



## MINUTES

### Board of Directors Meeting

October 20, 2024

3:00 pm

<b><u>Present</u></b>	<b>EXECUTIVE</b>	Rick Pruum, President Fred Eves, Vice President Mike Veenbaas, Treasurer Kelli Graham, Secretary	<b>DIRECTORS</b>	Carol Honeyman Gary Robinson Hollie Wark Larry Wigham Lisa Deputan Peter Salome Regan Taylor Sherry Liptak
	<b>MANAGER</b>	Will Sutton		

### **Regrets**

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1. **Call to order – 3:03 pm**

The President called the meeting to order and extended a warm welcome to new Directors, **Carol Honeyman, Larry Wigham** and **Peter Salome**.

2. **Approval of the Agenda**

THAT the agenda for October 20, 2024 be approved as presented.

**Taylor/Wark  
CARRIED**

3. **Approval of the Minutes - AGM**

THAT the minutes for **September 12, 2024** be approved as presented.

**Taylor/Deputan  
CARRIED**

THAT the minutes for **September 24, 2024** be approved as presented

**Veenbaas/Honeyman  
CARRIED**

4. **Correspondence**

4.1. Thank you card from Sandy Jacobs RE: Honourary Lifetime Membership Award

5. **Manager's Report**

The Manager presented a report to the Board on the following:

- 646 Regular Curlers – 259 day; 435 evening (slight decrease from prior year – 664 – 267 day; 434 evening)
- Curling fees deadline: October 11, 2024
- Spare fee: \$11 evening; \$7 daytime
- Advertising Signs in rink – to be hung back up shortly
- Scheduled staff meetings – reviewing policies and checklists with all staff
- First Aid Training – 2 staff members completed
- Joint Health and Safety Committee – to be established

- Maintenance Plan for all HVAC and refrigeration systems – now in place
- Capital Maintenance Plan – developed and approved by the City of Chilliwack
- Mental Health Bonspiel – ice booked for next year
- Four-year calendar for bonspiels – summer bonspiel moving to a later date
- Revenue generation
  - Sponsorships - wall signs
  - Curl BC 50/50 raffle
  - Grants
  - Increase rental rates 10-20% in January 2025
  - Rock Handle Engraving program – reminders to be sent to members
- Credit Card Fee (3%) – to be added to catering events
- Pro Shop Sales – steady
- Café and Catering Sales – increase of 13K from last year

## 6. Financial Report

### 6.1. Monthly Financial Summary Report

The Manager presented a detailed spreadsheet containing information on the revenue and expenses to date. The Treasurer and General Manager are working on a monthly summary report to be circulated to the board members as information.

It was noted that many members are not aware of the fees to be paid by spare curlers. This item will be brought forward to the next meeting for discussion.

Do we need a Spare Fee Policy or add this to the Fee Chart for clarification?

**ACTION**

## 7. Old Business

### 7.1. Membership Survey

Hollee reported on the Membership Survey that was circulated at the end of the 2024 curling season. There were only 65 responses compared to 224 in 2023. The main concern in this year's survey is the condition of the ice. The Survey data was sent to all board members with only certain groups receiving the comments.

All board members are asked to review the survey and be ready to approve the report at the next meeting so it can be posted on the website as information.

**ACTION**

Comments were made on the following:

- *Do we need a survey every year?*
- *How often is the suggestion box used?*
- *"Town Hall" for members to make suggestions?*

### 7.2. BC Society Annual Report

Kelli noted that the BC Society Annual Report will be filed this week following receipt of all the new Director's contact information.

### 7.3. Future Board Meeting Dates

All future Board of Directors Meetings will be scheduled for **Tuesdays** from **5:15 pm to 6:30 pm**.

- November 19, 2024
- December 17, 2024
- January 21, 2025
- February 18, 2025
- March 18, 2025
- April 15, 2025
- May 20, 2025
- June 17, 2025

## 8. New Business

### 8.1. Curling I/O Event Management

Fred reported on the use of Curling I/O and the increase in curling registrations for this year. The system can be used to post scores for many of our leagues. Curl Canada currently uses this system, and the Board may want to increase its use in the future.

### 8.2. Chilliwack Curling Club Website (GoDaddy)

Fred shared information on the website *GoDaddy* and the limitations that exist. It was suggested a working group be created to determine the needs for the curling club and find solutions that match the needs.

### 8.3. Policy Registry

Fred commented on the creation of a policy registry for consideration. Our current policies lack in consistent formatting, do not have a numbering system and are not part of a registry. Carol and Fred will connect to begin working on this project.

It was suggested that better communication to members on our policies is needed.

***10 minute break at 4:18 pm***

### 8.4. Board Goals & Priorities for 2024-25

Rick initiated a discussion on Board Goals and Priorities for the 2024-25 year.

The Board was asked the following questions:

- *Where do we want to go?*
- *What do we want to report on in August at our AGM?*
- *Connect ideas to the Strategic Functional Teams*

Priorities that arose during the discussion: (details attached)

- Member Engagement
- League Committee
- Ice Conditions
- Renew Mission Statement
- Other Events
- Revenue generation

**9. Strategic Functional Teams**

The Board reviewed the Strategic Functional Teams and updated the membership as follows:

- |  |                         |
|--|-------------------------|
| 9.1. Building & Facilities Enhancement Team                      | <b>Fred, Larry</b>      |
| 9.2. Communications and Membership Retention and Engagement Team | <b>Holly, Will</b>      |
| 9.3. Finance Team  | <b>Mike</b>             |
| 9.4. Management Team   | <b>Executive</b>        |
| 9.5. Program and Services Team                                   | <b>Peter, Sherry</b>    |
| 9.5.1. On Ice Team   |                         |
| 9.5.2. Off Ice Team  |                         |
| 9.6. Strategic Planning Team                                     | <b>Executive, Carol</b> |
| 9.7. Volunteer Team  | <b>Rick, Gary</b>       |
| 9.8. Bonspiels and Curling Events Team                           | <b>Regan, Lisa</b>      |

**10. Remarks**

10.1. Vice President

10.2. President

Rick commented on the liquor license and reminded everyone that only staff members are authorized to transport alcohol from the ice rink to the lounge. Board members are encouraged to review this with other members if required.

**11. Adjournment**

The meeting adjourned at 5:48 pm

**12. Next Meeting:**

**November 19, 2024 at 5:15 pm**

## CHILLIWACK CURLING CLUB YEARLY CALENDAR 2024-25

<b>September</b>	12	Annual General Meeting
	13	Night leagues begin
	23	Day leagues begin
<b>October</b>	5	Mental Health Fun Bonspiel
	13-14	Thanksgiving weekend – No League Curling
	18-20	Master’s Bonspiel
<b>November</b>	15-16	Ladies Pot of Gold Bonspiel
<b>December</b>	7-8	Over 80 Bonspiel
	13-15	Junior Bonspiel
	21-31	Christmas Break
<b>January</b>	2-5	Mixed Doubles Championship
	6	All Leagues Resume Play
	17-19	Ladies Chillispiel “Roll out the Red Carpet”
	24-25	ICBC Bonspiel
<b>February</b>	14-16	Men’s Bonspiel “Sport Jersey”
	17	Family Day – No League Curling
<b>March</b>	7-9	Spring Mixed Bonspiel “Grease”
	24-27	Pacific Coast Masters Curling Association (PCMCA) Provincials
<b>April</b>	3-6	Close the Barn Door Bonspiel “Country Hoe Down”
<b>June</b>	1	Annual Golf Tournament – Cheam Golf Course
<b>August</b>	TBD	Summer Bonspiel