

The Chilliwack Curling Club's Annual General Meeting will be held on:

Thursday September, 12, 2024

7 pm

Upstairs Lounge

The Curling Club continues to grow and change. We are a very healthy and active club and it is you, our members, who have made it so. Come to the AGM and see the preview for the upcoming season.

Following the meeting portion of the evening we invite you to stay for a social gathering where we are planning drinks, snacks, prize draws and good fellowship. It is a perfect time to get caught up with all your curling friends you have not seen since April.

The agenda for the AGM is as follows:

- 1.0 Call to order
- 2.0 Approval of Minutes of the 2023 Annual General Meeting held on September 6, 2023
- 3.0 President's Remarks
- 4.0 Financial Report
- 5.0 Special Presentation- Honourary Life time Membership
- 6.0 Highlights from last season 2023-2024
- 7.0 Preview of the Upcoming Season
- 8.0 Election for Board of Directors
- 9.0 Award Presentations
CCC League 2024 League Champions
PCMCA Champions (over 70 division)
- 10.0 Appointment of Accountants
- 11.0 Adjournment

The strength of our club has always been our members. We have been very fortunate to have members who care about the club and want the club to continue to grow. The Board of Directors work closely with the General Manager to develop strategic direction and future growth. The Board is made up of 12 directors. Each Director's term of office is 3 years. This year, due to personal reasons 3 directors are unable complete their terms of office and 3 directors have completed their terms. As a result, there are 6 positions open.

Will Sutton joined the Club, as General Manager, the end of last season. Will brings lots of experience to the club and the Board has developed an excellent rapport with him. It will be an exciting year to be on the Board. We encourage anyone, who is interested and wants to be part of helping the club to grow and expand, to become a director.

The role of Director is important as the Board of Directors are responsible for the effective governance of the organization. Requirements of Board Members include:

1. Commitment to the work of the Chilliwack Curling Club
2. Knowledge and skills in one or more areas of the Board governance: policy, finance, programs, personnel, advocacy or any areas of expertise and experience conducive to the effective functioning of the board.
3. Willingness to serve on or chair strategic functional committees.
4. Expected to attend monthly Board meetings, assigned committees and AGMs.

5. Support of special events and participation in, fund-raising events.

All of the skills noted above are needed on the Board however, we are specially looking for a board member who has knowledge of budgeting, finance and has experience working in these areas.

If you are interested in becoming an integral part of the Chilliwack Curling Club and be part of the team that helps build the strategic future of your club, your opportunity is now.

Please complete the attached application and email it to Terry Cross, President at Tcross@curlchilliwack.org. by Sept 9, 2024, or contact him for more information.

If you know someone who you feel would be a good person to fill this role, please encourage them to complete and submit the attached Application form.

The AGM information packet will be sent next week. This pack will contain information that will be presented at the AGM such as the minutes from the 2023 AGM, a message from the President and League information. This information is being emailed to you, ahead of time, so that you will have time to review the information prior to the AGM.

We are looking forward to seeing all of you on Wednesday September 12th and 7 pm.

Elaine Christie
Secretary, Board of Directors
Chilliwack Curling Club

Chilliwack Curling Club
BOARD OF DIRECTORS APPLICATION

I _____ am interested in letting my name stand for Election to the Board of Directors of the Chilliwack Curling Club at the Annual General Meeting to be held on September 12 2024.

Brief Bio

Attach separate sheet if more room is needed.

In the event that I am unable to attend the AGM I would allow this to be read and introduced as my nomination to the general membership for my bid to be elected to the CCC Board of Directors.

I acknowledge that I have read and understand the Job Description and Code of Conduct for Chilliwack Curling Club Board members.

Date _____ Signature _____

Created March 27, 2021

Revised

CHILLIWACK CURLING CLUB
MINUTES OF THE 2023 ANNUAL GENERAL MEETING
September 6, 2023

1.0 Call to order

Meeting called to order by Terry Cross, President at 7:04 pm

2.0 Quorum

According to our Bylaws, Section 2(c): A quorum is 15 members present.

