

Lancaster & District Curling Club Meeting Minutes

March 8th, 2023

Regular Scheduled Board Meeting

1. Meeting Opening

1.1. Call to Order

1.1.1. Nigel Carlisle called to order a meeting of the LDCC Board of Directors on Wednesday, March 8th, 2023, at 6:25 p.m.

1.1.2. Present: Nigel Carlisle, Crystal Seguin, James Doonan, Colleen MacCulloch, Heidi Gauthier, Leeanne Dumoulin, Eugene Balangero, Marianne Ewence, Linda Sinfield, Lynne Hurtubise

1.1.3. Regrets: Elizabeth McCormick, Alain Bellefeuille

1.2. Approval of February Minutes

1.3. Changes made to reflect Lynne Hurtubise as present,

1.4. Marianne and seconded by Leanne

1.5. Additions to Agenda

1.5.1. Men's washroom will be added as 5.15

2. Presentation to the Board – Claude Cuerrier

2.1. James and Claude presented to the board an issue relating to the Interclub, Parnell & Senior League. Specifically relating to which members should be representing the club and the code of conduct that is expected of the members that decide to represent the club in these leagues.

2.2. The Board wishes to have the month to think about the issues and talk about them more in depth at our next meeting. The issue that was brought to the board was from a past event. This same issue will have precedent on future years, while we cannot mandate that members attend an event, we will be looking into methods to find members that will represent our club in good faith and follow through on commitments to the events and if not have a plan to find spares in future years.

2.3. The board will develop a procedure that will be used in house to determine representation at outside events, such as the one brought to our attention this evening.

2.4. Claude requested that the club is available on Thursday's to accommodate the schedule of other clubs availability to host these events. Heidi purposed to him to put that request into the match chair at the beginning of the year so it was be made known to the convenor of the effected date before schedules are created. Marianne said Claude did ask at the beginning of the 2022/2023 year and Marianne asked if it was possible and was decided that for this year they would play on Tuesdays or Fridays when the ice was available.

3. Claude asked if there a possibility for signs about private parking. House Chair will take this into consideration and present options to the board.

4. Updates:

4.1. Treasurer's Report – Heidi

4.1.1. Please see attached report

- 4.1.2. Heidi has a few additional expenses to update and will provide an updated report when finished.
- 4.2. Past Trillium Update – James
 - 4.2.1. James talked to the auditor yesterday and everything is closed out. The auditor asked for a recognition event so we will schedule a time in the upcoming months to have the MPP come out and formally recognize the event.
- 4.3. 60th Anniversary – Colleen
 - 4.3.1. \$2665.00 profit was made during the 60th anniversary bonspiel. We had 64 people attend this bonspiel and it was very well received.
- 4.4. End of Year Party – May 27th, 2023
 - 4.4.1. Peter DeSilva’s band was contacted to be booked for this event. He is currently on vacation and will get back to us soon.
 - 4.4.2. If you would like to be on the event planning committee, please let Nigel know.
- 4.5. Mixed Doubles Tournament – Nigel
 - 4.5.1. The Mixed Doubles event was well received. Newer curlers had opportunities to play different positions and the consensus is that we continue this in the future. Liz would like to host an invitational Mixed Doubles event next year.
 - 4.5.2. Bar profit for the mixed doubles \$222.97 and lunch Sales were \$308.25.
- 4.6. Curling Day in Canada – Colleen
 - 4.6.1. Curling Day in Canada was a great first experience and the live streaming event was well received.
 - 4.6.2. We now have a system in place to livestream future events if needed.
- 4.7. AgriSpiel – Heidi
 - 4.7.1. The weather impacted the event slightly on Saturday, but all teams were eventually able to play. There was a full house for supper and the dinner was very well received. People are already starting to express interest in next year’s event. The profit was \$2436.00 after all deductions.
- 4.8. February Bar Sales – Nigel
 - 4.8.1. The bar in February made roughly \$4000 in profit for the curling club.
- 4.9. 50/50 Update – Nigel
 - 4.9.1. Overall, we have been hearing positive comments about the 50/50 and have made over \$300 for the club since we started. With the largest winning dollar amount being \$85.00 in one week.
- 4.10. Upcoming March Rentals – Nigel
 - 4.10.1. One rental confirmed for March 11th in the afternoon. There is another potential rental in the works for that weekend and on May 20th. Nigel is working with a community group about a possible reoccurring rental during the summer. Nigel has requested to rent out the club on April 8th for a family event.

