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Niagara Falls Curling Club Meeting Minutes

September 21, 2021

Call to Order

A meeting of the NFCC Board was held on Tuesday, September 21, 2021 in the lounge at the Niagara Falls Curling Club. The meeting began at 6:05 pm and was chaired by Board President, Jackie Lynch.

Attendees and Regrets

Directors in attendance included:

Jamie Brunaccioni, Stephen Fish, Jeff Glover, Schelley Hiebert (via Zoom), Jackie Lynch, Spencer Maves, Rob Walters and Karen Williams

Directors not in attendance: Randy Elliott, June Lumber and Tim Williams

Staff in attendance: Sean Ford

Approval of the Agenda

A motion to approve the agenda for tonight's meeting was made by Karen Williams and seconded by Steve Fish. Motion carried.

Approval of Minutes

A motion to approval the Minutes for the July 12, 2021 Board meeting was made by Jeff Glover and seconded Schelley Hiebert. Motion carried.

A motion to approval the Minutes for the August 23, 2021 Board meeting was made by Karen Williams and seconded Steve Fish. Motion carried.

New Business

- Auditor's Report on the Club's 2020-21 Financial Statements

Jason Mostowy from Bridgeman-Dirksen LLP, the Club's external auditor, provided an overview on the Club's 2020-21 Draft Financial Statements for the period June 1, 2020 to May 31, 2021 including:

- The Club was able to maintain cash reserves and cover its liabilities by applying for and receiving funding through COVID-19 government assistance programs;
- Revenue declined from \$206,983 in 2019-20 to \$96,369 in 2020-21;
- Expenses only slightly declined from \$197,570 in 2019-20 to \$171,937;
- However, the Club was able to receive \$70,447 from COVID-19 government assistance programs.

The Board discussed with Jason on the continuing availability of COVID-19 government assistance programs for 2021-22 and the Club's eligibility. Jason will continue to advise Sean Ford and Jeff Glover on the status of these programs.

Jason also advised that the revenue from the land sale to the City of Niagara Falls is not included in the 2020-21 financials as the sale did not close until June 4, 2021 and will appear in the 2021-22 financials.

Prior to finalizing the financials in preparation for the Club's Annual General Meeting, Jason asked for more information on the pro shop inventory to confirm the purchase of inventory and sale of items in 2020-21. Jeff Glover and Sean Ford will collect the information and provide to Jason.

- New Board member

With Sean Ford resigning from the Board to become the Club's Manager and Head Ice Tech, it was proposed that the Board approve Spencer Maves to fill the vacant Board position until the Board's Annual General Meeting. This procedure to appoint a Board member to fill a seat vacated mid-term by the Board is in accordance with the Club's By-Laws (Article 4.13).

Jackie Lynch provided the Board with a summary of Spencer's accomplishment and why he would be a great addition to the Club:

He would provide the perspective of a younger adult member, who has participated at the Club as a Little Rocks and junior member and played on the Brock University Men's Team and most recently, on a travelling competitive team that was a 2020 Ontario U21 Curling Finalist at Junior Provincials.

He has recently graduated from Brock University with an Honours Bachelor Degree in Business Administration – International Business and is employed at ES Fox with one of his responsibilities to oversee the Company's website and social media communications.

The Board was extremely happy that Spencer was interested in volunteering for the Board and looks forward to working with him.

A motion to appoint Spencer Moves to the Board until the next Annual General Meeting was made by Steve Fish and seconded by Karen Williams. Motion carried.

(Spencer will also take on the role of Director of Curling Affairs.)

Business Arising from Minutes

- Website update:

The new website www.niagaracurling.com continues to be updated regularly and expanded. There have been approximately 400 visits to the site in the last month. Membership fees and membership registration forms are now posted. Visitors to the site increase significantly when there is a post on the Club's social media accounts directing individuals to the site for more information.

- Status Report on the Ice Plant Replacement

Sean Ford advised that Gordon Wright is making preparations to the install the new ice plant system in mid-October with a tentative start date of leagues for the second week of November.

One challenge is the delay in receiving some parts due to the impact of COVID-19 on supply chains.

Sean will be meeting tomorrow with the Electrical Manager of Gordon Wright, the contractor overseeing the installation, to discuss the installation along with upgrading the current electrical system and removing decommissioned equipment.

The Board provided feedback on questions to ask the Electrical Manager including options if the installation is delayed and whether starting up the current system to start the season is a viable option.

Sean will provide an update to the Board after speaking with the contractor.

- Opening BBQ

Jackie Lynch provided an overview of preparations for the September 29th BBQ. Due to the COVID-19 restrictions, proof of vaccination will be required to allow access to the lounge area. However, unvaccinated participants will be able to access the washrooms if they are masked.

