

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

Thursday, June 11th, 2020

Meeting Protocol:

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

Regrets: Jim Boutillier, John Knox.

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

Minutes:

- **Motion** to adopt Mark B.'s minutes of the May 14<sup>th</sup>, 2020 meeting (Vic/Brian). **Carried.**
- **Motion** to adopt Mark B.'s minutes of the May 21<sup>st</sup>, 2020 special meeting (Vic/George). **Carried**

Correspondence: Mark Blackell – None.

President's Report – Mary Ellen Konyer: See written report. There was one additional e-mail received about the loan, which Mary Ellen responded to. We discussed the legality of e-mail voting. The BC Act we are under only allows us to change the meeting form but does not allow us to change other by-laws. We do not normally allow e-mail voting and we agreed that we cannot allow e-mail voting by those who are not at the Zoom special membership meeting on June 18<sup>th</sup>.

Treasurer's Report – Tom Weinreich: We are keeping afloat well enough due to CEWS money and reduced operating costs.

### Team Reports

- a) Vice-president and Newsletter – Brian McRory: see written report. We discussed the Capital Reserve Fee we charge. **Motion:** "The Financial Policy be amended so that the amount to be charged in for the Capital Reserve be changed to \$40" (Brian/Mary Ellen). **Carried. This is on page 35.**
- b) Marketing – Jim Boutillier: no report.
- c) Fund raising – Muir Meredith: We discussed the possibility of a bottle drive but decided that Loaves and Fishes depends on it too much in our community. We discussed the 50/50 on-line draw.
- d) Membership and communications – April Gale-Seixeiro: See written report. We discussed the return-to-curling survey results. We discussed tapping into donations and volunteers out of the survey. **ACTION:** Mary Ellen, Andrea, and Mark B. will hold a Zoom meeting with potential volunteers that the survey identified.
- e) Bongspiels – Vic Brice: Andrea noted that there are bongspiel dates for local clubs on the Curl BC calendar and she has sent our dates to Curl BC for inclusion on the calendar. We can cancel them if need be or restrict bongspiels to locals if need be.
- f) Facilities – George Duffell: George asked about the submission of annual reports for the AGM. Andrea noted that we should still put the AGM book together. **ACTION:** all Board members to submit their annual reports to Andrea by June 25<sup>th</sup>.
- g) Curling – John Knox: no report.

- h) Nominations & Curl BC – Mark Duffell: The bar chairs are all now reupholstered. We discussed the practical changes to the club that are needed to return to curling. **ACTION:** Andrea, Mark D., and George will form a sub-committee to plan and cost changes to the club to allow for a return to curling. We discussed the Curl BC AGM.
- i) Strategic Planning – Mary Ellen Konyer: no report.

Manager's Report – Andrea Trepanier: see written report. Andrea added that the requests for bookings want to use the bar, and we will have to apply for special event licenses to do so (if they are under 50 people). We discussed potential problems with this but agreed that it was viable. We discussed issues around the return of food service.

Old Business: none.

New Business:

- We discussed the proposed 2020-2021 season COVID-19 budget. **Motion** (Vic/April): "We approve the 2020-2021 season COVID-19 budget." **Carried.**
- We discussed the date for the AGM and we agreed to hold it in Thursday, September 10th. Mark B. to send notice out to the membership by August 10<sup>th</sup>.

Adjournment: (Vic) The meeting adjourned at 8:45 pm.

Round Table.

- The next meeting will be on Thursday, July 9<sup>th</sup>, 2020 at 7:00 pm via Zoom.

## Written Reports

### President's Report - June 2020

#### CEBA – (Canadian Emergency Business Account)

Following announcement of our upcoming Special General Meeting (Thursday, June 18) I have received five emails. Two were thanking us for staying abreast of the available programs and assuring us of support, one requested information on Preferred members rights to vote, and two contained excellent questions regarding the loan and how it will be used. We issued a Loan Briefing on June 4<sup>th</sup> to answer questions that were raised. Since this date there have been other questions so I plan to update the Loan Briefing with these as well. Spencer from Leakey and Lewicki, the Royal Bank of Canada account manager, and Curl BC have all indicated support for the application if our organization qualifies.

