

**Nanaimo Curling Club
Executive & Board of Directors Meeting
March 20, 2022, at 6:00 PM
Via Microsoft Teams**

Meeting Protocol

President: April Gale-Seixeiro called the meeting to order at 6:04 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:

- Minutes of February 21st, 2022
- **Adopted unanimously**
- Adoption of Kellie Rice's In Camera meeting minutes from January 11th, 2022
Adopted unanimously
- Adoption of Kellie Rice's In Camera meeting minutes from January 16th, 2022
Adopted unanimously
- Adoption of Executive In Camera meeting minutes from January 9th, 2022
- **Adopted unanimously by April Gale Seixeiro, Mary Ellen Konyer and Tom Weinreich**

Correspondence In/Out – Kellie

- Letter sent to Mack Ellis re: fundraising at the NCC to help with the costs of going to 2022 New Holland Canadian U-21 Curling Championship in the end of March.
- Letter received from Livewire catering regarding Contract. - Following discussion, it was agreed that the Manager would negotiate with Livewire.

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

- April informed the Board she will not be returning next year to sit on the Board in the Past President position

Treasurer's Report – Tom Weinreich.

- The condenser water treatment program accounted for \$2,804.87 on budget line 533.
- The Utility expenses no longer has the Canadian Rent Subsidy Program monies coming in. Note we received \$3560.25 for CEWS in February
- We spent \$1438.80 on the gripper program.
- The Vacation bank on the Balance Sheet was drawn down in lieu of wages.
- Discussion about the change in the Bookkeeping services and if hiring GenX Group Business Solutions to look after our Bookkeeping would change

when and how we get reports. Tom reported that there would be no change on his end.

Team Reports

- a) Vice-president– Mary Ellen Konyer-See written report
- b) Marketing – Carolle MacIntosh- See written report
 - Carolle needs volunteers to share posts from the NCC Facebook page. The more we share the greater the reach.
- c) Fund raising – Kory Hurst- No fundraising Report-
 - See written Manager search Committee Report
 - Kory informed the Board that he would not be returning next year to the Board
- d) Membership and communications – Vacant
- e) Volunteers, Bonspiels and Catering – Earle Plain-See written report
 - Earle reported that he would not be returning to the Board next year.
- f) Facilities - George Duffell- No report
- g) Curling – Terry Miller- see written report
 - Terry reported that we are still looking at new programs for registration next season and hope to have the discussion with the new Manager.
- h) Curl BC – Brian McRory- Brian and George will not be returning to the Board next year.
- i) Strategic Planning – April Gale-Seixeiro- April suggested that the incoming President should look at the Strategic Plan.

Manager's Report – Andrea Trepanier- See written report-

- Andrea reported that it is very apparent following the meeting with the city, that we need to show some initiative that we can contribute to the repairs in the building. The plan is for the city to put in for a budget review in 2023
- Plant shutdown scheduled for March 29, 2022
- Gaming Grant must be submitted by the end of May

Action:

- Report back to the board if the pipes in the emergency shower were insulated? The pipes were not insulated. Discussion on looking into wrapping the pipes. Suggestion was made to leave the shower door open, but this would be against regulations.
- Confirm credit at the Nanaimo News Bulletin
- Get the cost of sticker replacements for Rocks

Old Business:

- Registration Process-Ongoing

- Social Memberships -Kellie will send the proposed amendment to include a social membership to be discussed at the next meeting. If approved, it will be sent to the AGM for approval. This will also give us an opportunity to address any other changes to our bylaws. Brian suggested that all Board members look at our Byaws for the next meeting.
- Canadian Stick Curling Championships- See Vice President and Newsletter report for Mary Ellens report. April 2023 may be a possibility.
- Cost of Curling presentation-**Action:** April
- Curling Centre/Curling Club- ongoing
- Team fundraising within the Curling Centre
Action: Kellie sent a 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. – Kellie reported that she had received some more information from the governance expert she had consulted and will have something next month to present to the Board.
- Manager Search Committee report -See written report
 - a) April and Mary Ellen will follow up with the successful candidate and discuss flying them out to meet with the Board and the Manager. Hopefully this can take place while the RSA Course is on at the NCC on April 9th, 2022
 - b) The possibility of including a Meet and Greet with the incumbent was discussed.
 - c) If the successful candidate does any work for us before arriving in town, we must pay them a wage in accordance with BC Employment Standards.
 - d) A letter will be sent to the membership introducing the new Manager following discussions with the candidate.
- Canadian Stick Curling Championship report presented. Mary Ellen will follow up with Canadian Stick Curling group with our questions.
- The Date for the AGM has been set for Tuesday June 7th, 2022 at 7:00PM Plan is to have an in person meeting at this time with a possible a virtual component.
- Lease agreement with the City was discussed. Andrea forwarded a copy to the Board. Andrea reported that the lease expires April 30th 2024 with an option to extend for another 5 years with 6 month notice.
- Kellie will gather as much electronic manuals and information for the new manager so that they can get themselves acquainted with the NCC.

