

PEACE ARCH CURLING CLUB

MINUTES OF BOARD OF DIRECTORS MEETING

Held at Peace Arch Curling Club November 3, 2025

- **Call to Order**

The meeting was called to order at 6:30 pm.

The following Board members were present: Christine Makasoff, Greg Christofferson, Mark Evans, Joel MacDonald, Paul Mathias, Aleta Andrew, Bruce Buchanan, John Bogar, Doug Holmyard, Gary MacKinnon

The following board members were not present: None

Also present: Ross Scott

- **Agenda: Moved/Seconded (Mark/Aleta) Motion Carried** that the agenda for this meeting be approved as AMENDED

- **Approval of Minutes of September 29, 2025 Board Meeting: Moved/Seconded (Mark/Greg) Motion Carried** that the minutes be approved as published.

- **Business arising from October 26, 2025 AGM**

- **Appoint executive positions and other Board roles**

- The Directors agreed to the following assignments of Executive positions
 - President: Doug Holmyard
 - Vice President: Greg Christofferson
 - Secretary: Christine Makasoff
 - There were no candidates for the Treasurer position and as such that position remains vacant.
 - Christine noted that Michelle MacKinnon has agreed to help Ross with the financials/bookkeeping, but will not fill the Treasurer position

- **Decide on composition of committees**

- **Executive Committee**

- No decision was made on an Executive Committee other than the assignment of Executive positions

- **Finance Committee:**

- In the absence of the Treasurer assignment, it was agreed that someone will still need to prepare and present the annual budget
 - Paul Mathias has agreed to chair the Finance Committee
 - Mark Evans has agreed to participate in the Finance Committee

- **Nominations Committee:**

- Agreed that it is not necessary to form a Nominations Committee at this time

- **Fund Raising Committee:**
 - It was agreed that PACC should have a standing fundraising committee. However no Directors were assigned to this committee so it remains vacant
- **Competitions Committee:**
 - There was no discussion on Competitions Committee
- **Leagues Committee:**
 - It was agreed that Gary MacKinnon will chair the Leagues Committee
- **Social Committee:**
 - There was no discussion on a Social Committee
- **Facility Committee:**
 - It was agreed that Mark Evans will chair the Facility Committee
 - Gary MacKinnon has agreed to participate in the Facility Committee
 - Joel MacDonald has agreed to participate in the Facility Committee
- **Pro Shop and Merchandising Committee:**
 - It was agreed that there should be a standing committee that oversees the pro shop and merchandising so as to offload workload from Ross. However, no Directors were assigned to this committee so it remains vacant
- **Membership and Marketing Committee:**
 - It was agreed that John Bogar will chair the Membership and Marketing Committee
- **Bylaws and Policies Committee:**
 - It was agreed that Greg Christofferson will chair the Bylaws and Policies Committee
- **Decide on publishing draft AGM minutes and attachments**
 - Discussion clarified the intent is not to approve the AGM minutes at this time, as that will be done at the next AGM in approximately Oct 2026. The objective is to approve publishing of a draft version of the minutes on the website along with the associated fee analysis and facilities presentations
 - Doug commented that the minutes don't seem to reflect that PACC intends to proceed with the facility replacement initiative even though that was the sentiment at the AGM. Mark responded that he feels that the minutes accurately reflect the discussions. Agreed no further updates are required.
 - Paul commented that the note about approval of financial statements is not required because there was no approval. All agreed, that note will be removed prior to publishing.
 - There was discussion about the verbiage of the statement about Saklas' reading of financial statements. Joel will clarify the verbiage with Michelle and amend the minutes accordingly.
 - All agreed that we will redact the financial information in the Facilities slides prior to publishing on the website since the general public has access to the website content. The financial information can be made available to members if it is requested.
 - **Moved/Seconded (Joel/Mark) Motion Carried** that the draft minutes be published on the website once the previously discussed updates are complete.
- **Business arising from previous meeting**
 - None
- **President's Report**

