

Minutes of the Nanaimo Club Executive and Board of Directors

Thursday, December 12th, 2019

Meeting Protocol:

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

Regrets: Tom Weinreich, Jim Boutillier.

Mary Ellen Konyer called the meeting to order at 7:06 pm.

Minutes: motion to adopt Mark D.'s minutes of the Wednesday, November 13th, 2019 meeting (Vic/Muir). Carried.

Correspondence: Mark Blackell – We discussed Dave "Duke" Lecuyer's request to have his 250 Membership sold; he will be on the waiting list. There discussed an e-mail from the Sandra Schmirler Foundation about a Curling Club Challenge. We will consider fundraising for this at the Hot Shots night, on February 29th, 2020. **ACTION:** Mark to send around the Club Challenge e-mail for further consideration.

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

Treasurer's Report – Tom Weinreich: Tom's e-mailed report noted that while some things are up and some down over the same time last year, bar sales, pop and snack sales, as well have retail sales have all experienced double-digit growth. This has contributed to a year-over-year income increase of 4.09%. There was a question about why the number of curlers is up this year while revenue from dues is down; the answer is that there are fewer people curling more than once in different leagues and/or multiple league members are selecting fewer leagues. We discussed implementing a second-league discount. **ACTION:** April to find and e-mail the second-league discount provided in Seattle.

Team Reports

- a) Vice-president and Newsletter – Brian McRory: The newsletter went out on December 2nd. To fill it, Brian mentioned various things going on around the Club. He is looking for articles for the January edition. We received several compliments on the beer selection from participants at the masters' bonspiel. Brian went to the teachers' office to pass on information about potential curling opportunities.
- b) Marketing – Jim Boutillier: No report.
- c) Fund raising – Muir Meredith: Muir has not heard from WestJet yet; if he hears from them, we will proceed with the raffle. If the answer is no, there is another, less ideal, travel option he will explore.
- d) Membership and communications – April Gale-Seixeiro: See written report.

- e) Bonspiels – Vic Brice: The January 10th Men’s Bonspiel, which is ready to go, lacks advertising and needs teams. **ACTION:** April will send out a reminder and will post an ad on social media. We still need someone to run the Spring Fling Bonspiel.
- f) Facilities – George Duffell: 1) a floating shelf in the bar which was fixed; 2) in the men’s washroom some laminate on the counter is being replaced; 3) the chalkboard behind the bar will be removed and a TV behind the bar will be installed; and 4) a sign has been installed in the rink.
- g) Curling – John Knox: John asked league reps of any suggestions or concerns and got two responses: a) a concern about dirty ice and the need for the sticky ice and b) a concern about what to do in the case of a fall on the ice (as happened recently). **ACTION:** John will work with Andrea to make a poster with instructions for emergencies on it. **ACTION:** John will ask each of the league reps to make announcements about where aid supplies are. **ACTION:** John will write an article for Brian for the newsletter. Another request to the Board was that we choose a charity to donate to club wide. **ACTION:** John will send league reps (and Brian) information on who leagues are donating to and Brian will put the information in the next newsletter. Andrea noted that the club gives a community discount rate to various charities in Nanaimo. **ACTION:** John will ask league reps to advertise to members the Loaves and Fishes donation box.
- h) Nominations & Curl BC – Mark Duffell: We received a sponsor, Riot Brewing, for a menu TV for behind the Bar; this will be installed this weekend. A nomination suggestion to the Board was made.
- i) Strategic Planning – Mary Ellen Konyer: No report.

Manager’s Report – Andrea Trepanier: see written report. Andrea read Darren’s ice report. The Board thanks him for his work and report. We will order more sticky mats.

Old Business:

- The 2020 International Tankard is coming up in Chilliwack in the end of March (the same weekend as our Spring Fling). We get to send one person. April is looking for nominations.

New Business:

- Conflicts of Interest Policy

Motion that the following Conflicts of Interest Policy be adopted (Brian/John; passed unanimously):

“Conflicts of Interest

Members of the Board of Directors and staff are expected to operate according to high ethical standards. This includes recognizing that conflicts of interest exist, have the potential to inhibit the wisdom of particular decisions, and possibly damage the organization's reputation.

Conflicts of interest exist where a person:

- a) Has, or is perceived to have, a personal, family or business interests that might benefit from a decision in which he/she the involved in making or is able to influence those making it.
- b) Is involved with a competing or sister organization that may result in a divided loyalty in the context of making a decision

Voting for or against, or arguing for or against, a particular outcome may influence a decision. Limiting the options being considered may also influence it. We recognize that not all conflicts of interest are rooted in financial benefit. Examples of possible conflict of interest situations with respect to our Club include:

- A Board member has a personal or business relationship with the Club as a supplier of goods or services or as a landlord or tenant
- A staff member has a personal or financial relationship outside of the workplace with a client or supplier who he/she deals with directly as a representative of the Club
- The Club is employing someone who is directly related to a board member or other staff member
- A major funder or donor has a position on the board even if it is a non-voting one.

Conflicts of interest may be unavoidable and should not prevent an individual from serving as a director or as staff member unless the extent of the interest is so significant that the potential for undo influence is present in a large number of situations and reasonable procedures to mitigate the conflicts cannot be put in place.

