

Peace Arch Curling Club
Board of Directors Meeting Minutes
April 14, 2025

Time: Called to order at 6:30 pm

Location: Studio at PACC

1. **Call to Order** Called to order at 6:33 pm

The following Board members were present: Christine Makasoff, Mark Evans, Keith Gracey, Greg Christofferson, Mark Thorvaldson, Stan Turner, Mary Holmes – Minutes
Also present: Ross Scott

Action Items:

All – Read Ross' previous email regarding options for how to equalize league fees across all leagues

Mary – email Mark E minutes for April 15!!!

Greg – can look into upfront costs and year to year costs – for what Amateur Sport collects each year (see President's Report section)

Christine – will email a copy of the league fee pricing options to us.

All – read league fee pricing options to make a decision next meeting

All – read Manager's Report for status of our club finances, and bank accounts.

Christine Contact John Stetch White Rock Parks n Rec for permission to make improvements to ice plant

Keith will write a proposal and have some agreement with the Pickle ball group

Stan will get Senators' AGM minutes to us

2. **Adoption of Agenda Moved/Seconded (Keith/Mark T) Approved**

3. **Approval of Minutes of the Board Meeting held on March 10, 2025 Moved/Seconded (Greg/Mark T.)**

4. **(Martha) Hosting Nifty Fifty in 2026**

- Provincial Sr Ladies bonspiel since 1968. 36+ rinks for friendship and sportsmanship, protocol, pomp, piper pipes the teams in, a big bonspiel to host. Moves around the province each year. PACC hosted in 2013.
- Full days - Sunday AM – Monday, Tuesday; (16-27 is spring break) Cloverdale has mixed doubles next Mar 21 – 27 (try to avoid? or is this a bonus for Nifty Fifty teams to have this curling to watch).
- Suncrest Retirement looking to sponsor a bonspiel and would be a good fit with Nifty Fifty Bonspiel. *Consideration around Rotary Book Sale.

5. **Business arising from previous meeting on March 10, 2025**

- Candlelight Cuisine replacement
 - i. Current status Sayed seems to be going full steam ahead. Ross had contacted the city to arrange a new electrical panel. Ross needs to see invoices too.
 - ii. Draft lease agreement - Sayed has not heard from his lawyer, so nothing is signed.
Need a contract before they get electrical and gas work done.

- PACC attendance at Business of Curling Symposium - meal voucher, anything more subject to finances of the club. Would be good to have some PACC presence at this event. No one going as of now.

6. President's Report

- Establishing a foundation (a parallel entity to our club), can receive donations and give tax receipts, Cons: Lawyer needed \$300+ for 30 min consult. the set-up costs could potentially be \$10K. Alternatively, BC Amateur Sports would offer a capped rate on a large donation made through them, instead of the standard 5%. People need to sit on Charitable Foundation Board and have a presence on PACC Board. Treasurer. Greg can look into upfront costs and year to year costs. IE. use the donated money to be invested and earn money and use that money to secure a loan for curling infrastructure. Invested \$ will pay for interest on the loan.

7. Manager's Report [Decisions/Information]

- Policy Change: Need rules for returning teams to declare their interest in returning. MOTION: Once registration is available through the Curling.io system, returning teams will have priority registration to their league from the previous year until Sept 1. The principle/spirit is to allow returning teams to get back in. Moved/Seconded (Keith/Mark E) CARRIED
- Pricing structure to determine costs for each league – the Board should review the options proposed by Ross previously and make a decision during the May board meeting. Christine will email a copy of the options.
- Establishing a bank account for Capital fund – use Coast Capital account as the permanent capital fund?* discussed in 6. President's Report
- All – read Manager's Report for status of our club finances, and bank accounts.
- Someone has stepped forward to be Treasurer for the remainder of the year.
- Updates required to Policy document:
 - i. Open leagues scoring system to make them similar (who plays whom)
 - ii. Ladies club champion: Motion was proposed via email. PACC policy updates required?*
 - iii. Remove Wednesday night women's league policy* Ross will consult with league reps prior to us making this change.
 - iv. Credit card surcharge
- Working group to – do we need to set this?
 - i. Assess what we have do to meet new Sleeman Cup requirements -
 - ii. How to improve Day of Champions
- May have learn to curl for interested people in the Chinese Community

8. Directors Reports

- Facilities (Mark Evans)
 - i. Mark has received quotes for replacing the Evaporative Condenser from Cimco and Fraser Valley Refrigeration. He is continuing to pursue a quote from Superior Refrigeration.
 - ii. All vendors agree we should replace the evaporative condenser first. One vendor has suggested we should consider replacing the chiller next. Even though the chiller is only 15 years old (while the compressor is 45 years old) the argument is that the chiller only has a life expectancy of 20 years whereas we can likely rebuild the compressor in order to get another 10-15 years from it.

