

PEACE ARCH CURLING CLUB

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at Peace Arch Curling Club April 13, 2026

1. Call to Order

The meeting was called to order at 6:05 p.m.

The following board members were present: Christine Makasoff, Doug Holmyard, Gary MacKinnon, Paul Mathias, Aleta Andrew, Mark Evans, Joel MacDonald

The following board members were not present: John Bogar

Also present: Ross Scott, Adrian Phillips

2. Agenda:

Moved/seconded (Aleta/Mark) Motion carried that the agenda for this meeting be approved.

3. Approval of Minutes of Board Meeting March 15, 2026: Moved/seconded (Gary/Aleta) Motion carried that the minutes be approved as presented.

4. Previous business:

(a) Policy Manual review in progress; Gary

(b) Bonspiel template in progress; Aleta met with Doug Boynton who will assist with creating template draw schedules for different types and sizes of bonspiels.

(c) Bruce Buchanan has resigned from the Board.

6. President's report

See full report attached.

Day of Champions next year should be treated as a bonspiel with a chair and list of volunteer jobs, including a set up and clean-up crew

7. Manager's report

See full report attached.

Calendar discussion. Family Day could be an open house day – open to ideas but leagues will not be scheduled. First day back after Christmas break will be Jan 2.

8. Adrian

New ice maker's agreement still needs to be finalized.

Wednesday, Lower Mainland's manager's meeting. Adrian and Ross will attend.

Would like to see programs/clinics for developing skips. Coaching clinic to be arranged for September 26, 27; junior club coaching will be offered.

Looking into creating shared system for the Board for shared files and individual emails.

Looking to increase wifi capabilities in the building.

9. Facilities -Mark

See full report attached.

10. City of White Rock

Bruce will continue to negotiate with the City of White Rock on behalf of PACC with the goal to achieve an agreement that relieves PACC from certain operating and capital expenses.

11. Membership and Marketing, on behalf of John who is away, Christine submitted and seconded, a new advertising fee schedule proposed by Reg Mulligan. Reg will be responsible for seeking out new advertisers for the club. The Board reviewed the schedule and approved unanimously as submitted.

12. Treasurer – Joel.

See full report attached.

13. Ladies League – Aleta

No update.

14. Leagues – Gary

Gary has a meeting with all league reps scheduled. He will work with reps to update the Policy Manual as needed.

15. Kitchen – Christine

Tenants have signed an amendment to the License Agreement whereby they have agreed to end the term of the Agreement and vacate the premises by June 30, 2026.

In return, PACC has agreed to allow them three months to try and sell what they can

of the business. The tenants will not open for the months of April, May and June and will not pay rent for those months.

16. Five-year plan – Paul. Paul has emailed Curl Canada to inform them PACC would like to go ahead with the strategic planning session. Waiting to hear back.

17. New business.

Date and location of next meeting: May 19, 2026 at 6pm, PACC

Adjourned 8:35 pm

President's Report
PACC Board Meeting, April 13, 2026

Masters Curling

Masters teams from PACC finished first and second in the BC Over80 Championships. Congratulations to Team Moe and Team Chernenkoff. The PACC Over70 team led by Doug Boynton won the Fraser Valley Championships and finished 4th at the BC Championships.

Rick Everest has taken on the role of president of the Senators and will represent the club at the Fraser Valley Masters Curling Association. Stan Turner is helping transition the Senators Board of Directors to the new role of Masters Committee.

Event planning

I received a complaint that the Board has not been doing their job in properly planning club events in the lounge. The first incident was about dirty dishes left in the lounge after the Dragon League pizza night. Ross had to take the dishes home the next day to be washed. This happened again with a much bigger pile of dishes after the Day of Champions. The Nifty Fifty volunteers came in the next day to decorate the lounge and found a mess.

The Day of Champions is essentially a 1-day bonspiel yet there was no committee to oversee the event, plan for serving food, or recruit a clean-up crew to take care of the mess and put the tables back in place. At the very least we should have provided disposable plates and cutlery. This demonstrates our need for an event coordinator or lounge/bar manager.

Nifty Fifty Bonspiel

The bonspiel was a great success. Congratulations to Martha McArthur and her hard working team. The feedback from the participants and the sponsors was very positive. Special thanks go to Ross Scott and Optimal Ice for taking care of 20 draws over 4 days.