5. Matters for Decisions:

- 5.1. Reoccurring Rentals- Nigel
 - 5.1.1. Nigel made a motion that we charge \$20 an hour for any reoccurring rentals. There was a discussion about liability and waivers. Eugene discussed that with any sporting event we should be asking for waivers and insurance. The motion was seconded by James.

5.1.2. For: 10

5.1.3. Against: 0

5.1.4. The motion passes.

5.2. Rental Fee Waived for Private Rental – Nigel

5.2.1. Nigel asked that the fee for his family event be waived in lieu of all his additional volunteer hours done for the club

5.2.2. For: 9 Nigel abstained from the vote

5.2.3. Against: 0

5.2.4. Motion passes.

5.3. New Beer Glasses for 2023/2024 Season – Nigel

5.3.1. Nigel made a motion to replace the beer glasses with new ones containing the LDCC logo. He would like to order approx 200 glasses to replace all and sell them.
The motion was seconded by Linda

5.3.2. For: 10

5.3.3. Against: 0

5.3.4. Motion passes.

5.4. Donation of Old Trophies to Highschool Program – Nigel

5.4.1. Nigel asked if we have some older trophies not in use that we could donate to the high school. The motion was seconded by James.

5.4.2. For: 10

5.4.3. Against: 0

5.4.4. Motion passes.

6. Matters for Discussion:

6.1. OVCA Symposium – Colleen

6.1.1. We are invited on May 6th between CurlION and OVCA. We can send 4 people. Hotel stay is included. Nigel is willing to go along with James, Leanne and potentially Liz and Colleen.

6.2. Nomination Committee for Future Board Members – Marianne

6.2.1. Marianne announced that she will also be stepping down this year from the Board mid-term.

6.2.2. Lynne brought up an option to consider to reduce the number of board members and rely on the need to create committees to support the board. She also shared her desire to continue helping with the club as the advertising committee chair if the board determines to reduce the number of members that sit on the board.

6.2.3. Marianne will write an announcement to send to Crystal about announcing the nominating committee and the upcoming AGM.

6.3. Liability

6.3.1. Nigel reminded the Board that any non-club members attending our events need to sign waivers before participating. Future events will be required to complete this step.

6.4. Closing Bonspiel – Nigel

6.4.1. Liz asked is the closing bonspiel could be a collaborative event with each Board members contributing to the event.

6.4.2. Liz is requesting that board members each look after one area or specialty for the bonspiel (ie. Linda Kitchen, Marianne Schedule, etc.). All board members agreed to this and will be looking after their specific specialties.

6.5. Williamstown Fair- James

6.5.1. Elaine will continue to run the Saturday and James will take on the Sunday. Liz is waiting on the Fair Board to receive approval on the street curling event.

6.6. Smart Serve Expiry – Nigel

6.6.1. With the expiry of upcoming smart serve qualifications we are in need to evaluate how we are going to proceed and ensure the curling club has adequate bar tenders to meet the needs of the curling club. With the current information we have 4 members that will be certified to start our year and 45 members whose certifications will expire.

6.6.2. Online tokens are \$44.95 for online modules and test. To offer an in-person training session Nigel would have to apply to be the training facilitator as the Licensee holder and the facilitator package is \$129.95 + 1 Token/Participant.

