

# Lancaster & District Curling Club Meeting Minutes

May 24th, 2023

## Regular Scheduled Board Meeting

### 1. Meeting Opening

- 1.1. Call to Order.
  - 1.1.1. Elizabeth McCormick called to order a meeting of the LDCC Board meeting on May 24<sup>th</sup>, 2023, at 6:30 pm.
  - 1.1.2. Present: Elizabeth McCormick, Nigel Carlisle, James Doonan, Colleen MacCulloch, Heidi Gauthier, Leeanne Dumoulin, Eugene Balangero, Lynne Hurtubise, Marianne Ewence, Linda Sinfield, Alain Bellefeuille
  - 1.1.3. Regrets: Crystal Seguin
- 1.2. Motioned by Eugene to Approve April Minutes. Seconded by Alain
- 1.3. Additions to Agenda
  - 1.3.1. Elizabeth McCormick added Golf Tournament to the agenda

### 2. Updates:

- 2.1. Treasurer's Report
  - 2.1.1. See attached Appendix.
  - 2.1.2. Regular billing for utilities for the summer, clean home professional. No major bills expected to come through.
  - 2.1.3. MNP Portal is all set up for the accountant for Financial Statement to be prepared for AGM in June.
- 2.2. Bar Fridge
  - 2.2.1. New bar fridge. Our bar Fridge died early last week and with the curling club having a rental we needed to move fast to secure a fridge. Lancaster Pizzeria was getting rid of a fridge, and we were able to make a deal with them to purchase their fridge and get it upstairs within the same day.
  - 2.2.2. Advertisement – Part of the deal was to offset the cost was to provide free advertising for next year for Lancaster Pizzeria. We were made aware at tonight's meeting that they are changing their name and we will need a new logo created for the in-Ice advertisement and wall sign.
- 2.3. Trillium updates
  - 2.3.1. James has started the new application for this years trillium grant. We are in need to get need new quotes from our vendors to be accurate in the time frames. Deadline for the application will be around June 14<sup>th</sup>.
  - 2.3.2. James will be calling a meeting with the grant team to look into the required items for the grant in the coming weeks.
  - 2.3.3. Our end of year party will also be our Trillium Recognition Event to close out last years grant and renovations. After this event we can close out the grant and that project can be marked as completed.
  - 2.3.4. James will be creating a binder with past applications to reference in the future to ensure the applications use and follow the proper formats.

## 2.4. Golf Tournament

- 2.4.1. Lynne is taking the lead on the organization of this event.
- 2.4.2. Golf Tournament on Sunday July 23<sup>rd</sup>. Information to come once details are finalized.

## 3. Matters for Decisions:

### 3.1. Eaves Quotes

- 3.1.1. James, Motion to approve bid from Le Bois Aluminium. Seconded by Lynne, to move forward with accepting the bid. All in favour. Motion Carries.
- 3.1.2. 2 Quotes provided in the appendix 2.

### 3.2. Lawn Care

- 3.2.1. Motioned by Leanne to award the contract to Nigel Carlisle to cut the lawn throughout the summer. Seconded by James. All in favour. Motion Carries.

## 4. Matters for Discussion:

### 4.1. OVCA Symposium – The following information comes from presentations held in Ottawa and are being reviewed at our club level.

- 4.1.1. Ice tech – We are going to be looking at our payment structure and method with our Ice Techs and Ice Chair to ensure we are meeting the legal requirements and keeping a healthy environment for our Ice Techs.
- 4.1.2. Policies – Nigel will be taking the templates that are provided by Ontario Curling Council and modify them to our club and will be reviewing all policies over the summer. Board members will review all policies before being put in place before the new season starts.
- 4.1.3. By-Law – Nigel presented a new By-Law (Formerly known as our Constitution) more details later in the meeting.
- 4.1.4. Accessibility – We are required to have our main level accessible by 2030. We will be creating a sub-committee to evaluate the needs and make long range plans with years that we have a goal on where our focus should be each year.
- 4.1.5. Youth/Juniors – the need to build and support Juniors and Youth programs in future to ensure growth in the club.
- 4.1.6. Board Structures – Advised to reduce the number of Board members on the Board and to focus on creating more committees to handle the tasks of the club.
- 4.1.7. Enhanced Police Screening – Ensure any member involved in Learn to Curl or Juniors with will need background checks. Conversation about Board member requirements as well.
- 4.1.8. Sports Law Presentation – Presentation at the event about Laws around sports and the executive will be reviewing the information to present to the board and club members.

