

PEACE ARCH CURLING CLUB

MINUTES OF BOARD OF DIRECTORS' MEETING

Held at Peace Arch Curling Club June 22, 2026

1. Call to Order

The meeting was called to order at 6:00pm

The following board members were present: Christine Makasoff, Doug Holmyard, John Bogar, Gary MacKinnon, Aleta Andrew, Mark Evans, Greg Christofferson, Joel MacDonald

The following board members were not present: Paul Matthias

Also present: Adrian Phillips

2. Agenda:

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

3. Approval of Minutes of Board Meeting May 19, 2026: Moved/seconded (Mark/Joel)
Motion carried that the minutes be approved as published.

Previous business:

4. AGM has now been changed to October 17, 2026 and the re-opening party will be October 24, 2026. The municipal election is on October 17, 2026 and this is the reason for the change.
5. Motion to elect Linda Wei to fill vacant seat on board. Motion by John, second by Christine. Vote in favour: Doug, Greg, John, Christine, Joel; Mark, Gary and Aleta against. Motion passed.
6. Linda Wei addresses the board and provides further info on Bruce Buchanan's background.
7. President's Report
See full report attached.
What does PACC need to charge the International Tankard committee for ice maintenance and lounge rental. Joel will figure out the numbers and work with Greg to provide the I.T. committee with an estimate.

Linda Wei has identified a sponsorship opportunity with the Peace Arch Hospital Foundation. Further details to be confirmed.

Need to obtain approval from Bruce Buchanon to use report he commissioned regarding future expenses with the City of White Rock.

8. Manager's report

No book sale this summer due to construction.

Further adjustment needed to league play calendar due to Roaming Bonspiel being added to calendar.

Manager reports that Quick Books is a priority to get cleaned up and align bank accounts and credit cards to quick books.

Looking to host a first-aid clinic to get volunteers to have certification.

See full report attached.

Aleta put forward motion to add the Roaming Ladies Bonspiel to the calendar on February 26 to 28, 2027. Gary seconded. All in favour.

9. Treasurer – Joel

Joel put forward a motion for an additional \$3,950 to be added to the 2026/2027 budget for paid support for PACC manager. Support would be in areas of bookkeeping and bar management. Aleta seconded. All in favour.

Motion to purchase new defibulator for the club. Joel/Mark, all agreed.

See full report attached.

10. Mark, Facilities

See full report attached.

Construction is on time.

11. Membership and Marketing - John

Working on developing junior teams that will play out of PACC. Will PACC pay for coaches or not? The successful clubs all pay their junior coaches. Full report is being worked on.

11. Social Committee – a chair for this committee has not been assigned. Membership and Marketing is looking into further events.

12. Leagues - Gary

Continuing to work on Policy wording.

Continuing to work on the order for new rocks.

14. Kitchen – Christine

License holder has been reminded that locks will be changed on July 1, 2026 and all personal property should be removed by June 30, 2026.

15. Five-year plan

Paul confirms that dates are set with Curl Canada for October 2 – 4, 2026 for the strategic planning process that Curl Canada will be facilitating.

Date and location of next meeting: July 20, 2026, 6pm, PACC lounge.

Adjourned 9:05pm

President's Report

PACC Board Meeting, June 22, 2026

Empty Board Position

Linda Wei has asked to fill the vacant position on the Board of Directors.

International Tankard

The International Tankard committee would like details on fees for ice time and lounge usage as well as menus and prices for the Friday evening social and the Saturday evening banquet.

Reopening Celebration

The reopening celebration will be held on Oct 24, 2026. Linda Wei has offered to head up the committee. So far Linda Wallace and David Bassett have also offered to help.

Advertising and Sponsorship Opportunities

Linda Wei has identified opportunities with PAHF, Royal Bank and SunLife. A meeting will be arranged with Linda, Reg Mulligan, and I.

MMK Consulting

Stuart MacKay from MMK Consulting has completed the financial analysis of PACC with comparisons to other clubs in the area.

Negotiations with the City of White Rock

The first meeting with the City of White Rock is scheduled for Thursday, June 25, 2026. Mark Evans, Christine Makasoff and I will attend.

