



MINUTES

Board of Directors Meeting

December 17, 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 Sherry Liptak |
| | MANAGER | Will Sutton | | |
| <u>Regrets</u> | | Mike Veenbaas Rick Pruum Regan Taylor | | |

1. **Call to order – 5:15 pm**

The vice president called the meeting to order at 5:24 pm.

2. **Approval of the Agenda**

THAT the agenda for December 17, 2024 be approved as amended.

ADD: 8.3 President Resignation

Larry/Peter
CARRIED

3. **Approval of the Minutes – November 19, 2024**

*THAT the minutes for **November 19, 2024** be approved as presented*

Carol/Peter
CARRIED

4. **Correspondence**

4.1. Nil

5. **Financial Report**

5.1. Monthly Financial Summary Report

The board received a financial report dated December 17, 2024.

5.2. Summary Income Statement – ending November 30, 2024

The board received a summary income statement for the period ending November 30, 2024. It was noted that the statement has been updated to more closely reflect the format used by MNP in preparing the annual financial statements.

The following comments were noted:

- Total net revenues and total expenses tracking at 58% of their respective annual budgets, which aligns with end of November being seven months through the year
- Outstanding accounts receivable balance of \$70,121, of which \$26,436 is greater than 60 days outstanding – this is a priority for the general manager
- Implementation at “pay before you play” being considered for next year
- Review a new system as part of fee schedules in the budget process (Curling IO)
- Budget planning for next fiscal year – begins in February

6. Manager’s Report

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

- **Building & Facilities Update**
 - Kitchen revenue: *increased by \$9,464.95 compared to the same period last year (May 1-December 31, 2024)*
 - Curling League Revenue: *increased by \$16,206.10 for same period*
 - Sign Rental Revenue: *increase of 6% - more to come from sponsorship requests*
 - Membership Revenue: *slight decline*
 - Proshop Sales: *increased by 12% compared to last year*
 - Wages: *increased by 10%; due to holiday pay and increased wages and training requirements – working on improving efficiencies in lounge and kitchen*
- **Staff Updates**
 - Kitchen Team: *New manager learning grill and catering operations; Shift leadership positions implemented on evening shifts*
 - Ice Shed Operations: *New Ice Shed Manager, Mike Merklinger – effective December 13, 2024; New Ice Tech Assistant with Level 2 certification*
- **Building Maintenance and Work Safety**
 - Maintenance Agreement: *Fraser Valley Refrigeration*
 - Kitchen Hygiene: *improvements made; grease trap maintenance*
- **Curling Operations**
 - Ladies’ Pot of Gold Bonspiel: *16 teams and a waiting list. Revenue was generated through the kitchen, pro-shop, and ice rental*
 - Ice Utilization: *new booking system for using empty ice as paid practice ice will be implemented in the new year*
 - Curling Experience Program: *Strong revenue generation, with clients like Ruth and Naomi’s Mission, the Chilliwack Chamber of Commerce, and others; booking 2-hour curling sessions with food and beverages. Generates up to \$100 per sheet per hour and \$5 per curler for youth.*
 - School Programs: *Thriving under the leadership of Bob Simpson and team, with 3 available booking blocks for teachers. Future planning needed to expand opportunities for this key program.*
 - Junior League: *The 8-team Junior League is off to a successful start, with \$5,000 in funding from Optimist Junior Inter Club and Curling Canada to help offset league costs. Additional funding will be sought in future gaming applications.*
 - Stick Bonspiel: *The 28-team Stick Bonspiel was a success for both the organizer and the club.*

- **Other Operations**

- Poinsettia Fundraiser: *Sold out! Profits will contribute to the Sandra Schmirler Foundation during the National Scotties.*
- **Procurement Strategy:** *Due to rising costs of Sysco products, purchasing more items from vendors like Costco on a weekly basis.*

The following comments were made:

- New signs to be in place over the holiday break
- Locker Fees and League Fees – focus on collecting fees (face to face conversations)

7. **Old Business**

7.1. Strategic Planning Team

The vice president commented on the brainstorming session held on October 20, 2024 where several ideas were shared related to a strategic direction for the Board of Directors.

