

PEACE ARCH CURLING CLUB

MINUTES OF BOARD OF DIRECTORS MEETING

Held at Peace Arch Curling Club on
Thursday, August 31, 2023

1. Call to Order

The meeting was called to order at 7:05 p.m.

The following Board members were present:

Christine Makasoff, Blaine Makasoff, Dale Bradford, Warren Ennis, Rod Friesen, Greg Christofferson

Also present:

Ross Scott, President of Optimal Ice Curling Services Ltd.

2. Agenda

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

3. Approval of Minutes

Moved/Seconded (Christine/Greg) and Carried that the Minutes of the Board Meeting held on July 31, 2023 be approved as published.

4. Business arising from previous meeting

a) Registration – discounts not showing in Curling i/o

Ross advised that the online registration system is inconsistent in showing discounts. He isn't sure why, possibly because we have too many discounts for a variety of reasons or maybe because we are starting our registrations in August and the Curling i/o hasn't been programmed to start until September?

b) Message/display on new sign

Ross confirmed we have sent the Club's message to the City of White Rock for posting on the new sign. He wasn't sure how many times we can change the message each year.

5. President's Report

Christine reported on a meeting she, Ross Scott, Warren Ennis, Rod Friesen and Dale Bradford had with various representatives from the City of White Rock to discuss our concerns about PACC's share of common area costs, high utility costs and related issues. The City provided statements of Actual Operating Costs allocated to PACC leased area for 2022, 2021 and 2020. However, in order for us to assess those statements we need to review the original Lease between the City and our Club and a supporting Operating Agreement detailing the Club's share of various components of the Centre For Active Living common area expenses. The City said they would send us copies of those documents.

Christine also noted capital expenses anticipated sometime in the next 3-5 years by the City including a new hot water tank (\$85,000 estimated cost) and new HVAC unit(s) (\$41,000+ estimated cost). We are not sure what the Club's allocated share of those expenses would be so it is imperative that we review the underlying agreements between our Club and the City to determine shared costs moving forward.

6. Manager's Report

See Manager's written report attached to these Minutes.

Pursuant to Ross' request/recommendation it was:

Moved and seconded (Christine/Warren) "That the Manager is hereby authorized to purchase a Ninja dual basket air fryer (estimated cost \$189 plus tax) from Amazon and a 7 cubic foot chest freezer (estimated cost \$298 plus tax) from Walmart."

Motion Carried.

Ross raised a question about allowing local residents who curl elsewhere to practice at our Club and if so, what should we charge for the ice time? Also, should we require a waiver from those people for any injury they might incur while practicing at our facility? It was agreed to defer this matter to our next Directors' meeting.

7. Committee Reports

a) Finance

(see above under Manager's Report)

b) Leagues (Blaine)

Nothing new to report.

c) Facilities (Rod/ Ross)

(see above under Manager's Report)

d) Events (Christine)

Nothing new to report

e) Capital Fundraising (Christine)

Nothing new to report.

f) Membership/Marketing (Warren/Mark)

Nothing new to report.

g) Junior & Novice (Greg)

There was a discussion among the Board about suitable times to hold the junior program. One option put forth was for Saturday mornings but that timing might conflict with Learn to Curl. Ross expressed a preference for LTC at 10 am Saturday. Possible we could have the juniors on at 1 pm?

Action item: Greg will consider when to hold the Junior program

h) Nominations (Blaine)

The consensus among the Directors is that we need more new directors on the Board.

Action item: Blaine will use his best efforts to recruit candidates to stand for director at our upcoming AGM in October.

i) Constitution & Bylaws (Dale)

Action item: Dale to review our Bylaws and Policies to determine what would be required to discontinue giving discounts to individuals who have paid for Voting memberships in our Club.

(Note: one suggestion was to place a sunset on those discounts to Voting members, eg. 5 years)

8. New Business

a) Re the draft letter prepared by Mark Thorvaldson to the new Minister of Sport, Carla Qualtrough, after discussion among the Board it was agreed that the letter is a good idea but should be reworked before sending it out.

Action item: Dale to revise Mark's draft letter for signing by Christine

9. Next Meeting

After discussion it was determined that our next Board meeting shall be held on **Wednesday, September 27, 2023 at 7 pm.** at the home of Christine & Blaine Makasoff.

10. Adjournment

There being no further business, the meeting was adjourned at 9:48 pm.