User Agreement

At this time we do not have any meetings scheduled with City of White Rock staff regarding the new user agreement. Bruce Buchanan is trying to get a response from City Council on whether or not his original proposal for the user agreement in exchange for his donation will be accepted. Bruce has resigned from the Board as he realized that it would be difficult to represent the needs of the PACC board and the donor at the same time. Mark Evans, Christine Makasoff and I will participate in the discussions with City staff once they resume.

Doug Holmyard
President
Peace Arch Curling Club

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

April 2026

RENTALS

- **Lounge – Interest in a few summer bookings**
-2 bookings confirmed and one in the works.
- **Rentals – Ice:**
 - **Nifty 50 event success. Profit \$3000**

CLUB ACTIVITIES

- **League Schedules**
- **Pro Shop – Inventory completed will send costing to Joel.**
- **Bar – inventory will be done after last rental.**
- **Financial – Joel –**

BUSINESS

- Rotary event on
- Spent lots of time with Adrian in March and April working on procedures. Will need to set up next years leagues in IO. Need joel's spreadsheet for confirming fees.

KITCHEN –

- Kitchen door broken – saw controller dangling and arm looks bent. Informed president. I removed closer to prevent further damage to arm.
- Invoiced for April as group has not signed new contract stipulations of removal. I have taken access to lounge from their cards as they were showing prospective buyers the lounge and not sure what the sales pitch is. Firmly believing they are selling the lease to sweeten the deal.

EMPLOYEES

-laid off for season- ROE's have been filed

FACILITY - recommendations

1. Rip out carpet and put hardwood laminate downstairs and in lounge - easy to clean and makeshift dance floor
2. Rock handles leave colours as it will cause other changes such as house colours, board colours, jackets.
3. Rotate pool table to get more space

4. Hire professional bartender and extra task will be to run events, purchase confection and alcohol, run banquets and staff. Cover other bartenders when sick. Either salaried or hourly rate.
5. Hire bookkeeper to do monthly reconciliation and handle more complicated quickbooks inputs. (manager would continue to daily inputs/sales receipts/invoices etc)

Action Items

- | | |
|---------------------------------------|----------------------|
| 1. Bar - jug cooler not working | -RKT investigating |
| 2. New light for change room | -completed |
| 3. Need plug installed for air fryer | -postponed |
| 4. Digital thermostat for beer cooler | -cost tbd |
| 5. Return it campaign | - Reached \$1500 |
| 6. Bar storage doors locks | -taped up need rekey |
| 7. Ice room door re-key at same time | - next year |
| 8. Bonspiel Policy – | -in committee |
| 9. Ice contract proposal | -submitted |

Ross Scott- Optimal Ice Curling Services Ltd.

Manager of Peace Arch Curling Centre

Adrian Phillips' incoming Manager report for April 2026

Status Update

I have been meeting with Ross and others at PACC to learn the process and procedures that are in place, while getting access to things like the building and the storage rooms around the facility. I'd say I have about 90% of what I need access to, with the remaining items scheduled:

- Get access to bank accounts (Coast and Scotia)
- Get access to Quickbooks single sign on (so codes are sent to my phone)
- Be added to the liquor purchasing list so that is transferred over

PRIORITIES

Biggest priority right now would be ensuring the ice management agreement gets in place for next year (in hand) and the League Reps meeting for building the league(s) schedule for next year (scheduled by Gary for April 21st).

OTHER ITEMS:

- Looked into getting payroll done by Sport BC. Had some conversations, but cost may not be worth it... will run proposal through Finance committee
- Point of Sales (PoS) system investigation for costs for bar and pro shop:
 - Potential to reduce debit/credit fees
 - Better inventory tracking
 - Applying correct taxes to products sold
 - Reduction of paper usage
 - Reduce time taken for manual reconciliation (daily)
 - Less cash on premise
 - Future tie in to timesheets, payroll and Quickbooks
 - ... will submit to Finance committee when ready (soon)
- Internet upgrades – current line in bar is only 15Mbps and carries TVs, Bar VISA/Debit system, and shared “8EnderLounge” WiFi with members and guests.
 - Will submit to Finance committee soon (after speaking with Rogers)
- Central and shared file storage
 - Have completed migration of email from GoDaddy to Microsoft
 - Now that peacearchcurling.com emails are on Microsoft can apply for Microsoft 365 for non profits, which would allow dedicated emails accounts for Manager and Board Members, central file storage, central and shared calendar, among other features
 - Microsoft initially rejected application, going through appeals now
 - Would help reduce paper usage
 - Currently files and key information is in printouts, emails, or on the PC in Manager's office
 - Recommend a new PC or upgrade as well as improved anti-virus protection... will cost and run through Finance committee
 - Now have the Manager email on my phone
- Paperless initiative:
 - Assisted by PoS system (see above)