As 46 Club members attended the meeting, the quorum threshold was met.

3.0 President Remarks

On behalf of the Board of Directors and myself, we would like to thank everyone for attending our 2023 AGM for the Chilliwack Curling Club.

This past curling year has been a year full of new policies, changes to the structure of our board, and the retention of historical information for future Boards. The Board Teams started the year by identifying the items that needed to be addressed to build a stronger foundation for the club.

Items like:

- 1) A computer program that would ensure the retention of all emails, policies, Board correspondence, and templates for the operation of the club. The introduction of Google Workspace, with the board members having club-only email addresses that are retained, owned and stored by the club ensures that we have a permanent record of information and decisions, The document file and retention section of Google Workspace will always be available to future boards to review past history, policies, and templates on the operation of the club.
- 2) Job Descriptions for the club staff to help future boards understand the day-to-day operation of the club. The staff do an incredible amount of work and having a basic idea of their jobs is critical for the future board members. Again, these documents are stored in Google Workspace.
- 3) Policy Development: As the Club continue to grow it is imperative that we developed policies to help the club to manage and protect our staff, our members, the data and computer system in a consistent manner. This year the Board has written or revised 6 policies. The 4 new policies that were developed and approved this year are: Media Relations Policy, Privacy Policy, Information Technology Policy, Information Technology Security Policy. The policy relating to Monetary Support of Playdown Teams Policy and the Code of Conduct policy was revised. These policies can be found on the club website.

The safety of our members is paramount and as we curl on slippery, hard surfaces the possibility of injury is real. We are almost ready to roll out a Concussion Protocol and Return to Play Policy. This is a very important project for us and many clubs in the province are waiting to see what we develop.

- 4) Curling I/O: Curl Canada has developed this software and over 1,000 clubs in Canada are using this program. We have had this program in place for a couple of years but this year we have decided to roll this program out. Our aim is to using it to register curlers, create leagues, and simplify the administrative processes. This is an excellent program that will make future club activities easier to run, build our leagues and streamline the overall club experience.

5) **Membership Feedback:** The introduction of the Membership Survey, was an amazing success. We had an excellent response from the membership. The data collected has given a clear indication of the direction the membership would like to go and the concerns it would like addressed. There will be a future opportunity for the members to give their input to the Board through these surveys. The data collected will be saved to Google Workspace for future boards to peruse. Club members can see the survey results as they are posted on the Clubs website.

6) The introduction of Credit and Debit to the club.

This project represents a number of years of work and we are pleased that the project was voted on and passed unanimously this summer. The staff training has already started. The Board would like all our members to be very patient while we fully implement this system. The staff are doing their very best, to help move members through the new process but we need everyone's support to make this work. Be patient and be kind.

As we move into the new season we are already started work on the following projects:

1) Management Agreement

The management contract between the Chilliwack Curling Club and Community Center and the City of Chilliwack is up for renewal this fall. Negotiations have started.

2) Recruitment of a General Manager

As you know Bruce Renwick is retiring in April 2023. Bruce has been the Club manager for 27 years. His hard work and dedication have built the club that we have today. A Recruitment Team has been established. It is our plan to identify an excellent candidate and have this person on site so there is sufficient overlap so the transition goes smoothly.

3) Governance

This fall, the Board will be clarifying the governance process and the Board - Management relationship. At the present time there are no policies in place that describe how the Board conceives, carries out and monitors its own task and we have nothing in place to describe how authority is delegated, monitored. Documenting this process is well over due and essential for the effective operation of the club.

I would like to take this opportunity to say a few words about the people I have had the honor to work with this past year.

