

# PEACE ARCH CURLING CLUB

## MINUTES OF BOARD OF DIRECTORS MEETING

**Held at Peace Arch Curling Club on  
Wednesday, September 27, 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, Rod Friesen, Mark Thorvaldson

Also present:

Ross Scott, President of Optimal Ice Curling Services Ltd.

### **2. Agenda**

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

### **3. Approval of Minutes**

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

### **4. Business arising from previous meeting**

#### a) Discounts on curling fees to voting Members

After discussion it was unanimously agreed by those Directors in attendance that a Special Resolution to alter the PACC Bylaws by removing the distinction between voting and non-voting memberships be presented to those Voting Members in attendance at the upcoming Annual General Meeting on October 29, 2023.

**Action item:** Dale to draft the proposed Special Resolution for review by the Board prior to it being included in the Notice of Annual General Meeting which must be sent out to all Voting Members of the Society not less than 14 days prior to the AGM.

#### b) Revision of Club Policy providing for discounts to Voting Members (see Leagues – Fees at p. 9 of PACC Policy Manual)

After discussion it was agreed to leave this provision in the Policy Manual for the time being due to the sunset provisions to discounts for Voting Members to be included in the Special Resolution being presented to the members at the AGM in October.

- c) Revision of Club Policy Manual to make it consistent with the rules adopted by this Board in March 2023 re Deployment of Spares

After discussion it was **unanimously Resolved that PACC's current Policy Manual be revised by removing those parts of the Rules relating to the use of spares in the various leagues of the Club so that all leagues shall have the same rules regarding the use of spares.**

## **5. President's Report**

Further to last month's report by Christine about the meeting with the City of White Rock to discuss our concerns about common area and utilities expenses, Christine advised she still hasn't received all of the information she requested from the City, including a signed copy of the Operating Agreement which expands on the Lease Agreement between the City and PACC.

## **6. Manager's Report**

See Manager's written report attached to these Minutes.

## **7. Directors' Reports**

### **a) Finance**

(see Manager's Report attached hereto)

### **b) Leagues (Blaine)**

Blaine confirmed we will be bringing our Policy Manual into line with the general rules regarding deployment of spares to be applicable to all leagues.

### **c) Facilities (Rod)**

(see Manager's Report attached hereto)

### **d) Events (Christine)**

- There were approximately 15 visitors to our Open House with 4 or 5 signing up for Learn to Curl or other leagues.
- There were 28 people at our Learn to Curl clinic last Saturday.
- Saturday mornings are the only time we can accommodate a Beginner's League. We will plan for a January 2024 startup of that league.

### **e) Capital Fundraising (Christine)**

Nothing new to report.

### **f) Membership/Marketing (Warren/Mark)**

(see Membership & Marketing Report attached hereto)

- With respect to the ViaSport grant of \$5,000 which has to be spent by January 2024, we can "spend" \$3,874 of those funds by valuing our "in kind" contributions.

- Regarding the Kwantlen Polytechnical University Melville Internship Program Mark advises that our Club's commitment would be to pay the intern's wages for 460 hours of service to the Club. The financial obligation of the Club would be \$5,000 with \$2,283 coming out of the ViaSport grant funds which we will claim for our "in kind" activities. In addition, the Club will be entitled to a \$1,000 rebate if we provide the student with the full 460 hours of employment.

- Mark noted the PACC website needs updating. The Marketing Committee has received and is reviewing a report by Sheri McDonald, a member of our Club who is a graphic designer. A further meeting to discuss this issue is planned with Janice Scott and Martha McArthur, both members of our Club.

- As regards any changes to our registration software, Ross Scott pointed out that nothing can be done until after our registrations and payment of fees for the winter season are completed in January 2024.

- With respect to a Junior program, Mark advises Sarah Loken has expressed an interest in assisting with same.

- As regards the KPU Internship Program, after discussion it was agreed in principle by the Board to apply the remaining ViaSport Grant funds toward the Internship subject to the Marketing & Membership subcommittee agreement to proceed with the Internship application. If PACC is approved for an intern student from KPU the Board will then deal with it and formally resolve to commit the required funding if deemed appropriate.

**g) Junior & Novice (Greg)**

Ross reported there are only 3 people signed up for Junior curling so far.

**h) Nominations (Blaine)**

To date Blaine hasn't been able to find any additional members willing to put their names forward for election to the Board at the AGM.

**i) Constitution & Bylaws (Dale)**

**Action item: Dale to draft a Special Resolution to alter PACC's Bylaws as noted above under New Business.**

**Action item: Dale to revise the PACC Policy Manual by deleting all rules relating to use of spares as set out for each of the Leagues in the Policy Manual so that each and every one of our leagues is governed by the same rules regarding use and deployment of spares.**

**8. New Business**

No new business.

