

Minutes of the Nanaimo Club Executive and Board of Directors

Thursday, March 12th, 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 7:00 pm.

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

Correspondence: Mark Blackell – Mary Ellen noted that there was a request for funding for Team Tromans at the Master's at Duncan. We gave them their money. We have spent \$3025 in total for championship teams. We will put a \$3000 line item in next year's budget and spend only up to our budgeted limit. We will also have a deadline for application (of Feb 28th – but we will check this based on the playoff schedule for next year when it comes out).

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

Treasurer's Report – Tom Weinreich: A new account has been set up at the Royal Bank for Capital Reserves. \$20,000.00 has been deposited and is currently invested in a variable rate GIC. Bar sales had an impressive gain over the same time as last year. Payroll expenses were up from last year. We discussed increasing the contingency fund, but Tom suggested waiting until the late summer to do so.

Team Reports

- a) Vice-president and Newsletter – Brian McRory: Brian attended the Board governance workshop and found it useful. Brian noted that key is governance by guiding principles. The board should protect the organization's interest and financial health as well as the interests of the stakeholders. It was also suggested that the line between the roles of Board and Manager never be crossed. Brian suggested that for the April meeting he send us an overview of the ideas he encountered as well as his suggestions for using some of the content to become a better board. We agreed.
- b) Marketing – Jim Boutillier: No report.
- c) Fund raising – Muir Meredith: The WestJet raffle is going ahead.
- d) Membership and communications – April Gale-Seixeiro: see written report.
- e) Bonspiels – Vic Brice: no report.
- f) Facilities – George Duffell: George did some small repairs to the bleachers; a welder may be needed down the road to repair some struts on the bleachers.
- g) Curling – John Knox: see written report. We had a discussion of safety issues and proposals and decided to go with John's suggestion of not requiring a waiver, although it was suggested that we revisit this issue every couple of years. We agreed that the items in part one on a short-term safety plan (see the written report below) should be implemented.

- h) Nominations & Curl BC – Mark Duffell: Mark ran a new network line up to the bar to make for a stronger signal in the basement. We still need fundraising, bonspiels and marketing directors for next year.
- i) Strategic Planning – Mary Ellen Konyer: we will table a discussion of the terms of reference until next month. **ACTION:** Mark D. will check and update the on-line terms. **ACTION:** Andrea will review the job descriptions for the Bar Manager and other employees this month, as is required by the Strategic Plan.

Manager's Report – Andrea Trepanier: see written report. The hospice fundraiser made over \$4000.

Old Business: none.

New Business:

1. Discussion about contingency planning for COVID-19. We have 2.5 weeks of curling left (although some leagues have already finished) and the Spring Fling Spiel. **Motion:** In response to the COVID-19 pandemic, as of 11:59 PM on Friday, March 13th there will be a suspension of all events for at least 30 days and we will assess the situation before the month is up. All curling, social events, and bookings are cancelled. Livewire will still be allowed to use the kitchens for their events that are held outside the Club (Vic/April). Carried.
2. Review of Directors' Terms of Reference. To be addressed at the next meeting.
3. Revised Board Financial Policy. **Motion:** to approve the Financial Policies as in Appendix A below (Mary Ellen/John). Carried.
4. A policy for all leagues to have their league rep in place for the upcoming season by March 31 of the current year and that those league reps be required to attend an orientation meeting in April. We noted that we have a policy for leagues who do not have a rep paying extra money. We agreed that we have a policy in place that we need to let work (and that we need to communicate to the leagues the need for reps to be named early). We discussed how having an apprentice rep every year is a great idea, if it can be done, and that we need to identify good individuals to step into roles.
5. Preparation of practice ice. We discussed how practice ice is not being prepped and examples were given. We noted that any practice ice that is on the calendar must be prepped. **ACTION:** Andrea will address this with the ice techs.
6. Being a host site for any 2020-21 Regional and Provincial Playdowns. We agreed to host the Senior's Provincial Championship on March 30th to April 4th, 2021. We will need a committee to run this.
7. Making and renting pickleball courts in the spring/summer. This may now be a moot point, given the closing of the Club, but we revisit it next meeting if the pandemic conditions improve and/or will think about it in the fall.
8. E-mail decision protocol. We spoke about the need to only use e-mail decisions for urgent matters and to have a motion that is first discussed and then voted on in a clear yeah-or-nay fashion. In addition, we had a discussion about Serauxmen events at the Club and about the what the new conflict of interest policy might require. Andrea clarified that any community group holding a fundraiser gets a 40% discount; this is the *automatic* practice for all requests that can practicably be met. Andrea also clearly stated to the Board that for a recent gathering

