



LCC Board Meeting Minutes

In Person

2026-01-29 @ 5:00 pm



1) Call to Order at 5:05 pm

2) Attendance

Trevor Nichols, President

David Millie, VP

Rose Kuchynski, Past President

Anita Stenson, Maintenance

Chris Healy, Treasurer

Sean Burns, Leagues

Lisa Flesher, Sponsorship/Marketing

Ken Stenson, Maintenance

Melissa Neeb, Skills/Development

Invited:

Randi Lawton

Mark Flynn

Joining Remotely:

Katy Farrow, Secretary

Regrets:

Jenny Shaw, Member Services

Gerry Rucchin, Communications director

3) Agenda

a) Additions to the Agenda

b) Acceptance of the Agenda

Motion to accept by consensus

4) Acceptance of minutes from December 3rd, 2026 meeting. See file at:

<https://drive.google.com/file/d/1a6WBsAVI0OSeuapzZadBm3olxE4v-s0/view?usp=sharing>

Motion to accept by consensus

5) Reports:

a) Past President – Rose Kuchynski

- I continue to support and make enquiries of the staff and board members regarding administration with signing of cheques, review and approval of payrolls plus respond to requests regarding our banking, asset reinvestment, use of water bottles, potential end of season competition plus volunteering at club events.

- Safety protocols and policies for employees on ice, from information provided by other clubs, prompted more research to be done with the Ministry of Labour, Municipality of London, CurlOntario, our staff and other resources.
- These enquiries have raised the question of whether our club as the employer has more liability than we had previously imagined with respect to employees and head protection. A summary of findings and recommendations has been presented to the Board for their consideration and development of policies including enhanced waivers, head protection and footwear.
- On my wish list before leaving the board: I would like our lower lounge area to have more and better seating plus tables to create cozier casual conversation areas and viewing opportunities for members. Perhaps bar stool seating as part of the bar area to create improved ambience.

b) Treasurer - Chris Healy

- See report in Appendix A on page 9
- See profit /loss summary using the link below:

<https://drive.google.com/file/d/1ZJEjvjC4YA2L7FFSmbec3amSO-wCpEoD/view?usp=sharing>

- See balance sheet using the link below:

<https://drive.google.com/file/d/1XGBFfe8ZDldWQ3EeaxVk2UwQO4xN-l4X/view?usp=sharing>

c) League Report – Sean Burns

All-Star Bonspiel

- An idea has been raised to hold an All-Star Bonspiel immediately after Club Playdowns. This would allow ANY 4 LCC members to enter a team, including Mixed/Open teams. A new on-ice plaque should be purchased to record our annual All Star Team. Mounting the new plaque before the entry deadline may increase the number of entries. I propose announcing this in January, with entries being taken throughout February and March. An entry fee could be taken (\$40/team) to help offset costs of the new plaque and keeping the lights on after the Playdowns.

Proposed Details

- Open registration from Feb 1 through Mar 21
- Bonspiel would commence the Monday after Playdown Weekend
- Advertise through Website, Mass Emails, and Brochures (lounge tables and bulletin boards)
- Keep format unspecified... don't know how many entries we'll have
- Keep cost low... if it's a single elimination format, then 1/2 teams only get 1 game
- Find out through registration which teams can play in the afternoon... can accelerate schedule

- Proposed Advertisement Wording

As you know, our season normally ends with our Club Playdowns to crown Men's and Women's Champions. This year, we are going to add some additional excitement!... We are introducing an All-Star Bonspiel! This tournament will differ from our normal Playdowns in that teams can take any shape. As long as your team is made up of 4 people, and those people are LCC members, then you're eligible! You can enter your existing league team, or you can make up a new All-Star team... all men, all women, some of each... it doesn't matter. When: the evening(s) and/or afternoon(s) right after our Playdowns... Monday March 30 + Format: TBD... depends on number of entries Cost: \$40 per team Registration can be done online, and will be closed in mid-March.

Don't delay! Gather your All-Star Team and register today!

- d) Skills/Development - Melissa Neeb
- Ran successful brooms and brews event on January 3. 42 participants and 10 instructors.
 - Planning for the next event. The date will need to be changed due to instructor availability. Working with Randi on this
- e) Maintenance – Ken and Anita Stenson - See summary in table
- f) Communication Director – Gerry Rucchin
- Social media posts concentrated on promoting Curling Day in Canada at the London Curling Club, Saturday Nite Rocks and holiday festivities.
 - Social media metrics
 - Instagram
 - Views: 3,486 (+17.9%)
 - Accounts Reached: 346 (+13.1%)
 - Interactions: 54 (+54.8)
 - Followers: 381 (+62.5)
 - *Percentage increases or decreases are compared to Oct. 8, 2025, to Dec. 2, 2025.
 - Facebook
 - Views: 13,473 (+145.1)
 - Viewers: 5,483 (+269.2)
 - Interactions: 205 (+86.4)
 - Followers: 925 (+36.4)
 - Visits: 483 (+17.5%)
 - *Percentage increases or decreases are compared to Oct. 8, 2025, to Dec. 2, 2025.
- g) Manager – Randi Lawton
- Have created invoices for all members who have registered and not paid, these show up on our aging reports, so we can track them easier than from CCM.
 - Volunteer database – ongoing – been making changes, have to make it user friendly – almost ready for posting. Continuing to work with Marnie
 - Working with the plan for Proshop Sales out of the bar – Now have Grippers in the bar – just need to notify Members – Ongoing
 - Have created a website with LCC Swag, added link to our website. 22 items sold first round - Second round has started over 30 items – added colours and more clothing items. Will be opening again in February – will add another colour.
 - Just implementing new inventory program for the bar – will lessen the ½ hour early bartenders will need to come in early. Will trial February/March.