- iii. Mark proposed we use a refrigeration consulting engineer to help us determine what the right next steps and costs will be. Agreed that we will manage this as an operating expense for now, until we have a project and can use money from Capital funds
 - iv. MOTION: We engage JS Refrigeration Engineering to create a 5 year plan for the overhaul of our ice plant upgrades/replacement. (Moved/Seconded) (Mark E./Keith) CARRIED
 - v. Going forward we need a budget for the current fiscal year when we apply for the Gaming Grants (Mark E. had done some research about this) Submitter, President, Joel – Secretary, Names, Positions, Addresses – helps if we have people who live in White Rock as well.
 - vi. Christine Contact John Stetch White Rock Parks n Rec for permission to make improvements to ice plant
- Leagues (Greg)
 - i. Senator's spare rules: Agreement on wording for policy document
 - ii. Friday night league format (social vs. competitive): results of discussion with league rep
- Ladies Morning League (Mary)
 - i. Reread emails with Christine November/December 2024 and did not commit Daytime Ladies to the Scotland to Canada Friendship Tour, (Looks like Cloverdale got it.)
 - ii. Standing for Daytime Ladies League: President Mary Holmes; Vice President Aleta Andrew; Past President Dianne Berry; Treasurer Judy Skinner; Newly Elected Secretary Lillian Moe; Martha McArthur Thurs. Ladies rep; and Dianne Berry Tuesday Ladies rep; (Many thanks to Barb Messenger for her years of service as Secretary faithfully recording our minutes and being ready to pitch-in whenever needed.)
- Events (Keith)
 - i. Exploring Pickle ball.
 - ii. Dry floor rentals; Pickle ball. – adverse weather, evenings, John Bogar's group (Keith is co-chair?) work on donations vs formal rental agreement, we may need to paint the space for pickle ball court, May – August. Are we interested in Keith pursuing this? \$120 for 4/hrs. Pickle ball. Group uses a WhatsApp group chat for organization.
 - iii. Keith will write a proposal and have some agreement with the Pickle ball. group need a head contact person from the group (Name address contact info etc).
- Capital Fundraising (Mark E)
 - i. Discussed as part of Mark E presentation above
 - ii. Discuss who/how we are writing the Capital Gaming Grant Application
- Membership/Marketing (Mark T)
 - i. Trying to see if there is interest from the high schools to see if Wed pm 3:30-5 pm slot, drumming up Jr. Curlers from High School – youth coach session? Jr. Camp? Weekend time slots?
 - ii. Little Rocks – future consideration
 - iii. Know your dates for the farmers' market
- Constitution & Bylaws (Greg)
 - i. Same thing as Senators

9. New Business

- Senators AGM debrief (Stan) not an organization, now a League and move funds into a line item in the PACC Budget. Opening up PCMCA – to have a fixed league (want Wednesday to be an out of a hat league)
- Stan will forward Senator's AGM minutes to the Board

10. Date and location for Next Meeting – Monday, May 12, 2025 6:30pm Lounge at PACC

11. Adjournment

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

April 14, 2025

RENTALS

- **Lounge**
 - March – 4 lounge rentals
 - March 2 combo booked (social night)
- **Rentals – Ice:**
 - Booked in 2 groups for ice only