in the pub, the Serauxmen members and guests who attended received no preferential treatment.

9. Hosting the 2021 Business of Curling Symposium June 3rd-6th or June 10-13. We will discuss this at the next meeting.

Motion to go in-camera (Brian/Tom). Moved.

Adjournment: (Mark B./George) The meeting adjourned at 8:58 pm.

Round Table.

- The next meeting will be on Thursday, April 2nd, 2020 at 7:00 pm. The location is to be determined.

Written Reports

President's Report March 12, 2020

Bonspiels

- The 20th Annual Family Spiel took place Feb. 22. Fourteen teams participated in the curling in both the Experienced and Novice events. It was a lot of fun for all involved. Many Thanks to Dorina Medland and Kellie Rice for organizing. Dorina sent an article with details of the event to be included in the upcoming newsletter.
- Hospice Fundraiser Spiel (Feb. 23) was reported as very enjoyable for all as well.
- The Spring Fling currently has 11 teams registered, and only one Novice team. No organizing committee has been formed, which has left a most of the work falling on Andrea. As this is a very busy time for our manager, any assistance would be greatly appreciated. An individual(s) to work at the desk, passing out info packages and recording scores for Friday and Saturday is necessary.

COVID 19

- Thank you to April and Mark for their attention regarding the recent Coronavirus outbreak. The board recommends suspending the practice of hand shaking before and after matches. The board will need to monitor the situation closely as cases are being reported near our area, should further steps be necessary.

Competitions

- Several teams from our club competed recently at the regional and provincial levels. These included teams: Erdos -Seniors & Masters, Shearer, Franklin, Jeffries, Tromans, Craig. Congratulations to all these teams. We are very proud of your contributions to our club and sport.

Policy & Survey

- Board members have been very busy this month updating policies and compiling survey results. The Membership Survey Report should be available shortly following the board review. Thank you to all board members for your efforts.

Membership and communication report – March 2020

- Mail Chimp, Facebook, and Twitter are continuing along well.
- Twitter has proved invaluable as a resource and information sharing platform between clubs during the COVID-19 crisis.
- Kory Hurst has contacted me about sponsor recognition on social media. This is a great idea and we'll coordinate on this.
- The VI Bongspiels Facebook page is still showing pretty good engagement. All spiels for the season are on there.
- 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) continues.
- Member survey analysis and proposed action plans have been developed by Mary Ellen, John and me. This will be sent out for board review and then will be provided 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.

Possible future Grand Slam of Curling

- No updates since the last meeting. Still planning for 2022-2023 season but Sportsnet needs to confirm, which will probably occur after a site visit.

International Tankard

- Very pleased that Brian McRory and Cliff King will attend this year's International Tankard in Chilliwack – if it proceeds.

Respectfully submitted,

April Gale-Seixeiro

Report from Director of Curling

The format of the report is to specify the action to which I was assigned followed by action completed.

