

Minutes of the Nanaimo Club Executive and Board of Directors

Thursday, October 8th, 2020

Meeting Protocol:

Present: Brian McRory, Tom Weinreich, Mary Ellen Konyer, April Gale-Seixeiro, George Duffell, Terry Miller, Andrea Trepanier.

Regrets: John Knox, Mark Blackell

Brian McRory called the meeting to order at 7:02 pm.

Previous Minutes:

In the future the board has agreed to save time by changing the process of making motions to adopt minutes at regular board meetings by replacing this procedure with “unanimous consent” after correction and/or corrections have been included.

- **Adopt** Mark B.’s minutes of the Sept. 3, 2020 meeting (unanimous consent)
- **Adopt** Mark B.’s minutes of the Oct. 1, 2020 special meeting (unanimous consent).
Corrections AGM minutes of Sept. 10, 2020 – spelling of Leakey and Lewicki, Past President’s report *supporting* should be *supportive*. Date of Financial reports s/b 2020, not 2019. Correction of wording of “NCC Outgoing President’s ~~Report~~Message”.

Correspondence:

Information regarding BC Amateur Sports Foundation’s tax benefits for donors was discussed and will be given further consideration if needed in the future.

President’s Report : See attached report

- Board Members’ Code of Conduct was discussed. **Motion:** The NCC Board of Directors agrees to follow NCC Board of Directors Code of Conduct (Mary Ellen Konyer/April Gale-Seixeiro) **Carried.**

- John Knox has offered his resignation for personal reasons. The Board accepts this. Brian will write to John to thank him for his service.

- Isabel Albrecht has served notice requesting a refund for her Preferred Membership Fees in accordance with the by-law 2.11

Treasurer’s Report:

The finances will be tight this season but at this time we are doing okay, largely due to CEWS (Canadian Emergency Wage Subsidy) which has allowed significant savings in wages.

Team Reports:

a) Vice President & Newsletter - April Gale-Seixeiro - see attached report

- A recent email from Will Sutton indicates Curl BC’s intention that BC Seniors event will go ahead as planned and NCC will host this event as planned.

b) Marketing – Nothing to report (NTR)

c) Fundraising – NTR

d) Membership and communications – See written report

e) Bonspiels, Volunteers, Catering: Terry Miller

- Who will take temperatures and health checks was discussed. Decision was made that each league will be required to provide 2 volunteers weekly. **Action:** Director of curling will notify league reps to ask that they create a schedule for this purpose.

- Discussion regarding ways to minimize, reduce, or ease flow of traffic and placing of equipment/ shoes after games was considered traffic.

- The manger identified the vacant position of Director of Curling as being a more critical vacancy at this time. Terry has agreed to switch directorships and accept the role of Director of Curling.

f) Facilities: George Duffell

- Hand sanitizers have been installed and minor plumbing issues addressed.

g) Curling: John Knox – NTR

h) Nominations & Curl BC - Mary Ellen Konyer - NTR

i) Strategic Planning - Brian McRory - NTR

Manager's Report – Andrea Trepanier: see written report

-The grant applications for Viasport and Community Gaming Grant have been submitted and we are waiting for responses.

- BC Community Infrastructure application and Seniors New Horizons grant applications are in progress and will be submitted by the end of the month.

Old Business: NTR

New Business:

-Following discussion a decision was made to use the CurlBC Participant Agreement and Waiver as well as the Participant Agreement and Assumption of Risk.

- How new curlers could be included this season while observing COVID-19 precautions with equipment usage and coaching needs were discussed.

- Capital Reserve Fee was discussed for leagues of shorter duration programs. Decision was made to make no changes in this regard.

Adjournment: The meeting adjourned at 8:17 pm.

- The next meeting will be on Thursday, November 12th, 2020 at 7:00 pm at NCC.

Round Table.

Written Reports

President's Report October 2020

With only one month into this position and no curling yet, there is not much new to report. I would like to complete a “project” that I had started early last March as I believe it will be useful for us moving forward. Most of you may remember that I attended a workshop on good governance for non-profit boards. One suggestion from the workshop was to have a board member code of conduct. This was also a suggestion that came out of last years membership survey. I have used the template given to me by the workshop presenter and believe that it accurately applies to our board. I will bring copies for everyone to (hopefully) sign at our meeting.

As ice in procedures are now under way it is an exciting time at NCC. Let us have an enjoyable season and take our board of director’s duties seriously, as they have been entrusted to us by the membership. Please take time to review your position’s terms of reference posted on the NCC website. By being prepared, keeping a sense of humour and a positive attitude, this will be a great year.

Membership and communication (acting) report - October 2020

- Accomplished in the last month:
 - Several communications were sent to members regarding AGM, registration open, half-season registration policy change, registration deadline, and registration results. These were also communicated on social media as appropriate.
 - Pick a Number Prize Draw communicated via email, Facebook and Twitter.
- Tasks to do:
 - Continue to communicate as we get closer to season open
 - Work with Andrea to make sure members are well notified about COVID precautions
 - Cost of Curling presentation
 - I want to redo the work I already did so that the numbers match the financial statements our members voted to adopt at the AGM
 - Still need to address the “why is Friday night so expensive” etc. perspective.
 - Meet the Board Member posts on Facebook
 - Meet the Volunteer series preparation

2021 BC Seniors

- Nothing to report

Possible future Grand Slam of Curling

- I exchanged emails with the City of Nanaimo and Sportsnet, stating that obviously now is not the time to work on this, but that NCC remains interested in facilitating this in the future. The City and Sportsnet both reacted favourably.

Respectfully submitted,

April Gale-Seixeiro

- Boiler, Power pack and A/C Unit repairs were deferred from late September to mid-October. Parts are ordered.
- Ice install began Oct 2 as scheduled and has proceeded uneventfully.
- Locker access available same hours as Pro Shop opening.

Coffee Shop

- Repairs required on main ovens – thermostat control malfunction. Approx. \$700 to complete.

Bar

- Nothing to report.

Pro Shop

- Pro Shop open 3 days a week for specified hours for drop-in. Info on website and club calendar.

Staffing

- Safety meeting scheduled with all staff for Oct 14.

Building Usage

- Rental on Sept 26 for Celebration of Life. Bar was open for first COVID test run. Went well.
- Upstairs kitchen rental on Sept 29. Wolf Brewing owes us a keg ☺

Bonspiels

- Nothing to report.

Leagues

- New Six Pack league rep – Mark Duffell.
- All Friday evening leagues will be amalgamating for first half to create one full league.

Other

- Pick A Number Raffle has generated \$670 in sales thus far.

And on a positive note.....

Customer Feedback from Square Ap:

10/1/20

☺ Customer Service, Environment, Other, Quality, Wait Time

Great assistance! Thank you, so much!

10/1/20

☺ Satisfied

! did it by phone. Good customer service and no wait time. Good info received.

9/25/20

☺ Customer Service, Environment, Quality, Wait Time

Always good to be part of the club

Respectfully submitted,
Andrea Trepanier