- PACC Board members met with CWR representatives (Mayor Meaghan Knight, John Woolgar, CAO Guillermo Ferrero, Jim Gordon) Oct 15. Mark presented PACC's plan for facility revitalization. PACC communicated that it was seeking contributions from CWR toward the project. CWR CAO admitted there is funding available, but it has already been allocated and therefore would have to be reallocated if they were to fund the PACC facility replacement. CAO clarified the process for requesting funding is to submit a formal request, and in response the councilors would vote whether they want city staff to assess the request and propose how it could be funded, after which council would vote on the city staff recommendations.
- Candlelight Cuisine has been a struggling. PACC served Candlelight Cuisine with a formal notice to have business licence, workers compensation, business insurance, and kitchen cleanliness in place by Nov 3. CWR has since issued a business licence. That business licence was needed to finalize the business insurance. Patti was helping last weekend to get things in order and feels positive.
- Ross noted that Candlelight has passed their recent Fraser Health food inspection.
- Discussion on concerns and PACC exposure due to Candlelight operating without insurance.
- **Moved/Seconded (Mark/Doug) Motion Carried** to serve notice to Candlelight that effective immediately PACC will no longer allow them to operate until they provide proof of Business Insurance and WCB Registration. If not provided by Nov 30, 2025 then PACC will move to terminate the contract.
- Ross noted that the new Candlelight owners have changed the locks on the doors. Ross will request a key to the new locks on the kitchen.

- **Manager's Report**
 - Ross communicated that some members still haven't paid league fees. Ross is pursuing them for payment.
 - Ross noted that all outstanding CWR invoices have been paid.
 - There is a new leak in the dehumidifier, and it is dripping oil. Kim expects to be able to fix it on Nov 11 when there is no curling.
 - Ross noted that Surrey Police Service is now making board members pay for criminal record checks.

- **Committee's Reports**
 - a) **Facilities and Capital Fundraising (Mark Evans)**
 - i. **Decision to proceed with Mechanical Room Ventilation Upgrade**
 - Mark noted that we are out of compliance on the ventilation in the mechanical room. James Shou is confident that the proposed updates will make us compliant.
 - FVRL would perform the ventilation updates. The work would start approximately 6 weeks from now.
 - **Moved/Seconded (Mark/John) Motion Carried** to contract for this mechanical room ventilation upgrade work, to a maximum expenditure of \$25K.
 - ii. **Facility replacement: Piecemeal vs. Big Bang Approach**
 - Mark has updated the estimate to replace the floor to \$1,330,000. Mark believes this \$1.3M is the upper end of the estimate range. The increase is largely based on inclusion of significant consulting work.
 - Mark proposes to ask CWR for \$350K for capital contribution and \$650K in operating concessions over the next 15 years. Bruce suggests that PACC ask CWR for \$350K capital contribution this year and \$650K next year to match the benefactor contributions, and also ask CWR to cover all of the operating costs too.

- **Moved/Seconded (Bruce/Doug) Motion Carried** that we will pursue the plan where we do the ice plant and floor replacement both in 2026.

iii. **Approach for interactions with CWR**

- Agreed PACC will request \$1M from CWR in support of the facility replacement as discussed earlier.
- John will coordinate a time for PACC representatives to meet with CWR councilors.

b) **Leagues** ()

- Not discussed

c) **Ladies Morning League** (Aleta)

- Not discussed

d) **Senators** (Doug)

- Not discussed

e) **Events** ()

- Not discussed

f) **Membership** (John)

- Not discussed

g) **Marketing** (John)

- Not discussed

h) **Constitution and Bylaws** (Greg)

- Nothing to report

• **New Business**

- All New Business discussions were deferred to the next meeting

- **Next Meeting:** Wed Dec 3 at 6:30pm at the club, lower studio room.

- **Adjournment:** Adjourned at 9:47 pm