**9. Next Meeting**

After discussion it was determined that our next Board meeting shall be held on **Sunday, October 22, 2023 at 10:00 a.m.** at Peace Arch Curling Centre, upper lounge.

**10. Adjournment**

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

## Optimal Ice - Manager's Report for Peace Arch Curling Club

Sept 27, 2023

### RENTALS

- **Lounge**
  - Working on a Nov. 11 rental in lounge. \$1000 plus bar but haven't heard back.
- **Rentals – Dry Floor:**
  - About to secure Rotary for April
  - About to secure Semiahmoo High School
  - Pickleball 2 day training application is pending

### CLUB ACTIVITIES

- **League Schedules**

League Reps have been working hard to get teams organized in to draws. Placing singles in leagues has been a challenge. Maybe we need to think of a "singles-in a hat league"
- **Pro Shop**
  - Langley is willing to stock shoes with us on consignment to ease the burden of people driving there. We have grippers in stock and have been selling a lot. Brooms came and most have gone. Sold a helmet and a protective band for heads.
- **Financial**
  - Accounts show 97 000 in curling dues collected. Still outstanding. Building Fund has \$4450 Curl BC 3438 Curl Can 386 and PCMCA 185
  - Waiting on new credit card in my name-account locked from accessing CRA.
  - Received Sept rent from Candlelight Cuisine.
  - Peace Arch news contra agreement renewed- two free ads
  - Schill and Chartwell remain outstanding
  - Possible partnership with Rotary- Have presidents card need to look into it. (pending)
  - Behind on reconciliation. Hope to have more time now that league play has begun and have most funds in.
  - Liabilities the cost share with City

### BUSINESS

- Registration Day - September 9<sup>th</sup> league reps were present and according to Doug more people came than expected. Registered a few people for learn to curl
- 1<sup>st</sup> 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. 4<sup>th</sup>. Tables have been sold 14 people. All spaces closed. Time to spread the word.
- 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.

- Working on creating a rotating tap with local craft breweries. White Rock Brewery has met with me and would like to be part of PACC. Still will meet with others.
- BC Ministry to get presentation from WRPPS group

## EMPLOYEES

- Optimal ice has begun to train another employee for part time replacement work.
- A curler approached me to ask if his son with autism could help out around the club and I have a meeting with him and his worker this week. He would be my responsibility.
- Potentially looking at Optimal Ice hiring a bar manager to assist in streamlining and covering when bartenders are unable to make shifts.
- Club will need to think about an additional bartender as the cold flu season arrives.

## FACILITY

- Mice -The city reported us to Health Inspector and certain areas were identified as entry points. The back door to the parking lot needs to be closed. Patti called Orkin and they came in to explain the situation as they do the Cities buildings. Bait traps are set and they are to be refilled often as the new bait takes longer to work but the city isn't having them refilled so the pressure is on the building and the mice make their way in. Orkin is going to pressure the city to pay for the various repairs to the exterior as they are deficiencies. If not he said the door sweeps on the ice door and wire mesh and kitchen exterior will not be that expensive. He will place bait traps and death traps in various locations to see if we still have those furry friends sneaking in for a snack and a drink.
- Lot of repairs to the plant to get it started. Invoices to come.
- Start-up was a challenge. It wouldn't start for 6 days but finally we were able get it going. Needed two tanks of ammonia as the leak was more significant at the end of the year. Probably will need a top up for next year. Heaters were an issue and paint wouldn't freeze properly in places which is the discolouration you see in spots. Good news is that sheet 4 is repaired and held water due to the significant taping we did during flooding.
- Website out of date and no backup is occurring. The recommendation is a complete rebuild at a cost of \$7000 - Optimal ice can do it for much less
- Telus has finally added a booster downstairs \$15 month. We can then have 2 dedicated secure Wifi for POS system, Curlers, and separate Rentals.

## Action Items

1. Remind board that they have to pay back \$40 000 Covid loan to the Government by Dec. 31 2023 - remind monthly
2. 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
3. Door repair - In Progress
4. CRA password -In Progress -Oct. AGM
5. Liquor license due for renewal Dec -Board Notified
6. New website hosting/curling registration -Assigned Optimal Ice

7. Shredding old files pre-2017 Oct 28 by donation \$\$\$ -Optimal Ice?
8. Ninja air fryer dual basket-\$189 amazon business - pending
9. Small chest freezer 3.5 cubic feet -199.98 Walmart or 7cu ft 279.97 sale -pending
10. The kitchen sandwich cooler is not working. -RKT is investigating.
11. Bar questions - need wine glass, new bar towels, possible repairs to glass cleaner - one pump not working - to be investigated
12. Hilltop has paid for last years advertising - -completed
- 13.

