



MINUTES

Board of Directors Meeting

November 19, 2024

5:15 pm

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

1. **Call to order – 5:15 pm**

The vice president called the meeting to order at 5:18 pm.

2. **Approval of the Agenda**

THAT the agenda for November 19, 2024 be approved as presented.

Liptak/Wark
CARRIED

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

THAT the minutes of the September 12, 2024 Annual General Meeting be tentatively approved and presented at the 2025 AGM for final approval.

Wigham/Taylor
CARRIED

4. **Approval of the Minutes – October 20, 2024**

*THAT the minutes for **October 20, 2024** be approved as presented*

Taylor/Honeyman
CARRIED

5. **Correspondence**

5.1. Nil

6. **Manager's Report**

The manager presented a report to the board on the following:

- Building & Facilities Update
 - Insurance Review – *obtaining quotes*
 - Facility Repairs – *working with City on repairs*
- Communication, Marketing, Programs & Services

- Youth Curling – *Little Rockers (42); Junior Curling (30+); Weekend leagues (Abbotsford & Chilliwack); High school curling (4 local schools); Youth Bonspiel (December)*
- 6 for \$60 Programs – *Program 3 will shift to Sundays to avoid conflicts with bonspiels*
- November Bonspiels – *booked with waitlists – feedback survey to be sent*
- Mixed Doubles – *planning ongoing; volunteers needed*
- New Year’s Event – *50 tickets sold*
- School Programs – *Tuesday/Friday selling out; may add weekday afternoons in January to April*
- Halloween Event – *cancelled*
- Top Dog – *postponed*
- Curl BC 50/50 – *pursue as a regular fund-raising tool*
- Finance Update – *signing authorities in process*
- Management Team Update
 - JOHSC – *joint occupational health and safety committee formed with staff from each department; staff training taking place*
 - Kitchen Manager Recruitment – *working on cleanliness and hygiene; second cook and evening team lead to start soon*
 - Organizational Chart – *in progress*
- Personnel Update
 - New bookkeeper
 - New head chef and second cook
 - Head ice technician recruitment
- Strategic Planning & Calendar Update
 - 12-month calendar (2024-2028) – *draft developed to plan key events, league schedules and maintenance*
 - League calendar for next season – *exploring new league formats and opportunities with a sub-committee*
 - Survey review – *survey is with the office for review; guide our strategic planning and inform the board’s decisions for upcoming year*

The following comments were made:

- First Aid Kits located under defibrillator
- AED – color blends in with the wall; can this be changed? The manager will follow up and add this item to the newsletter for members
- Drills for alarms – share with staff on what to do when an alarm goes off
- CurlBC 50/50 – 48% to club – 50% to winner – 2% to CurlBC – terminal at the rink

7. Financial Report

7.1. Monthly Financial Summary Report

The board received a financial report dated November 19, 2024.

7.2. Summary Income Statement – ending October 31, 2024

The board received a summary income statement for the period ending October 31, 2024.

Questions can be emailed to the treasurer and cc’d to the general manager.

8. Old Business

8.1. Spare Fees

It was noted that the fee schedule is posted on the website that includes the spare fee costs.

The fee structure will be reviewed as part of the budget process prior to April 30, 2025.

ACTION

8.2. Membership Survey

The board reviewed the summary Membership Survey Report and made the following motion:

THAT the board approve the 2024 Membership Survey Report and post the summary on the website for information.

**Robinson/Salome
CARRIED**

9. **New Business**

9.1. Sponsorship

Regan Taylor

Questions were raised on who was taking over the recruitment for sponsorships for our major Bonspiels. The manager indicated that the office has examples of information used for requesting sponsorships that can be shared.

The vice president will review this with the Finance Team and collaborate with the Bonspiel Committee.

ACTION

9.2. Three Year Strategic Plan and Calendar

Sherry Liptak

The Strategic Planning Review Team will work on a process to begin discussions and develop a 3-Year Strategic Plan.

ACTION

9.3. Board Governance

Fred Eves

The vice president reported that the Management Team will be reviewing the board's structure to ensure we are following a governance model that guides our work.

ACTION

10. **Strategic Functional Teams**

The Board received reports from the Strategic Functional Teams as follows:

10.1. Building & Facilities Enhancement Team

Fred, Larry

10.2. Communications and Membership Retention and Engagement Team

Holly, Will

10.3. Finance Team

Mike

10.4. Management Team

Executive

10.5. Program and Services Team

Peter, Sherry

10.6. Strategic Planning Team

Executive, Carol

10.7. Volunteer Team

Rick, Gary

10.8. Bonspiels and Curling Events Team

Regan, Lisa

11. **Remarks**

11.1. Vice President

The vice president commented on the energy of the Board and acknowledged the great committee work and involvement of the directors.

11.2. President

The General Manager left the meeting at 6:36 pm.

12. In-camera Meeting

12.1. Performance Evaluation – General Manager

The vice president reported on the process of the performance evaluation for the General Manager.

- 360-degree evaluation
- Meetings with staff
- Self-Assessment
- Evaluation Team (Fred, Peter, Kelli, Lisa, Hollee)
- Follow up

12.2. Ice Technician

Recruitment will start as soon as possible

13. Adjournment

The meeting adjourned at 7:00 pm

14. Next Meeting:

December 17, 2024 at 5:15 pm

CHILLIWACK CURLING CLUB YEARLY CALENDAR 2024-25

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