- Microsoft non profit account (see above) for file and calendar sharing
- Set up scanning and submitting invoices, expenses and receipts via email in Quickbooks instead of hard copy (will investigate and test when have full Quickbooks access)
- Use of Scan File feature on mobile phones
- Spring Cleaning will be scheduled and done with Ross and Doug B
- Training required:
 - Servicing it Right. Need soon/ASAP. Will look to achieve over next two weeks
 - First Aid. Will schedule for May
 - Foodsafe (optional)
- Pins program for PACC Volunteers – League Reps, Office Staff/Support, Coaches/Mentors, Board Members



- About \$5 each and a way to identify volunteers visibly for the roles they are in
- Ideally ordered in quantities of 50 or more...
- Communications ownership
 - Per previous board meeting will head communications to help clarify requests to Martha
 - Request to have disclaimer about use of emails through Curling IO for League Reps
 - Will add Meeting Minutes to newsletters going forward
- TVs and channel subscriptions for lounge:
 - See above for internet upgrade
 - Current Apple TV (missing password) clunky and could be improved upon
 - Will continue to gather options around this
- Lower Mainland Club Managers meeting at RCCC
 - Will attend with Ross and Andrew Paul April 15th and report back
 - Curl BC has recommended a new tool to replace Curling IO...
- Coaches training/certification:
 - Working with Curl BC (Paul Cseke) to schedule coaches clinic at PACC
 - Current dates set are Saturday September 26 and/or Sunday September 27. Would run two courses if there is interested. Need 3-4 hours of ice time, the rest is classroom
 - 1 day clinic for teaching new curlers
 - Attendees would pay half the fee of \$120 and club would reimburse as attendees volunteer for Learn to Curl, mentoring, weekend rentals...
 - Working with Paul to get coaches accreditation for someone at PACC. Like a Golf Pro at a Golf Club – anyone accredited could perform the coaches clinic and give out achievements/accreditation to attendees. Currently there are only 8 accredited in the Province for being able to perform the training and evaluations...
- Volunteers:
 - Need to shore up volunteers for next year and what roles will be filled or need to be filled
 - Recommend better tracking and ownership of volunteers from Board member
 - Have requested Jacob Gabriel to make broom and bag holder for upstairs lounge
- Construction project:

- Researched and recommended time lapse webcam for recording videos of progress
 - Signage has gone up around the club and building
- Bar Management
 - Inventory of bar stock needs to be completed
 - Addition of 6th beer on tap could be done. Something seasonal, local or a Pale Ale
 - Pickled eggs will be making a comeback 😊 (available at the Langley Coop)
 - Contemplating suggestion of having Bar Manager to take on duties of supplying the bar, doing pickups, setting prices. This would be one of the hired bartenders being given a higher pay and hours to complete these tasks.
 - For Summer rentals where bar is required, looking at hiring one of the existing bartenders to fulfill the shift(s).
- Sponsors:
 - Reg Mulligan assisting with this initiative
 - Needs updated sponsorship agreements, schedule

PACC Finance Committee Report to the Board

Apr 12, 2026

Finance Committee Membership

- Joel MacDonald (Chairperson, PACC Treasurer), Michelle MacKinnon, Paul Mathias, Mark Evans

Finance Committee activities this period

- Continued to refine preliminary 2027 operations budget
- Preparation of Community Gaming Grant application
- Reached agreement on Optimal Ice contract finances

Finance Committee upcoming priorities

- Submit Community Gaming Grant application by Apr 30
- Establish 2027 operations budget and league/building fees
- Define policies for how finances for club groups (e.g. Membership and Marketing, Day Ladies) are managed

Community Gaming Grant Overview

- Will apply for approximately the same funding as we have in past years, approx. \$34K
- Will also apply for grant for minor capital project under the Community Gaming Grant program: junior rocks, brooms, grippers. Approx \$10K

Facility Revitalization Finances

	This Month	Last Month	Notes
Project Budget	\$1,993,650 \$1,764,671 + \$228,979 contingency	\$1,967,176 \$1,741,194 + \$225,932 contingency	New refrigeration quote, slightly higher
Disbursements	\$98,639	\$98,639	No payments this month
Resources Available	\$2,297,248	\$2,292,572	New \$3K donation, plus interest
Projected ending balances			
Gaming Funds	\$0		
BCASF	\$460,728 (best case), \$231,748 (if we use project contingency)	\$480,717 (best case), \$254,785 (if we use project contingency)	
PACC Savings	\$175,421	\$174,233	

