



**CHILLIWACK CURLING CLUB**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**April 16, 2024**

**Present:** Terry Cross, Rick Pruum, Gerry Lockwood, Elaine Christie,  
Lisa Deputan, Fred Eves, Kelli Graham, Sherry Liptak, Gary Robinson,  
Regan Taylor, Hollee Wark.

**Manager:** Will Sutton

---

1.0 Meeting called to order by the President at 6:04 pm.

1.1 A warm welcome was extended to Will Sutton. This is the first Board meeting Will has attended since he joined the Club on March 25, 2024.

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

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

4.0 **Correspondence** -

MaKena Martz sent a thank you note to thank the Board for providing financial support for her to attend the BC Winter Games.

5.0 **Managers Report**

**Will Sutton**

1.0 *Bonspiels:*

The "Close the Barn Door" bonspiel was a success, with significant revenues generated. Bar revenues amounted to \$17,000, while pro shop revenues totaled \$9,600. Additionally, we achieved \$13100 in kitchen and banquet revenues. However, operational review will focus on analyzing bar, kitchen and bonspiel revenues to ensure margins are appropriate for long term growth.

2.0 *2024-25 Club Events:*

We've outlined a 2024-25 tentative schedule for our five club bonspiels and other hosted events, including the Novice/Junior Tour event in December, the 2025 BC Mixed Doubles and January and our Annual Mixed Doubles Cashspiel. The next step involves sharing this schedule with managers from Vancouver and the Fraser Valley to ensure alignment at our managers meeting next week.

3.0 *Financials:*

In response to the Board's request, I will provide a comparison of all transactions (Cash, Visa, Mastercard, Amex, and Club Bucks) for each month from May 1st, 2023, to April 30th, 2024, at the next board meeting. This analysis aims to assess the impact of these transactions on our revenues and expenses since creating a more effective and efficient

payment stream. I am currently Reviewing Clover and ways to have it talk to our accounting software more efficiently.

#### 4.0 *Newsletter and Survey:*

Working collaboratively with Holly, we're preparing our survey for distribution. It will be included in our May Newsletter to the members.

#### 5.0 Depreciation and Maintenance Report:

I am currently in contact with Eric Schultz for updates on depreciation and maintenance. Additionally, the city has suggested painting the pickleball courts and will provide a quote, although this would be a club cost if pursued.

#### 6.0 *Group Benefits Plan:*

I am in touch with Grayden Biffart from IGL Benefits, who sells for Chambers groups among other benefits companies. An update on this will be provided at the May 15th board of directors meeting.

#### 7.0 *Health and Safety Review:*

Collaborating with Rick Prium, we will review our facility's health and safety processes and documentation of tasks and incidents. An update on this review will be presented at the May board of directors meeting.

### 6.0 **Financial Report**

No formal report was presented this meeting. Discussion took place regarding what the information and format that the Board wanted to see each month. The May report will reflect the new format.

### 7.0 **Old Business**

#### 7.1 Honourary Lifetime Membership

In February, the Tuesday Ladies Curling have nominated Sandy Jacob to be awarded a life time membership. The Board discussed the nomination and agreed that Sandy Jacob was an excellent recipient. The following motion was made by Gerry Lockwood and seconded Rick Pruim.

*“Having reviewed the requirements of lifetime membership and the amazing contribution Sandy Jacob has made to our club, I move that Sandy Jacob be awarded a Life Time Membership to the Chilliwack Curling.”*

Motion CARRIED UNANIMOUSLY

#### 7.2 Depreciation Report

The City is requiring that the CCC produce a Depreciation Report that list all equipment that is valued at more than \$20,000 by June 2024. Will Sutton advised that this project is underway and we will have the report finished and submitted by the end of June.

#### 7.3 Pickleball

The ice is out and 8 pickleball courts will be up and running by the end of April. Currently Will Sutton is researching the current rates charged for pickleball in order to establish the 2024 rate schedule.