#### Guidance

Rafflebox- do we want to participate in Curl BC 50/50 were we are the winner if someone wins the big prize. There is a dedicated weblink that we can put on our website.

Ross Scott

Optimal Ice Curling Services Ltd.

Manager of Peace Arch Curling Centre



## Membership & Marketing Committee September 2023-24

1. PACC Board Update - ViaSport grant funding of \$ 5,000 expires in **January 2024** at which time a final report will be provided to Sports BC

An three extension was provided with consideration given to Standing Committee with amended terms of reference (subject to Board Review).

2. ViaSport Grant Province of BC Interim Report -An interim report on the RallyTogether 2023 Sports grant is attached with a request for approval of approximately \$ 1,500 in printing expenses. The anticipated printing/production budget relate to ongoing projects.

Design Costs = \$ 840 (including Web Review of \$ 170)

Print Costs = \$ 748

Taxes = 131

Total = \$ 1,719.70

Although total was \$ 220 above the July PACC Board approval of \$ 1,500 we had asked graphic designer to complete additional tasks including web review (completed):

- 'Brochure Design COMPLETE
- Brochure Printing 250 pcs. COMPLETE (additional 100 received)
- Roadside Sign design COMPLETE
- Social graphics COMPLETE
- Connect Ed Flyer Revised\_2 attached WITH SSD DISCLAIMER, "
- Large Banner 96 x 48 COMPLETE
- Small Banner 60 x 30 COMPLETE
- Juniors 4x6 Postcard \*\*In production\*\*
- Website Review COMPLETE provide report to M&M next week
- Ad for PeaceArch News for Juniors - APPROVED
- Stick & Sturling 4x6 Postcard- COMPLETE

3. - ViaSport grant Budget Update: M&M Sub-Committee

tabled (attached) shows \$ 5,800 unspent of which \$4,300 expires in January 2024. Proposals for \$ 1,500 in printing based on estimates July 2023

#### 4. Surrey Schools - Update

Sarah Loken photo/letter provided to half of South Surrey Zone 6 schools (10 schools) with thanks and invitations for 2023-24.

SSD#36 Business Development suggested PACC could apply for 'Verified' contractor status to ease communication with schools.

#### 5. White Rock Farmer's Market (WRFM)/Rotary Book Sale

Members have volunteered to assist with the booth:

Rotary Book Sale – 4 days

WR Farmer's Market – 4 Sundays - September 3, 10, 24 and upcoming 1 October

#### 6. Kwantlen PolyTech University – Melville Internship Program

Pre-application/job description outline prepared. Three areas identified:

- Web re-organization
- Facility Marketing & Signage Sales
- Member Services and Development

Deadline for submission is 5 October

Approximately \$ 2,200 available of \$ 5,000 contribution required for 460 hours of internship





Revenue	Final		Details
	Dollar Amount		
<b>Sport Volunteer Grant</b>			
Grant Amount Requested	\$	5,000.00	ViaSport Rally Together Grant
<b>Earned Revenue (ie. user fees etc.)</b>			
Sponsorship/Donations (PACC)	\$	1,500.00	In Kind _ wall ad space, WR Market fees, etc
Other Grants (specify)			
Other (specify)			Ice rental Jrs camp
Other (specify)			
Other (specify)			
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<b>Total Revenue</b>	<b>\$</b>	<b>6,500.00</b>	

### Expenditure Tracking

Expenditures	Final			Details
	27-Sep	Plan (Rev)	Available	
Printing - Posters & Brochures	\$ 1,212.00	\$ 1,200.00	-\$ 12.00	Jr Boot Camp-check FS
Coach and Volunteer training	\$ 78.83	\$ 800.00	\$ 721.17	Sarah Loken Promo session
Public wall advertising	\$ -			See Lawn Signs
School program promotion	\$ 203.84	\$ 150.00	-\$ 53.84	
Peace Arch News print advertisement	\$ 120.00	\$ 500.00	\$ 380.00	
Part-time Marketing/Communications employee	\$ -	\$ 3,260.00	\$ 3,260.00	
Contingency		\$ 85.00	\$ 85.00	
Market Promotion	\$ 55.00	\$ 55.00	\$ -	
VistaPrint (2) - Lawn Signs	\$ 405.66	\$ 450.00	\$ 44.34	Check financial statement
White Design - Graphic	\$ 550.00	\$ -	-\$ 550.00	
Meta Ad 1	\$ 40.59			
Staples	\$ 50.61			
Web Gator Hosting Training				
<b>Subtotal:</b>	<b>\$ 2,716.53</b>	<b>\$ 6,500.00</b>	<b>\$ 3,874.67</b>	
<b>Cash Expenditures</b>	<b>\$ 2,716.53</b>		<b>-\$ 2,283.47</b>	

Planned Expenditures - Budget Review October'23

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Planned Expenditures - Budget Review October'23

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