- The Chilliwack Curling Club Board of Directors is a wonderful, dedicated group of people who have worked tirelessly this year. I thank every one of them, as they are the reason so much was accomplished this year.
- Bruce Renwick and his staff are the face of this club. Without them, the club would not be able to function. They make it possible for the club, building, and events to happen. I thank each one of them, for the amazing job they do.
- Finally, to the membership, without your support each year and the many volunteers who come forward to help. I thank all of you. The events that take place in this facility can only happen with your dedicated efforts.

4.0 **Financial Report**

Beverly Kewick, CPA, CGA from our accountants, MNP presented the financial report. A copy of the report attached.

Over all the club has seen an increase in revenue over last year and as a result the Club is in solid financial condition.

5.0 Approval of the Minutes

Minutes of the Annual General Meeting held on June 16, 2023 were presented. (Copy of these minutes are found in Appendix A). Acceptance was moved as by Gerry Lockwood and 2nd by Claude Latulippe.

Motion CARRIED

6.0 Managers Report

Bruce Renwick

1. The Chilliwack Curling Club was able to operate for a full season without any restrictions for the first time since we opened in Nov 2018. The facility rebounded nicely last season, coming out of Covid with the leagues and bonspiels filling, at the same time as the restaurant and banquet space sales and booking increasing. We hosted close to 600 non curling events in the facility last year. Curling dues accounted for approximately 14% of the total revenue last season.

2. Pro Shop sales were up close to 6% last year selling just under \$55,000. The kitchen sales increased from \$409,802 to \$676, 294.88 or approximately 61% increase. This was helped by the ability to increase our banquet space rentals.

3. The Club hosted the BC Combined Men's and Women's Curling Championships, the International Tankard, the BC Police championships, the PCMCA Combined Championships, 6 club bonspiels and 2 private bonspiels.

4. The club will play host to the Mixed Doubles Super Series on Oct. 12-15, 2023 featuring the best Mixed Doubles teams from around the World. We hope to become a permanent stop on this tour.

5. The club gained 64 new member's last season. The Novice programs were very beneficial in introducing new members to the club and we were able to fill the 4 empty sheets on Tuesday nights with an eight-team novice league. This league has expanded to 16 teams for the upcoming season.

6. The first night league games will start on Sept. 15 and the day Leagues begin on Sept. 25 and will shut for a week during Oct when the Mixed Doubles Super Series is on. Christmas break will run from Dec. 23 to Jan. 5 and the last day of the year will be the Close the Barn Dorr Spiel final on Sunday April 7, 2024

7. This will be my last year at the club as I will be leaving after 26 years to pursue other employment opportunities. I would like to thank the members for the opportunity to create a legacy for the City of Chilliwack in this building and thriving club in great financial shape, but I look forward to my new endeavours and employment opportunities.

7.0 Strategic Functional Teams Reports

Executive and Management Team

This year was a very busy year for the Executive Team of the Chilliwack Curling Club. The executive finalized the contract extension of the Club Manager to help the transition to a new manager for the 2024-2025 season.

We are working closely with the Club Manager to develop a transition plan that will ensure that we have a clear path forward and do not lose the valuable intellectual capital that resides with Bruce. A

Recruitment team will be established and they will report directly to the executive. This team will be made up for 2 Board Members, 2 Club Members and the Club Manager. A detailed recruitment plan is being finalized. It is planned that that an excellent candidate will be identified and recruited in early 2024.

A new safety policy on returning to the ice after a concussion occurs is in the final stages of development to help safeguard the health and well-being of our members. The safety of our new young curlers, plus our beginner curls needs to be at the forefront of our club to help sustain the growth of the sport.

This was a very successful year for the club and our facility. The Executive would like to thank every one of our members for supporting this year.

Finance Team

This year we have accomplished some long-awaited goals, such as the implementation of a credit card and interact system that hopefully will accommodate those who requested that this system be activated. We are establishing some long-term requirements that are a must for a business like ours, such as a contingency fund for unexpected expenses, and planning for equipment replacement.

The Chilliwack Curling Club is financially sound and with the growth we are experiencing our financial health should remain in good shape. The review of the financial statements will be cover at the Annual General Meeting.