A member who is unable to attend has asked if her email vote may be counted for the Special Resolution voting.

#### Curl BC – Zoom

Andrea and I attended an informal Zoom meeting with board members and manager from other clubs on the island. This was facilitated by Curl BC. Recommendations were made for clubs to:

- review insurance policies for contagion clauses and liability/risk in light of changes due to the pandemic.
- Share ideas with neighbouring clubs
- Consider a waiver for the coming season regarding risk of infection.
- Use the floorplan to map out safe movement, entrances, exits, breezeways, and flow signage.
- Post policies regarding distancing, illness, sanitation, etc.

Cody (icemaker from Victoria CC) recommended installing 6 rather than 8 sheets of ice to facilitate space between sheets that would allow social distancing. This plan would be dependent on the number of people allowed in the ice area.

### **Curl BC AGM – June 13 1:00pm**

This will be a virtual meeting in a webinar format and all members are invited. I have registered to vote for NCC representation. Please text me on my cell (780-990-9651) if you want to provide opinions or recommendations while motions are on the floor.

### **Return to Curling Survey**

There has been considerable positive feedback to the survey so far, which will be extremely helpful in planning our season and allowing time to make adjustments.

Regards,  
Mary Ellen Konyer

### **June 2020 VP Report**

Not much to report although as we all know, lots was accomplished since the last monthly meeting. Does not seem like a month has gone by! Right after the May board meeting, I did some research about what was needed to move forward with the possibility of borrowing funds. That was taken care of by all of us and we now await the special meeting and vote on the special resolution. Mary-Ellen, Tom, Andrea and I spent some time going through a budget proposal for the 2020-2021 curling season. Thanks to Andrea for giving us a good starting point for the discussion. Hopefully, the special resolution passes as the budget proposed for next year will most likely depend on obtaining the loan amount. The results of the survey that just went out will help us to see whether our initial plans for the upcoming season are on track or if adjustments are needed. Part of good governance is to consider your stakeholders and that is what the questions on the survey attempt to do. Another part of good governance is to ensure financial health and viability. A passed budget becomes the responsibility of the entire board. Please take the time to read the budget proposal carefully prior to Thursday's meeting. When the budget is passed, (whether as is or modified), I believe we all need to realize that because of the situation we are in, modifications may be needed as new rules and restrictions are added or deleted in the coming months. "See" everyone on Thursday. Brian McRory

### **Membership and communication report – June 2020**

- Communication this month has primarily been around the Special General Meeting and associated member questions.

- Draft Special General Meeting presentation has been provided to Mary Ellen and Mark Blackell for first review.
- Return to Curling survey was implemented and sent out via MailChimp. So far we have had 271 responses. A report on these responses has been provided separately.
- Social media has been quiet, but I think it's time to put more of our Meet the Board Member posts on Facebook with a note that we may as well return to some of our normal communication over the summer.
- Meet the Volunteer series is still in the queue with Bob Franklin as our first interview subject.
- Member survey analysis and proposed action plans are ready to be released to our members, but this won't happen until after the Special General Meeting to avoid confusion.
- The survey has shown that the "cost of curling at NCC" perception must be addressed. I'll work on a presentation for this.
- An Instagram account for NCC is still in the queue. 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.
- Vancouver Island Bonspiels calendar is starting to have items come in (thanks to Andrea for sending these to me). I'll start updating the VI Bonspiels Facebook page.

Possible future Grand Slam of Curling

- No updates since the last meeting.

Respectfully submitted,

April Gale-Seixeiro

## **Curling Club – Manager's Report**

**June 11, 2020**

### **Facility**

- Nothing to report.

### **Coffee Shop**

- Closed until further notice.

### **Bar**

- Nothing to report.

### **Pro Shop**

- Nothing to report.

### **Staffing**

- CEWS has been received for all applied periods.

### **Building Usage**

- New bookings for rentals have been coming in. Next one July 10<sup>th</sup>.

### **Bonspiels**

- Nothing to report.

### **Other**

- Nothing to report.

Respectfully submitted,  
Andrea Trepanier