Doug Holmyard

President

Peace Arch Curling Club

Manager's Report for Peace Arch Curling Club

June 2026

RENTALS

- **Lounge**
 - June 6 – Rotary Club
 - June 17 – Pour Party with club members
 - July 17 – Pride Event w/ bartender
 - August 23 – Celebration of Life for member's niece
- **Rentals – Ice:**
 - None since last board meeting – construction
 - **Still interest from Rotary Club for book sale in August...**

CLUB ACTIVITIES

- **League Schedules**
 - **Finalize calendar of events, programs and bonspiels**
 - **Roaming bonspiel Feb 27-28 affecting leagues**
 - **Need "cutoff" for league(s) schedule ASAP**
 - **Too many administrators in Curling IO...**
- **Pro Shop:**
 - New hoodie demo for sizing from Asham has arrived
 - Will order stock in August
- **Bar**
 - More cleaning required before season starts
 - New seat and carpet cleaner tested and does a fine job
 - Looking into lounge TVs to get sports channels to play – Telus and Rogers have been contacted and can provide services. Licensing from Premium Sports (\$100's per month) prohibitive
 - Improving internet connectivity upstairs – both Rogers and Telus engaged to provide services, costs and sponsorship.
 - Will run both by Finance committee
- **Financial**
 - Joel setting up access to bank accounts, credit cards. **Need this soon for check deposits, Quickbooks integrations, etc.**
 - Club members and Reg Mulligan have sourced 3 additional sponsors – RBC, Peace Arch Hospice Society, Sun Life. Need meeting with Reg, Linda and Mary Lang
 - Bookkeeping/Accounting help in the works. **Books from 2026 cleanup (badly) needed. New SOPs for 2027 to be developed**
 - First Aid course needs to be booked soon, for at least myself
- **Project**
 - Attend club as needed for contractors, members

BUSINESS

- **Volunteer recognition program** – would like to provide discounts, pins... more recognition for volunteers
- Takeover from Ross not quite complete – some items he is working on are still ongoing, and office “handover” not quite complete. Over 20,000 emails in Manager Inbox down to 200 now
- PoS (Point of Sales) system being implemented, and used for first time (take down payment for August rental)
- Central file server now in place, and office phone now available on mobile phone – currently no need to be in the office other than pro shop and presence (all else on line)

KITCHEN –

- Nothing new to report since last board meeting and showings that occurred

EMPLOYEES

- July event requires staff as I will be away that weekend (have Taylor booked...)
- Will look to hire additional staff starting in August

FACILITY - recommendations

1. Rip out carpet and put hardwood laminate downstairs and in lounge - easy to clean and makeshift dance floor
2. Hire bookkeeper to do monthly reconciliation and handle more complicated Quickbooks inputs. (manager would continue to daily inputs/sales receipts/invoices etc)
3. Hire Bar Manager to assist with banquets and ordering and stocking bar
4. Paint upstairs lounge and replace furniture. Have been advised a Design Committee may be formed.

Action Items

- | | |
|--|------------------------|
| 1. Bar - jug cooler not working | -RKT investigating |
| 2. Need plug installed for air fryer | -postponed |
| 3. Digital thermostat for beer cooler | -cost tbd |
| 4. Return it campaign | - Reached \$1500 |
| 5. Bar storage doors locks | -taped up need rekey |
| 6. Ice room door re-key at same time | - next year |
| 7. Bonspiel Policy – | -likely dropped as N/A |
| 8. Set up Occupational First Aid course | -Awaiting approval |
| 9. Get camera on Sheet B repaired | -Arranging |
| 10. Clean up office as much as possible, paperless | -Ongoing |
| 11. Entering and updating bar prices | -Ongoing |

Adrian Phillips

Manager of Peace Arch Curling Centre

PACC Finance Committee Report to the Board

June 19, 2026

Finance Committee Membership

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

Finance Committee activities this period

- Limited activities this period
- Meeting to discuss paid support for PACC Manager. Agreed to pursue the following:

Position	Description	Estimated Cost
Bar Manager	One of the bartenders becomes the Bar Manager. We pay them an increased wage for this role, including during their bartending shifts, plus extra hours per week to manage the bar activities and banquet activities	\$9,350/yr
Bookkeeper – Cleanup	Pay someone to help get the books in order	\$7,000
Bookkeeper – Ongoing	Pay someone monthly to help us keep the books in order	\$5,600/yr
	FY2027 estimate	\$21,950
	FY2027 Budget	\$18,000
	Budget Shortfall	\$3,950

- AED replacement: Finance committee recommends procuring a new unit (\$2K) vs. battery replacement (\$900)
- Identified opportunities that BCASF funds could be used for outside of Facility Revitalization project
 - First aid training
 - Coaching clinic
 - Grippers, sliders, brooms for Learn to Curl, etc.

