



CHILLIWACK CURLING CLUB
MINUTES OF THE BOARD OF DIRECTORS MEETING
May 14, 2024

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

1.0 Meeting called to order by the President at 6:07 pm

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

3.0 **Minutes** of the April 16, 2024 meeting were presented. Acceptance was moved by Rick
Pruum and 2nd by Lisa Deputan- CARRIED

4.0 **Correspondence - Nil**

5.0 **General Manager's Report**

Will Sutton

1. Bonspiels:

- Confirmed bonspiel dates; streamlined payment process at \$320 per event.
- Registration via Curling i/o; emphasizing e-transfers for payments.
- Finalizing summer spiel registration with bonspiel committee; distribution scheduled for Tuesday.

2. Pickleball:

- Increased group bookings; adjusting June hours based on demand.
- Maintaining three pickleball sessions weekly, catering to varied schedules.

3. Cafe, Catering, and Bar:

- 9th End Cafe thriving, busiest on Thursdays-Sundays.
- Weekdays see regular catering, Mondays slower for both cafe and events.
- Currently reviewing purchasing and costs; pricing adjustments underway (notably Highballs and Caesars have been increased in price).

4. Upcoming Events:

- Hosting 2025 BC Mixed Doubles, 2025 BC High Schools, and Youth Bonspiel.
- December Youth Bonspiel to feature novice, intermediate, and competitive divisions.
- Planning New Year's Eve Party
- exploring youth league collaboration with high schools and optimists.

5. Financials:

- June events expected to surpass May activity; detailed calendar for April, May, and June to be provided next week.
- Comprehensive transaction analysis from May 1st, 2023, to April 30th, 2024, forthcoming.
- Payroll oversight identified in the last payroll run and now streamlined; accurate projections for staffing costs will be incorporated into the upcoming projected budget.

6. Newsletter and Survey:

- Survey rollout on May 17th, post-long weekend to maximize engagement.
- June newsletter to summarize May and preview upcoming events.

Depreciation and Maintenance:

- Sound baffling planned for June to enhance ice shed acoustics.
- Collaboration with City on report requirements; update in the next two weeks.

Group Benefits Plan:

- Progress made in providing accurate staffing data for benefits plan.

Health and Safety Review:

- Update scheduled after meeting with Rick Prium on May 21st.

7. Banking and Payroll:

- Online account access streamlined; Visa encouraged for transparency in petty purchases.
- Streamlined coin room processes implemented.

8. IT Systems:

- Audiovisual system repaired for easier setup.
- Google Calendar integration for event scheduling and staff coordination.

9. Leagues:

- Collaborating with Larry Legault on league structures; details forthcoming.

6.0 Financial Report

Gerry Lockwood

The club finances continue to be in decent condition although profits showing year to date are down from last year due to more staff hours and the overlap of the two General Managers. Pickleball and catering are the main revenue streams during the summer months. As we approach the fall, we may need to cash in a term deposit to tied us over until registration fees are received.

Cost of food is currently really high and as a result the catering profits are down to approximately 12%.

7.0 Old Business

7.1 Membership Survey

The 2024 survey questions have been drafted and sent to the Board members for review and comments. Board members are asked to review this for ASAP and send your comments to Hollee. Once comments are received the survey will be sent out for member input. It is hoped that the survey can go out next week.

7.2 **Update on Golf Tournament**

Still have openings in the afternoon. A reminder to members will be sent out. Historically members sign up right at the end. Lisa will contact the golf club to see when the last date members can sign up to play. She will give this date to Will and it will be included in the reminder to members.

7.3 **Financial Review**

The Accountant will be receiving the final information from the club to begin the annual review which will be shared with the Club members at the AGM.

7.4 **Community Sponsorship**

At the February Board meeting a lot of discussion took place regarding how the Club should respond to Community requests for sponsorship. Historically it has not been the practice for the Club to sponsor or donate to community requests. Rick Pruum and Gary Robinson are drafting a policy. They will be presenting a draft policy to Directors before the June meeting. The Board members are expected to review the draft and be ready to discussion / approval at the June mtg.

8.0 **New Business**

8.1 Overdraft Request

Last year the board approved transferring \$100,000 from the operations account to a GIC that could be cashed in at any time without incurring any penalties. When we went to cash in this GIC the end of April we found out that the GIC had not been set up as the board requested. The GIC was set up so that, if cashed in prior to end of term penalties apply. The GIC term is due June 15, 2024. As a result, Terry Cross has requested that the board approve an overdraft.

The following motion was made by Terry Cross and seconded by Gerry Lockwood:

"I move that the Board of Directors approve an overdraft in the amount of \$50,000. This will be revisited after the AGM on September 12, 2024."

After an in-depth discussion by the Board the motion was voted on and CARRIED

8.2 2024- 2025 Operational Budget

Gerry Lockwood and Will Sutton are finalizing the 2024 -2025 Operational budget. This process is taken longer than normal as there are operational details that have needed to be reviewed and some processes changed to create a more effective flow with tighter controls. The draft 2024-2025 Operational Budget with updated details will be ready by June 1, 2024.

9.0 Team Reports

Teams reporting this month:

9.1 Management Team

Terry Cross

The Management team continues to working with Will to ensure transition goes smoothly. It is hoped that a planning day will be set up in June so that the Board can set our goals and plans for the up coming season. More info to follow.

10.0 Upcoming Events

June

2 Golf Tournament at the Cheam Golf Course

August

23-26 Summer Spiel

September

12 Annual General Meeting

11.0 Remarks –Nil

12.0 **Adjournment** Meeting adjourned at 7:30 pm

NEXT MEETING: Tuesday June 18, 2023 at 6:00 PM