- Notables:
 - Received firm quote from AHC for Refrigeration: +\$20K compared to estimate (remote sump, new ammonia safety requirements)
 - Added \$8K budget placeholder for water treatment

- Can expect big outlays for Facility Revitalization starting in May

Other notable financial events this period

- Additional \$3K donations through BCASF this month
- Healthy operations bank account balances

Account Balances

Coast Capital - Operations	\$142,734	Scotiabank - Operations	\$62,901
Coast Capital - Savings	\$113,848	Scotiabank - Gaming	\$255,369

2026-04-13 PACC Revitalization Project Status

Complete:

Building Permit (for floor replacement) paid for and picked up

Finalized floor tube count(182 vs today's 172), placement and edge details (see pictures following)

Signed Stipulated Price CCDC2 contract for floor on March 18. Contemplates Start on April 15 with substantial completion August 20th.

Will sign CCDC2 for refrigeration plant on 4/13

Added to scope:

- new (secondary) ammonia detection system as part of new code compliance (~\$4K)
- a remote sump for water supply to new evaporative condenser (~\$28K)
- Additional piping to allow a "blade cooler" for scraper in ice storage room (nominal)

Reviewed possible ice water improvements with Jet Ice. Current system likely adequate.

Investigated improved ice monitoring system – Eye on the Ice. See picture at end. (~\$10K)

Communications with City for yard access, tenant notification, keys etc.

Next Steps:

Vent stack Building Permit appointment completed 2/17. Received a stamped drawing but still need a Field Inspection report to get permit. Still waiting on FVRL. Ramping up pressure now.

Still awaiting FVRL refrigeration plant timeline. They have committed to substantial completion by August 20

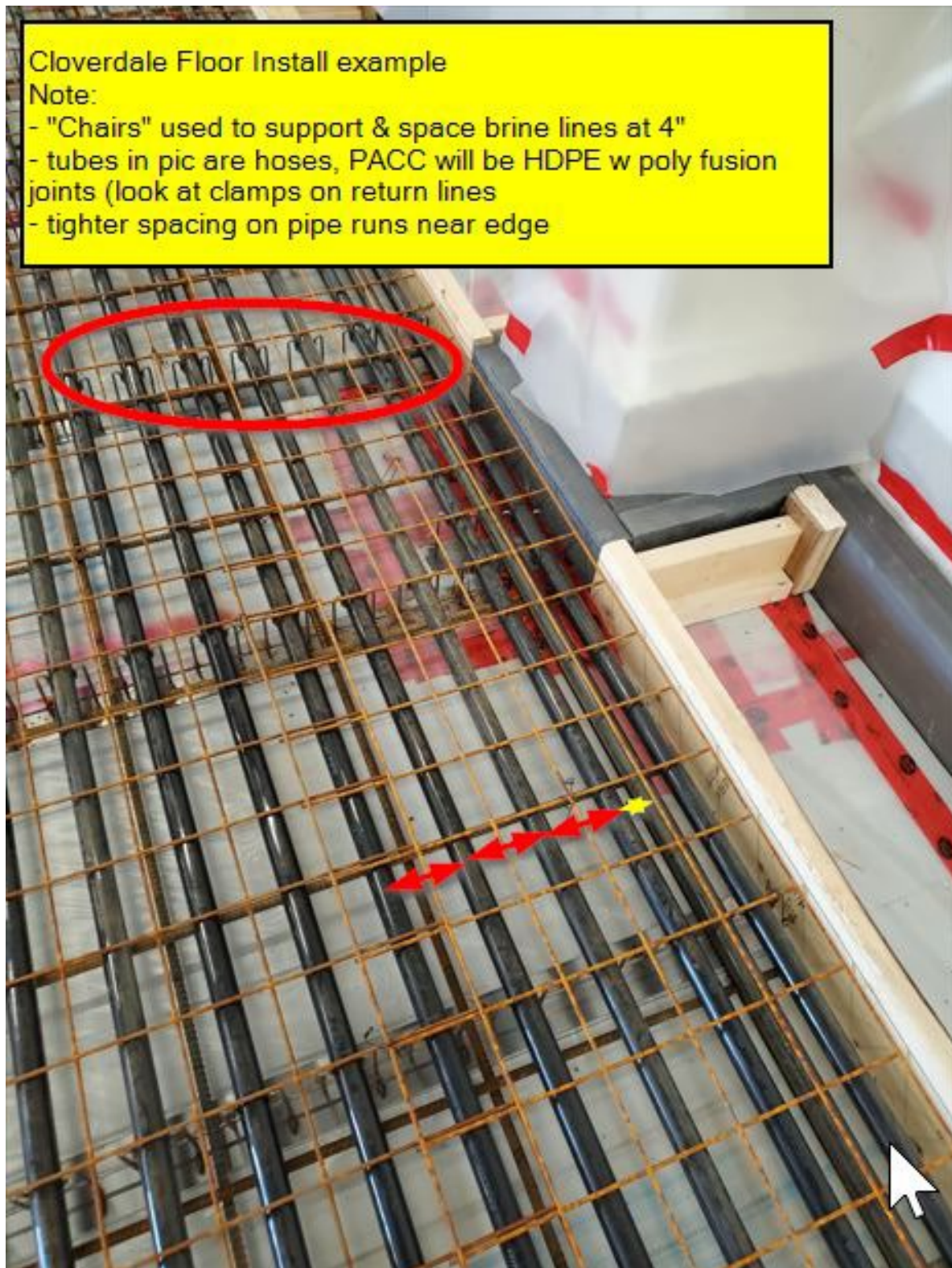
FVRL will be on site on Wednesday 4/15 to remove and store ammonia. On 4/16 to remove and store brine.