1 Assigned Action: *“John to sit down with the women’s league reps and discuss their plans about the number of ends they wish to play, so the Board can make an informed decision.”*

Action Completed: Background: At one time the women’s league started at 5:00 pm. This time was changed to 4:45 to accommodate the Men’s Tuesday evening league, which at the time had 2 draws. There is just now one men’s league draw. This is a Business Women’s league: hence the majority of the players are working. Being on the ice at 4:45 means that most women must leave work early or make arrangements with their employers. Their request is to once again start at 5:00 given that there is now only 1 men’s draw on Tuesday evening. If the women are granted the extra 15 minutes they are willing to re-negotiate this starting time if in the future should the men once again expand to 2 draws. We talked briefly about the women expanding from 6 to 8 ends but I pointed out they rent ice time not # of ends. They understood and accepted this. I recommend starting the Women’s Business league at 5:00 and thus moving the starting time of the men’s league back 15 minutes to 6:45

2 Assigned Action; *“John sent out three attachments on safety issues. **Action:** We will discuss this at the next meeting.”*

Action Completed: Following please find an updated version of the safety proposal. The proposal is in 3 parts;

Part One is a “short term action plan” addressing preparation for and procedures in the case of an accident.

Part Two is info to aid Board Members in deciding whether to implement a waiver policy and whether rocks should be stored in single file.

Part Three is a suggested emergency procedure in the case of a head trauma

PART 1: Suggested Short Term Safety Action Plan For NCC

- a) Design poster to be located proximate to safety equipment specifying emergency procedures (see below –{Part 3})
- b) Ask league reps to inform their members where safety equipment is located and ask that members be familiar with the emergency procedures specified on poster
- c) Ask league reps to inform members that ineffective footwear (worn grippers) is the #1 cause of injuries. Also locate a notice by Pro Shop with that info. (as a side note new grippers will also contribute to cleaner ice.)
- d) Designate a NCC staff member to ensure safety equipment is in place and complete (a weekly “walk by” with checklist) (a 45 second task)
- e) Pro shop to conduct a well-publicized “safety sale” (featuring grippers, head gear) in which safety equipment is sold at significant discount. Original suggestion was to offer safety equipment at cost but the Manager suggested a discount. This sale will increase awareness of safety and indicate our commitment to safety.

Part 2: Single Rock and Waiver Considerations

Single Rock Formation: Darren did not support arranging stones in single file as he said doing so would cause a wider dispersion of debris / dirt. I suggest leaving the practice of arranging the rocks in double file.

Waiver: The decision before the Board is “should a waiver be signed by non-members using the ice? “ For CCA position on waivers see <https://www.curling.ca/about-curling/business-of-curling/liability-waiver-of-claims/> This CCA website offers templates, suggestions, and a “how to” form. I suggest we do not implement a waiver.

Part 3: Emergency Procedures

NCC EMERGENCY PROCEDURE FOR HEAD TRAUMA *(note: the most common injury suffered by curlers)*

(copied from Mayo Clinic website) <https://www.mayoclinic.org/first-aid/first-aid-head-trauma/basics/art-20056626>

Most head trauma involves injuries that are minor and don't require specialized attention or hospitalization. However, even minor injuries may cause persistent chronic symptoms, such as headaches or difficulty concentrating. You may need to take some time away from many normal activities to get enough rest to ensure complete recovery.

Head trauma that's associated with other symptoms of a concussion, such as nausea, unsteadiness, headaches or difficulty concentrating, should be evaluated by a medical professional.

Call 911 or your local emergency number if any of the following signs or symptoms are apparent, because they may indicate a more serious head injury.

Adults

- Severe head or facial bleeding
- Bleeding or fluid leakage from the nose or ears
- Severe headache
- Change in level of consciousness for more than a few seconds
- Black-and-blue discoloration below the eyes or behind the ears
- Cessation of breathing
- Confusion
- Loss of balance
- Weakness or an inability to use an arm or leg

- Unequal pupil size
- Slurred speech
- Seizures

Children

- Any of the signs or symptoms for adults
- Persistent crying
- Refusal to eat
- Bulging in the soft spot on the front of the head (infants)
- Repeated vomiting

If severe head trauma occurs

- **Keep the person still.** Until medical help arrives, (call 911) keep the injured person lying down and quiet, with the head and shoulders slightly elevated. Don't move the person unless necessary, and avoid moving the person's neck. If the person is wearing a helmet, don't remove it.
- ***Provide blankets** for warmth and comfort if the person remains on the ice*
- **Stop any bleeding.** Apply firm pressure to the wound with sterile gauze or a clean cloth. But don't apply direct pressure to the wound if you suspect a skull fracture.
- **Watch for changes in breathing and alertness.** If the person shows no signs of circulation — no breathing, coughing or movement — begin CPR.

