

PEACE ARCH CURLING CLUB

MINUTES OF BOARD OF DIRECTORS MEETING

**Held at Peace Arch Curling Club on
Monday, May 15, 2023**

1. Call to Order

The meeting was called to order at 7:00 p.m.

The following Board members were present:

Christine Makasoff, Blaine Makasoff, Dale Bradford, Mark Thorvaldson, Greg Christofferson,
Warren Ennis

Also present:

Gary MacKinnon, Manager

2. Agenda

Moved/Seconded (Christine/Mark) and Carried that the Agenda for this meeting be approved as published.

3. Approval of Minutes

Christine felt that one point of clarification was needed before approving the draft Minutes of our last meeting, that being with respect to Kim Turnbull's advice that the estimated cost of building a container box around the condenser pump to reduce the possibility of freezing would be \$5,000. That figure included an estimated \$4,500 for a new heating element and \$500 for construction of an insulated surround (box/shed).

Subject to that clarification it was **Moved/Seconded and Carried** that the Minutes of the Board Meeting held on March 12, 2023 be approved as published.

Motion: That the Board approves the purchase and installation by Kim Turnbull of the recommended heating element and construction of an insulated housing around the condenser to minimize the chance of it freezing during extremely cold temperatures. Motion Carried

4. Business arising from previous meeting

a) Renewal of Ice Maintenance Contract with Optimal Ice Curling Services

In view of the pending retirement of our Manager, Gary MacKinnon, Christine spoke with Ross Scott of Optimal Ice about the possibility of his company taking over management of our Club as well as maintenance of the ice for the 2023/24 season.

Ross is interested in taking on both positions as an independent contractor (Optimal Ice Curling Services Ltd. and he drafted a contract as a starting point for discussion by the Board. His proposal was for a term starting on August 01, 2023 and ending on May 15, 2024 with monthly payments of \$12,000 plus GST, payable in semi-monthly installments of \$6,000 plus GST (total compensation being \$108,000 plus GST).

It was understood by the Board that the compensation amount was comprised of \$60,000 for Management services and \$48,000 for Chief Ice Technician services, all as outlined in the draft contract.

In reviewing the draft contract there were a number of concerns raised by the directors and it was agreed that Christine will have further discussion(s) with Ross to express our concerns. Upon receipt of an amended draft contract from Ross it was agreed that Greg and Dale would review the contract and revise it as they feel necessary from a legal perspective.

Action item: Dale to check our Bylaws to confirm the limit on our manager's spending.

Editor's Note: Pursuant to the PACC Policy Manual the spending limits for ordering supplies and services without prior Board approval is \$500 for the Ice Technician and Bartender and \$1,000 for the Manager (see p. 25 of the Policy Manual)

It was confirmed that Gary's employment contract expired on April 30, 2023 and that he is continuing to assist the Club with its managerial needs until July 31/23 at a rate of \$30 per hour.

b) Hosting of additional bonspiels

Motion: that PACC agrees to host the Fraser Valley Masters Curling Association's 70+ and 80+ bonspiel over the weekend of February 16, 17 and 18, 2024. Motion Carried

The Board agreed to decline the proposal by our Day Ladies Executive to nominate PACC to host the Nifty Fifty bonspiel next year.

5. President's Report

Christine wished to explain her unilateral decision to decline the \$4,500 grant from the Canada Student Summer Jobs Program (CSSJP) which the Club had applied for under Project #019347962.

She felt that there were too many outstanding issues/details to be resolved and we (the Club) needed to commit to the project by 4 pm. on Friday, May 12/23 in order to preserve the funding by CSSJP. The main concern was with the Club not having a Manager in place to oversee a student (Gary's contract having terminated as of April 30/23) and the Club's obligation to commit \$1,175 toward the cost of the program (which amount hadn't yet been formally approved by the Board).

In addition, the supervision requirements were fairly onerous (30 hours per week for 9 weeks) and there was no work station for a student employee as our pro shop space will be rented out for much of the summer.

Motion: That the Board ratifies our President's decision to cancel the Club's application for funding under the Canada Student Summer Jobs Program. Motion Carried.

Christine noted there will be a Seniors' Exposition on June 17 at the Elks Hall in White Rock. We have 2 members who have committed to staff a table at the exposition, namely Eileen Ennis and Martha McArthur. Christine will try to recruit a couple of more members to assist with the staffing of the table.

Mark noted there will be a Business of Curling Symposium in Chilliwack on June 9-11. If there are any interested directors or other members of the Club interested maybe a car pool could be arranged.

6. Manager's Report

Gary confirmed that the report required by Worksafe BC re the ammonia leak was submitted within the 30 day time frame. Gary arranged for an inspection by an outside inspector who passed the system with flying colours.

With respect to the Club's finances, Gary advised that he could produce a Profit & Loss Statement with the Club's software but it would be based on approximately 90% of the data usually required for a complete P&L statement. He estimated that the Club operated at a profit of about \$2,000 for the fiscal year ended April, 30/2023 as compared to approximately \$10,000 for the fiscal year ended April 30, 2022.

Action item: Christine and Gary will complete and submit an application for a Community Gaming Grant before the deadline of May 31/2023.

7. Committee Reports

a) Treasurer

No report

b) Leagues (Blaine)

Nothing new to report.

c) Events (Christine)

Nothing new to report.

d) Capital Fundraising (Christine)

Nothing new to report.

e) Membership/Marketing (Warren/Mark)

Nothing new to report.

f) Facilities (Rod)

No report.

g) Junior & Novice (Greg)

Nothing new to report.

h) Nominations (Blaine)

Nothing new to report.

i) Constitution & Bylaws (Dale)

Nothing new to report.

8. New Business

- a) Summer outreach effort proposed by Mark in his email of 04/16/2023:

After discussion of Mark's proposed motion that we set aside \$500 from the Marketing budget for fiscal 2023/24 to pay for lunches and parking charges for guests we (PACC) invite for a promotional lunch from Candlelight Cuisine with one or more of our directors and, possibly, other members who are interested in promoting the Club between May and September of this year, the consensus among the Board was that this type of promotional activity might be better done during our curling season. Accordingly, the proposed motion was tabled until our Board meeting in August.

- b) Withdrawal of Canada Student Summer Jobs application:

See above under President's Report.

9. Next Meeting

7:00 pm Monday, June 12, 2023 at Peace Arch Curling Club upper lounge

10. Adjournment

There being no further business, the meeting was adjourned at approximately 10:00 pm.