

**Nanaimo Curling Club  
Executive & Board of Directors Meeting  
Monday, February 21, 2022, at 6:00 PM**

**Meeting Protocol**

**President:** April Gale-Seixeiro called the meeting to order at 6:02 PM

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

**Minutes:**

- Adoption of Kellie Rice's Special meeting minutes from December 31, 2021.  
**Adopted unanimously**
- Adoption of Kellie Rice's Board minutes from January 18, 2022.  
**Adopted unanimously**

**Correspondence In/Out - Kellie**

- None

**President's Report** – April Gale-Seixeiro: See written report

**Treasurer's Report** – Tom Weinreich.

Andrea has paid back the entire amount of the overpayment in wages (\$17,196.23). She has also taken the 15% annual advertising commission for the last pay period. Note that going forward, her wages will be reduced by the amount of money coming out of the vacation pay account.

As we were shut down last year at this time, direct comparisons to January 2021 aren't relevant. However, we only made \$1000.00 more profit this month compared to last year even though we were fully operational.

While our year-to-date profit stands at \$33,666.65, without the Canadian Emergency Wage Subsidy (CEWS) and the Canadian Emergency Response Benefit (CERB), we would currently be in a loss position (-\$20,365.90). Hopefully this can be turned around next season with increased membership at the club

**Team Reports**

- a) Vice-president– Mary Ellen Konyer-See written report
- b) Marketing – Carolle MacIntosh- still some outstanding sponsor revenue  
**Action:** Andrea will follow up
- c) Fund raising – Kory Hurst- will be discussed during camera session.

- d) Membership and communications – Vacant
- e) Volunteers, Bonspiels and Catering – Earle Plain-See written report  
Discussion took place about Bonspiel registration online and the invoices being sent out. Invoices to be stopped and Teams can pay when they arrive.
- f) Facilities - George Duffell- No report- Will attend meeting with the city this coming Thursday.
- g) Curling – Terry Miller- no report
  - All league Representatives have been contacted to see if they are returning next year.
  - Curling Club Manager and Curling I/O videos are online
- h) Curl BC – Brian McRory- No report
- i) Strategic Planning – April Gale-Seixeiro- No report

**Manager's Report** – Andrea Trepanier- See written report- Reminder to the Board of meeting with the city at 1:30 on Thursday. Here at the centre.

Andrea reported that we qualify for four more CANADIAN Hiring relief grants, she has completed one and will follow up on the other three

**Action:**

- Report back to the board, if the pipes in the emergency shower were insulated?
- Confirm credit at the Bulletin
- New Gripper sale continues to the end of the season
- Send pictures of some old grippers to Mary Ellen
- Canadian Hiring Relief grants, apply for the last three.

Discussion took place about where can the Learn to Curl group meet on the nights when the Quilters are here. Needs to be resolved for next year

**Old Business:**

- Registration Process-Ongoing
- Social Memberships -Tabled
- Canadian Stick Curling Championships- Contact information received  
**Action:** Mary Ellen will make contact and report back next month
- Cost of Curling presentation-**Action:** April
- Curling Centre/Curling Club- ongoing
- Team fundraising within the Curling Centre  
**Action:** Kellie to write letter to Mack Ellis to confirm that he can proceed with fundraising within the facility to help fund his trip to Stratford Ontario for the 2022 New Holland Canadian U-21 Curling Championship.

**New Business:**

- In Camera meeting minutes storage to be saved in a central location. - Tabled
- Collection of Curling dues-all leagues have been audited and there are still some outstanding dues
- The Portuguese Winter Sports Federation rented ice at NCC February 18-20 for practice and exhibition games. April presented a plan for the weekend to the board via email on January 31, 2022. Because of April's position on the board and her volunteer role with the Portuguese Winter Sports Federation, she asked the board to review the plan for any possible conflict of interest. The board had no conflict-of-interest concerns.
- Discussion took place about putting out the large Learn to Curl signs in the fall as in previous years at major intersection within the city.

