

MINUTES
CCC Board of Directors Meeting
Wednesday, May 21, 2025 at 5:15 pm

EXECUTIVE:

Regan Taylor, President
Fred Eves, Vice President
Tammy Cole, Treasurer
Sherry Liptak, Secretary
Peter Salome, Operations

DIRECTORS:

Jeff Dickey
Tony DeGroot

Larry Wigham
Gary Robinson

STAFF:

REGRETS:

Dan Northgraves
Hollie Wark

1. Call to order (5:27 pm)- REGAN

2. Agenda – May 21, 2025

Are there any items to add to the agenda for this meeting?

Motion: *THAT the agenda be approved as presented-* Tony/ Gary

3. Minutes – April 15, 2025 /

Motion: *THAT the minutes be approved as presented-* Tammy/ Larry

4. Opening Remarks- President REGAN

Regan's Journey- oddities (financials, reports, revenue/ expenses, etc.), access, participation, etc.
We need professional expertise to get onto a good track

5. Special Presentation- PATRICK PRADE (EXEC Director of Marpole & Vancouver, & Elementom NPO Consulting Services)

- Societies Constitutional Purpose?
- 2 profitable seasons out of 7
- Non-profit life cycle
- Reporting processes need to be able to support analysis of net financial impact
- We need data driven decision making
- We're spending more than revenue brings in
- New neutral party (proven expert) may be able to initiate positive change

Patrick will:

- Create a complete and thorough organizational structure
- Non-essential spending FREEZE
 - Lean staffing
 - Defining essential services
- Fees and league structure
 - Grossly administratively heavy- go online instead
 - Review discount structure
- Business plan/ strategy

6. Correspondence

Nothing at this time

7. Event Manager's Report- Tiki

7.1.1. Why don't we have a generator/ backup power in the event of a power outage?

8. Presidential Report- REGAN

8.1. Recognition of Tiki

8.1.1. **Vote: in favour of recognition**

8.1.2. **ACTION ITEM: Tammy and Regan will compose a letter of recognition**

- Staffing and hiring updates
- Management structure and strategic planning
- Gaming grant update
- Creation of a "Risk Matrix"
- Financial oversight and concerns
- Payroll and timesheet management
- Creation of draft documents to be included in employee handbook in the future
- Serving It Right/ Liquor inspection

9. Executive Summary- FRED

Executive meeting minutes- NO QUESTIONS

- Consultant presentation and Q&A
- Finance update

10. Financial Report- TAMMY

- Pro Shop adjustment should be favourable
- Pickleball is too expensive to staff

11. Old Business- **TABLED UNTIL JUNE MEETING OR REGAN'S EMAIL**

ACTION ITEMS FOLLOW UP:

- 11.1. **Tammy will calculate a "burn rate"- STILL UNAVAILABLE**
- 11.2. (TABLED) Governance workshop update- Regan
- 11.3. (TABLED) Gaming grant update- Regan
- 11.4. Finance meeting with the executive and Amara- **Sage mystery (Tammy)**
- 11.5. (TABLED) Fred will form a nomination committee
- 11.6. (TABLED) Fred will work on Board effectiveness assessment and get teams operating efficiently
- 11.7. (TABLED) Tony and his team will review lifetime memberships and bylaws
- 11.8. (TABLED) marketing plan from the communications team
- 11.9. BUDGET considerations:
- 11.10. (TABLED) Seasonal Curling Club Manager Position created & posted
- 11.11. Creation of a repairs & maintenance budget- What happens annually (Building Team)?
- 11.12. Blinds or kitchen rationale (☐) or both? Neither?- NEITHER AT THIS TIME
- 11.13. (TABLED) Bonspiel Team will need a new leader (needed ASAP)
- 11.14. Carol and Tiki went to Manager's Meeting at Royal City

12. New Business

12.1. Pickleball:

- 12.1.1. Run during cafe hours
- 12.1.2. 20 pickleballers/ hour to pay wages
- 12.1.3. At a community centre, it would be subsidized by the city
- 12.1.4. **ACTION: Ask Tiki to log how much pickleball we have- Regan**