A marketing plan has been drawn up to ensure the community is aware that drop-in Pickleball is available at the CCC. The online registration system is ready to go.

7.4 Standard contact email address for our curling club.

Currently there are at least two different public contact e-mail addresses. Standard contact e-mail addresses will be adopted.

**8.0 New Business –**

8.1 The Bonspiel Committee Report

Regan Talor submitted a detailed report. The complete report is attached to these minutes.

8.2 Golf Tournament

The 2024 Annual Golf Tournament is being held at the Cheam Golf course on Sunday Jun 2, 2024. Currently 75% of the morning tee off times are taken and 25% of the afternoon slots are full. The event will be posted on Facebook and email reminders will be sent out.

**9.0 Team Reports reporting this month**

9.1 Communications, Marketing & Membership Retention team **Hollee Wark**

The annual survey will be sent out to the membership by the end of the month. Hollee Wark will be coordinating this project.

9.2 Finance Team **Gerry Lockwood**

The 2024-2025 Operating Budget is currently being drafted by Gerry Lockwood and Will Sutton. The draft Budget will be presented to the Board at the May meeting.

9.3 Volunteer Team **Rick Prium**

The volunteer Team is looking at acquiring a software program called "Sign Up. This programme has been used by other curling clubs and has been found to be easy to use. This will allow members to sign up for volunteer opportunities electronically. We are also looking at installing a Membership Kiosk so club members can access information regarding the club, review the Website and register for activities.

**10.0 Upcoming Events**

<b>June 2</b>	Golf Tournament at the Cheam Golf Course
<b>August</b>	TBA - Summer Spiel
<b>September 12</b>	Annual General Meeting

11.0 **Adjournment** Meeting adjourned at 8:25 pm

**NEXT MEETING: May 14, 2024 at 6:00 PM**

BONSPIEL COMMITTEE REPORT  
CHILLIWACK CURLING CLUB

Date: April 16th, 2024

ALL BONSPIELS – GENERAL INFORMATION

Prize Inventory: I have a spreadsheet documenting all the prizes (in and out), their approximate value, and which items get chosen or not. They are also categorized to give us a general idea. The bonspiel committee now has a better understanding of what prizes and the expenses of them will be for further bonspiels and will be discussing at our upcoming meeting.

Action Items – possibly review better storage ideas (shelving and space as well as shared space with users outside of the club)

MIXED SPIEL: MARCH 1ST-3RD, 2024

We seemed to do well with many teams registered. Final details to come from club manager.

SHUT THE BARN DOOR – APRIL 5-7TH

The Novice side was very successful and we should continue this moving forward. Many ideas for improvement to be discussed at the bonspiel committee meeting but overall the bonspiel was a success for so many teams. In future, we will plan on that many teams and make adjustments if the numbers are under instead of the other way around.

OVERALL BONSPIELS/GENERAL

ACTION ITEM: We need to review the structure of the teams and committees with regards to bonspiels, their planning process and at the event matters. It is too big of a job for a small committee to handle ALL of the club's bonspiels. It is much more work compared to many of the other functional teams combined. This can be discussed at club planning meeting in the spring or summer but should be in place prior to the start of the 2024/2025 season.

UPCOMING BONSPIEL (Summer – do we have a date yet?)

UPCOMING PLANNING:

The bonspiel committee will be planning a meeting in the near future (with Will as new manager and other staff members) to discuss how the season went and what action items or other things we can do in the future to do better. Some issues and items we will be covering are:

- Duties and responsibilities (who does what and when? Staff, manager, board members, committee members, volunteers, etc)
- Prizes (inventory tracking, costs, types, order of handouts, etc)
- Overall planning (meals, special events, decorations, entertainment, etc)
- Jobs lists and descriptions
- Other

If you can not attend the meeting but would like to give some input for the planning committee, please send an email to Regan at the club email address with the subject title "bonspiel planning committee". Be sure to include a "proposed solution" if you are outlining any problems or issues.

Regan Taylor