Procedure for Handling a Conflict of Interest

Disclosure: Members of the board and staff have a duty to disclose any personal, family, or business interests or other community involvements, that may, in the eyes of another person, influence their judgment. Directors shall disclose conflicts of interest to the board; the executive director to the board, and staff members to the executive director.

Board members are expected to disclose potential conflicts, if anticipated, prior to their nomination or election. Otherwise they are obliged to disclose them when the circumstances arise. The same for staff. These real or perceived conflicts should be disclosed to the board chair or to the whole board.

The Board itself may want to disclose specific director or staff conflicts of interest to members, staff, funders and external stakeholders where that interest may, in their judgement, affect the

reputation or credibility of the organization. Such disclosure may be made in a formal and confidential communication.

Determination of Conflict: The Board or executive director should assess the presence of a conflict of interest, or the perception of one, and determine what actions, if any, are appropriate to address the situation.

Stepping Out: Board members and staff have a duty to preclude themselves from any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. In some circumstances they may be asked to step out.

Minutes of board meetings should reflect when a board member discloses that s/he has a conflict of interest and how the conflict was managed. Normally this will involve a discussion on the matter without the board member in the room, which should be minuted, and a vote, where the interested board member, if he/she has returned, abstaining. Staff conflicts should be similarly managed.

Setting of Reasonable Procedures: Where conflicts of interest exist with current Board Directors or staff, appropriate mechanisms to prevent conflicts, or the appearance of conflicts, in the process of normal operations, including staff review, must be taken to allow for “stepping out”. These procedures should be set by the Board in advance.”

- The men’s division would like to move the club championship to March 23-26, 2020. We agreed in principle. **ACTION:** Andrea will ask Jessie and the ladies’ leagues if they are alright with this.
- Revisions to a) Director Terms of Reference and b) Board Policies that were made by Mark B., Brian, and George in a sub-committee. We decided to table this for the next meeting in January.
- Financial Policies Revision. We discussed how to proceed. **ACTION:** we will form a sub-committee of Mark B., Tom, Andrea (as an advisor), and Brian and this committee will review the document.

Motion to go in-camera (Brian, Mary Ellen). [Andrea left prior to the in-camera meeting]

Adjournment: (Vic/Mark D.) The meeting adjourned at 8:32 pm.

Round Table.

- The next meeting will be on, Tuesday, January 14, 2020 at 7:00 pm.

Written Reports

President’s Report December 12, 2019

- Music Poker has been booked for Friday, Jan24th.
- Many thanks to club members who came out to help with the Christmas decorating. The Canada 150 Room looks awesome!
- The Novice program wrapped up last week, with 16 individuals attending the windup (amazing snacks!) There were 28 novices in total graduating from our two 4-week sessions and our one 8-week session. They will be looking for leagues and teams to join so please contact myself or Andrea if you have room for a new curler.

Respectfully submitted,

Mary Ellen Konyer

Membership and communication report – December 2019

- Mail Chimp, Facebook, and Twitter are going reasonably well. I'm working to spread word of the Super Spiel widely, hoping to get teams from further out of town than usual.
- The VI Bonspiels Facebook page is showing pretty good engagement. I added more spiels and will do so again.
- Meet the Volunteer series is STILL something I really need to get working on. 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) continues.
- I need to get together with John and develop our member survey.
- Still need to revisit the "cost of curling at NCC" perception.

Possible future Grand Slam of Curling

- Ian Thorpe has passed along the hosting info to Richard Harding who is the city's Director of Parks, Recreation, and Culture. At Ian's suggestion I will follow up with Richard in the new year to set up a meeting to discuss a possible Slam.

Respectfully submitted,

April Gale-Seixeiro

Nanaimo Curling Club - Managers Report

Dec 12, 2019

Facility

- Waiting on an installation date for grease trap.
- Defibrillator (AED) case is being sourced as the city did not have anything available.

- Some issues with the heating system. May be faulty regulator, leaking/corroded expansion tanks, worn valves. Monitoring daily to determine problem but may need repairs over the summer.

Coffee Shop

- Nothing to report.

Bar

- Software portion of new bar counting system is almost complete. The software processes several thousand lines of raw data produced by the in-line beer sensors into an easy-to-read report. Each pour from its respective tap is reported including the start and finish time from which it classifies what type of pour it was, and once all data is processed, generates a summary for said tap. This will be compared to the till data rang into the Square system by pulling sales data from the Square POS and generating a reconciliation summary comparing sales to Arduino data and then report anomalies.

Pro Shop

- Flash sale on Friday, December 13th. 15% off on all shoes and brooms. Preferred members get 20% off.

Staffing

- New Sponsor Relations Manager, Kory Hurst, is working hard and generating results. If you have any sponsor or advertising leads, please email to sponsors@nanaimocurlingclub.ca

Building Usage

- Christmas decorating day went well. 5 volunteers but we finished in 3 hours.
- Many Christmas parties this past week and upcoming

Bonspiels

- Hangover Bonspiel was a huge success with 34 teams. Thank you to the organizing committee and Ferdy Hobson for their hard work.
- Masters Bonspiel was also successful with 28 teams. Thank you to Cliff King, Brian Scorer and the other volunteers that made this a great event.
- The Turkey Shoot was just this week and had 80 participants. Thank you to Darryl Graham and the Senior Men for organizing this fun event.

Respectfully submitted,
Andrea Trepanier