12.2. Leagues fee **REGAN- TABLED**

12.3. Consultation agreement with Patrick Prade **REGAN**

- 12.3.1. **MOVE TO HIRE PATRICK- Gary/ Tammy**

- 12.4. IT Security Policy **FRED/ GARY**
- 12.5. meetings schedules
- 12.6. ordering of glassware
- 12.7. Liquor license update: Fill out your form!
- 12.8. AGM date? - Sept 18th? Thursday after summer spiel ("Open the Barn Door")?
VIA EMAIL- REGAN MOVES THAT THE agm BE SCHEDULED FOR SEP. 18, 2025.
- 12.9. Discussion around transparency and contract signing
 - 12.9.1. **ACTION: ByLaw subcommittee will clarify**

13. Strategic Functional Teams **WORK THE TEAMS MORE. CREATE REPORT SUMMARIES.**

- 13.1. TEMPORARY TEAM ASSIGNMENTS- TABLED
- 13.2. Board Development and Governance Committee
 - SUMMARY: Director resigned April 20, 2025 and a second Director resigned May 22, 2025
 - Regan has received Board support & funding to attend the Curl BC Business of Curling Symposium, June 6-8, 2025, Kelowna, BC with Treasurer Tammy Cole
 - Online Board of Directors Application form was created and distributed Feb. 12, 2025
 - 13.2.1. By-Laws Review & Revisions Subcommittee
 - Subcommittee kickoff meeting was expected to have happened in April 2025
- 13.3. Building & Facilities Enhancement Team **FRED, LARRY, JEFF**- No meetings
Can we realign this committee with the new Operations and Maintenance Committee?
- 13.4. Communications, Marketing & Membership Retention Team **HOLLEE**- Nothing at this time
- 13.5. Finance Team **TONY, TAMMY, EXECUTIVE**
 - Clarification around losses and progress around organizing data into meaningful categories
- 13.6. Operations Team and Manager's Report- **PETER**
- 13.7. Program and Services Team **PETER, CAROL, GARY**
 - Health Spending Account Enrollment Information has been provided to Tiki
 - Board members have to reminded to complete their criminal record checks
 - Lower Mainland Curling Club Managers Meeting (April 16, 2025) Summary:
 - Presentation of bonspiels planned for 2025/ 26 season
 - Presentation about online streaming capabilities
 - Comparison of various current fee schedules
 - Discussion of the management of practise ice fees
 - Discussion of the current leadership of the Optimist curling program
 - Chilliwack will participate in the Sleeman Club Challenge 2025/ 26
 - Discussion around coordinating "Learn To Curl" programs to the "location nearest you"
 - Discussion around the financial software used at clubs
 - Discussion around ProShop fees and the importance of consistency across clubs
- 13.8. Bonspiel Committee Team
 - SUMMARY: All Feedback Surveys have gone out and data will be compiled prior to the June Bonspiel Committee Planning Meeting.
 - Close the Barn Door was a success. The exact amount of profits is unknown but it is confirmed that sales were consistent and that the bar was busy until closing.

- Summer Spiel (Open the Barn Door) is scheduled for Sep. 12-13 and requires someone from the Board because Regan will be out of town.

13.9. Strategic Planning Team **EXECUTIVE**- waiting for the governance workshop

13.10. Volunteer Team- **GARY, LARRY**- Nothing at this time

14. WAYS TO GET ON TRACK

- 14.1. Audit pickleball
- 14.2. Staff the Pro Shop?
 - Pay fees online?
 - Shop later/ specific times
- 14.3. Room by room rental data

15. BUDGET CONSIDERATIONS (SUMMARY):

15.1.

16. ACTION ITEMS:

- 16.1. Accounts Receivable Policy- Tammy
- 16.2. Tammy will discuss line items with MMP
- 16.3. How do our sheets look starting May 1st? Can we start collecting balance sheets?
- 16.4. SAGE policy- Tammy
- 16.5. Staffing accountability- Regan
- 16.6. Other funding sources for a non-profit- Tammy

17. Closing Remarks

17.1. Vice President

17.2. President

18. Adjournment- 8:02 pm

19. EMAIL FOLLOW UPS

- 19.1. Board members voted by email to approve a contract with Patrick Prade. Tony, Fred, Larry, Gary, Tammy, Regan, Dan, Sherry, and Jeff approved **CCC EOM Contractor Agreement 2025_Draft Vr3**.

20. Next Meeting:

Tuesday, Jun. 17, 2025 at 5:15 pm