Optimal Ice - Managers Report for Peace Arch Curling Club

August 31, 2023

RENTALS -Lounge

Celebration of life. Went Well. I worked the event with Kayla. The family was very happy with the service. I created a special drink menu and harmonized some of the prices \$5 for a can and \$25 a bottle of wine. Stella sold out the fastest so I will stock that in the bar. Talisman craft second. Left over stock we have on hand so will sell during the year. Gross Bar sales were 1132.38 subtract tip and added tax.

Challenges Discovered:

1. We don't have enough wine glasses for size of event. We have 4 types of wine glasses that are different. Recommendation at standardizing at two types: red and white. I will look into pricing.
2. Tip payout: the tip was \$40 from one person and that was removed from till. End of night tip was \$166. We didn't have that on hand so I paid Kayla out of my pocket as I just went to bank. Our float isn't large enough for big events.
3. This season I want to have our POS systems have tax added after. %15 for liquor and gst instead of hiding it in. I hope that will make it easier to account for it.
4. The renter wanted to leave a positive review somewhere- Do we have yelp or someplace for them to write into?

Had one large group look but didn't rent. They found us through Eventective:

I wanted to let you know that your Eventective profile for **Peace Arch Curling Club** reached the traffic limit on 5 August, 2023.

What does this mean?

Your courtesy profile is limited in the amount of traffic you can get from Eventective. When you receive the maximum amount allowed in a given month, your profile is temporarily removed from the site for 30 days. Users planning events in the White Rock area cannot see your profile or reach out to you during that time. Your venue has reached this limit **6 times** in the past year.

All of our advertising Subscriptions come with unlimited traffic, and we run an introductory offer on our Premium level. This is our most popular Subscription, and it's a great way to test out advertising without committing to anything long-term.

The **Premium Introductory Offer** Includes:

- Prominent exposure for Peace Arch Curling Club across the Vancouver metro area
- No traffic restrictions - Receive unlimited Referrals and clicks to your profile
- Unlimited access to [Leads in your area](#) at no additional cost
- [Set Lead Filters](#) - Only receive Leads you are interested in booking
- One-on-one training available with your Eventective Account Manager

SIGN UP ONLINE: 3 Months for US \$300 or 6 Months for US \$600

I sent the company an email explaining who we are and our cost restraints. Let's see if they come back with a different offer. I logged on and we have a few inquiries there and I responded to a few during the summer. Might be a possible revenue source if we can't get traction from our local word of mouth.

- **Rentals – Dry Floor:**
 - **White Rock Rotary Club** rental for their Book Sale to 4 days, starting Thursday, August 24th through Tues, August 29st. **Paid \$2000** Price went up 20%. They asked why and I explained our costs have risen as well and we have discounted rental by \$2000.
 - **YMCA** move out end of August - rent outstanding
 - **Gay Pride** - During take down the lights in lounge were removed. I have asked for their return -still waiting. Might have to cash damage deposit and purchase new ones.

CLUB ACTIVITIES

- **League Schedules**
 - Curling IO is up and running. Slow uptick. Issue related to getting discounts
- **Pro Shop**
 - What do we want to stock this year? Looking at putting orders through Langley for buying power or creating a deal that we send PACC members there and get a percent kickback- discussion pending with Langley. Meeting with managers Sept 6th.
- **Financial**
 - Scotiabank accounts access completed.
 - Waiting on new credit card in my name-account locked from accessing CRA
 - Will need all directors names/titles/Sin numbers/phone numbers and signatures and documents supporting that they are board members. I then have to submit to CRA PEI BNS unit and have one of you be the designate. You then have to sign in and then appoint me as a trusted person authorized to act on your behalf. I am already in the system under Optimal Ice and it would be tied to me. I then can do payroll online and other payments quicker will better documentation.
 - Received August rent from Candlelight Cuisine.
 - Secured payment from Crown Contracting-not renewing
 - Secured payment from Davis Investment for in ice ad. Asked if they want to continue
 - Secured agreement from Murray Hyundai for Sheet 3 advertising. Working on sponsorship of events. What else can we offer besides access and additional signage during event?
 - Hilltop has agreed to pay for last years advertising -
 - Peace Arch news contra agreement renewed- two free ads
 - Schill and Chartwell outstanding
 - Success Language program was a go then in 30 min they withdrew-unforeseen circumstances that the contact was not able to discuss. Unfortunately a \$12K missed opportunity
 - Possible partnership with Rotary- Have presidents card need to look into it.