CLUB ACTIVITIES

- **League Schedules**
 - **Recommendation** is to have returning teams first priority up to Sept 1 (just need skip to register to hold spot) (motion needed)
 - Need to set prices for next year – recommend at AGM to implement a volunteer fee
 - **Recommend** the Monday appy league move to 4:30-6 pm if we only have 1 Monday night draw.
 - Novice league going well. Hopefully we can expand next year. If not I will try a learn to curl at 11:30am to get people in that time frame. **Recommend** that this turn into a developmental league and we have veteran skips lead teams (no charge to them)
 - See attached chart with last years blank ice – doesn't include leagues that had only 2 sheets in use.
- **Pro Shop**
 - Stock being sold – looking for year end deals if we have any budget left
- **Financial**
 - Profit loss statement.
 - Have not received a bill from City of WR yet.
 - Have a few bills remaining to suppliers
 - **Recommend** adding a 3% surcharge on credit card payments to cover stripe losses. (motion needed)
 - **Recommend** that we propose a volunteer fee that is refundable once service is completed 50-75\$ for x hours. (motion at AGM)
- **Bonspiel Policy – needs approval/formatting**
- **Looked into Foundation – need a board to govern. I have some suggestions. Essentially we follow societies act but the next step is to get political help with CRA status. I have a draft constitution in the works. It helps to have an angel donor.**

BUSINESS

1. Met with Aspira and will create a long-term contract with them to sponsor – concluded and agreed.
2. Presentation from Sauder school students on how we can improve
3. Potential increase in new members from the Chinese community – 500 people interested
4. Summer rentals will cover our mortgage payments till season begins. \$11000
5. City invoices received. – \$60 400 for 6 months. Not including GST.
6. New contract for Optimal Ice – If we increase leagues my company will incur more costs will need a 5% increase to cover it.

EMPLOYEES

- **Recommend** a volunteer bartender for Sunday afternoon draw. – Club loses money having lounge open.
- Might look for another backup as our bartenders have other jobs.

Curl BC – Meeting Jan 9 online

- Business of curling symposium in Kelowna June 6-8 -best western code – email sent to board members.
- \$400 was our share of 50/50 sales – If we are not going to do our own monthly sales then we could look into a Curl BC terminal to increase our extra funding.

FACILITY

- Paint lounge during Summer?? Or just white around bar area to lighten up space
- Floor needs shampooing
- Scraper working well- will send blades for sharpening
- Will rebuild old scraper and pick up another option from Chilliwack if rebuild doesn't go through

Action Items

- | | |
|--|------------------------|
| 1. Small chest freezer 3.5 cubic feet -could still use | - on hold |
| 2. The kitchen sandwich cooler is not working. | -RKT is investigating. |
| 3. Bar - jug cooler not working | -RKT investigating |
| 4. Need plug installed for air fryer
summer | -postponed till |
| 5. Digital thermostat for beer cooler | -cost tbd |
| 6. New runner for walk in area being sourced | - In progress |
| 7. Return it campaign - slow | - \$400 |
| 8. Completing accounts | |
| 9. New contract | |

*Ross Scott- Optimal Ice Curling Services Ltd.
Manager of Peace Arch Curling Centre*

PACC Facilities Update

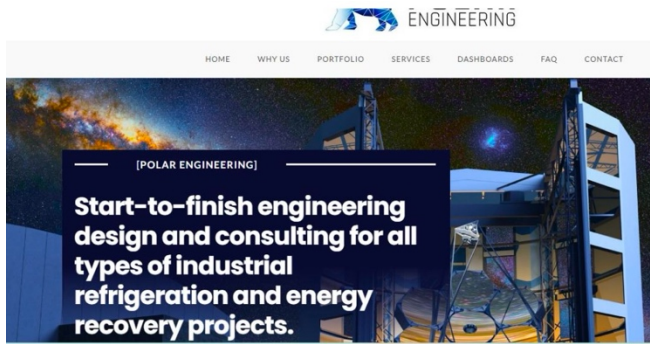
April 14, 2025

Agenda

- Condenser Quote status
- Engaging professional help
- Funding
 - Who/how will we write the grant application
 - Separating our funds (“restricted” funds)

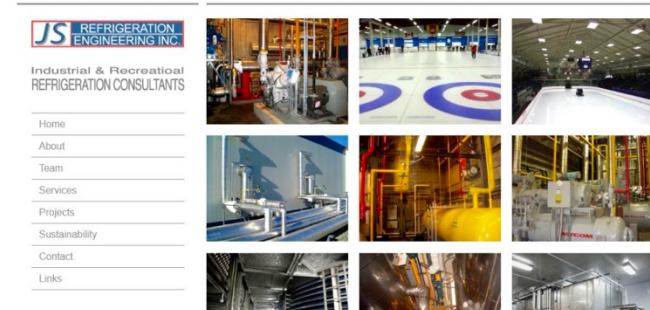
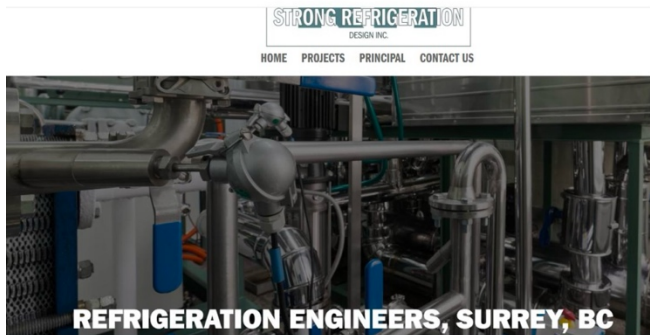
PACC Facilities Updates- New Condenser Options 2025-04-14

