

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

Thursday, September 13, 2018

### Meeting Protocol:

**Present:** Mark Duffell, Brian McRory, Vic Brice, George Duffell, Andrea Trepanier, Mark Blackell, Chris Vanzandwyk, April Gale-Seixeiro, Fred Rumo.

**Regrets:** Andrea Parry, Mary-Ellen Konyer.

Mark Duffell called the meeting to order at 5:57 pm.

**Minutes:** of July 11th 18, 2018 meeting by Mark Blackell. (Fred/Vic)

**Motion:** (Brian/Chris) to adopt the minutes of the regular July 11<sup>th</sup>, 2018 meeting. Carried.

**Correspondence:** Mark Blackell – none.

**President's Report:** Mark Duffell – See written report. We decided that in the future will put Board meeting times on the public calendar.

**Treasurer's Report:** Fred Rumo – It is hard to compare this point in the year with last year. The new QuickBooks software is working well. We will not get a refund for the older Sage software system, but the switch is well worth it as it is user-friendly, provides real-time relevant information, can have multiple users and captures data at the source. Fred noted the good work done by Andrea T. on making the switch. Fred is seeking input from the Board on what data is most relevant to present to them.

### Team Reports:

- a) **Vice President & Newsletter:** Mary Ellen Konyer – April noted that Mary Ellen put out a newsletter on Mailchimp, which is working well.
- b) **Marketing:** Andrea Parry – see written report.
- c) **Fundraising:** Vic Brice – nothing to report.
- d) **Membership and Communications:** April Gale-Seixeiro – Mailchimp is being used; social media is being used more and there is good response; Andrea T. will present to VIU Phys. Ed. class coming to NCC; Mark D. noted that articles can be archived; April will reach out to other clubs. The Master's bonspiel organizational binders have arrived and there are no surprises; there are some roles that need to be. Andrea T. noted that the Nanaimo Hospitality Association Grant Application was successful, and we got \$6000 for the Master's bonspiel and \$1200 for marketing; we have some advertising commitment, but we are still looking for a major sponsor.
- a) **Bonspiels:** Chris Vanzandwyk – no response back on the season opener, which is four weeks away. There are few teams signed up and we will have to get at least 16 teams by October 4<sup>th</sup> as a cutoff to decide if the event is a go. We will need to put

out a deadline for teams to submit and put it out via e-mail and Facebook. Andrea T. will ask Sleeman's to design an electronic poster. The Spring Fling director will be determined after people start curling.

- b) Facilities:** George Duffell – New banners and advertisement boards are installed; a new camera is installed; there are a few extra hooks at the ends to hang brooms and sticks.
- c) Curling:** Brian McRory – Thursday Men's League is full – Ian is not interested in a bye and so there are three teams on a waitlist. Preferred members have preference on the waitlist. Teams from the year before have preference, then preferred members, then others. The six-pack league has 12; 5 teams from last year are not coming back. Senior men's will have at least 20 teams. Thursday Ladies' league has Sharon Wright as the new rep. This will be the only optional season for the 5-rock rule according to BC Curl. Brian will suggest that the reps make the change now.
- d) Nominations/Curl BC:** Vic Brice – nothing to report
- e) Strategic Planning:** Mark Duffell – nothing to report.

#### **Manager's Report:**

See written report. Additions: There are some bulbs that blink a bot and we will have to see how it goes. We will start the surface prep/paining earlier next year. We agreed to the "Top of the House Lounge" as the new name for our bar; we will get a sign made. Missie Briggs, the new custodian, will be in once a week and after events. We lost Wood Gundy and RBC as sponsors; Vic has contacted Scott Currie at BMO Nesbitt Burns. Andrea T. will follow up on this. Berwick is still sponsoring the league and we still have Sleeman's as a major sponsor. Investor's Group says they will sponsor the Friday league. The Quarterway Pub is on board. Laird Wheaton is on board.

**Old Business:** none.

**New Business:** none.

**Adjournment:** (Fred/Vic) The meeting adjourned at 6:48 pm.

#### **Round Table.**

The next meeting will be on Thursday, October 11<sup>th</sup> at 7 PM.

### **Reports**

#### **President's Report**

The start to the new curling season is in sight!! The ice plant was started up after the Labour Day weekend and ever since, Darren and his team has been busy putting in the ice. A lot of work has also been done off the ice getting the leagues and building ready for curling. A big thank you to everyone for all the long hours getting things ready for the start of curling.

You will notice some new calendar TVs downstairs and upstairs at the NCC. These will be used to keep members informed of the activities and events happening at the club, which are all entered and updated on the calendar. This will allow everyone to know what's happening on a daily basis. This includes what leagues are playing and any building rentals. The calendar is available on-line on our website ([nanaimocurlingclub.ca](http://nanaimocurlingclub.ca)) as well as on these calendar TVs.