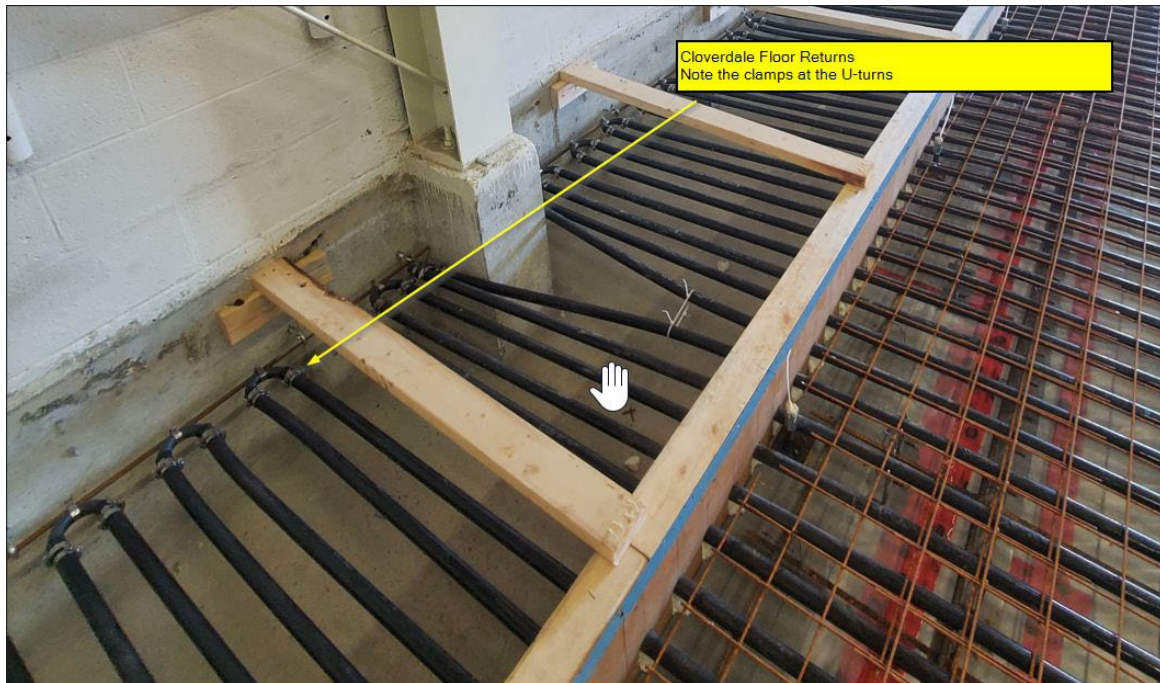
AHC mobilizes on 4/16.

Demolition to begin 4/20.