Note: JWK inserted “*Provide blankets for warmth and comfort if the person remains on the ice*” and those sections which are in italics (first 2 lines) of emergency procedures

3 Assigned Action: “by next meeting each board member is to review their terms of reference (on website) and suggest any changes if need be”.

Action Completed: I have no changes to suggest.

Nanaimo Curling Club – Manager’s Report

Mar 12, 2020

Facility

- Sump alarm was going off intermittently – Rotorooter called in. One pump was jammed with waste item. Cleaned and tested ok. (and this is the same exact thing that happened in February!)

- Starter motor on Compressor #1 needs to be repaired or replaced. Have quote from Cimco for replacement but waiting to see if Bill Hamilton can possibly repair. Compressor #2 was started to take-over workload.
- NewsBulletin article regarding city facilities (attached). Have meeting with city reps on March 17 at 3 pm
- Heating boilers are going to require some new switches and possibly new overflow tanks. Just worn out. This can be done during the summer months.

Coffee Shop

- Nothing to report

Bar

- Nothing to report

Pro Shop

- End of season sale changed to begin during regular hours Tuesday, March 17 extended to end of season. Advertising will go out to all VI clubs tomorrow.

Staffing

- Nothing to report.

Building Usage

- Celebration of Life and a Staff party for Longwood Brewery on Feb 29.

Bonspiels

- Family Bonspiel was full on Feb 22
- Hospice Fundraiser bonspiel raised over \$4,000 on Feb 23
- Spring Fling has 16 teams registered so far.

Respectfully submitted,
Andrea Trepanier

Appendix A

Nanaimo Curling Club Financial Policies

1. Objectives

The objectives of these Financial Policies are to ensure that:

- Assets are safeguarded, accounted, and controlled;
- The transactions are in accordance with the bylaws; and,

- The financial, human, and physical resources are managed economically and efficiently, and operations are carried out effectively.

2. Roles and Responsibilities

The NCC Board of Directors is accountable for all of the NCC’s financial obligations. The NCC Manager shall be responsible for the day-to-day implementation of the Finance Policies.

3. Signing Authority

Cheque signing, banking, and document resolutions shall be performed by those officers and employees delegated by the Board of Directors of the NCC to carry out and execute business transactions.

Signing authority shall be comprised of any 2 of the following positions:

- 1) The President of the Board
- 2) The Treasurer of the Board
- 3) The Secretary of the Board
- 4) The Manager of NCC

Spending authority is as follows:

Criteria	\$ Limitation	Authority
Services and goods approved within the budget	\$15,000 provided total year to date expenditures do not exceed 110% of approved budget category	Manager
Services and goods approved within the budget	Total year-to-date expenditures that exceed 110% of the approved budget category	Manager with notification to the Board of Directors.
Services and goods not approved within the		By resolution of the Board of

budget or outside of the above criteria		Directors
Services and goods approved within the proposed budget prior to Board adoption.	\$15,000 provided total year to date expenditures do not exceed 110% of proposed budget category	Manager

Proposed commitments shall not be purposely parceled or divided in order that the authorized level of consideration is not exceeded.

4. Financial Year

The NCC fiscal year shall be a period of 12 months ending on April 30th.

5. Plans and Budgeting

The NCC shall maintain an operating budget based on the current fiscal year. The operating budget is required to:

- Determine the financial and other resources needed to execute the operating plan;
- Obtain approval of the Board of Directors for the approval of the resources required to meet the NCC's operational plan;
- Provide a basis for the financial monitoring and controls.