Jackie and Sean will work on location options (internal and external) for registration payments given the need for Wi-Fi access for the Point-of-Sale terminal.

A ticket system will be utilized for the purchase of food and beverages and a table will be set up outside to limit the need to enter the Club.

Rob Walters will send an email to members who have offered to volunteered for events.

Manager's Report

Sean Ford advised that he is receiving several inquiries from new curlers interested in joining. There is also strong demand for youth curling and the Girls Rock program.

A fillable PDF registration form has been developed and e-transfer is now available for the payment of membership fees.

He has also developed an expanded email distribution list of almost 1,000 email addresses of current and past members.

The next version of the Burnt Rock newsletter will be issued later in the week via Mail Chimp and posted on the website.

Sean has spoken with CurlOn and the Street Curling trailer will arrive on Friday and we have been offered to host 3 competitive youth curling playdown spiels for the upcoming season.

CurlOn is also developing a QR code system for contact tracing. Sean provided a demonstration on how the system works: Once members provided proof of vaccination to Sean, he will generate a unique QR code for each member. Members can use their

smartphone or a paper copy of their personal-generated QR code to hold under a QR reader installed on an iPad which will be located near the entrance to the Club.

He has also spoken to Niagara Region Public Health about the operation of the Club this fall. Sean was advised that under the current provincial rules, capacity in the Club will be one-half of the capacity printed on the Club's liquor license. Therefore, it will be 95 individuals.

Sean will be ordering a few loads of sand to work on levelling the sand-base floor in preparation of the ice-making process.

Dave Grimo has been working on upgrading the men's washroom.

Committee Reports:

Finance Report: Jeff Glover provided an update as follows:

The Club has received \$7,000 from government subsidies over the summer;

Next week's BBQ is an opportunity for returning members and new members to pay membership fees and increase the Club's cash balance in anticipation of expenses that will be occurred with the installation of ice.

He provided a comparison at this time of the year of our financials between 2019 and 2021 to illustrate the impact of COVID-19:

Year	2019	2021
Income	\$87,540	\$10,026
Expenses	\$21,884	\$32,312
Profit/Loss	\$65,481	(\$22,220)

Jeff suggested that the Club look at moving to becoming cashless for all transactions. It would free up time for staff and bookkeeping along with improving the accounting system as the two-part cash register and POS terminal could be replaced with a single POS system.

The Board discussed the pros and cons of moving to a cashless system. It was agreed to explore the option and develop a survey to seek membership feedback along with a

sign being posted at the bar encouraging members to use debit or credit to pay for beverages.

Jeff is also working with Sean on options to upgrade the Club's electrical system and remove decommissioned equipment and wire.

Facilities:

Rob Walters advised that the parking agreement with the Fire Department for spaces to the west of the main entrance was ratified at the September 14, 2021 City Council meeting.

Options were explored on the Club's insurance coverage. Due to COVID-19, premiums have increased and there are only a few insurance companies that cover curling clubs. Sean Ford is working with our insurance broker to renew our coverage.

A motion was made for Sean Ford to proceed with renewing the insurance coverage with our current provider by Karen Williams and seconded by Steve Fish. Motion carried.

Strategic Planning Committee:

Rob Walters updated the Board that the Committee is working on how to introduce the plan to the Club membership in the fall.

A presentation will be provided at the Annual General Meeting.

Section Reports

Communications: Steve Fish provided an overview on the success of social media advertising and will be meeting with Spencer Maves to discuss expanding social media advertising.

Sean Ford confirmed that most individuals inquiring about playing this year have been directed to the Club's website by social media posts on Facebook, Twitter and Instagram.

Jeff Glover was supportive of expanding the social media advertising and suggested a budget of up to \$1,000.

A motion to allow up to \$1,000 be accessed for social media advertising was made by Rob Walters and seconded by Karen Williams. Motion carried.

Steve Fish also mentioned that the Street Curling display will be set up next week at various locations in Niagara Falls including Firemen's Park and the McBain Centre.

Brodie: Jamie Brunaccioni advised that 15 returning teams have confirmed they will be playing this season while he is waiting to hear back from another 3 teams. Sean also advised that two new teams have signed up.

Youth Curling: Steve Fish advised that Jason Jackson, the Club's new Youth Curling coordinator, is working on submitting an application to Curling Canada for a Youth Engagement Grant to establish a regional youth league. Youth curlers from around Niagara could participate with the team registration fee being donated to a local charity.

Other Business

Acceptance of Reports

A motion was made to receive all presented reports by Karen Williams and second by Jeff Glover. Motion carried.

Adjournments

A motion to adjourn was made by Karen Williams. Motion carried.

Meeting adjourned at 8:53 pm.

Next meeting scheduled for October 18, 2021 at 6 p.m.