Andrea left the meeting

In Camera Session commenced

Regular meeting resumed- Andrea not present

**Motion- Terry/Earle**

**We accept the recommendations of the Manager search committee to remove the bookkeeping function from the Managers Job description and outsource to a bookkeeping firm**

**Unanimous**

**Motion- George/Brian**

**Authorize the Manager search committee to select and engage the bookkeeping firm**

**Unanimous**

**Motion - Brian/Earle**

**The Board delegates the remuneration of the manager search committee in consultation with the treasurer.**

**Unanimous**

Next Meeting Sunday March 20<sup>th</sup> 2022 at 6:00PM

Motion to Adjourn Tom/Mary Ellen Meeting adjourned at 9:15PM

Round Table Discussion Session

## Written Reports

### Presidents Report February 2022

President and Membership and communication (acting) report - February 2022

President's comments:

It has been a very busy month with Andrea's resignation and the search for our new manager. I have heard many reports of members staying home because they felt a bit sick, or because they were concerned that they were exposed to someone who had COVID, and they did not want to risk getting other club members sick. Huge thanks go out to our members for taking care to protect our NCC community.

We did have a few reports of possible COVID exposures in leagues but none required action other than confirming that the member who was possibly sick would stay away from the club for 10 days.

- Other accomplishments in the last month:
  - Social media interaction on Facebook and Twitter
  - March bonspiels were advertised on Facebook on NCC's page, and as events on the VI Bonspiels Facebook page, and in an email to all members.
  - Connect Hearing contest info was sent out in January newsletter and on Facebook in January and February. If we have a February newsletter it will go in that as well. Once proof of these items and a photo of the poster in the lobby are sent to Connect Hearing, NCC will receive \$500.
- Tasks to do:
  - Kellie has requested further data on non-returning members.
  - Expand Thursday Women's Cost of Curling document into full Cost of Curling presentation for the club.
  - Restart work with Andrea, Carolle, and Mary Ellen to implement the communication / social media calendar
  - Meet the Board Member posts on Facebook
    - Need to reach out for info
  - Meet the Volunteer series preparation
  - Strategic plan review

Possible future Grand Slam of Curling

- Nothing to report.

Respectfully submitted,  
April Gale-Seixeiro

## VP & Newsletter Report February 19, 2022

### Hiring Committee

#### Bookkeeping Task

With the change in management the hiring committee has considered and supports the bookkeeping portion of the Manager's responsibilities be outsourced and to a bookkeeping agency. This would free up a considerable amount of time for the manager to complete tasks which make better use of managerial skills. I have researched local organizations and individuals providing bookkeeping services. We have included the Treasurer in all these considerations. We recommend using a firm rather than an individual to take advantage of consistent, knowledgeable, professional practices without vacation interruptions and the administration involved with having another staff member.

The following local firms were considered: Bookkeeping Unlimited, Syryus Solutions, Brilliant Business Solutions, Leakey & Lewicki, SDS Bookkeeping, GenX Group Business Solutions, Karve Solutions, and TaylorMade Bookkeeping.

The last three have answered all our questions, and indicated they have the resources to accept our business and will provide price quotes by our meeting on Monday. The business owners of all three firms were very professional and took a great deal of effort to answer all our questions.

### Newsletter

- January Newsletter was emailed Jan. 25, 2022. There were 773 successful recipients, 484 opened the email (62.6%). This is better by 3% than our last newsletter.
- No items have been forwarded to me for the next newsletter.
- I would like to publish one before the end of Feb.
- Please send any ideas with text and pictures/graphics to me at [mwhitwor@gmail.com](mailto:mwhitwor@gmail.com)

### Learn To Curl

The Fun Curl session started Jan. 12 wrapped up Feb. 2 with 17 participants. Thank you to Joe VanBuskirk, Evan Doyle, and Carolle MacIntosh for coaching. None of them have joined any leagues that I am aware of, but I have tried to keep them engaged by inviting them to practice ice, and organizing games for them on Sunday afternoons at 1:30 for the past 3 week. This has been fun. Any board members or club members interested in joining in these impromptu games are most welcome. Let me know. Some of the new curlers have taken advantage of the New Curler Discount and purchased shoes.