Finance Committee upcoming priorities

- Finish getting the books in order
- Resolve issues with previously submitted GASR (Gaming Account Status Report)
- Submit delinquent GST reports
- Revisit insurance coverage and costs considering facility upgrades
- Depreciation approach for new equipment

Facility Revitalization Finances

	This Month	Last Month	Notes
Project Budget	\$2,061,228 \$1,836,323 + \$224,904 contingency	\$2,043,850 \$1,814,871 + \$228,979 contingency	Added perimeter flooring
Disbursements	\$578,020	\$113,303	Significant progress payments to AHC
Resources Available	1,790,000	\$2,277,873	No new resources this month. Significant disbursements
Projected ending balances			
Gaming Funds	\$0	\$0	
BCASF	\$378,585 (best case), \$153,681 (if we use project contingency)	\$399,558 (best case), \$174,654 (if we use project contingency)	
PACC Savings	\$182,511	\$182,910	

- Notables:
 - Added perimeter flooring (\$20K)
 - Tracking well to budget

Other notable financial events this period

- Significant effort spent by Michelle MacKinnon reconciling PACC finances
- Received two invoices from CWR: 2 x \$28K

Account Balances

As of June 19, 2026

Coast Capital - Operations	\$99,634	Scotiabank - Operations	\$61,893
Coast Capital - Savings	\$90,694	Scotiabank - Gaming	\$190,484

2026-06-22 PACC Revitalization Project Status

Complete:

Vent stack Building Permit issued and theoretically “Closed” although I am waiting for the final notice.

Brine & Glycol testing completed. Brine will be fortified and re-used. Glycol will be replaced.

Compressor room emptied and cleaned, ready for new installation.

New refrigerated slab constructed and poured. Curing (28 days) underway.

Added to scope:

- Perimeter Flooring: will order black flooring for early August delivery

Option	Cost	Leadtime (days)	Tile Size (inches)	Comments
Dinoflex	\$39,153	30-45	38x38	Excellent reference from AHC Only 3.5 on Google reviews
Versa Rubber	\$15,000	7-10	48x72	No in person reference 4.8 on Google reviews

Next Steps:

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

Create a sub-group to discuss “Accessories” (rink furniture, measuring devices, boot cleaners etc)

Finalize water treatment vendor. Determine equipment needs (flow meter, pumps etc)

Make decisions on Thank You signage (and order as appropriate)

Confirm Ross will be available to make a skim coat of ice for Sept 8 liner installation

Arrange for clean up and re-insulation of equipment room ceiling (insulation delaminated during high temp/humidity of 1st days of curing)

Peace Arch Curling Club Revitalization – May 22, 2026 Update

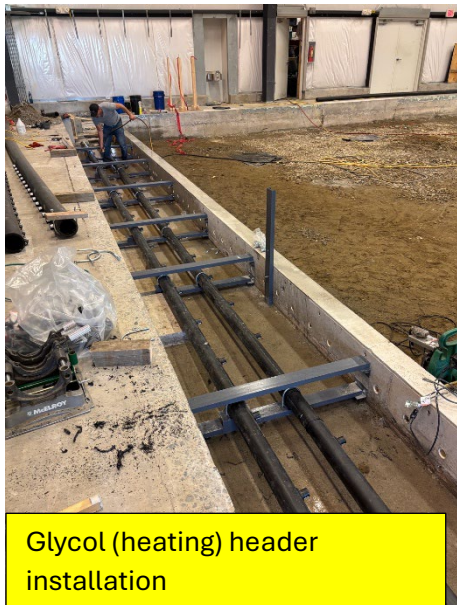
- Awaiting Geotechnical sampling results.
- Completed “upstand” wall in header trench and repairs to south side wall. Started installation of glycol (heating) headers.