To the above ends, the budget must:

- Be consistent with the approved strategic plan;
- Be constructed based upon plausible assumptions;
- Be consistent with the classification of accounts;
- Be consistent with the NCC constitution and bylaws;
- Be prepared on the basis of approved performance standards; and
- Make provision for a general contingency to provide for unforeseen items of an urgent and non-discretionary nature.

This budget shall be approved within the first three months of the fiscal year. The Board shall review actual experience on a regular basis against the budget, analyze variances, and take appropriate remedial action where required.

A review of the operating budget shall be carried out by the Board of Directors, *no later than January*, to:

- Give an opportunity to update plans in accordance with current priorities; and
- Recommend any realignment of resources required to achieve the approved operating plans.

6. Investments

The NCC may invest only in guaranteed securities/investments. Investments shall be managed in accordance with accepted financial management practices.

7. Banking and Cash Management

The Board of Directors shall determine the specific provisions of banking arrangements.

The Board of Directors shall assess the cost and quality of its banking services relative to other banks, not less than every 5 years.

8. Accounting

Accounting software that has adequate controls to ensure that the information is complete and accurate shall be used. The NCC shall follow Generally Accepted Accounting Principles (GAAP).

All cheques issued by The NCC must be signed by two authorized signing Officers.

All cheques issued must be supported with appropriate and approved documentation.

Original invoices and other supporting documentation must be retained and filed for easy retrieval.

Petty cash funds may be established for office disbursements where it is impractical to issue corporate cheques.

In exceptional cases, where an employee requests a salary advance, a maximum of (2) weeks salary may be advanced. Such advances must be pre-approved by President and processed with an "Acknowledgement of Indebtedness" form (e.g. an IOU), signed by the Employee. The advance must be reimbursed through payroll, and this type of advance shall only be awarded one (1) time per fiscal year.

Adequate procedure shall be established and maintained for the verification of accounts before payment is made. As a minimum these shall include:

- That the work has been performed, the goods supplied, or the service rendered, as the case may be, and that the price charged is according to contract, or if not specified by contract, is reasonable;
- That supplies and services are in accordance with contract specifications and that all the terms and conditions of the contract have been met;
- That, where a payment is to be made before the completion of the work, delivery of the goods or rendering of the service, as the case may be, such payment is specifically provided for in the contract;
- That applicable discounts have been deducted, that charges not payable have been eliminated and that the computation of the amount payable is correct;
- That the account has not previously been paid in whole or in part;
- That the proper expenditure coding is identified in the requisition; and,
- That any other procedures necessary in relation to the payment are carried out.

Adequate controls shall be established and maintained to ensure that the revenue due to the NCC is recorded and collected on a timely basis.

9. Asset Administration

The NCC shall treat as capital:

- Any assets for which it has title with an expected useful life beyond one (1) year and the cost of which exceeds \$2,000;
- Any expenditure in excess of \$1,000 and which relates to alteration, modernization of such asset (i.e. not part of normal maintained scheduling) which appreciably prolongs that item's period of usefulness, increases its value, or improves its utility.

At year end the NCC's designated accountant shall provide for amortization/depreciation on a consistent and documented basis.

Where assets become obsolete or worthless, or are lost, the Manager shall inform the Board of the write-off.

A Capital Reserve Fund account shall be maintained. The monies maintained in the Capital Reserve Fund shall be restricted for the sole purpose of repairing, replacing, or acquiring an asset that is essential to the operation of the facility.

- This fund shall be financed through an annual levy (Capital Reserve) of all users who participate in at least 1 league (NCC or rental).
- The annual levy shall be established and approved by a resolution of the Board of Directors.
- The fund should be maintained in the range \$50K to \$80K, or as determined by the Board.

10. Internal Management Reports

The Treasurer shall maintain internal management reporting systems that provide the Board of Directors with the financial reports that are relevant, simple, timely accurate, current and consistent.

