

Minutes of the Nanaimo Club Executive and Board of Directors

Wednesday, July 10th, 2019

Meeting Protocol:

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

Regrets: Fred Rumo

Mary-Ellen Konyer called the meeting to order at 7:01 pm.

George gave us a walk-through of the facilities.

Minutes: motion to adopt Mark Duffell's minutes of the June 5th, 2019 meeting (George/Tom). Carried.

Correspondence: Mark Blackell – See New Business below.

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

Treasurer's Report – Tom Weinreich: We reviewed the balance sheet (year-to-date), the profit and loss by month (for May and June), as well as a comparison to the profit and loss for the same period last year. Everything is going well, and our cash reserves are healthy. Nothing alarming or unexpected has taken place during this time period.

We reviewed the 2019 year-end financial statements reported to us by Leakey & Lewicki LTD., Chartered Professional Accountants. This document was unfortunately not ready for the 2019 AGM. We agreed to publish it on the website. We discussed how, next year, Leakey & Lewicki should be able to have the document ready for the AGM; we also discussed taking Leakey & Lewicki up on their offer to attend the next AGM for informational purposes.

Team Reports

- a) Vice-president and Newsletter – Brian McRory: Brian handed over a binder to John Knox with details for working with the Team Reps. Brian asked for any items for the Newsletter. Accent, a company based in Victoria, is willing to do a walkthrough to suggest ways to save money in energy and to flag any safety concerns – we agreed to hear what he has to say, and Brian will pursue it. At a recent symposium, the NCC-attending crew met with the crew from Comox and thought of networking with them and exchanging ideas/having a social.
- b) Marketing – Jim Boutillier: Jim is looking for a committee of people to explore ideas for marketing. We suggested contacting Andrea Parry for suggestions. Past practices we discussed include: a) a referral program, b) billboard signs, c) lawn

signs (with the “new” sticker), and d) Nanaimo Recreation Activity Guide (programs and advertising space). We also discussed short-term leagues, lower-level commitment/drop-in leagues, corporate days, social sports days, and a commercial league for businesses. Black Press is giving us a one-page colour ad in *The Nanaimo News Bulletin* in early September; we discussed approaches to this ad.

- c) Fund raising – Muir Meredith: no report.
- d) Membership and communications – April Gale-Seixeiro: see written report.
- e) Bonspiels – Fred Rumo: see written report. We discussed the involvement of the Serausmen; they will decide this week about whether they will go ahead with their bonspiel/dance and we will hear from them.
- f) Facilities - George Duffell: before next season the main sign will be repaired; the downspout from the condensers is plugged and so we need Rotor Rooter to come (this may or may not be a city concern); the scissor lift date needs to be arranged in early August; we will get a price for a case for the defibrillator.
- g) Curling – John Knox: no report.
- h) Nominations & Curl BC – Mark Duffell: no report.
- i) Strategic Planning – Review Roles & Vision Statement – Mary Ellen Konyer: The Strategic Plan was circulated for discussion at our next meeting. Directors were asked to consider what areas relate to their Board position’s Terms of Reference. We also need to work on a Vision Statement.

Manager’s Report – Andrea Trepanier: see written report.

Old Business: New Horizons Grant. We need to form a committee to choose the tables and chairs to purchase with the grant we received. Seniors must make up the committee, according to the grant stipulations. There will also be decisions to make around replacing the fire panel. George will sit on the committee and Mary Ellen will contact the Senior Men’s and Women’s league reps for suggested members. We will also ask for a member from the Quilters’ Club. We need to provide a written report and so Andrea asked to be kept in the loop on decisions and process.

New Business:

- Future meeting times: we will discuss this in August or September.
- Fees for leagues without reps: Tuesday and Thursday Men’s leagues do not have reps. We agreed to charge them an extra \$15/curler if no one steps up and takes on the role. This is to cover the costs of staff work for the leagues.
- Standard buzzer: the discussion was postponed until next meeting.
- BC Regional event hosting for next year. We agreed to leave the decision about which one (and one only) of the events to host to Andrea and Mary Ellen (if this is still a possibility).
- We will discuss the Superspiel (a cash spiel) at the next meeting.