Vendor	Date of Site Visit	Equipment	Cost Estimate	Comments
Hudson Sales	n/a	Condenser	tbd	This is the only rep for BAC. Kim contacted them directly. BAC will not quote us directly - only through a supplier. Kim is willing to take on a project this size on a fixed price basis. Will provide a quote if we need a 3rd quote for grant application.
Cimco (Jim Moriarity)	n/a	Condenser a)	175,000	GST excl, like for like BAC unit
		Condenser b)	145,000	GST excl, Frick unit (Superior warned against limited parts supply)
		Compressor	90,000	MYCOM N4M
Mayekawa/MYCOM (Brian Cheng)	2025-01-16	Condenser Compressor	tbd	No update despite requests Kim feels they likely will only quote through a supplier (i.e. Superior or Fraser Valley) Will reach out one last time - no response to March 3 request.
Trevor Halford (MLA), Gordon Hogg	2025-01-16	Grants	tbd	Trevor is looking at UBCM (and other) funding As of 3/2 no real progress - they confirmed that White Rock does get UBCM funding but it is not to be spoken for. No other obvious sources identified.
James Shou (Consultant)	2025-01-17	Consulting	2,180	Requested a quote for services to determine a 5-10 yr plan Service Proposal rec'd 3/26. Recommend we engage him for plan assessment. 4/14 Board topic.
Superior Refrigeration (Shane McFerran)	2025-01-24	Condenser Compressor Chiller	tbd	This is the outfit that Kim recommends we use when Kim retires Quote received 3/10. Combined condenser/chiller/brine pump: \$460K Requested a breakdown for the condenser only 3/13. Spoke to and re-requested a condenser only quote 4/2
Fraser Valley Refrigeration (Mark Hampel)	2025-02-07	Condenser Compressor Chiller	169,430	This is the "big" outfit in Lower Mainland, maintains all City of Surrey ice plus Centennial Quote received 4/5



Choosing a Refrigeration Consultant

- Polar Engineering is on the Island (Accent is another highly recommended but, Island based, option)
- (Ron) Strong is primarily retired
- Strong's partner (Eric Bradley) has not received good reviews
- JS Refrigeration has received positive reviews and does work next door at Centennial (i.e. the City uses him)



Consulting Proposal



Member of IJAR • Member of ASHRAE • Member of RFABC

JS REFRIGERATION ENGINEERING INC.

Unit 207 4885 Valley Dr., VANCOUVER, BC, V6J 5M7

March 20, 2025

Attn: Mr. Mark Evans
Peace Arch Curling Club

Re: Refrigeration Consulting Service - Peace Arch Curling Club Ice Plant Refrigeration System Replacement

We are pleased to submit the following engineering work scope and service fee proposal of the Refrigeration Consulting Service for Peace Arch Curling Club Ice Plant ammonia refrigeration system replacement project.

Proposed Upgrade Project:

Peace Arch Curling Club is located at 14560 North Bluff in White Rock, B.C. .

It is a 4-sheet curling rink with approximately 9,000 square ft ice surface.

The curling season starts in September and ends in April.

An ammonia refrigeration system was designed and installed in 2010 to make and maintain ice for the 4-sheet curling rink. The system refrigeration capacity is 30 TR at the designed condition (10 F SST, 85 F SST) with 50 HP (37.3 KW) prime mover (compressor motor) nameplate rating. The system ammonia charge is 220 lbs. Because the prime mover is less than 50KW, this ice plant is exempted from the certified operator requirements per TSBC regulation.

The existing brine chiller and BAC evaporative condenser were installed in the year 2010. Both units are 15 years old. The existing Mycom N6B compressor is a used equipment when it was installed in 2010. It is about 50 years old.