BUSINESS

- Registration Day plan - September 9th league reps to be contacted to be present. Will sent out email blasts again closer to the day to remind people. Might be helpful to have laptops for people to register with. Staffing of event- since this date was set months ago I have my niece getting married that day. I will have Doug cover the day for me and handle any hiccups that may occur. I have to attend.
- Bar questions - need wine glass, new bar towels, possible repairs to glass cleaner - one pump not working - to be investigated
- 1st annual Craft Fair - a member reached out and had idea of people renting tables \$25 and selling their wares. Thelma is going to organize and run it. We the table rental. Posters around club and on website. We could have an interest table for Curling. Saturday Nov. 4th.
- Club Visa didn't work on Jet Ice tank payment. I used Optimal Ice and will invoice club for the total amount plus my transaction fee the bank will charge me.
- Curling I/O - system has many glitches with giving membership discounts. The customer service has not be very helpful and the system has many restrictions. Recommendation that other services be investigated for next year that include website hosting.
- Going through documents and found 2014 business of curling that I attended- has interesting spreadsheet to look at what our thinking at the time was for improvements.

EMPLOYEES

- Going to have a staff meeting to iron out shifts and expectations on the job. All bartenders are returning. They have had training on new POS machines and schedules organized. They have ideas for additional food service in relation to purchasing an air fryer to cook heat Costco pizza, ribs, and other items. Would require club to get a small chest freezer to keep items in.
- Gary has his final cheque
- Need cheques signed

FACILITY

- Mice - we have some indication of mice in the wall next to floor heater unit on wall next to candlelight cuisine counter- insulation coming out and small fecal matter attached. Caught 3 so far. Candlelight has traps set in spaces.
- Commercial Fridge- PACC owned and has a thermostat issue. RKT mechanical has repaired.
- The kitchen sandwich cooler is not working. RKT is investigating.
- The panini machine was broken and Candlelight was able to get parts and repair.
- Header trench- I have a video and some stills of what we did. Gained some life. A few hoses should have failed last yr but we were lucky. Need to pressure test prior to start of year. Lost some brine. The concern during replacement that some pipes had no indication of any brine in them. We tried to snake them but pipes must have low points so brine settles. Further investigation needed.
- Paid RKT mechanical \$6000 plus. In Quickbooks there was an outstanding invoice which I paid. Turns out that it was already paid but not cleared in March so we have a credit at the moment.

Kim has informed me that we have several outstanding invoices and he has applied the credit to those invoices.

- Optimal Ice has purchased its own painting equipment \$7278 to complete ice install. Challenges to borrow from other ice makers as we are all installing and painting around the same time. Permission requested to store equipment on site.
- Large double doors kick plate is damaged. The screws holding it down are all damaged and the plate itself is bent. Top Door hinge on right door is bent - might explain why it doesn't easily shut. I have removed plate as it was stopping the door from opening which caused concern for rotary renter. Door still locks. Looking for 2 quotes to repair.
- Back flow water test passed inspection -
- Website out of date and no backup is occurring.

Action Items

1. Chase point of sale machines - completed order for 2 machines. 29.95 for remainder of contract then up to ---Discovered that Michelle has authority and I have informed her that she needs to authorize me to be on account to have full access to all features. **-Completed**
2. Rental rates for 2023-2024 have been updated **-Completed**
3. Remind board that they have to pay back \$40 000 Covid loan to the Government by Dec. 31 2023 - remind monthly
4. Received credit and banking cards from Gary. They need to be renewed as they have his name on them and not just a general Peace Arch Curling Club. - In Progress
5. Door repair - In Progress
6. CRA password -In Progress -Oct. AGM
7. Liquor license due for renewal Dec -Board Notified
8. New website hosting/curling registration -Assigned Optimal Ice
9. Shredding old files pre-2017 Oct 28 by donation -Optimal Ice?
10. Ninja air fryer dual basket-\$189 amazon business
11. Small chest freezer 3.5 cubic feet -199.98 Walmart or 7cu ft 279.97 sale

Guidance

- Do we allow local people who curl elsewhere to practice? Social fee? Practice fee? Waiver needed?

Ross Scott

Optimal Ice Curling Services Ltd.