An additional computer has now been installed at the front desk. This will allow multiple office staff to process front-desk queries and payments at the same time. It also allows our ice staff a location to access their email.

Online payment of dues has so far been a great success. Many members are trying this new feature which saves time both registering and paying league dues. Members can still continue to pay their dues at the curling desk if they so choose.

I spent some time this month archiving the past president photos which are in the upstairs lounge. It occurred to me that there wasn't yet a digital archive of our presidential history. The past president photos have now been scanned and are available for viewing on the NCC website in the new Past Presidents section (under the About menu).

A new Programs menu item is now on our website, to highlight programs for new curlers. These programs didn't apply to the existing Leagues or Bonspiels sections on the website, so they're now under their own Programs section to highlight their existence.

Respectfully submitted,

Mark Duffell

## **Marketing Report**

Hi All,

I am deeply disappointed to be missing this Board Meeting and Meet-n-Greet....I hope you all have a great time!

It looks like my Buddy Brian and our fearless leader Mark have chosen the painting for our up coming Paint Nite Nov 2nd. The warmth of Fall wins with double the votes :)

Ha...winning 2 :1 :1 :1 :1 :1 Ha...so close :) Thanks for taking the time to vote!

Just finalizing a couple details, but all the marketing stuff should be distributed before my departure to the 2nd happiest place on earth, Disney....2nd after NCC of course :)

A note to future Paint Nite Events and a challenge we may have selling tickets...if we want to use these Paint Nites as a way to bring in non-curlers to our venue we may need to remove the fundraising side of the event. When booked as a Fundraiser the tickets are \$45.00, \$15

of which goes to us, however Paint Nite offers discount codes for people to use on the Paint Nites that are not booked as fundraisers (30-40% off the \$45) which anyone that wants to just paint will choose a non-fundraising event to save \$- I just saw a promotion for \$27.00 Paint Nites, hard to compete with our \$45. We would still have bar revenue and Club exposure just not the \$15.00 from each ticket.

I am sure Fred can speak to our Billboards installations this year...we have been considering a new south location to mix it up. In the end we decided not to add the kicker signs to the Billboards, I had them drafted up but the message was still mixed and with the cost to add them on a year with a tighter budget the committee decided against them with plans to redesign them completely for next season.

I'll speak to social media, photos, etc next meeting,

Regards,

The other Andrea

# **Nanaimo Curling Club**

## **Managers Report**

### **September 13, 2018**

#### **Facility**

- Graffiti on east wall has been painted over. Thank you to the City of Nanaimo for their assistance with this.
- Rink lighting, video camera and electrical outlet have been repaired.
- New video monitors for displaying our club calendar have been installed.
- New computer station has been set-up at the front counter for technicians and additional customer support. (Thank you to Mark Duffell for both of these items!)
- Ice is going in! Small delay possible for paint arriving so we may delay practice ice to September 26<sup>th</sup>.

#### **Coffee Shop**

- Soft opening will be September 17<sup>th</sup> for limited café menu. Full opening September 27<sup>th</sup>.

#### **Bar**

- New bar name "Top of the House Lounge" if all in agreement. Do we want some signage up in the bar?
- Sleeman's rep is doing new table tent cards with new pricing.
- Have message in to Murray Renner at Calais Spa to discuss sponsorship and advertising in exchange for new darts.

#### **Pro Shop**

- Orders for new inventory have been arriving and Kellie is reorganizing and updating all inventory in the new accounting system. She has been a gem during this learning process and has the inventory system operating for sales already.

#### **Staffing**

- Staff meeting for Safety Education is on Thursday, Sept 20<sup>th</sup> at 5 PM if any board members would like to attend.
- Both Adam and Karla are returning to work in the bar and have their RSA certification.
- New custodian has been hired, Michelle (Missie) Briggs.
- Deb May is returning to coordinate the School Program and help in the Pro Shop.

#### **Building Usage**

- Rentals booked throughout September and into October with several new clients: VIHA, Scotiabank and Serauxmen.

#### **Advertising, Sponsorship and Grants**

- Application to the Nanaimo Hospitality Association submitted.
- No response from the New Horizons Grant.

- Gaming Grant received for same amount as last year \$25,890.
- Berwick on the Lake has declined to sponsor 2019 Masters.

**Financial**

- Online engagement with the registration has been far better than anticipated. We have collected \$16,575 in online registrations to date.

**Other**

- Website redesign is underway

Respectfully submitted,  
Andrea Trepanier