

## Minutes of the Nanaimo Club Executive and Board of Directors

Thursday, April 9th, 2020

Meeting Protocol:

Present: Brian McRory, Tom Weinreich, Mark Blackell, Mark Duffell, Mary Ellen Konyer, April Gale-Seixeiro, George Duffell, Vic Brice, John Knox, Muir Meredith, Andrea Trepanier.

Regrets: Jim Boutillier.

Mary Ellen Konyer called the meeting to order at 7:03 pm.

Minutes: **Motion** to adopt Mark B.'s minutes of the March 12<sup>th</sup>, 2020 meeting (Vic/George). **Carried.**

Correspondence: Mark Blackell – None.

President's Report – Mary-Ellen Konyer: See written report.

Treasurer's Report – Tom Weinreich: The cash equivalents at the end of March were down 60% from the same time last year due to the closure. This is due to the mid-month closure due to Covid-19. The RBC gaming account is \$33,000, about \$28,000 of which will go to the cash account at year end. Given the circumstances this is not bad. We had to pay severance due to the lack of lay-off notice for several employees and so the payroll expenses for March were high as a result. We will qualify for the Canada Emergency Wage Supplement (75% of payroll as of March 15<sup>th</sup>). We discussed how much we would need over the summer. We discussed the BC Hydro relief – Andrea has looked into this and it is just a deferral. Nothing is operating in the building at this time and we will continue to pay our bills, rather than defer them as long as we can. Internet and phone are still being paid. If need be there is the Canada Emergency Business fund of \$40,000 in an interest free loan with \$10,000 of that a potential write-off. This is not seen as necessary right now, but we will keep it in mind. The bar revenue in March was down from last year by 70%, which is understandable. The total cost for league fee refunds was \$948.86 + GST. SO far there are 43 people who requested refunds. *We agreed that the deadline for league refund requests be April 30<sup>th</sup>, 2020, the fiscal year-end date.* **ACTION:** April and Mary Ellen will communicate this to the membership. We discussed the year-end reports for Spencer, the auditor, who will be at the AGM this year (see below on AGM date).

### Team Reports

- a) Vice-president and Newsletter – Brian McRory: Brian sent us his report on the Board governance workshop. We do a good job on many of the items that were in his report. One thing we can do is get the Board reports out a bit earlier (and we can always add to them at the meeting). We agreed to aim for 72-48 hours before the meeting. **ACTION:** Mark B. to request the reports to be sent out 2-3 days before the meeting. We will hold off on the newsletter for now.
- b) Marketing – Jim Boutillier: No report.
- c) Fund raising – Muir Meredith: See written report. Muir thanked Andrea for her work on the raffle. He also noted how the live streamed draw was a welcome addition, one we should repeat in future years.

- d) Membership and communications – April Gale-Seixeiro: See written report. **ACTION:** April and Mary Ellen will put out a “state-of-the-club” report. The tankard was postponed to 2023. We have no problem with this. The women’s golf tournament is still uncertain. We will discuss this next meeting. We discussed reduced numbers in the fall. Mary Ellen will send out another club’s contingency plan for us to review.
- e) Bonspiels – Vic Brice: There were no bonspiels nor are there any upcoming ones!
- f) Facilities – George Duffell: See written report. The depreciating assets list needs to be revisited. George will share this at a future meeting. The scissor lift will need to be rented once again this summer.
- g) Curling – John Knox: **ACTION:** John will call all league reps this summer to see if they are coming back. Last year Andrea, John, and Brian put together guidelines – this will be streamlined and updated and sent out as well.
- h) Nominations & Curl BC – Mark Duffell: Mark has a candidate for one of the three vacancies. We are still looking for more female candidates; Mary Ellen and April are exploring options. Mark put Curl BC’s response to Covid-19 on the website. There was also a checklist from Curl BC to mitigate problems around the pandemic response that Mary Ellen sent to the Board.
- i) Strategic Planning – Mary Ellen Konyer: **ACTION:** Mary Ellen and Andrea will meet in the next month to go over her position description before Andrea has to do the same for the other positions in the Club.

Manager’s Report – Andrea Trepanier: see written report. All events up to the end of May have been cancelled. We discussed hosting the Curl BC Symposium, AGM, banquet... We need more information about cost and the details of it. **ACTION:** Andrea will ask and report back.

Old Business: none.

