

**Minutes of the Nanaimo Curling Club Executive and Board of directors
Thursday, August 12, 2021, at 7:00 PM**

Meeting Protocol

President: April Gale-Seixeiro called the meeting to order at 7:01pm

Present: April Gale-Seixeiro, Brian McRory, Mary Ellen Konyer, Tom Weinreich, Kellie Rice, Terry Miller, George Duffell, Earle Plain and Andrea Trepanier. **Regrets:** Kory Hurst

Guests: Carson Anderson and Carolle MacIntosh

Andrea introduced new employee Carson Anderson to the Board He will be focusing his attention on advertising, sales and sponsorship recruiting by assisting league reps and bonspiel committees with sponsors. He will also assist the club with marketing campaigns and community outreach. To make it a full-time job, he will also be working in the pro shop and bar, developing, and promoting programs and events, as well as coaching.

Following the meet and greet with Carson he excused himself from the meeting.

Carol MacIntosh expressed her interest in the Vacant Marketing position on the Board. The Board appointed and welcomed Carolle to the position of Director of Marketing.

Adopt Minutes: Due to an error at the July meeting the minutes of the previous meeting were not adopted.

- Adopt Mark Blackell's Board minutes from June 10th, 2021
- Adopt Kellie Rice's Board minutes from Thursday, July 7, 2021

1. Correspondence In/Out – Kellie Rice

- Thank you card, received from Lloyd Learmonth Thanking everyone for the messages of condolences and memories of Shirl.

2. President's Report – April Gale-Seixeiro: See written report. The new member guide is now available on our website

3. Treasurer's Report – Tom Weinreich.

Total cash and equivalents is up 70% from the same time last year. Total liabilities is up 3.35% mostly due to the \$40,000 CEBA loan.

Facility rentals are up from \$645.00 last July to \$3,081.75 this year.

The Canadian Emergency Rent Supplement for July was \$3,668.35

The Canadian Emergency Wage Supplement for July was \$3,364.64

We lost about \$5,700 less this month than we did last year at this time.

4. Team Reports

- a) Vice-president– Mary Ellen Konyer: **Action Item:** Newsletter
- b) Marketing – Carolle MacIntosh- No report
- c) Fund raising – Kory Hurst - No Report
- d) Membership and communications – Vacant
- e) Volunteers, Bonspiels and Catering – Earle Plain; See Written report. The Senior Ladies have still not got back to us with the name of a Bonspiel Chair, if nobody takes on the position the bonspiel will need to be cancelled. There is a possibility of rescheduling to January.
- f) Facilities - George Duffell: when the scissor lift was in Mark D. reconfigured the on-ice cameras for 8 sheets again. Advertising sign was taken down and still awaiting graphics for a new sponsor to go up in its place. New Banner was hung.
- g) Curling – Terry Miller See written report. The Tuesday night ladies and Tuesday night men do not currently have a league Reps. It may be necessary to charge an additional fee and have the leagues run them through the office. We will continue to look for people to fill these vacancies.
- h) Curl BC – Brian McRory: Reported the Curl Canada and Curl BC return to curl recommendations are out. These are on the Curl Canada and Curl BC websites for viewing.
- i) Strategic Planning – April Gale-Seixeiro- No Report

Manager's Report – Andrea Trepanier: See written report. The report included attachments for the replacement cost for Boot Boys which range from \$1500.00 to \$2400.00 depending on style. We will investigate having the present Boot Bys overhauled and then have them placed at the entrances

We have replaced the deep fryer and the stove in the coffee shop, both were in bad shape.

Old Business:

- Minutes records-storage: The Secretary has been set up with an email address and electronic minute files will be stored on Google docs. so we are in compliance with The Societies Act and have access to the past 10 years of minutes. **Action:** Kellie will contact Mark Duffell to move all electronic copies of past minutes over and going forward the Secretary will add the monthly minutes. April will show Kellie how to do this. **Action Item:** Kellie and April

New Business:

- Signing officers for the coming year will be President: April Seixeiro, Treasurer: Tom Weinreich, Secretary: Kellie Rice and Manager: Andrea Trepanier
- **Action Item:** April will make appointment for herself and Kellie to go to the bank.
- Covid Protocols 2021-2022 Season

Motion: Terry Miller: Anybody coming into the NCC who discloses they are fully vaccinated are subject to the Level One Covid protocols. All others are subject to Level Two Covid protocols.

Subject to PHO Guidelines

Level One Protocol: Masks are not required on ice and recommended but not required off ice and shall have full access to all areas of the building.

Level Two Protocol: Masks required at all times including ice. Access to Lobby, Ice area and washrooms only. No access to locker room, Canada 150 Room. Take out food only.

Second: Mary Ellen Konyer

Passed: All in favour

- League Fees: Option to enroll in the Winter and or Spring session will once again be available to members.
- Motion: Terry Miller: We will provide a prorated refund of the 2021-2022 league fees portion based on the number of games missed due to pandemic restrictions.

