and ready for all club bonspiels I

Seniors event on Oct 20th - they have asked for help.

Gary will talk to Russ and Diane Knutson about what they need help with, Bruce will provide contact info

- g) Strategic Planning Team **Terry Cross**

9) NEW Business:

a) Strategic Functional teams

- a. Identifying the functional teams that each board member is on and who will be the team leader of each team

An email will be sent to each Board member explaining the duties and responsibilities of each strategic team. . Each Board member is to review the information and determine which team they would like to sit on for the 2023 to 2024 season. The teams will be finalized at the October Board meeting.

b) Governance Policy

- a. Table until next meeting. Terry will select a committee to discuss procedure before the next meeting.

c) Meeting Time for the Board of Directors meeting

A motion was made to change the start time of the Board of Directors meeting from 4:30 pm to 4:45 pm . The Board meeting will continue to be scheduled on the 3rd Wednesday of each month.

Monthin CARRIED

10) Upcoming Events

October

8-9 Thanksgiving - No League Curling

9-15 Mixed Doubles Super Series - No League Curling

20-22 Senior Mixed Bonspiel

November

17-19 Pot of Gold Bonspiel

December

23-31 Christmas Break

31 New Years Eve Party

January 2024

1-4 Christmas Break
5 All Leagues Resume Play
6-7 Mental Health Bonspiel
19-21 Chilli Spiel
26-27 ICBC Bonspiel

11) Remarks:

- a. **Vice-President**
- b. **President**

12) Next Meeting: Wednesday, October 18th at 4:45 PM

13) Adjournment: Meeting adjourned at 5:25