This work can begin under the Strategic Planning Team and should be a focus in the New Year.

8. **New Business**

8.1. Operations Officer

The vice president noted that in recognition of the operational demands of governing the Chilliwack Curling Club and Community Centre, the executive of the Board of Directors has determined the need for an additional officer to oversee and provide governance-level support for operations.

The following motion was recommended:

*THAT the Board of Directors approve the creation of an additional officer position titled **Operations Officer** for the remainder of the current one-year term.*

Since not all board members were present and considering recent communications that the President was stepping down, this item was tabled and will be brought forward as a priority for the January Board of Directors Meeting.

ACTION

A revised list of the Strategic Functional Teams will be circulated at the next board meeting.

8.2. International Tankard – March 21-23, 2025 (Parksville)

The International Tankard is a legacy event from the old Pacific Coast Curling Association (PCCA) and was passed onto Curl BC's Region 11 and then to the International Tankard Stand Alone Committee. It started in 1962 and was an unwritten agreement between the PCCA and the Washington State Curling Association –WSCA, (now the Pacific Northwest Curling Association – PNCA). The agreement was to **honour club volunteers** by sending them to this event.

The board discussed several volunteers who could be nominated for this event. The general manager will review the list of volunteers who have been nominated in the past. The Communications, Marketing & Membership Retention Team lead by Hollee will finalize the nomination. **Due: January 2, 2025**

8.3 President Resignation

Rick Pruiam has stepped down as President of the Chilliwack Curling Club and Community Centre effective immediately. This item will be discussed at the January Board of Directors meeting to begin the process of recruiting for a new director and electing a new president, if required.

9. Strategic Functional Teams

The Board received reports from the Strategic Functional Teams:

- | | |
|---|-------------------------|
| 9.1. Building & Facilities Enhancement Team | Fred, Larry |
| 9.2. Communications and Membership Retention and Engagement Team | Holly, Will |
| <ul style="list-style-type: none">• <i>Darcy Wark and Bob Fugger added to the Team</i>• <i>Working on social media, emails, website, signage, promotional items, social events, league management, facility comfort and new curlers.</i>• <i>Bursary information will be presented by email and distributed before the next board meeting</i> | |
| 9.3. Finance Team | Mike |
| 9.4. Management Team | Executive |
| 9.5. Program and Services Team | Peter, Sherry |
| <ul style="list-style-type: none">• <i>Sunday night league going forward</i>• <i>Christmas parade 2025 – Larry will take any used decorations</i> | |
| 9.6. Strategic Planning Team | Executive, Carol |
| <ul style="list-style-type: none">• <i>Mission and Values – to be worked on for next board meeting</i> | |
| 9.7. Volunteer Team | Gary |
| <ul style="list-style-type: none">• <i>Bonspiel Committee to review this with the help of Larry</i>• <i>Criminal Record Searches for coaches</i> | |
| 9.8. Bonspiels and Curling Events Team | Regan, Lisa |
| <ul style="list-style-type: none">• <i>Sponsorship for bonspiels – General manager to follow up with what was done in the past</i> | |

10. Remarks

10.1. Vice President

Comments were made on the intensity of the work that has taken place over the last few months. The board was reminded to ensure the strategic functional teams are in place and actively working on board directions. This seems to be a work in progress but improvements over past years was noted.

10.2. President

The General Manager left the meeting at 7:09 pm.

11. In-camera Meeting

11.1. GM Performance Plan

The board discussed the process for the performance evaluation of the General Manager and staff check-ins that have taken place to date.

Board members were invited to participate in the process if available.

12. Adjournment

The meeting adjourned at 7:45 pm

13. Next Meeting:

January 21, 2025 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 |