- Letter from Denise Wood: Mary Ellen, Tom, April, and Brian will draft a response for the Board to review.
- We agreed to spend \$15/month on Volgistics, a software program for organizing volunteers.

Special Presentation of a gavel to Mark Duffell in thanks for his past work as President.

Adjournment: (Tom/Brian) The meeting adjourned at 9:21 pm.

Round Table.

The next meeting will be on, Wednesday, August 14th at 7:00 pm.

Written Reports

President's Report – July 2019

A huge welcome to our new board member: Tom, Weinreich, Jim Boutillier, John Knox and Muir Meredith. Thank you to our returning board members as well. I am looking forward to an exciting year for our club and I believe this board has an excellent skill set to benefit our organization in many ways. I would also like to thank past board members Vic, Andrea P., and Chris. Your service was very much appreciated and we will miss you.

April, Brian and I attended the Business of Curling Symposium, which we all felt was very worthwhile and informative. We have brought back some ideas which we feel will benefit our organization, and we have already met together with Andrea to begin implementing. Some of these ideas include networking with other clubs on the island, marketing, social media and safety.

Lots of work has been going on in the bar as well this month. New draft taps as well as wine have been installed and are already in use already with the 100 Men's Club. It was interesting to talk with Keith Parry, manager of the Comox Valley Curling Club when we were at the symposium. He received the Ron Houston Award for Administrator of the Year and their club received a Curling Centre of the Year Award as well (more about this and other Curl BC awards [here](#)). They increased their club membership by more than 150 members. One of the key factors he mentioned is connecting with local breweries, something our club is already implementing. Al tells me we have 11 beer taps featuring 2 local breweries, and 12 wine guns (9 red and 3 white) ready to go for the season start-up. Curling Canada also featured an [article](#) and session at The Business of Curling about numerous clubs across the country having great success in this area.

Congratulations to Bob Franklin as well. He was awarded the Elsie MacKenzie Youth/Junior Curling Award. We are very fortunate to have such a dedicated volunteer for our youth.

Elsie MacKenzie Youth/Junior Curling Award - Bob Franklin (Nanaimo)

- *Bob has been volunteering his time with the Nanaimo Curling Centre's Junior program twice a week for the past 17 years, with plans to continue next year. Bob is a kind and gentle man who shares his love of the game with the athletes and their parents. Bob treats each athlete as an individual and works with their strengths so they can improve and develop their skills. He is often available for extra coaching sessions if the athletes and their parents are interested. Bob is one of the first people to volunteer with both adult and youth clinics as well as user groups when needed. He has also facilitated intermediate clinics and strategy sessions for leagues when requested. Bob's love of the game is evident in all the time he spends promoting and championing our sport. Nanaimo Curling Centre members said they were "extremely fortunate to have him share his passion for the game with us".*

Respectfully submitted,

Mary Ellen Konyer

Membership and communication report – July 2019

- Mail Chimp, Facebook, and Twitter remain pretty quiet in the off-season. One thing that I took away from the Business of Curling Symposium's social media session was the importance of planning out our social media posts. I'll work to develop a calendar of our posts that includes what sort of information and photos / graphics we need and who will do the post.
- Based on Andrea's work on the Vancouver Island bonspiel calendar, I have created a Facebook page, Vancouver Island Bonspiels. This is intended to be a one-stop page for curlers to see what spiels are available all over Vancouver Island. The page will have an Event created for each spiel with the spiel flyer, contact info, and electronic links when available. So far I have updated the FB page with all spiels through the end of November on Andrea's calendar. Andrea and I have talked a bit about how to reduce duplication of effort but we'll have to be careful to coordinate throughout the season. The FB page event posts really need spiel flyers for maximum engagement (and information) but those are lacking from all clubs at this point, naturally.
- Meet the Volunteer series is something I really need to get working on. I'm going to start with Bob Franklin, because of his Curl BC award.
- I will ask our new board members to complete the Meet the Board Members Google form that I created last year, and will ask Steve Seixeiro to come take pictures of our

new board members at our next meeting. Then I can update the Board display in the warm room.

- I also have asked Steve to work with me to take a series of photos with a curling stone at various attractions around the Nanaimo area. These can be used for marketing, social media, event programs, etc.