Next Meeting April 19th, 2022 6:30 Via Teams

Motion to Adjourn Mary Ellen/Tom at 8:01PM
Round Table Discussion Session

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

President's comments:

A big thank you goes out to the Manager Search committee. A lot of work was put in to advertising the job, reviewing potential candidates, interviewing, checking references, developing a contract, and having it signed. I am confident that our next manager, Craig Withycombe, will be an excellent addition to NCC.

Another special thank you goes out to Mary Ellen for her work identifying, investigating, vetting, and selecting the firm that has taken over bookkeeping for the club. Removing this work from the manager's job will allow them to focus on curling activities at our curling centre. Tom should also be recognized for his work on the selection and Andrea for her work on the transition.

- Other accomplishments in the last month:
 - Discussed the end of BC's indoor mask mandate with the board. It was decided to end our indoor mask mandate on March 11, consistent with PHO orders. Communicated this to members via MailChimp.
 - Worked with Andrea to assess and respond to 25 members reporting that they had tested positive for covid. Various actions were taken: none (person had not been in the club in a relevant amount of time before their positive test result); checking with teams and opponents; sending a notification to a league or bonspiel; confirming that members would not enter the building until they had recovered.
 - Responded to, or discussed with Andrea, three emails from concerned members regarding possible exposures and how they were handled.
 - Social media interaction on Facebook and Twitter
 - Promotion of bonspiels
 - Connect Hearing contest promotion was completed and proof sent to Connect Hearing. We should receive a cheque for \$500 shortly.
- 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.
 - Strategic plan review. Word version of strategic plan was obtained from Mary Ellen.

Possible future Grand Slam of Curling

- Nothing to report.

Respectfully submitted,

April Gale-Seixeiro

March 18, 2022

VP & Newsletter Report

Newsletter

- The Roar of The Rink Newsletter was sent out Feb. 27th to 767 recipients.
- 480 recipients opened the Newsletter (63%)
- 16 people clicked on links in the newsletter
- The next newsletter will be during the first week of April
- Wrap-up articles from league reps and bonspiel committees would be a welcome additions
- I plan to invite Craig to write an article introducing himself to the membership to be included in the next edition

Learn to Curl Program

- Our final Fun Curl program ended March 16th.
- There were 14 registered participants, but attendance was poor and only 6 of the 14 were present for all sessions.
- Joe VanBuskirk, Carolle MacIntosh and Mary Ellen Konyer provided coaching.
- Some of this last group has entered the Spring Fling in the Novice division.

Canadian Stick Curling Championship - Information

- I contacted Randy Olson, CSCA Chair, expressing interest in hosting this event.
- The Championship is held with a minimum of 4 days, any date in April that is convenient for the host club.
- Usually there are 48 teams, but there have been as many as 64.
- There are usually two categories; Open and Mixed, but in the future they are considering having three; Men's, Women's and Mixed.
- The bid for hosting fee is \$250.
- Bids are expected to be in by March 15, two years prior to the event.
- CSCA requires a facility with 8 sheets of quality ice and must be wheelchair accessible. Viewing area size, food and beverage services, and hotel availability are also required.
- Our facility would be ideal. We would require a commitment from Livewire Catering.
- The CSCA would like to plan the venues three years ahead, and alternate them from east to west, so Randy said the next available western Canada event would be 2025 because they had chosen Manitoba already for 2023. This week he emailed again, inviting our club to submit a bid for 2023, as they had just received the bid from

Manitoba and would like other options to consider. They would like this to be announced at the 2022 event in Moncton, April 22 - 25 .

