



MINUTES

Board of Directors Meeting

January 21, 2025

5:15 pm

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

Regrets

1. Call to order – 5:15 pm

The vice president called the meeting to order at 5:15 pm.

2. Approval of the Agenda

*THAT the agenda for **January 21, 2025**, be approved as presented*

Regan/Lisa
CARRIED

3. Approval of the Minutes – December 17, 2024

*THAT the minutes for **December 17, 2024** be approved as presented*

Larry/Mike
CARRIED

4. Correspondence

4.1. Letter from the Board Chair: Re - acknowledgement of Rick Pruijm's resignation

4.2. Email message: Master's curling program will be sending an application to the next board meeting for an Honorary Lifetime Member to be considered for Larry Legault

5. Manager's Report

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

- **Building Operations Update**

- **Kitchen Income:** 7% growth driven by increased sales in both the cafe and catering services
- **Total League Revenue:** 9% increase

- o **Sign Rental Revenue:** Down 7% - Browns Social House, Close to Home Grocery, Lush Property Care, and Master Pain—will be written off from the 2023-24 fiscal year
- o **Pro shop Sales:** Up 7% - Inventory review is underway
- o **Wages:** Up 11% - higher staffing levels in the kitchen and ice shed; training and team development ongoing
- o **Bar Revenue:** Up 5%
- **Staff Updates**
 - o **New Hires:**
 - **Ice Technicians:** Vitor, Chris, and Aaron have joined the team, ensuring sufficient coverage in the ice shed
 - **Kitchen Staff:** Gus Kalogerakos focusing on developing Jordan in scheduling and purchasing
 - o **Role Changes:**
 - **Assistant Manager:** focus more on bookings related to the warm side of the glass, while General Manager will handle all bookings related to the ice shed. Both will continue to collaborate when events overlap
 - **Bookkeeper:** process of recruiting
 - o **Team Collaboration:**
 - Peter and Carol are working closely with staff to ensure proper alignment with organizational chart and role clarity
 - o **Health Update:**
 - Larry Legault is currently off due to health issues; reviewing staffing needs for the remainder of the season and making necessary adjustments
- **Building Maintenance and Work Safety**
 - o **Wall Repair:** nearing completion; drywall work scheduled to finish today
 - o **Elevator Maintenance:** down for 2-5 days for necessary repairs by TKE
 - o **Food Safety Training:** All kitchen staff to complete
- **Curling Operations**
 - o **Junior Open Bonspiel:** Successful first-year event featuring three divisions and 16 teams. Special thanks to Claude Latulippe for organizing the event.
 - o **Ice Utilization:**
 - **New 6-week, \$60 program** on Sundays at 4:00 PM (30-40 curlers)
 - **Masters Men:** Curling with Day Ladies; optimizing ice time
 - o **BC Mixed Doubles Championship:** Successful event. Thanks to the volunteers and staff, led by Regan and Lurdes. Well-prepared for hosting major events and identified areas for improvement in collaboration with hosting partners
 - o **Junior League** (FV Junior Optimist Curling League - FVOCL): 16 teams - week 3 scheduled for January 26th. Appreciate the efforts of the volunteer coaches and the collaboration with Abbotsford
 - o **Ladies Chilispiel:** Fully booked; increased hours in the pro-shop, kitchen, and bar to meet the committee's goals. Survey to be sent to all teams to gather feedback
 - o **Purchasing System:** Program for purchasing products through approved vendors - delegated the task of product pickup to staff, freeing up managerial time for more strategic tasks

- o **New Year's Party:** Showcased our facility to the broader community; highlighting our versatility as an event center. Special thanks to Tiki, Michael, Jenn, and all the staff/volunteers who contributed to making it a memorable night.
- o **PCMCA Bonspiel:** Hosted 8 teams from across the Lower Mainland.
- **Other Operations**
 - o **Upcoming Rotary Presentation:** General Manager to be the guest speaker at a Rotary lunch on January 28, 2025
 - o **Ice Rental Bookings:** Ice rental continues to be a key revenue driver and provides significant opportunities as we explore new ways to use the ice
 - o **BC Juniors Hosting Proposal:** Request for Chilliwack to host the BC Juniors next year
 - o **Practice Ice System:** The new system for booking and paying for practice ice is in place. We aim to fully operationalize this system by the end of January
 - o **BC Highschool Championship** – BC School Sports – Chilliwack confirmed to host in 2026

Board members were asked to consider the following and provide feedback at the next meeting:

- How many champion events should the Curling Club commit to in the following year?
General Manager recommends one event per year.
- What types of events should be the focus?

6. Financial Report

6.1. Monthly Financial Summary Report

The board received a financial report dated December 31, 2024.

6.2. Summary Income Statement – ending December 31, 2024

The board received a summary income statement for the period ending December 31, 2024. Overall, we are tracking for an overall surplus, but lower than initially projected. Outstanding arrears are being written off as required.

Questions:

- Are all dues collected?
 - o Some dues from the winter schedules are still owing but most full-time evening leagues have been collected
- Any worries?
 - o Cost of goods over the busy time of year were higher than anticipated – due to transition of new head chef delivering on a menu that he didn't create

7. Old Business

7.1. International Tankard

Gary will let the organizers know that Chilliwack will be sending 2 members from our club.

7.2. Election of President – to be moved to In-Camera

7.3. Operations Officer – **TABLED**

8. New Business

8.1. 2026 Under-20 Curling Championships 2026 – Chilliwack – **TABLED**

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 |
| 9.3. Finance Team | Mike |
| 9.4. Management Team | Executive |
| 9.5. Program and Services Team | Peter, Sherry |
| 9.6. Strategic Planning Team | Executive, Carol |
| 9.7. Volunteer Team | Gary |
| 9.8. Bonspiels and Curling Events Team | Regan, Lisa |

10. Remarks

- 10.1. Vice President
Comments were made on the work going on related to the operations of the Chilliwack Curling and Community Centre; however there is much work to be done related to board governance.
- 10.2. President
- 10.3. Lisa thanked Carol, Larry, Peter and Regan for all their work during the Ladies bonspiel.

The General Manager left the meeting at 6:01 pm.

11. In-camera Meeting

- 11.1. Election of President
Regan Taylor was acclaimed President.
- 11.2. Realignment – General Manager Performance Plan
Presentation made by Peter Salome.

12. Adjournment

The meeting adjourned at 6:45 pm

13. Next Meeting:

February 18, 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
Sept	12-14	Summer Bonspiel
	?	