Another session of Fun Curl began Feb. 16 with 14 participants. Looks like it will be another enthusiastic group. Please contact me if anyone is interested in forming a team with some novices to enter the Spring Fling.

Respectfully Submitted,  
Mary Ellen Konyer

## **2022-02- Fundraising Report Tasks Completed**

- **Manager Recruitment Committee**
  - Identified an opportunity for contracting out bookkeeping and Mary Ellen volunteered to investigate possible options
  - Job Posting
    - Produced job posting (See attached)
    - Posted job in several locations (LinkedIn, Indeed, VIU, NIC, BCIT, CurlBC, Curling Canada, Curling Alberta, Job bank Canada, WorkBC, Recreation Facilities Association of BC)
    - BCIT said they were going to send an invoice but never did
    - NIC denied the post due to no salary information. Pending approval after addition of salary information
    - Total cost so far of \$158.6
  - Reviewed Candidates
    - 13 applicants
    - 4 were selected to pursue further and emails were sent notifying them of our interest in interviewing them
  - Interview strategy developed and finalized
    - Developed pool of interview questions
    - Finalized questions
  - Scheduled interviews
- **Roster Book**
  - Received and handed out
- **Floor Committee**
  - Had an excellent meeting with Muir
  - On hold pending recruitment of manager
- **Web Hosting / Registration Criteria**
  - On hold pending recruitment of manager
- **Advertising Audit**
  - No new developments
- **Bottle Drive**
  - No new developments

**Bonspiels and Volunteers Directors Report  
2022-02-21**

**Bonspiels**

- Provincial health officer (PHO) guidance was changed on February 18, 2021 due to the decrease in Covid cases across BC. Under the newest PHO guidance, sports tournaments are now allowed – this includes curling Bonspiels.
- All Bonspiel committees have been notified that we have the green light to proceed.
  - o Wineworks Intraclub bonspiel - March 4&5th
  - o Men's bonspiel - March 11-13th
  - o Women's bonspiel - March 18-20
  - o Spring Fling – March 25-27
- Andrea has worked with all committees to ensure Bonspiel information (posters, cost, etc.) is on the NCC website so we can get the word out to other clubs.
- Contacted Curl BC to update their events webpage (<https://www.curlbc.ca/events-results/>) to reflect the changes in our Bonspiel dates. Contact at Curl BC is:

**Doug Sarti**

**Communications and Marketing Manager, Curl BC**

2001A – 3713 Kensington Ave, Burnaby, BC, V5B 0A7

Email: [dsarti@curlbc.ca](mailto:dsarti@curlbc.ca)

Phone: (604) 333-3617

<http://www.curlbc.ca>

Respectfully submitted,  
Earle Plain

**Nanaimo Curling Club - Managers Report  
February 17, 2022**

**Facility**

- Chem Aqua system in operation.
- Plumbing repairs completed to frozen line and urinal.
- City of Nanaimo assessed and repaired leaks on roof.
- Reminder of meeting with all city staff concerned with facilities and the club. Meeting is February 24 at 1:30 pm here at the club if any board members want to attend.

### **Coffee Shop**

- Nothing to report.

### **Bar**

- We want to thank Chris Parker for repairing our popcorn machine AGAIN!! Thanks Chris!

### **Pro Shop**

- Sale ongoing to promote new grippers.

### **Staffing**

- Nothing to report.

### **Building Usage**

- Nanaimo Quilting Guild will be returning in March, third Wednesday.
- Nan-Go-Grannies fabric sale tentative for September.
- Nanaimo News Bulletin looking to book for two-day Career Fair either August or September.

### **Bonspiels**

- All bonspiels are a go for March. Registration open online.

### **Leagues**

- Have been some COVID reports but assessment determined no leagues needed to be cancelled so far.

### **Programs**

- FunCurl session 4 underway.
- Juniors wrapping up March 10<sup>th</sup>.

Respectfully submitted,  
Andrea Trepanier