Second: Brian McRory

Passed: All in favour

- Motion: Terry Miller: We provide a NCC gift certificate of \$50.00 value to any member registering for a third league for the 2021-2022 season
Second Mary Ellen Konyer

Passed: All in favour

In Camera Session:

Regular meeting resumed

Next Board Meeting Thursday September 9th, 2021, 7:00pm

Adjournment (Mary Ellen/Tom) The meeting adjourned at 9:25pm

Written Reports

President and Membership and communication (acting) report – August 2021

- Accomplished in the last month:
 - Met with Brian for a knowledge transfer on the president role.
 - Social media interaction on Facebook, Twitter and Reddit
 - New member guide is complete and available at <https://nanaimocurlingclub.ca/new-members-guide>. It's also linked from our New Curlers to Nanaimo article and under the Programs menu item. Thank you to Mark Duffell and Andrea for their work on this.
 - Attended Curling Canada's online presentation regarding vaccine passports and sent notes on this to board members.
 - Reviewed 2020-member survey results and sent this report to board members so we can consider member comments as we plan for 2021-2022.
 - Created refund modelling spreadsheet for board members to use as we consider and discuss possible refunds / credits. Thank you to Andrea for providing the detailed data used in this spreadsheet.
 - Sent Curl ON and Curl BC Return to Curling guides to board members for our use as we plan for 2021-2022 season.
- Tasks to do:
 - Get signing authority at the bank
 - Cost of Curling presentation – this is an action item from the member survey
 - Meet the Board Member posts on Facebook

- Once we're able to get photos of board members (hopefully next meeting?) I'll get these queued up.
- Meet the Volunteer series preparation
- Strategic plan review
- Communication to members on plans / guidelines for the coming season

2023 Canada Winter Games Qualifier

- Documentation of 2019 BC Masters for Terry has been completed and sent to him. We'll meet to discuss before our next board meeting.

Possible future Grand Slam of Curling

- Nothing to report.

Respectfully submitted,

April Gale-Seixeiro

Bonspiels and Volunteers Directors Report

Bonspiels

- Sent out introductory emails to people who were involved with Bonspiels in the past as a starting point, with an initial focus on those Bonspiels that are scheduled to occur in October and early November.
 - Senior Ladies Bonspiel (Oct 4-16th) – reached out to League rep and she put forward two names as possibilities. The main lead from last year, Kathleen Hewitt, cannot be involved in organizing the Bonspiel this year. She passed my request on to the league president (Debbie O'Brian) so the rest of the Ladies can consult and decide what to do next. I'm awaiting a response from Debbie.
 - **CURRENTLY NO ONE HAS STEPPED FORWARD TO ORGANIZE THIS BONSPIEL**
 - Stickspiel (Oct 20-23) – Gordan Borbandy had agreed to take this one on and Merv Osler has agreed to assist. There are indications that Berwick is interested in sponsoring this event again and I have left it up to Gord and Merv to follow-up.
 - Halloween Bonspiel (Oct 29-31) – Margie Blackley has agreed to organize this Bonspiel. She will be looking for assistance.
 - Junior Bonspiel (Nov 6) – Kellie Rice has volunteered to organize this Bonspiel.
- Plan to reach out to past organizers for the other 2 Bonspiels that are scheduled for later in November once we have a better idea of the number of returning members in each League.

Volunteers

- Nothing to report.

Respectfully submitted,
Earle Plain

Director of Curling Report – August 2021

The summer has been a fairly quiet time so far, but I am anticipating a very hectic few weeks coming up!

I have been reviewing April's 19 page "brain dump" [thank you April for all the work you have done here] re the Provincial Masters held in 2019 with reference to how we might conduct the 2023 Winter Games Qualifier on March 2 - 6, 2022. April and I will meet soon and begin assembling the Core Committee members for this event. **Volunteers would be greatly appreciated.**

I have almost finalized the list of League Reps for the forthcoming year. At present we are without a Rep for the Tuesday Business Women League. With Andrea's help I hope we can have this position filled asap.

I reviewed the 2020 Member's Survey and noted concerns/interests re how we can improve the on-ice experience for our members. Most feedback was very positive but there are a few areas we might work on for this year's season.

As well, we need to update our webpage for League Registrations as some of the reps have changed. I have sent Andrea an email re. the necessary changes.

That's it for now but get ready to get busy!!! Regards,

Terry

Nanaimo Curling Club - Managers Report

August 9, 2021

Facility

- Propane shed has been repaired....again.
- Fire alarm and emergency lighting tests are complete. Repair was done on popped heat sensor in arena roof.
- Ammonia plant is in operation with all tests and calibrations complete. Ice installation has begun.

- Upstairs kitchen has had some modifications and new equipment (tenant owned) installed. Upgrade to cabinets.
- Minor repairs and painting in various building locations being done by Dave Perpeluk.

Coffee Shop

- New deep fryer has been purchased and installed. NCC purchased the fryer, Livewire paid installation and permit costs.
- New commercial oven is required. NCC to purchase and own and Livewire to pay installation and permit costs.

Bar

- Closed. Available for functions.

Pro Shop

- Closed. Will Open September 6th with schedule on the club calendar.

Staffing

- Darren Horton would prefer not to have any party or event for his retirement from the club.
- Norm Scott of the Vancouver Curling Club is assisting with our ice install.
- New hire for Ice technicians: Jayvee Tandoc and Zach Howard.
- New hire for Promotions and Marketing: Carson Anderson. He will be focusing his attention on advertising sales and sponsorship recruiting by assisting league reps and bonspiel committees with sponsors. He will also assist the club with marketing campaigns and community outreach. To make it a full time job, he will also be working in the pro shop and bar, developing and promoting programs and events, and coaching (when we teach him to curl....LOL!)
- Daryl Gordoncillo, Stephen Bedard, Deb May and CJ Farrugan will be returning in their previous rolls.
- New staff will be completing the Refrigeration Safety Awareness course on August 13th here at the club.

Building Usage

- Christmas dates are almost full.
- CUPE 401 doing their AGM here in September.
- Commercial rentals ongoing.

Bonspiels

- Need Senior Ladies Bonspiel Committee.

Leagues

- Need Tuesday Ladies Business League rep.
- Need Tuesday Men's League rep.

Respectfully submitted,
Andrea Trepanier