### 4.2. By Law

- 4.2.1. Under the Ontario Not-for-Profit Corporations Act (ONCA) we are required to update our Bly Law (formerly known as our Constitution) needs to be updated to align with the new laws. We have a timeline of October 2024. LDCC would like to

pass through our new By-Law this year in the event it does not get approved we have a year to educate, modify and review before the deadline.

4.2.2. Board members received a draft copy created by CurlOntario and modified to include our information and structure. Board members were able to review the draft document and were given a few days to review and ask further questions before being sent out to the membership and discussion and vote to be taken at the AGM on June 14<sup>th</sup> 2023.

4.3. End of Year Party

4.3.1. Set Up – Set up is well underway and there have been many board members volunteering their time to ensure a successful event.

4.3.2. Silent Auction – Liz and Lynne have been taking the lead on the Silent auction and the community has donated over \$5,000 in items to be auctioned off. There will be no online auction as originally planned due to logistical concerns.

4.3.3. Event – Saturday May 27<sup>th</sup>. 4:00 pm cocktails and social hour, aiming for dinner to be served around 6:00 pm.

4.4. AGM

4.4.1. James and Liz are taking care of the format of the event. Using the templates that have been produced over the past years.

4.4.2. Financial Statements and Approval of the Auditor will be addressed at the meeting

4.4.3. Snacks – Linda and Liz will ensure there is food available at the event.

4.4.4. Nomination Committee will meet in the upcoming week to provide the members with a notice of the members running for a Board Position.

4.5. Williamstown Fair

4.5.1. James will come back with costs for grill station and if this is a viable option for the board to invest in or if finding a member with a grill station that is willing to lend it to the board is better option at this time.

4.5.2. Outdoor Curling Game provided through OVCA will be set up at the event. The activity comes with students to run the station.

4.5.3. QR cards to encourage participants to register and join curling.

**5. Action List**

<b>Action</b>	<b>Members Involved</b>	<b>Actions Taken/Date Completed</b>
Review Membership Prices	All	<ul style="list-style-type: none"> <li>• June with New Board</li> <li>• Consider insurance coverage Membership fees for Curling associations.</li> </ul>
Policy Documents	All	Policies in Progress <ul style="list-style-type: none"> <li>• Physical Advertisements - Fundraising/Sponsorship</li> <li>• Health and Safety - President/VP</li> <li>• Membership Fees &amp; Schedules - Membership/Treasurer</li> <li>• In-House Bonspiel - Match</li> <li>• Purchasing Policy - Treasurer</li> </ul>

			<ul style="list-style-type: none"> <li>• Rules and Conduct - President/VP</li> <li>• Complaints - President</li> <li>• Food Handling - Kitchen Chair</li> <li>• Bar Tenders - Kitchen Chair/Bar Manager</li> <li>• Club Communications - Secretary</li> <li>• Cash Management - Treasurer/Bar Manager</li> <li>• Charitable Donations - Treasurer</li> <li>• Code of Conduct of Board Members - President</li> <li>• Concussion - Marianne</li> <li>• Corporate Credit Card - Treasurer</li> <li>• Criminal Background Check/Vulnerable Sector Check - James/President</li> <li>• Disposal of Club Assets - House</li> <li>• Ice Technician Hiring/Contract Process - President/Ice</li> <li>• Freedom of Information and Privacy - President</li> <li>• Fundraising - Fundraising/Sponsorship</li> <li>• Record Management - Secretary</li> <li>• Social Media - Secretary</li> <li>• Website - Colleen</li> <li>• Volunteers - VP</li> <li>• Grant applications - Long-Term</li> <li>• RFPs - Long-Term</li> </ul>
<b>6.</b>	League Distribution	Match Chair	<ul style="list-style-type: none"> <li>• June</li> </ul>
<p><b>7. Adjournment</b></p> <p><b>7.1.</b> Motion to adjourn the meeting made by Leanne, seconded by Alain</p>			

## Appendix 1

Treasurer Update as of May 24, 2023

### Bank of Montreal

#### Main Account

**Current Balance**                    \$            **40,105.04**

\*\*The \$ 750.00 for the bar fridge and \$ 600.00 for Fair have already been deducted.

