

Lancaster & District Curling Club Meeting Minutes

June 21, 2023

Regular Scheduled Board Meeting

1. Meeting Opening

1.1. Call to Order.

1.1.1. Elizabeth called to order a meeting of the LDCC Board meeting on June 21, 2023 at 6:35 pm.

1.1.2. Present: Elizabeth McCormick, Nigel Carlisle, Heidi Gauthier, Leeanne Dumoulin, Eugene Balangero, Merina Mrzena, Colleen MacCulloch, Lynne Hurtubise, Alain Bellefeuille, Aris Juijuis

1.1.3. Regrets: James Doonan, Linda Sinfield,

1.2. Motioned by Nigel to Approve May 24th Minutes. Seconded by Eugene.

1.3. Additions to Agenda

1.3.1. Nigel – Policy Documents

1.3.2. Nigel – New roles to new members

2. Updates:

2.1. Treasurer's Report

2.1.1. See Appendix 1

2.1.2. Cheque for Hendersons, upcoming expenses are slowing down (hydro is low, credit card deduction is coming out in July).

2.1.3. One Hydro account has more usage than the other. Heidi thinks it might be because of the renovation of the location. She has set a goal to set up a tracking for the upcoming year.

2.2. Williamstown Fair

2.2.1. Elaine handles who is cooking on the weekend. She has a volunteer email that will get sent out.

2.2.2. Only use Perch rolls as an ad and not to use "Lancaster Perch" as an ad

2.2.3. Street curling still must be finalized; Liz needs volunteers to run it. They will show us how to set up and clean up. Cornwall curling club reached out about providing volunteers to promote curling to youth.

2.3. Policy Documents

2.3.1. Nigel has taken curling council documents and is currently modifying it line by line as well as the policy documents. He has committed to send out individual policies to members as needed for verification and confirmation of need.

2.4. Jet Ice Base

2.4.1. Bruce was given a quote for new base layer under the ice surface for our consideration from Jet Ice \$10,700 for the double sheet.

3. Matters for Decisions:

3.1. New roles to new members

3.1.1 Aris and Merina are officially in their new roles.

3.2. Curling Club Logo – Nigel

3.2.1. Regarding curling club glasses, Nigel has created a new logo. The logo needs to be chosen within the month. Nigel to send out mocks via email to the board for their discussion. Board members to choose a final short list of logos and then send to members for their input.

3.3. Office Renovations – Nigel & Liz

3.3.1. We are waiting on the trillium grant to come through in order to determine if we can complete the windows and doors project.

3.3.2. If urgent, there will be a Microsoft forms document sent out to all board members for discussion or approval.

3.3.3. Nigel has been working on the office plan downstairs, the overall round about cost is over \$8,000. Anything not used is returnable to Ikea, Nigel and Dean Fraser have offered their time during the summer to build the office. 9 sheets of Drywall will do the office. The biggest part of that will be mudding and taping. The overall cost will be under \$10,000 if done by Nigel and team. If Dean does it, it will be \$15,000.

3.3.4. What do the board members want to see: Mailbox drop off, to look into a new printer option.

3.4. Ken Thain nomination

3.4.1. Liz has to nominate someone for this award. She will check with Rose as to whom has been nominated before. Liz has chosen Bernie as the winner and will prepare some notes by Monday June 26,2023 and will send out an email reminder.

3.5. Floor Cleaning – Leanne

3.5.1. Floor cleaning has gone up by \$100. Staynet is the cleaning business. 6 coats of wax. See breakdown from Leanne. To get a requote from Gary's friend for the carpet cleaning. Motion made by Nigel to approve \$1,950 for wax of floors upstairs and downstairs by Staynet and seconded by Leanne.

3.5.2. Leanne to discuss with Garys friend on carpet cleaning and purchase of a vacuum to own.

3.6. Waive Advertisement Fee – Field less – Nigel/Linda

3.6.1. Field Less has been such a great supporter of the club, Linda has requested to waive the advertisement fee for their sign. Motion made by Nigel to waive fee for the 2023-2024 year seconded by Alain, all in favour. Leanne abstained from voting due to conflict of interest.

4. Matters for Discussion:

4.1. Ice Tech Compensation – Liz & Alain

4.1.1. Suggested to check with other clubs to see what they are doing. Liz to reach out.

4.2. Website – Colleen

4.2.1. Colleen wanted to know where we are at with the website since Oleg is taking over it. Is there a way to integrate a google calendar into the website. Motion by Nigel to approve Colleen for up to \$500CAD to explore website possibilities, Heidi seconded the motion. Website is currently paid up to March 2025.