New header trench wall poured



New header trench wall



Glycol (heating) header installation

Next up:

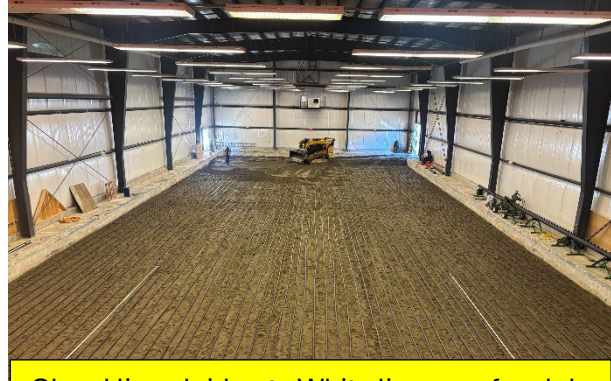
- Complete the glycol header installation
- Lay down a 2” layer of sand on the floor and compact (Monday-Tuesday)
- Install tube array for underfloor heating and set up for pressure testing

Peace Arch Curling Club Revitalization – May 29, 2026 Update

- Laid down a 2” layer of sand
- Installed glycol heating lines, connected to headers and pressure tested
- Buried glycol lines under another 10” of sand. Began process of tamping sand layer
- Installed brine headers (supply and return)



Connecting (“fusing”) glycol lines to header



Glycol lines laid out. White lines are for slab temperature probes.



Brine supply/return headers on left. 10” of sand burying glycol lines.



Tamped sand layer on left. Sand addition underway on right.

Next up (refer to schematic on next page):

- Complete tamping/compaction of sand layer
- Install poly and insulation layers
- Begin installation of brine line chairs

Peace Arch Curling Club Revitalization – June 4, 2026 Update

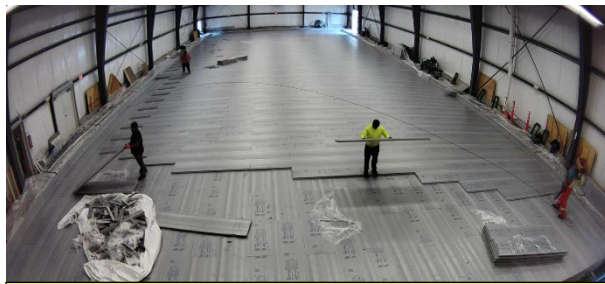
- Compacted and laser leveled (by hand) full sand layer
- Installed first poly barrier layer (between sand and insulation)
- Installed 2 layers of 2” insulation
- Installed second poly barrier (between insulation and (eventually) the concrete floor)
- Installed rink “chairs” (these will hold the brine lines and rebar)



Manually leveling the sand layer



Installing 1st insulation layer on first poly barrier



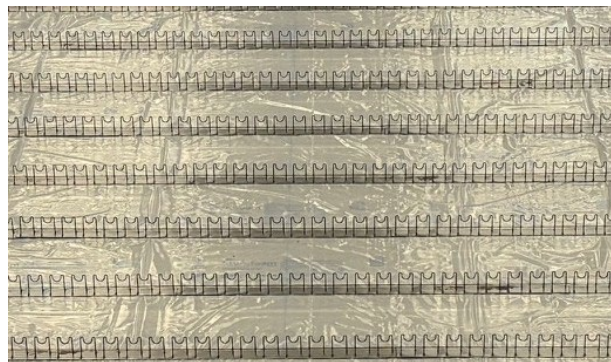
Installing 2nd insulation layer



Insulation complete. 2nd poly layer installed.



“Chairs” positioned on poly layer



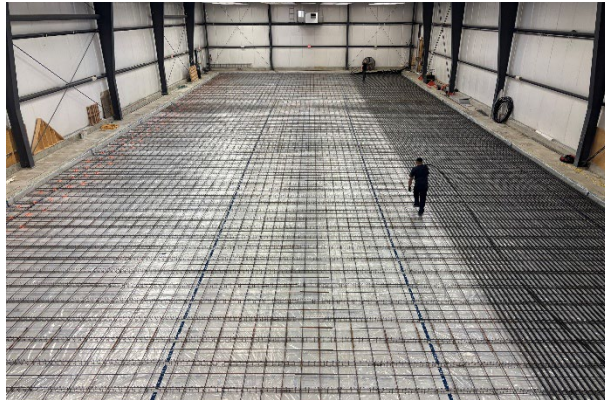
Close up of “chairs”. These will support brine lines and rebar.