- The past 5 events (2019-2014) have had an average profit of \$1434 for the hosting venue. This does not include any bar or food revenue. Most of the financial statements over the past 5 events include ice rental around \$2700.00. Would this cover the extra cost of staffing and refrigeration?
- In addition to the average revenue our club would possibly receive, benefits of the bar revenue, exposure in the curling community, and expected revenue for Livewire Catering could be helpful to increase community engagement as well as revenue.
- Should we host in the year that we expect to have our floor repaired, the event could be scheduled to occur immediately following our end of season, delaying the work on the floor for one week or less, and allowing 5.5 months for installations.
- I believe that this would be a positive step for our organization. I see very limited risk and significant fiscal benefit as well as added community engagement and profit.
- The Canadian Stick Curling Association website is; <https://canadianstickcurling.ca/>
- The hosting documentation is available here: https://canadianstickcurling.ca/?page_id=976
- Craig Turnbull and Brad Childe from our club will be attending the event in Moncton. It would be great for them to be in attendance of the announcement of the event if we were awarded the bid.
- Our club currently ha 36 members in our stick league, which may be a resource to engage volunteers
- I will attach the financial information that Randy has provided regarding the past 5 events

Hosting Effective Board Meetings - Webinar

- I attended the above noted webinar offered by Sport Law and Pacific Sport Fraser Valley
- It was very well done and I think any board member could benefit from the information offered
- There is a slide show PDF (attached) as well as a recording available [here](#)

Respectfully submitted,

Mary Ellen Konyer

February 2022 Marketing Report

Facebook

Still looking for volunteers to help “Share” Facebook messages out to their friend spheres. Facebook is most effective when our posts are “liked” and “shared” by people with large friend followers.

Campaign for membership growth:

Targeting youth, their parents and Grandparents: Hoping to encourage existing young parent curlers and grandparent curlers to sign-up their children and make curling and practice a family affair.

Ad BUILDING ONTO THE GAME; GROWING THE COMMUNITY

Reached 417, Engagement 54 , Shares 2

Targeting Corporate User Groups: Hoping to encourage various commercial entities to develop leagues and friendly competition.

Ad ANATOMY OF A LEAGUE

Reached 347, Engagement 14, Shares 3

Participated/ Coached in two, 4 week, Learn to Curl programs hoping to generate an interest in participants to continue curling and become members.

Invited to LTC participants to curl in the Spring Fling event.

Respectfully submitted by Carolle MacIntosh

2022 Manager Selection Summary

1. A committee was formed consisting of April Gale-Seixero, Mary Ellen Konyer, Kellie Rice, Carolle MacIntosh and Kory Hurst.
2. A job posting was developed.
3. The job was posted in several digital locations, but all applications were received through LinkedIn, Indeed, or our own website. Indeed provided by far the most applicants.
4. The total cost of posting was \$716.48 (LinkedIn \$457.30 and Indeed \$259.18).
5. Approximately 15-20 total applications were received.
6. Six viable candidates were identified.
7. One did not reply when contacted to schedule an initial interview.

8. Another removed themselves from consideration by entering the building unvaccinated and approaching a board member.
9. The remaining four were interviewed virtually.
10. One of the four was not selected for a second interview.
11. Prior to the second interview one of the candidates declined further consideration after accepting another position.
12. A full job description was reviewed and submitted to the remaining two candidates.
13. The final two candidates were interviewed again.
14. They were both determined to be excellent candidates, but Craig Withycombe of St. John's, NL was selected.
15. The committee confirmed the selection of Craig and the terms of his employment with the entire board.
16. Craig offered to begin work at no extra cost if him being on the east coast was an impediment to him being hired.
17. A contract and job offer were developed and submitted to Craig.
18. After modifying the contract to address Craig's concerns he accepted the offer and returned a digitally signed version of the contract.
19. Craig has already begun working on certifications that were mentioned during the interview.
20. His house will be listed for sale sometime this week.
21. Although Craig's willingness to begin work at no cost speaks very kindly of his eagerness to begin this new part of his life, him working without remuneration is likely a violation of BC labour laws.

