

Minutes of the Nanaimo Club Executive and Board of Directors

Tuesday, July 21st, 2020

Meeting Protocol:

Present: Brian McRory, Tom Weinreich, Mark Blackell, Mark Duffell, Mary Ellen Konyer, April Gale-Seixeiro, George Duffell, Andrea Trepanier Vic Brice. Guest: Terry Miller.

Regrets: Jim Boutillier, John Knox, Muir Meredith.

Mary Ellen Konyer called the meeting to order at 7:00 pm.

Minutes:

- **Motion** to adopt Mark B.'s minutes of the June 11th, 2020 meeting (Tom/George). **Carried.**

Correspondence: Mark Blackell – None.

President's Report – Mary Ellen Konyer: No report.

Treasurer's Report – Tom Weinreich: We are doing quite well primarily due to the lower expenses, the fact that we are postponing non-essential repairs, and the addition of the Canada Emergency Wage Subsidy (which has been extended). Andrea noted that the non-essential repairs we are putting off amount to about \$6000.

Team Reports

- a) Vice-president and Newsletter – Brian McRory: We will send out a call to members for volunteers to sit on the board – Brian had sent out the board members the wording he suggested for this call. We agreed to it.
- b) Marketing – Jim Boutillier: no report.
- c) Fund raising – Muir Meredith: no report. Andrea was asked about the on-line 50/50 fundraiser. We agreed that Andrea will go ahead with that. It'll run for two weeks.
ACTION: Andrea will look into whether we can have non-BC residents involved in the lottery.
- d) Membership and communications – April Gale-Seixeiro: See written report. **ACTION:** Mary Ellen, Andrea, and Mark B. will hold a Zoom meeting with potential volunteers that the survey identified (after we firm up our plans). Terry Miller also kindly volunteered to be at this Zoom meeting and help organize the volunteers. We discussed whether we will have nominations from the floor at the Zoom AGM. We agreed that we will. We had committed to host the BC Senior's championships before the pandemic. If Curl BC decides to go ahead with it, we agreed that we will only host a bare-bones event. **ACTION:** April will let them know of our intent.
- e) Bonspiels – Vic Brice: no report.
- f) Facilities – George Duffell: George noted that we have a capital expenditure plan that identifies replacement costs and timelines and it is in need of review; George will bring it to the new board in the fall for renewal.
- g) Curling – John Knox: no report.

- h) Nominations & Curl BC – Mark Duffell: Mark noted that he removed the cable boxes and installed streaming sticks to pay for streaming sports on a pay-per-channel basis versus paying for a cable package. This will save us money given the high costs for cable packages for bars.
- i) Strategic Planning – Mary Ellen Konyer: no report.

Manager's Report – Andrea Trepanier: see written report. We discussed the extension of the Canadian Emergency Wage Subsidy (CEWS) and the auditor's input. We discussed the need for repairs before the season; we have this money budgeted for and we agreed that we should try to get them done.

Old Business: none.

New Business: We discussed planning for next year. We do not have any restrictions on our current insurance policy for viruses or pandemics. According to our insurance contact person, when we renew on November 29th there will probably be a new restriction. Our insurance company is recommending we follow the return to play guidelines by Curling Canada and follow all local and provincial guidelines. We are doing so.

We discussed operational capacity and agreed that we will operate 6 sheets (75% capacity).

We discussed the eating of food from the cafe and agreed that customers will take their food up to the Canada 150 room to eat. This will make more space downstairs for the incoming curlers.

We discussed masks. **Motion** (April/Vic): Masks will be required at all places in the NCC, except for when sitting at tables in the Canada 150 Room. **Carried unanimously.**

We discussed the financial risks of having to close after having installed the ice. Tom noted that doing so, if we lost all of our fees, could very well lead to financial ruin for us, a non-profit organization.

Motion (April/Vic): We will require that all members pay fees with a stipulation that in the event of a closure due to COVID-19, fees will not be reimbursed. **Carried unanimously.**

We discussed the waivers suggested as best practice by Curling Canada. We agreed that all members will be signing them when they register, along with a form indicating their knowledge of, and willingness to follow, the illness policy, a draft of which Andrea has composed and will circulate to Board members for comment.

We discussed paying sick leave for employees. We agreed that we will do so as long as the NCC is receiving the Canada Emergency Wage Subsidy (CEWS), up to a maximum of three days, after which they will have to go onto EI. The rationale is to encourage staff to stay home if ill. We also agreed that staff will be asked, if ill, to get tested for COVID-19 right away upon having symptoms and to wait for the negative results and cessation of symptoms before returning to work. We will revisit this position when the CEWS stops as it may not be financially viable for us without the CEWS.

We agreed that we will get volunteers from all leagues to come half an hour early to stand outside the entrance, taking temperatures, giving alcohol, providing masks for those who have forgotten them, and

reminding members of the social distancing in the Club and the mask-wearing requirements. **ACTION:** the sub-committee meeting with volunteers on Zoom in August will seek specific volunteers for this.

We discussed our decision-making and communication strategies in the event of a case of COVID-19. If there is a case of COVID-19 with a member, the procedure will occur under VIHA's control and guidance. If there is community spread or greatly increased risk in Nanaimo, and we have to make a decision about suspending or ending the season, we re-confirmed our e-mail decision-making policy that we make a decision about closing, if necessary, only via a Board Zoom meeting, and not via e-mail.

We discussed whether to run the Learn-to-Curl Program. We decided we can wait on this decision.

Adjournment: (Tom) The meeting adjourned at 9:05 pm.

Round Table.

- The next meeting will be on Thursday, August 13th, 2020 at 7:00 PM (at the NCC unless decided otherwise).

Written Reports

Membership and communication report – July 2020

- It has been a quiet month. There is nothing much to report.
- Tasks to do:
 - Develop and execute a communication plan for the AGM – first communication should go out very soon
 - Update the membership on our fall plans
 - Release Member Survey results
 - VI Bonspiels Facebook page updates
 - Meet the Board Member posts on Facebook
 - Meet the Volunteer series preparation
 - Cost of Curling presentation

2021 BC Seniors

- Work has not started on this. I'd like to discuss with the Board what we're willing to commit to.

Possible future Grand Slam of Curling

- Slams for 2020-2021 have been cancelled through April 2021. This includes the Vegas Slam scheduled for January 2021. I have not spoken to the City or to Sportsnet. I don't see how it will be possible to plan for Slam for a couple of years.

Respectfully submitted,

April Gale-Seixeiro

Nanaimo Curling Club - Managers Report

July 21, 2020

Facility

- Elevator inspection completed.
- Pests reported by kitchen staff. VI Pest contacted and now have facility key and code to access and exterminate problem.
- Need to approve repairs to cold pack for cooler lines. Has to be taken apart to find cause for leak. Approx. 2 days labour and parts = \$1,500.
- Need to address valve issues on building heat system before start-up this season. Approx. \$3,500 for new valves and switches.

Coffee Shop

- Catering has resumed out of the kitchen.

Bar

- Nothing to report.

Pro Shop

- Nothing to report.

Staffing

- CEWS has been proposed for extension to Dec 19-2020.

Building Usage

- Nothing to report.

Bonspiels

- Nothing to report.

Other

- Nothing to report.

Respectfully submitted,

Andrea Trepanier