Building and Facilities Enhancement Team

- Acoustic Sound Baffles were installed in the Ice Shed as a City of Chilliwack funded and installation project. This initial phase had sound baffles installed in the ceiling area only. If needed, the city will fund and install further sound baffles against the Ice Shed walls if deemed appropriate/justified.
- Storage Room organization: much of the temporarily stored items were removed. Additional shelving is planned to assist with maintaining an orderly storage room.
- Refurbishment of High Traffic Areas: some of the higher traffic areas such as the stairwell to upstairs and locker room doors were identified for “freshening up.” These areas will be addressed with existing staff as the opportunity presents itself.
- Pickleball Rentals Introduced: 8 portal pickle ball nets were purchased and 8 courts were setup in the Ice Shed for a shortened June-early August period. Next off season these 8 courts will be setup as soon as possible in the off season.

Information Technology Infrastructure

- Google Workspace for Non-Profit Adopted: We now have club wide use of Google Workspace user and group accounts with applications for email (Gmail) including mass distribution to members, cloud storage of all documents, member surveys, suggestion box, collaborative document creation with automatic version history, etc. There is no cost for this office IT infrastructure as a register non-profit organization.
- Audio-Visual Broadcasting System: As part of a \$10K grant received for hosting the BC Men’s and Scotties Championship, the club acquired a portable Audio-Visual system which can be used for events. This system is portable and relatively easy to setup when and where needed within the club. Training for its use has yet to occur.

- Board Room Projector and Screen: The Board Room now has a projector and screen that will help facilitate presentations, workshops and training sessions.

Communication and Marketing Team

A Membership survey was sent out to all club members in April. It was extremely well received.

The number of active curlers this fall was 646. We received 227 responses or 35%. This is an excellent response. We have received a lot of good data. We want to thank all members who took the time to respond. The results will be posted on the Clubs website.

Awards/ Bursaries

Each year the Chilliwack Curling Club receives applications from graduating secondary school students for the Frank Jamieson Scholarship and the John Robert's Memorial Bursary. We are pleased to announce this year's worthy recipients:

Markus Westenek was awarded to Frank Jamieson Scholarship in the amount of \$400.00.

Mikayla Winter was awarded the John Robert's Memorial Bursary in the amount of \$300.00.

Congratulation to both recipients.

Program and Service Team

The Program and Services team work mainly on the club bonspiels this season. This was a new group of people who had not been involved in the organization of many bonspiels before and as a result, it was a steep learning curve for everyone.

There was a great deal of support from the manager of the club Bruce Renwick as well as Larry Legault and Wendy Prince. These three people help provide the very-needed experience that was missing from the Bonspiel team.

The member surveys help direct us to the areas the team needs to improve on and we will do our best to implement these suggestions.

Moving forward the Bonspiel Team will be working on next year's volunteers for the upcoming events, earlier in the season. This may help with, supporting the strong core of volunteers who show up for every event and give their time to the club to make these events so successful.

By having some new volunteers give a little of their time throughout the year we may be able to give our amazing core of volunteers a much need break during the year.

Strategic Planning Team

The Strategic Planning Team spent time developing a few new items for the club.

The team worked on the complete set of job descriptions for all the club employees. The job descriptions are now part of the overall strategic plan and their development will be critical for the future of the club, this has been developed and uploaded to the new Google Works program installed on the club computers. This gives the new management team a basic outline of the job requirements and will always be available in a cloud base program. It will also give the club's board a better understanding of the staff's jobs and a better business model to follow in the future.

The Strategic Team worked closely with the Executive to have a strategic plan for the future of the club's management team and the transition plan, for a smooth transition.

7.0 League reports

The following table captures the number of teams that played in each league.