6.6.3. As a board we need to decide how we are going to retain our bartenders for future. Do we cover the entire fee, partial fee, based on volunteer hours? Nigel is proposing we issue a \$20 gift certificate to the curling club to all members that obtain their Smart Serve, gift certificates would be issued after member registers for the upcoming curling season for members who complete prior to season start and to members who get certified during the season the gift card would be issued when proof of completion of certification.

6.6.4. Will be voted on at April's meeting.

6.7. Future Building Developments – Nigel & Eugene

6.7.1. Eugene discussed the need to meet with an architect and land surveyor to determine official lot lines. After this process we can start investigating potential accessibility options for our club. Nigel talked about accessibility and how we can make our club more accessible, starting with the hall and washrooms. By 2029 all public buildings will be required to be accessible. The question was raised if we are a public building?

6.8. Policies – Nigel

6.8.1. Nigel requested that Board members prioritize policies that they are responsible for. By April's meeting, we would like to have some draft copies to review.

6.8.2. Colleen asked about the difference between policies/procedures and guidelines. Terms were clarified by James and Nigel.

6.8.3. Colleen & Marianne both submitted draft Policies for the President and Vice-President to review.

6.9. List of items to be included in membership for next year – Nigel

6.9.1. As we prepare to set up membership for next year at our June meeting Liz wants board members to come up with any questions, they want added to the membership registration.

6.9.2. Nigel asked that smart serve certification number be added to the registration membership.

6.10. Wednesday/Thursday League Future – Nigel & James

6.10.1. Nigel asked that Board members get feedback from the general membership about the possibilities of league organization for next year. The Secretary will send out a form to all members to complete.

6.11. Men's Washroom- Leanne

6.11.1. Toilet is running again. Danny LeBlanc is working on fixing it and will let us know if it requires more work.

7. Action List

Action	Members Involved	Actions Taken	Progress Update
Camera installation	James, Leanne, Al	<ul style="list-style-type: none"> • Temp cameras. Digital converters are on back order. • Al contacted Ranguard they haven't responded yet. 	Completed
Review Membership Prices	All	<ul style="list-style-type: none"> • May • Consider insurance coverage Membership fees for Curling associations. 	Deferred to May
Policy Documents	All	Policies in Progress <ul style="list-style-type: none"> • Physical Advertisements - Fundraising/Sponsorship • Health and Safety - President/VP • Membership Fees & Schedules - Membership/Treasurer • In-House Bonspiel - Match • Purchasing Policy - Treasurer • Rules and Conduct - President/VP • Complaints - President • Food Handling - Kitchen Chair • Bar Tenders - Kitchen Chair/Bar Manager • Club Communications - Secretary • Cash Management - Treasurer/Bar Manager • Charitable Donations - Treasurer • Code of Conduct of Board Members - President • Concussion - Marianne • Corporate Credit Card - Treasurer 	Ongoing

			<ul style="list-style-type: none"> • Criminal Background Check/Vulnerable Sector Check - James/President • Disposal of Club Assets - House • Ice Technician Hiring/Contract Process - President/Ice • Freedom of Information and Privacy - President • Fundraising - Fundraising/Sponsorship • Record Management - Secretary • Social Media - Secretary • Website - Colleen • Volunteers - VP • Grant applications - Long-Term • RFPs - Long-Term 	
	League Distribution	Match Chair	<ul style="list-style-type: none"> • Survey to members • Determine Distribution of Leagues 	March June
	Cash Flow Projection Tool	Past President Vice President House Treasurer	<ul style="list-style-type: none"> • Continue to format actual/forecasted expenses spreadsheet 	Ongoing

7. Adjournment

Leanne made a motion to adjourn the meeting at 8:10. The motion was seconded by James. The next regularly scheduled meeting will take place April 12, 2023, at 6:30 at the curling club. A motion was made by Nigel to adjourn the meeting. The motion was seconded by Eugene.