Possible future Grand Slam of Curling

- I have received the hosting packet from Sportsnet. The hosting fee of \$160,000 is confirmed which means that this is definitely an event that we'll need to partner with the City of Nanaimo on. Let's discuss.

Respectfully submitted,

April Gale-Seixeiro

Bonspiel Report – July 10, 2019

My first order of the day was to ensure that the Halloween Bonspiel gets underway immediately.

To that extent:

1. I had a long discussion with Al as to what he envisioned the requirements for the Serauxmen Halloween event, which was held at the Curling club last year in the absence of the normal Halloween spiel. We went over a number of physical and logistical issues, and I got the feeling of what was required in a co-existent event.
2. I had an off-site meeting with the pro-temp Halloween Bonspiel committee, Margie Blackley and Chad Raill.

2.1.1. Totally open bonspiel

2.1.2. Sponsorship was discussed – Sleeman's – "Monster Mash" theme 2.1.3. Registration costs – \$260, early bird discounts, minimum amount (\$130)

for registration

2.1.4. Prizes – Cash only was discounted as Margie felt that she could get more value from actual prizes.

2.1.5. Entertainment was discussed – Saturday – good DJ, Friday evening

perhaps the "Garage" band for a donation

2.1.6. I volunteered that to provide early registration, indicate that only 24 teams

be accepted – the thought was bandied about as it may be too restrictive 2.1.7. Three divisions, 3 games guaranteed

2.1.8. I then informed them of the Serauxmen potential co-event and all that it entailed. There was exceedingly strong resistance to the co-event as this is a curling club and curling is the primary purpose of the Nanaimo Curling Club. Bottom line is that management should be informed that there will be no Serauxmen event during the Halloween Bonspiel weekend. Margie was going to do that.

I am enthused that we have an aggressive bonspiel committee which will ensure the return of a successful Halloween Bonspiel. I will monitor and provide all assistance that is required to this end.

Respectfully submitted

Fred A Rumo

Bonspiel Director

Nanaimo Curling Club - Managers Report July 10, 2019

Facility

- - Sump was pumped and cleaned June 6th and again on June 26th. Heavy usage during Quilters show and catering company is busy. Have requested caterers to ensure they are adding degreasing fluid to the lines regularly.
- - Two light ballast have required replacement – main entrance and h/c washroom on 2nd floor
- - Compressor overhaul and oil change on Comp 1 and oil change on Compressor 2 have been

completed to be ready for start-up. New belts were also installed on Compressor 1.

Coffee Shop

- - Deep Fryer needed repair – Archie Jonson Plumbing repaired thermopile, new gas valve, replaced temperature and hi-limit probes. Baffles are in need of replacement.
- - Prep table failed. Martell-Coral quoted replacement compressor at \$895 and we agreed to split cost with Livewire. After repair, unit was still not functioning and Martell-Coral said it is now irreparable because of a plugged line that could not be diagnosed while the compressor was not functioning. Livewire will need to invest in a new unit and Martell-Coral is charging for compressor and labour at cost.

Bar

Pro Shop

- - Nothing to report.

Staffing

- - Job ad is active for 4th Class Power Engineer.

Building Usage

- Current Bookings for remainder of the summer:

- Friday, July 19 – Summer Hockey Banquet
- Friday, Aug 2 – Green Party Fundraiser
- Tuesday, Aug 27 – Rotary BBQ

- Saturday, Sept 14 – Big Kahuna Golf Banquet
- Wednesday and Thursday, Sept 11 & 12 – Blackpress Education and Career Fair
- Tuesday, Sept 17 – Sysco Food Photography Show
- Wednesday, Sept 18 - Nanaimo Quilters Guild Meeting
- Friday and Saturday, Sept 20-21 – Nan Go Grannies Fabric Sale.
- Saturday, Sept 28 – Serauxmen Poker Night

Respectfully submitted, Andrea Trepanier

- - Line Cooler was malfunctioning June 4th. Mark Medd assessed and found small pin hole in refrigerant line from rubbing/vibration. Weld repaired the next day and reloaded with refrigerant.
- - New trunk line and taps for beer and wine have been installed.
- - Lift has been removed and new floor, paint and shelving in bar storage area is complete.
- - Lift is for sale if anyone is interested, knows anyone interested.