New Business:

- Date of AGM. We must give 21-60 days’ notice of the AGM. Normally we have it on or around the 12<sup>th</sup> of June. **Motion** (Muir/Vic): Due to the Covid-19 pandemic and the social distancing requirements, we will postpone the 2020 AGM until sometime in the fall and we will set a date when we are able to do so. A notice will go out to members at least 21 days before the AGM. **Carried.** The current Board will continue on.
- New Policy on Board e-mail discussions and decisions. **Motion** (Mary Ellen/Vic): Policy on E-mail Motions and Voting:

Any board member may make a motion via e-mail. However, for record keeping purposes, e-mail motions shall be made through the President or their designate, who will e-mail the motion to the board members beginning with the identification of the member making the motion. The e-mail shall state that (Board Member) has made a motion to the Board that .....(description of motion). The e-mail shall not include anyone who is not a Board member.

- The subject line should include the word “E-mail Motion.”

- The first line of the body of the e-mail should include the words “I move that the board approve/authorize/recommend ...”
- The time frame set out by the President should be included after the motion.
- Information related to the motion may be distributed with the motion via e-mail.

Comments circulated should be clearly marked as comments, by preceding the discussion with the word “Comment:”.

The President or designate shall determine when the discussion should conclude, and shall set the period during which votes must be cast. This time frame shall be determined based on the urgency of the matter, but should not be less than 2 days or more than 7 days. The President will make it clear in an e-mail when voting begins and when voting ends. The motion will expire at the set time period or at the start of the next board or membership meeting – whichever comes first.

All board members, including the President, may vote. Six affirmative votes are required to approve an e-mail motion. The member who proposed the motion is automatically counted as an affirmative vote. If the motion doesn’t receive the required six votes by the deadline it fails.

The Secretary is responsible for tallying the votes and informing the board of the outcome. Votes should be circulated to all board members. If a member fails to CC: other board members on his vote, the secretary should forward the e-mail to the others. The Secretary will be responsible for soliciting the vote of any board member without e-mail and informing the rest of the board about that vote.

Board members should include in the words “I vote No” or “I vote Yes” in the first line of their response.

E-mail motions can only be voted up or down. They can’t be amended.

The member who proposed the motion may withdraw it at any time prior to approval.

The Secretary ensures the motion and vote is recorded in the minutes of the next formal Board meeting.

E-mail votes are appropriate when the items in question are not controversial and do not require extensive background and explanation. If the President, in consultation with the Board, believes that the item might require extensive discussion, s/he will defer voting until the next meeting.

If any Board member wishes to request that voting on a particular issue be at a regular meeting and not via e-mail, s/he should inform the President prior to end of the voting period, which would end the voting and the motion would be deferred to a virtual or in-person meeting to vote.

**Carried.**

- Team Shearer had a grant to the Club challenge. We agreed that *if* the challenge is cancelled the grant should be returned.
- Use of Zoom and security issues. George raised security issues with Zoom. **ACTION:** Mary Ellen and April will ask people they know, who are tech-savvy, about these issues.

Adjournment: (Mark B./George) The meeting adjourned at 8:45 pm.

Round Table.

- The next meeting will be on Thursday, May 14<sup>th</sup>, 2020 at 7:00 pm. The on-line location is to be determined.

### **Written Reports**

#### **President's Report April 8, 2020**

COVID-19 has created an unusual and uncertain environment for the end of our curling season.

The Board's decision to close the club early this season (March 13) was well received by members. In light of events in the news regarding the spread of the virus at other curling events, it was clearly the best possible course of action.

Unfortunately many season wind-up events were not able to take place, including banquets and spiels. Some of these activities will likely be rescheduled once we are able to resume use of our club facility. Members should contact their league reps regarding rescheduling if there are questions.

The ice removal was completed March 28. All event rentals have been cancelled, and staff have been laid off for the season. Curl BC has published a list of helpful steps clubs can follow to mitigate financial and membership concerns, which the board is reviewing. The board and manager will be able to hold virtual meetings throughout the crisis, which provides an opportunity to extend our communication skills.

Stay safe,

Mary Ellen Konyer

#### **Fundraising Report**

Raffle winner: Bernie Waatainen

Net proceeds for the Westjet Raffle are \$1,285.49

Ticket Sales        \$1,340 (\$385 of which was online!)