6) Ongoing Business Table

	Issue	Action	Time Frame	Responsibility	Notes	Status
1	Board Orientation/ Google Tutorial	Tutorial to be planned for current and new Board members next September	End of summer but prior to start of season	Randi	Tutorial needed for using Google drive and Gmail. Should also contain a financial review	Randi will set a date/time prior to the start of next season
2	Background Checks	Needed for volunteers working with youth under 18 Currently, there is not an update to date list or record of PRC's in the office		Randi	There is to be a process where persons volunteering with youth, are documented as having the check done and this is maintained in office. They are to be reimbursed for any costs.	Ongoing
3	Photos of Board members	Should be done whether people had submitted photos or not. It would be nice for club to acknowledge contributions by board members. ie. Its never too late to say thank you.	ASAP	Randi	Board Members are to send Randi photos to post on TVs in LCC We do have group photo from last summer...	Ongoing?
4	Security system	Randi is getting quotes (\$3500?) Still waiting for quotes		Randi	Cameras could be monitored on a phone, tablet etc Off season acquisition	Ongoing
5	Meeting expenses	How do we meet expenses with declining enrolment?		Board	Cost controls? Reduce spending to control operating costs?	Ongoing
6	How do we	What is an		Board	Recognition of	Ongoing

	find and keep members?	acceptable number of members? How have membership numbers changed?			long term members? Who are we trying to attract?	
7	Recruit new members	Recruit more high school students and parents Members should recruit friends and neighbours	Keep on agenda for future meetings	Board	Advertise/promote new member initiative for next year. Do we want to be a competitive or rec club???	Ongoing
8	Data needed on membership	How many are signed up in current leagues?		Dave Randi Jenny	When did people sign up? Demographics?	Ongoing
9	Changing bank relationship	Change to Libro for banking.		Chris	Switch should be complete by February	Ongoing
10	All Star Bonspiel	Bonspiel after playdowns on the Monday night.		Dave Sean	Any competitive team could enter. Would not qualify for zones	
11	Inclusive, Accessible Club Accreditation	https://curlingontario.ca/safe-inclusive-accessible-club-accreditation/ What are the full implications of such an endeavour??		Randi	Motion to investigate the feasibility and cost of adding wheelchair access to the ice	Ongoing
12	SOP's	All members were sent the most recent SOP's. Rose sent a follow up email in January.	ASAP	Katy	Please review and let me know if any changes are necessary.	Ongoing

7. Maintenance

Issue	Action	Time Frame	Responsibility	Notes	Status
Replacing Condenser	Mark received quotes from Black and McDonald, CIMCO, and Clauger. All three companies recommended BAC.	ASAP -	Mark Anita Ken	Motion from Executive to go to Board recommending that Clauger be used to install condenser, pump and ladder system.	Ongoing - What money has been spent? Timelines?
Scraper batteries	Two batteries are needed for the ice scraper.	ASAP	Mark	Glass lined batteries are \$700 each but have a much longer life span compared to lead acid. Motion to Board to purchase glass lined batteries.	Complete?
Jobs Completed to date	See summary: https://drive.google.com/file/d/1KKHoXOG5sxxkVQyZfOyi2Trkyz6MIQOSP/view?usp=sharing		Ken Anita		

8. New Business Table

	Issue	Action	Time Frame	Responsibility	Notes	Status
1	Helmet Policy for staff	Policy needed for Head Protection. Is the Board liable if we do not provide helmets and ice staff don't wear them?	ASAP	Trevor to draft policy	https://drive.google.com/file/d/1Sq-o3GQwS_VJC2SQQYnUiB6GhhKnC6gu/view?usp=sharing See Motion below	Ongoing
2	Helmet Policy for Volunteers	Children under 12 should wear helmets – should volunteers lead by example?	ASAP	Trevor to draft policy	Duty of care for volunteers? Make a suggestion and then provide waivers	Ongoing
3	Ice Tech Footwear	What footwear should ice techs have for best safety practices? Footwear	ASAP	Mark Ranid	Motion needed to recommend that an allowance be given to ice staff to	Ongoing

		more important than helmets?			purchase the most appropriate footwear	
4	Risk Assessments for all staff	Injuries or accidents are possible for all staff including bar and office	ASAP	Randi Dave	More ergonomic work stations needed in office? Safety considerations for bar staff?	Ongoing
5	General safety	Eliminate distractions: No members should be on ice when staff are working. 6Lanyard or emergency button?	ASAP	Mark Randi Ken	Members should replace grippers more often – grippers as part of membership cost? Have Goldline come to an early bonspiel or at the beginning to talk about safety?	Ongoing
6	Safety Week	Promote best safety practices at start of season. Have different head protection, helmet, grippers on display for purchase.	Beginning of next season	Dave	Have Goldline come to an early bonspiel or at the beginning to talk about safety?	Ongoing
7	Artisan Market	Board approved this Market		Randi Kathy	Considerations: Do we need extra insurance for this? How many vendors are expected? Logistics?	Ongoing
8	Nomination Committee	Committee needed to find new vice president	Before April	Trevor Rose Dave	Goal to find new vp and any other board vacancies – members to advise President if they are not staying on board for next season.	Ongoing