4.3. Scotch Tasting

4.3.1. Possible whisky event would include 4-5 whisky's that would be purchased, as well as food would be provided to pair with the whiskies. Tentatively booked for Sept 8, 2023. It would be \$15 per person for the booze but the food cost will have to be discovered. The license will have to be figured out.

4.4. Stair Covering Replacement – Nigel/Liz

4.4.1. New stair cover to be another material. Liz and Leanne are to take the lead on this topic.

5. Action List

Action	Members Involved	Actions Taken/Date Completed
Review Membership Prices	All	<ul style="list-style-type: none"> • June with New Board. • Consider insurance coverage Membership fees for Curling associations.
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 • 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

6.			<ul style="list-style-type: none"> • Volunteers - VP • Grant applications - Long-Term • RFPs - Long-Term
	League Distribution	Match Chair	<ul style="list-style-type: none"> • June – to be a youth league (Talk about it in August).
<p>7. Adjournment</p> <p>7.1. Motion to adjourn the meeting made by Leanne, seconded by Aris at 8:07 pm.</p> <p>8. Next meeting is August 9, 2023 @6:30 pm</p>			

Appendix 1

Treasurer Update as of June 21, 2023

Bank of Montreal

Main Account

Current Balance \$ **49,008.67**

LESS: O/S DEDUCTIONS

Hendersons \$ 612.65
\$ 612.65

ADD: O/S EXPECTED RECEIVABLES

Annual Golf Day \$ 2,250.00
\$ 50,646.02

Upcoming Expenses

Enbridge	\$ -	Next Enbridge to June 26 to be deducted July 15, 2023
Hydro One	\$ 40.67	Automatic deduction June 22, 2023
Hydro One	\$ 231.19	Automatic deduction June 22, 2023
BMO Mastercard	\$ 1,494.73	Automatic Deduction July 6, 2023
Hendersons	\$ 2,100.00	Approximately, Due in July for Fair Perch
BMO Mastercard	\$ 54.52	Currently due August 6, 2023
TOTAL UPCOMING EXPENSES	\$ 3,921.11	

PROJECTED CHEQUING ACCOUNT BALANCE INCLUDING UPCOMING EXPENSES

\$ 46,724.91

Bar Account Balance

\$ 12,897.50

Cogeco Account has a credit of \$ 44.92 due to Seasonal Suspension of services

Appendix 2

----- Forwarded message -----

From: **Luis Belanger** <luis@dpego.com>
Date: Fri., Jun. 2, 2023, 1:21 p.m.
Subject: Curling
To: gsklivas@gmail.com <gsklivas@gmail.com>

Bonjour Gary,

Merci pour la visite de ce matin, ce fut fort agréable!!

Tel que discuté ensemble,

Pour décaper et cirer le plancher

Le tout pour 1900\$ + taxes

Nettoyer le tapis dans l'escalier

Le tout pour 200\$ + taxes

Donne-moi des nouvelles,

Merci!

Salutations,



Luis Belanger
Directeur des opérations
Pro-Expert Inc.

Cell. 514-512-2795 | Fax: 450-902-2548

RBQ : 5756-0310-01
CNESST : AR2000201/AP-2000228



STAY NET INC.
 20296 KENYON CONC.1
 ALEXANDRIA, Ontario K0C 1A0
 CANADA

QUOTE

Quote No.: 111
 Date: 06/19/2023
 Page: 1
 Ship Date:

Sold To:
LANCASTER & DIST. CURLING CLUB LTD
 13 HIGH ST
 LANCASTER, ONTARIO K0C 1N0

Ship To:
 LANCASTER & DIST. CURLING CLUB LTD
 13 HIGH ST
 LANCASTER, ONTARIO K0C 1N0

Business No.: 849170832

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
JANITORIAL SERVICES	1		JANITORIAL SERVICES FOR SCRUBBING AND CLEANING CEMENT FLOORS	H	325.00	325.00
SCRUB AND WAX FLOORS	1		SCRUB AND WAX FLOORS WITH 6 COATS OF WAX	H	1,950.00	1,950.00
JANITORIAL SERVICES	1		JANITORIAL SERVICES FOR CLEANING ALL CARPET AREAS	H	400.00	400.00
			Subtotal:			2,675.00
			H - HST 13%			347.75
			HST			
Shipped by					Total Amount	3,022.75
Terms: Net 30. Due 07/19/2023.						
Comments						
Sold By:						