Next up:

- Install the brine lines into the floor chairs and fuse to supply and return headers
- Begin installation of rebar grid, also in the chairs
- Add a layer of WWM (welded wire mesh) to secure the chairs/brine lines/rebar together before pouring concrete

Peace Arch Curling Club Revitalization – June 4, 2026 Update

- Installed 12" x 12" rebar grid in rink chairs
- Installed 182 brine (cooling) lines in chairs. Doubled up on edges.
- Terminated lines into U-turns at Away end and in to supply/return headers at Home end.
- Began installation of WWM (welded wire mesh) on top of chairs/brine lines.



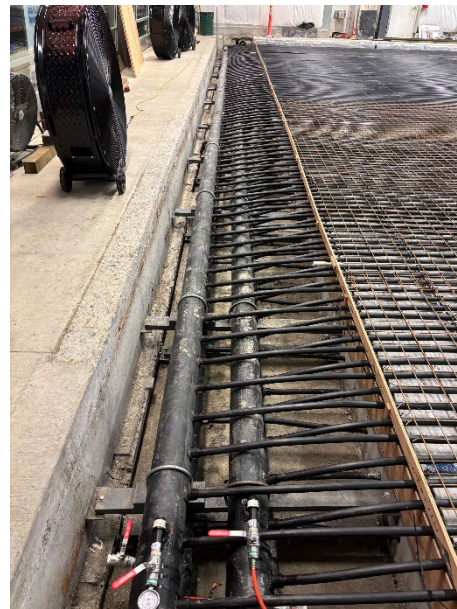
Installing brine lines



Brine lines at Home end to be connected to supply/return header



Brine lines placed into position



Brine lines connected to headers. Pressure test underway. WWM visible at right.

Next up:

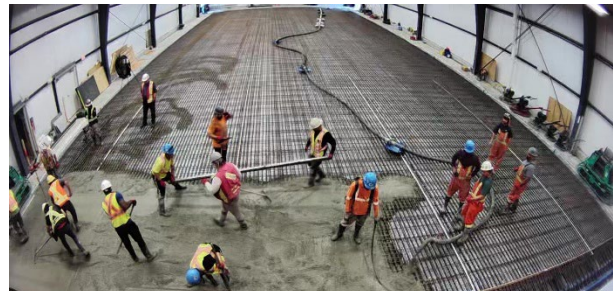
- Complete installation of WWM across entire sheet.
- Complete pressure testing of brine system.
- **“Pour Day”** – Wednesday June 17, 9 am to 1pm. Join us in the lounge!

Peace Arch Curling Club Revitalization – June 19, 2026 Update

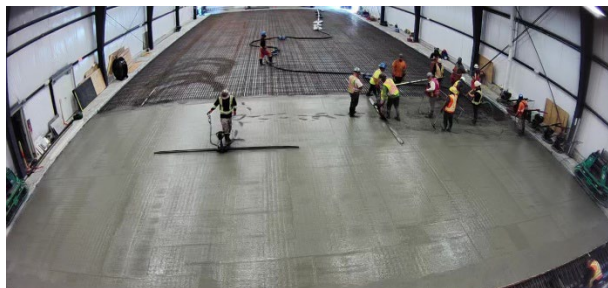
- Completed installation of WWM across entire sheet and pressure testing of brine system.
- Poured, finished, sealed and flooded the entire floor



Floor ready to pour. (6 am Weds)



Pouring underway. (7 am) (Count the heads!)



Pour continues (8:30 am)



Finishing (power troweling) (1pm)



Thursday morning – flooding with water



Floor fully flooded. The waiting starts.

Next up:

- **The Cure.** The floor will be kept flooded for the first seven days to control the rate of curing. Then the floor will then be dried, and the cure will continue for another 21 days.
- Concrete samples were taken throughout the pour. They will be lab tested at 7-14-21-28 days to verify the concrete strength is developing per plan.
- The floor is now effectively complete. Focus will shift to the ice plant where we will be installing a new compressor, condenser and chiller. We also have a new dehumidifier coming for the rink. These items will be installed in late July/August. Exact timing depends on delivery dates. We'll be finished by August 20th.
- We'll provide the next update when ice plant work begins. Happy Summer!