Number of Teams				
League	2019/20	2020/21	2021/22	2022/23
Nifty Fifty	13	COVID	14	12
Mondays Masters	22		25	21
Monday Dinner	12		14	16
Monday Rec	17		15	16
Tuesday Day Ladies	8		10	11
Tuesday Competitive	16		10	8
Tuesday Novice				9
Wednesday Farmers	14		16	17
Wednesday Masters	22		19	15
Wednesday Open	28		29	33
Thursday Social	26		24	21
Thursday Men	20		17	17
Friday Social	24		16	21
Friday Stick	-		31	35
Total	222		240	252

Annual Reports received from the various leagues were sent out to all members in the 2023 AGM information packet.

9.0 Election of Directors

According to the Chilliwack Curling Club's Bylaws, Article 6, paragraph 2 there must be at least 12 Directors on the Board. There were 4 positions that needed to be filled this year. Prior to the AGM, two Directors whose term of office expired in 2023, indicated they were prepared to stand for elections.

At the AGM, we received 3 nominations from the floor.

As we had 5 individuals nominated for 4 positions an election was held.

The 4 individuals elected to the Board of Directors are:

Terry Cross	Kelli Graham
Regan Taylor	Hollee Wark

These Directors term of office will be expire in 2026.

A motion was made by Lisa Deputan to destroy all ballots and seconded by Kemal Kahn,

Motion carried.

10.0 **Appointment of Accountants**

The accounting firm, MNP has been providing accounting services to the Chilliwack Curling Club for many years. Pat Hanna moved that this arrangement continue. This motion was 2nd by Hollee Wark.

Motion CARRIED

11.0 **Adjournment**

Motion to adjourn the 2023 AGM was made by Gerry Lockwood and seconded by Lyle Manel

Motion carried.

2024 President's Message

This past curling season has been a year of change and renewal for the club. The 2023/24 Curling season was a busy year for Board. The Board worked with the hiring committee to bring in the new manager. This was a fascinating, involved process and the hiring committee deserves much praise for the amazing job. The process of bringing on board a new manager was a major change for our club.

William Sutton brings a fresh new vision to the club and he will provide a new approach to the club's growth. William has a wealth of curling knowledge and insight into the future, direction curling is heading. As a club, we are very lucky to have him as our new General Manager.

The introduction of debit and credit last fall has been completed and with the patience of the membership for this change, we thank you. The program has also been very well received by all of the public who use the facility. Those who have rented space for special celebrations, meeting and general public have found it to be very convenient.

The continued growth and use of Google Workspace is a major change for our club. The retention of all policies, emails, templates, and board correspondence is a real game changer for the club. I would like to thank Fred Eves for being the driving force behind this change it was long overdue.

Our membership software, called Curling I/O is functional smoothly. This software is widely used by many curling clubs throughout BC and across Canada. The power of this program is amazing and we have been told by many other clubs, the more the club uses the program, the benefits to the club and its members greatly improve. We have been introducing this software slowly to our club but this year we are recommending that members use Curling I/O to register for the curling season. If you find it difficult to use Curling I/O to register, come in to the pro-shop and the staff will help you register. The benefits to club and members will only improve with its use.

I would like to take this opportunity to thank some very important people I have had the honor to work with this year.

The Chilliwack Curling Club Board of Directors, without these volunteers who work more hours than anyone can imagine, it would be impossible to have a Board.

The bonspiel committee, the work that goes into organizing this year's events started in June and will go on until the last rock is thrown in April 2025. They are an amazing group who make this Club proud.

The staff of the Chilliwack Curling Club and Facility. These hard-working, dedicated staff members are the best. Even when the curling ends for us they still have hundreds of events to work on. Thousands of people who are celebrating passing, graduations, or a social event know they will have the very best group looking after them, making their time at the curling club event to remember.

If you see them thank them, I truly appreciate everything they do, they make this club great.

And finally, the Membership, without your support each year the Club would seriously struggle to maintaining the services and programs it offers. The many volunteers who come forward to help, I thank all of you. Events that take place during the busy curling season could not, would not happen, if it weren't for your dedication to the Club, you're the best.

Thank you

Terry Cross, President of The Chilliwack Curling Club