\*\* Also included in this total are 27 payments for the BBQ Party

#### LESS: O/S DEDUCTIONS

\$	78.43	Cheque 001998	Liz McCormick
\$	84.58	Cheque 002001	Rangard
\$	300.00	Cheque 002003	Heidi Gauthier (float)
<b>\$</b>	<b>463.01</b>		

**Account Balance**                    **\$            39,642.03**

#### Upcoming Expenses

Enbridge	\$	-	Next bill May 26th - Automatic deduction June 15, 2023
Hydro One	\$	-	Next bill June 3rd - Automatic deduction June 23, 2023
Hydro One	\$	-	Next bill June 3rd - Automatic deduction June 23, 2023
Cogeco	\$	-	Next bill June 2nd - Automatic Deduction June 16, 2023
BMO Mastercard	\$	2,740.47	As of today approximately- to be withdrawn June 4, 2023
Clean Home Professionals	\$	-	Next bill May 31st - due June 30th, 2023 (last bill \$ 271.20)
<b>TOTAL UPCOMING EXPENSES</b>	<b>\$</b>	<b>2,740.47</b>	

#### PROJECTED CHEQUING ACCOUNT BALANCE INCLUDING UPCOMING EXPENSES

**\$            36,901.56**

**Bar Account Balance**                    **\$            12,897.50**

## Appendix 2

Le Bois Aluminum  
15381 Eaman Road  
Lunenburg ON K0C 1R0  
leboisaluminum@gmail.com  
GST/HST Registration No.:  
742552300RT0001



### Estimate

ADDRESS  
Leanne Dumoulin  
13 High St.  
Lancaster Ontario

ESTIMATE # 1050  
DATE 04/11/2023

DESCRIPTION	QTY	RATE	AMOUNT
Remove pre-existing gutters and install new seamless gutters with leaf guards and downspouts. Also, adding gutters to the south side above the garage door to avoid water entering the building.	1	3,032.00	3,032.00
SUBTOTAL			3,032.00
HST (ON) @ 13%			394.16
TOTAL			<b>\$3,426.16</b>

Accepted By

Accepted Date

If you wish to pay via e-transfer, please direct the payment to leboisaluminum@gmail.com



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55841

Client: Lancaster Curling Club Date: May 3 2023  
Phone / Tél.: Leanne 613-577-4799 Estimator/Estimateur: Paul  
Linda 514-583-6181  
Address / Adresse: 13 High St. Lancaster ON  
Email / Courriel: ldumoulin27@gmail.com / shetan583@hotmail.com

COLOUR/COULEUR Eavestrough/Gouttière: <u>white</u>		Shingles/Bardoux: _____
Downspout/Descente: <u>white</u>		Brick/Brique: _____
		Other/Autre: _____
<p>4x3 pipes</p> <p>To remove old Troughs &amp; pipes install New with a J-Trim AND T-REX cover</p> <p>3x3 pipes</p> <p>New Troughs cover</p> <p>4x3 pipes</p> <p>New Trough cover</p> <p>4x3 pipe</p> <p>4x3 pipes</p> <p>NEW 3x3 pipes</p> <p>New 3x3 pipes</p> <p>Clean old Troughs and install - T-REX m-5300 cover</p>		<p><u>white</u> J-TRIM</p> <p>DRIP EDGE / REJET D'EAU</p> <p><b>GUTTERS / GOUTIÈRES</b></p> <p>double pro<sup>®</sup> HANGER WITH BUILT-IN LEAF GUARD</p> <p>floating TECHNOLOGY</p> <p>360°</p> <p>ALU-REX STANDARD HANGER</p> <p>floating TECHNOLOGY</p> <p>SUBTOTAL / SOUS-TOTAL \$ <u>12,665.<sup>00</sup></u></p> <p>HST R133956698 \$ <u>1,646.<sup>45</sup></u></p> <p>TOTAL \$ <u>14,311.<sup>45</sup></u></p>
<p>THE ESTIMATE IS VALID FOR 30 DAYS / L'ESTIMÉ EST VALIDE POUR 30 JOURS See terms and conditions for warranties / Voir les termes et conditions pour les garanties</p>		