License                -\$25.00

Ticket Printing    -\$29.51

Total                 \$1,285.49

Not bad for a short run and shutdown part way through! Thanks everyone who sold so many tickets and pushed to get the message out to purchase them.

## Membership and communication report – April 2020

- Social media has primarily been used to share info about COVID-19 during the past month. It hasn't felt like the right time to post much of our usual content.
- I'd like to put out a communication to members about what the board has been doing to tide the club over during this time. I'll work with Mary Ellen to develop this – it should be sent out from the President. This could include AGM information if we have it.
- A group of curlers who are active on Twitter, primarily from the US, have been having Virtual Broomstacking sessions on Zoom. I have been joining these and have met a lot of people who @NanaimoCurling interacts with on Twitter. This serves to get our club some additional exposure in North America (and is a lot of fun).
- The VI Bonspiels Facebook page continues to pick up likes, even though there are no further bonspiels this season. This tells me we should populate this page with VI bonspiels again next season.
- Meet the Volunteer series is STILL something I really need to get working on but who am I kidding, it's a summer project (again) now. I'm going to start with Bob Franklin, because of his Curl BC award.
- Meet the Board Member series on Facebook (and in our newsletters) has been paused for the last month.
- Member survey analysis and proposed action plans have been developed by Mary Ellen, John and me. I need to make one last pass through the document and then send it out for board review. We should then discuss when to provide the survey to members.
- The survey has shown that the "cost of curling at NCC" perception must be addressed. I'll work on a presentation for this.
- Kory Hurst has suggested that we get on Instagram. I'll work on this over the summer. Will have to establish who our target audience is for this platform. This may be delayed since it's primarily a visual medium and it's difficult to get out and take pictures of things right now.

### Possible future Grand Slam of Curling

- No updates since the last meeting. I think I will need to restart discussions with the City and Sportsnet to see if we can even think of this in the next few years. I don't plan on doing anything until we know more about how the fall will proceed.

### International Tankard

- The 2020 International Tankard was cancelled. The hosting schedule has been pushed back a year so Chilliwack will host in 2021 and Seattle in 2022. We've been asked to move our Tankard to 2023. I assume there is likely no objection to this but will check in at our board meeting.
- Suggest that we ask Brian McRory and Cliff King to attend the 2021 Tankard in Chilliwack since they were not able to go in 2020.

Respectfully submitted,

April Gale-Seixeiro

## **Facilities Report.**

We have a pending issue to deal with.

The walk-in cooler condensing unit is failing. Several leaks have developed in the coils due to ageing so this has to be replaced. Andrea is getting quotes (it will be \$3800).

Andrea advises me that there are other issues for us to consider while this repair is being taken care of.

Walls and insulation in the cooler are going soft/moisture problems.

Long term leak from power pack on top of cooler has created a large hole.

Need to re-install fan to facilitate cooling during the summer in the space above the cooler.

The flooring in the cooler needs to be replaced to facilitate cleanliness and easier maintenance.

I'll wait a while then visit with Andrea to assess what needs to be done and develop a work plan for the projects.

Respectfully submitted.

George Duffell

Facilities Director

## **Nanaimo Curling Club - Managers Report**

**Apr 9, 2020**

### **Facility**

- Meeting with city reps that was supposed to be March 17 was cancelled by the city. Will inform board when rescheduled.
- Waiting on 2020-21 budget to do heating boiler work.
- Walk-in Cooler has failed. Replacement will be \$3,870.00 plus GST.

### **Coffee Shop**

- Closed until further notice.

### **Bar**

- Opened kegs will be written off as of April 30 due to shutdown.

### **Pro Shop**

- No orders will be submitted for Pro Shop until further notice of continuation of curling.

### **Staffing**

- Two ice techs and all bar staff were laid off on March 13<sup>th</sup>.
- Remaining admin and ice techs were laid off as of March 28<sup>th</sup>.

- We will qualify for the CEWS back-dated to March 15<sup>th</sup> for all employees. Application will be made when the CRA has activated the website portal. This is 75% wage subsidy to encourage employers to maintain their staff even though they are not working.

**Building Usage**

- All booked events have been notified of our closure and have either cancelled or postponed.

**Bonspiels**

- Spring Fling was cancelled and all paid fees refunded.

**Other**

- CEBA – see attachment.
- League fee refunds have been processed. We need to set a date for the closure of requests.

Respectfully submitted,  
Andrea Trepanier