The design life span of the existing ice plant is 20 years. The existing refrigeration system needs to be replaced in the next 5 years. The ice plant refrigeration system replacement (upgrade) has been planned by the Peace Arch Curling Club.

Based on the evaluation of the existing refrigeration system, ammonia, the natural refrigerant will be retained for the upgraded system application. The design goal of the upgraded system is as follows: 1) System refrigeration capacity could be increased to modify the rink

performance; 2) The prime mover will be maintained below 50 KW to satisfy the TSBC regulation for exemption of the certified operator requirement by using the high efficient Mycom M series compressor; 3) Plate & frame type brine chiller will be applied to replace the existing S & T brine chiller to reduce the ammonia charge down to around 100 lbs, then the system safety will be improved to a controlled level.

Refrigeration Engineering Consulting Service Scope of Work:

The refrigeration engineering consulting service will be separated in two phases:

1. Phase 1: Existing Refrigeration System Evaluation & System Replacement Proposal

- 1) One site survey of the existing refrigeration system.
- 2) Confirm & evaluate the operating parameters & capacities of the existing equipment & system.
- 3) Initial design & plan of the equipment and system replacement plan.
- 4) Provide replacement cost budget estimate
- 5) Provide a report of the replacement plan

Estimated Refrigeration Engineering Service Hours & Fees:

Estimated Service Hours: 20 hours

Estimated Service Labor Fees Budget: \$3,200 plus GST

Consider 35% discount

Discounted Service Labour Fees: \$2,080 plus GST

Disbursements:

(1 Site visit trip cost, printing, plotting, computer and drafting supplies, photocopies, courier service, local and long-distance telephone, photography cost):

\$100 plus GST

Total Refrigeration Engineering Service Fees: \$2,180 plus GST

2. Phase 2: Engineering Service for the New System Design and Installation

After the system replacement (upgrade) proposal and budget are approved, the refrigeration system upgrade with equipment replacement project needs to be executed in several phases in the next 5 years to satisfy the available budgeting requirements.

The relevant refrigeration engineering consulting service work scope includes the followings.

1. Design Development

Capital Gaming Grant Tidbits

☐ Organization Financial Statements and Budgets

The applicant must demonstrate its financial capacity to proceed with the project by providing complete financial statements and budgets:

- Revenue and expense statements from the most recently completed fiscal year at the time of the application;
- The most formal presentation of financial statements available at the time of application is required, including notes to the financial statements. If the organization has internally restricted funds, accompanying minutes from the board meeting where the motion was passed to restrict the funds are also required. Internally prepared financial statements are acceptable if the formal presentation is not available at the time of application.
- A balance sheet from the most recently completed fiscal year at the time of the application;
- A budget for the current fiscal year,
 - The budget must show anticipated revenues and expenses for all of the organization's activities and show anticipated expenditures related to the requested capital project, if any.
- If applicable, the Gaming Account Summary Report for the previous fiscal year (if it has not been submitted already).

☐ Matching Funds

The applicant must demonstrate that matching funds are available to complete a project or purchase an acquisition upon award of a Capital Project grant. Matching funds must be specified in the Project Budget and the amounts supported by attached documents.

☐ Gaming Account

The applicant must demonstrate that it has a separate "Gaming Account," specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds. The gaming bank account must be held in British Columbia and have cheques that have the organization's full name and the words "Gaming Account" printed on them.

Acceptable supporting documents include:

- A scanned void cheque that has the organization's full name and the words "Gaming Account" printed on it. All account information must be visible; or
- A cheque order form, signed and stamped by the bank, that has the organization's full name, the words "Gaming Account" printed on it, and complete account information.

Application Intake Period

Applications for Capital Projects Grants will be received from June 17 to August 15, 2024, with approved grants awarded by late December 31, 2024.

Still no update on 2025 Application dates

Based on quotes I believe we need to provide \$100K of matching funds – i.e. 50% of \$170K plus contingency

Summary

- Scope cost and timing is beginning to firm up
 - Need agreement on using JSRE to develop a longer term plan
 - Assign Capital Gaming Grant application “team”
 - much of this is documentation requirements – Minutes, Directors names/addresses, financials, leases, permission from City (owner) etc
 - Create a separate Capital/Building Improvement fund. Assign a team if necessary.
-