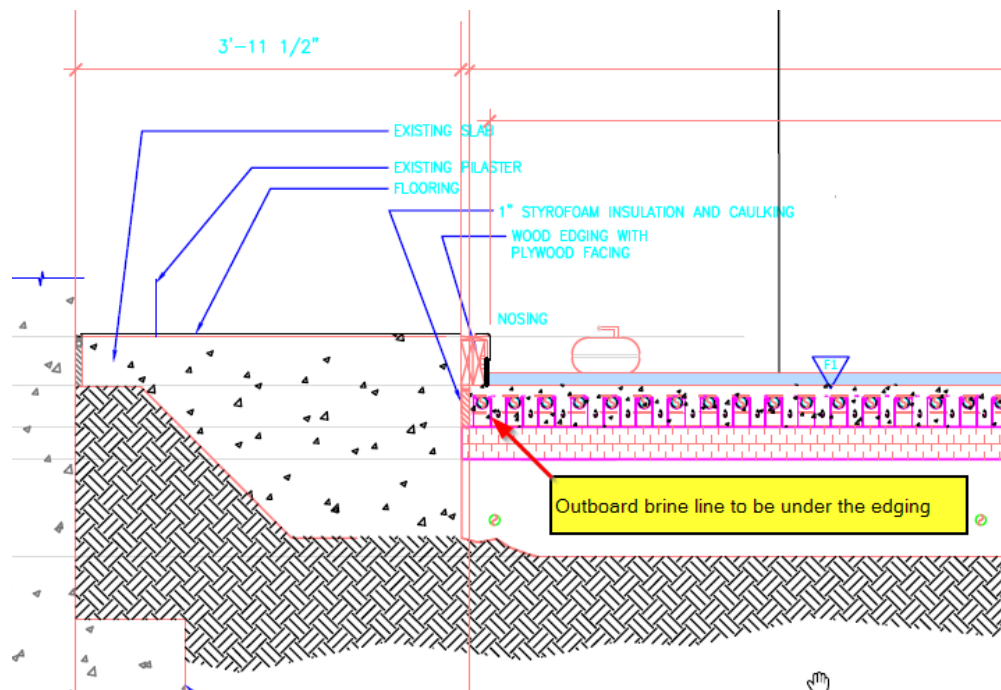
(Still need to) begin water treatment vendor selection.

Example of Brine Tubes



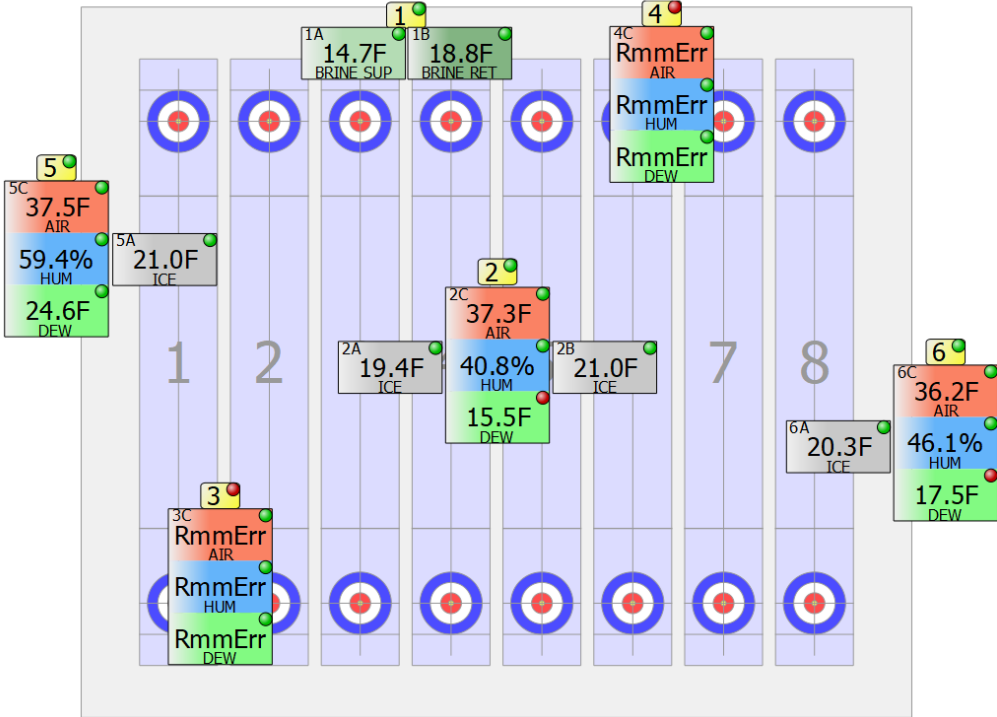


PACC New Floor Edge Detail



Eye on the Ice Displays (Vancouver Curling, Marpole)

Mon Mar 30 2026 12:19:20 | Vancurl 25



Mon Mar 30 2026 12:20:02 | MCC25