7) Next meeting for Board will be
Adjournment at 6:30 pm

Motions

1) Ice Tech Footwear motion:

To assist our staff in maintaining club safety protocols, the club will reimburse them for the purchase of recommended and sanctioned footwear (as agreed upon by head ice tech and club manager) each season, if required. In addition, to mitigate the club's liability for its employees, head protection (ie. Standard helmets for curling clubs), for any staff working on the ice at any time is highly recommended. Staff will be fully reimbursed for the cost submitted for such head protection, at their request. Head Ice Tech and Club Manager to determine best practice for the procedure and inform all staff of this policy.

Moved by Rose

Seconded by Katy

All in favour

Appendix A

Treasurer Report, January 29, 2026

Year-to-date (YTD) reports for cumulative Revenue and Expenses are available in the shared Drive for this meeting.

Operating Performance - Revenue

- A very imperfect forecast would place the club at \$506,000, or 98% to overall target.
- The Club has benefited from an \$18,000 commitment from Sport Tourism, City of London, for providing practice facilities for the Grand Slam event in the Fall.
- Overall membership dues are likely to finish 5-6% below the forecast.
- Bar sales are still pacing slightly off pro-rated forecasts, but if bonspiel bar sales exceed expectations, total bar revenue could exceed forecasts.
- From this point forward, final revenue performance will largely depend on bar sales and ice rental revenues.

Operating Performance - Expenses

- *We will attempt to extract data from the prior accounting system and I will be preparing an expense comparison in the weeks ahead.*

LCC - Operating Revenue							
& Expense	YTD	CURRENT	% to Target	Notes	PRIOR YEAR (2024/2025)		
	1/27/2025	YR BUDGET			Actual	BUDGET	
Revenue							
Membership Dues	280,283.37	\$299,509	93.58%	** 6.4% below forecast. Future card sales will add to rev	280,095	296,989	
Capital Fees & Fundraising	29,238.00	\$28,750	101.70%	target met	28,353	27,090	
OCA/OLCA Dues	5,185.97	\$4,935	104.68%	target met	5,093	5,071	
Bar Sales	47,308.44	\$85,484	55.34%	~4% below target	89,253	75,926	
Pro Shop Sales	11,018.31	\$12,823	85.93%	likely to meet target	11,971	13,609	
Bonspiels	21,320.14	\$15,000	142.13%	target exceeded	11,407	19,450	
Club Events+Ladies section	265.49	\$3,500	7.59%	additional forecasting required	3,547	2,000	
Ice Rental	23,651.90	\$30,000	78.84%	target exceeded (including special events)	33,879	17,015	
Advertising Income	9,820.00	\$10,000	98.20%	on target	8,870	9,450	
Locker Rental	8,914.62	\$8,215	108.52%	target exceeded	8,840	7,500	
Interest Earned	5,152.63	\$10,530	48.93%	represents 1/2 of year; will fall slightly below forecast	18,806	17,000	
Donations	5,408.00	\$1,500	360.53%	target exceeded	1,500	0	
League rental		\$3,000	N/A		2,993	0	
Other (Misc Income, Credit Card Recovery)	2,006.27	\$3,800	55.73%	forecasting not applicable	64	600	
Special Events	18,000.00						
Total Income	\$467,553	\$516,845	90.46%		504,672	491,700	
Forecasted Total Income	506,006	516,845	97.90%				

Current Asset Report

ASSETS	
Current Assets	
1000 - Petty Cash	460.35
1050 - Chequing	249381.01
1060 - TD Canada Trust Savings	5272.79
1061 - GIC Chq's Operating	223845.82
1062 - GIC - Savings	252817.36
1100 - Accounts Receivable	44866.4

As previously discussed, the GICs will not renew with TD, but be put into a laddered system with Libro to ensure all assets of the club are not tied to a single maturity date. There is ample cash to cover the operating expenses of the club and the expected compressor down payment.

Significant Accounts Receivable

Of note is the significant Accounts Receivable. The club has over \$16,000 in outstanding payables that are over 120 days old, including outstanding unpaid dues from 9 members. With ample cash reserves, there is little need for urgency to address the situation, but it is, broadly speaking, not good practice to extend such generous payment terms.

Updates on Outstanding Items

Switchover to Libro Credit Union

The required documentation has now been assembled, and Executive members should receive requests from Libro in the next 1-2 weeks for the required documents to proceed with setting up signing authorities.