Internal reports shall include a full range of information to provide a basis for financial decision making to promote business-like operations and productivity.

Internal reports will show year-to-date actuals compared to the budget in order to provide the Board with information to assess performance and the attainment of goals.

11. External Financial Reporting

The principal external reports are the financial statements and summaries.

External financial reporting shall be prepared in a format that portrays the financial activities in a clear and comprehensive manner.

The Board of Directors shall recommend to the membership the appointment of the external auditor at the AGM.

The Board will be responsible for communicating with the external auditor and shall select key indicators of performance to include in its Annual Report.

Banking Arrangements

Any two of those with approved signing authority may open bank accounts on behalf of the NCC.

Monies received must be recorded daily and must be deposited to the NCC's bank account on a regular basis. Currency and negotiable instruments not deposited on the day in which it is received shall be kept in a locked/fireproof safe.

Receipt of daily mail containing cheques and other negotiable instruments must be recorded and distributed promptly so that deposits are completed on a timely basis.

All cheques and other negotiable instruments received by the NCC must be safeguarded against loss.

Complete detailed records must be maintained to ensure that receipts can be traced to provide adequate information and to ensure that all receipts are properly credited to the relevant accounts.

All cheques or other negotiable instruments must be stamped upon receipt as "For Deposit Only NCC"

Bank deposit slips must be identified, and the items listed clearly described with sufficient information so that all entries may be credited to the relevant accounts.

12. Accounts Receivable

All invoicing should be done immediately following delivery of service or material, and no later than within five working days after month end.

Aged accounts receivable listings should be reviewed by the Treasurer.

The Manager shall send reminders to overdue accounts

13. Year-End Accounting

Where practical, outstanding accountable advances to Employees shall be cleared before the financial year-end.

Every effort shall be made to obtain invoices, statements, contracts or other documents claiming payment, so that arrangements may be made for payment of all amounts owing by the NCC before the financial year-end.

All parties subject to contracts shall be required to submit progress claims for all work performed to the last day of the financial year.

Accrued liabilities shall be established for unpaid debts, only where, at the end of the fiscal year, the following are met:

- That the work has been performed;
- That the goods have been received;
- That the services have been rendered; or the amount is owing in accordance with contractual arrangements entered into on or before the fiscal year end;
- That the debt represents a valid and proper claim on the NCC funds and is in accordance with terms and conditions of the contract; and, the verification of accounts has been completed.

Debts may be for a determined amount (e.g. when a document claiming payment has been received but has not yet been paid) or for an estimated amount. Estimated debts shall only be charged when:

- The debt can be individually substantiated and valued;
- The debt can be individually identified with subsequent payments; and
- Accrual is required under Generally Accepted Accounting Principles (GAPP).

Regular recurring services such as telephone paid for at monthly dates other than month-end shall not be accrued.

Settlements of debts in the new fiscal year must be charged to the appropriate liability accounts.

14. Procurement Policy

a. Introduction

The following principles shall be adhered to in the procurement of materials and service:

- *Fair Competition.* NCC should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations or tenders.
- *Conflict of Interest.* The Conflict of Interest Policy shall be adhered to.
- *Cost-effectiveness.* Quotations and tenders should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders.
- *Transparency.* To ensure transparency, tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.

b. Sole Source Procurement

Where the total value of the contract is \$5,000.00 or lower, including amendments, the Board of Directors may sole source to an individual or firm.

c. Competitive Bidding

Where the total value of the contract is over \$5,000.00 the Board of Directors must initiate a Request for Proposals (RFP) process and ensure that a minimum of 2 (preferably 3) bids are received for the contract.

For building modifications, the bids must be evaluated using a documented process (which assigns ratings to various factors in the RFP) that will treat all bidders equally and equitably. The Board is responsible for this review of bids, although it may establish an ad hoc RFP Assessment Team from the facilities committee. Final approval of these contracts is with the Board.

d. Contract Splitting

Contract splitting to facilitate bypassing a limit is not allowed.