Next steps for discussion / action by the entire board or its delegate(s):

1. Determine when Craig starts, understanding that Craig still has to sell his house and move to Nanaimo.
2. Should he be flown out to meet the board, see the centre, and discuss his onboarding?
3. A procedure for onboarding Craig should be developed.
4. How early can Andrea be relieved? How will we cover her absence?
5. Should Andrea's employment be extended, perhaps hourly, until Craig is able to take on the entire role?

6. Are there documents that can be sent to Craig in advance of his official start date to allow him to begin learning about his new role?
7. Can Craig begin work with the registration committee so that he can help implement the new software and procedures before the beginning of next season?

Bonspiels and Volunteers Directors Report 2022-03-20

Bonspiels

- Provincial health officer (PHO) guidance continues to change and most restrictions (masks, # of people at a table, table hopping, capacity limits, etc.) have been lifted.
- A number of Covid cases have been reported at the club and this has resulted in some hesitancy to participate in Bonspiels.
- Both the Family and Men's Bonspiel were completed.
- Due to low team numbers participating in the Women's Bonspiel and the Wineworks Bonspiel, a decision was made to run both Bonspiels on the same weekend (March 18-20). However, one team dropped out on the Women's side and 2 teams dropped from Wineworks the week of the Bonspiel due to Covid concerns. In the end, both Bonspiels had to be cancelled.
- Planning for the Spring Fling Bonspiel (March 25-27) is still ongoing and we currently have 17 teams registered for the regular draw (aiming for at least 20) and 8 teams on the Novice side.
- 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.
- I connected with the Duncan curling club and passed along our Bonspiel dates for club members who were looking for somewhere to curl in March.

Respectfully submitted,
Earle Plain

Director of Curling Report March 20/22

Since our February Meeting things have been relatively quiet on-ice, however:

[1] I have emailed, and in some cases phoned, our League Reps to see what their intentions were for next season. Some changes are:

[] Sylvia Johnson will not be a rep next year for Monday Senior

Women. They are down to 16 curlers and will be having a meeting on the 21st to decide what their plans are for next year

[] Sr. Mixed rep Sheila Barrass is passing the rep duties on to Neil McFarlane and Pat Meehan

[] Chris Southwick and Colleen Leslie are stepping aside and Leona Keltie and John McKay are taking over the Friday 4 at 4.

Those are the present changes that I know of. I have had some confirmations and I still have to contact some reps who have yet to reply.

[2] The Management Program Committee will be meeting once our new manager arrives. It appears the Curling I/O and Curling Manager are the two most promising packages out there. Kellie has been in touch with some users of Curling Manager and is impressed with the cost and the program.

That's about it for now, respectfully submitted,

Terry Miller, Director of Leagues

Nanaimo Curling Club - Managers Report

March 20, 2022

Facility

- Meeting with City of Nanaimo went ahead on February 24th. Several board members attended. There is work to be done around gaining the city's support to fund the new floor and roof that are required. We need to start the fundraising process now. Planning to include in financial budget for 2023 for approval for project in 2024.
- Replacement of several bulbs throughout the building this month.

Coffee Shop

- Linnia has requested to enact her lease renewal at the same 3% increase for the next 2 years. I have verbally approved same with her. Her lease included a two year extension option after the initial 5 year term which expired end of the season this year.

Bar

- Stock on tap products is slowly running out. We will only bring in a few options during the Spring Fling so we don't have much in keg beer remaining.

Pro Shop

- Sale ongoing to promote new grippers.

Staffing

- Stephen Bedard and Zach Howard will not be returning next season as ice techs. Stephen is one of our Power Engineer status employees so a new ice tech with that designation will be needed for next season.

Building Usage

- McQuarrie Enterprises is renting half the Canada 150 Room for classroom sessions Monday to Friday from 8 am to 4 pm for the next 2 weeks and Saturday, April 9 for the RSA course.
- Bookings for Brechin Bowling parties April 2nd and May 25th and 26th.
- Booking July 9 for Wedding.

Bonspiels

- Spring Fling a go for March 25 to 27.

Leagues

- All leagues are finishing off this week.

Programs

- FunCurl session 4 completed.
- Program Financial reporting being finished for Grant Report and new submission.

Respectfully submitted,
Andrea Trepanier