



LCC Board Meeting Minutes

In Person

2025-10-19 @ 1:00 pm



1) Call to Order

2) Attendance

Trevor Nichols, President

David Millie, VP

Rose Kuchynski, Past President

Katy Farrow, Secretary

Chris Healy, Treasurer

Melissa Neeb, Skills/Development

Sean Burns, Leagues

Jenny Shaw, Member Services

Ken Stenson, Maintenance

Anita Stenson, Maintenance

Gerry Rucchin, Communications director

Invited:

Mark Flynn

Absent

Randi Lawton

Lisa Flesher, Sponsorship/Marketing

3) Agenda

a) Additions to the Agenda

b) Acceptance of the Agenda

Motion to accept by consensus

4) Acceptance of minutes from June 8th, 2025 meeting. See file at:

https://drive.google.com/file/d/1iIOVwkarg_cNSx_zYi26R5LGMvaVIMdH/view?usp=sharing

Motion to accept by consensus

5) Reports:

a) President – Trevor Nichols

b) Vice President – David Millie

I need to establish a learning plan on getting up to speed on a lot of things as I haven't been a member as long as many others. One of the most important things is meeting everyone I should know and sitting down for a coffee chat.

1) Everyone on the board

2) League Conveners

3) Managers/Staff

- c) Past President - Rose Kuchynski
- Supported Jenny Shaw and team for Volunteer Appreciation event October 4.
 - Continue to approve payrolls and sign cheques for LCC
 - Liaised with Club Manager on cola increases, change of cheque signers.
 - Response to Kathy Hill regarding inquiry on personnel review and clarification of office responsibilities. Apologized for delay and advised that it is Board intention to do personnel reviews and also to ensure that required personnel files are maintained.
 - Liaised with Chris Healy regarding this.
 - Received and reviewed Volunteer Database info.

d) Treasurer - Chris Healy see summary

Operating Bank Balance at September 30, 2025	\$358,811.90
Capital Savings Balance at September 30, 2025	\$5,253.08
Term Deposits Balance at September 30, 2025	
Operating acct GIC (11/07/2025)	\$222,740.60
Capital Savings GIC (11/07/2025)	<u>\$251,569.11</u>
Total at September 30, 2025	\$838,374.69

Comments

- Both GIC's are maturing on Nov 7th.
- There are opportunities to maximize interest income from the GICs by opening an account with a credit union (Libro) or an alterna-bank such as EQ Bank. A cursory check shows a spread of 100 basis points between EQ Bank and TD currently, or approximately \$4700 for the full year.
- Further, longer-duration GICs invested in a ladder could yield both additional interest income while retaining flexibility.
- I will investigate further and table a proposal at the next Board meeting.
- In the interim, I move that the GICs be renewed at the going rate on November 7th, 2025 for another 3-month term.

Capital Fundraising	Contributions since inception
2017/2018	\$ 14,300.00
2018/2019	\$ 40,046.00
Term Deposit Designated	\$ 253,768.00
2019/2020	\$ 33,126.00
2020/2021	\$ 25,334.94
2021/2022	\$ 21,770.50
2022/2023	\$ 23,595.00
2023/2024	\$ 27,090.00
2024/2025	\$ 28,352.50
2025/2026 (YTD)	\$ 28,974.00
Total to Date	\$ 496,356.94

e) Manager Report – Randi Lawton

- Online Calendar for Practice times for the season are up and filled in. Just ironing out final items to include in email to members for timing allowed to book and instructions on how to do so - ongoing
- New Accounting Software is up and seem to be working great. Have created a shared drive with Chris Healey (and future treasurers), Kathy and myself to be able to put monthly reports up, for viewing, including bank reconciliation, as this seems to not be viewable by read only.
- 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 – another draft of the Google Form has been created and sent to Marnie and Brenda to look at for bugs and improvements.
- Working with the plan for Proshop Sales out of the bar – sale of simple items – sleeves, grippers, pads – will continue to work on the process of storage of items and best practice to deal with Point of sales machine.
- Have created a website with LCC Swag, added link to our website. Will add more options in November for second round.
- Saturday Nite Rocks – registration at 23 people, matching last years first session last year – still 3 weeks to go. Second session was 32.
- Dishwasher has been fixed in the bar area – cost \$400, parts and labour
- Multiple new Local Beers have been added at the bar! Working on a zero sugar cooler option.
- Have been working with Ken on simplifying the bar area, replaced the pricing board with chalk boards to show all beverage options, pricing, to remove the empty bottle display area to allow more counter space and clean view through.
- New AED and training to be completed early November

f) Skills and Development – Melissa Neeb

g) Maintenance Report-Ken Stinson

h) Head Ice Technician – Mark Flynn

i) League Report – Sean Burns

- Registration went smoothly
- Conveners meeting was held
- All leagues are underway!
- League-related webpages have been updated
- 1 issue is that Tuesday nights (16 Thompsons Social teams and 10 Rolling Stones teams) are overflowing onto Wednesday nights for 1 game per week.

League Numbers

- 512 Members enrolled

League	Enrolled	TeamCount
Business Women	43	10
Daily Open (Weekday Pay/Game)	106	
Friday Mixed	39	10
Learn To Curl	27	
Miller	45	11
Monday Daytime Men's	45	11
Rolling Stones	38	10
Sunday Night Open (Individual Entry)	28	7
Teasdale	60	14
Thames Valley	41	10
Thompson Social	62	16
True North Rockers	45	12
U12 Youth Introduction to Curling (New Member Sign-Up)	21	
U15 / U18 Junior Curling	19	
Wednesday Daytime Social	37	9
Wednesday Evening Open	63	18
Women's Daytime Friday Teams	43	11
Women's Daytime Thursday	25	7
Women's Daytime Tuesday	43	11
LeagueCount	Members	
1	292	
2	138	
3	66	
4	16	

j) Member Services – Jenny Shaw

August

- Began preparing for the Open House our Try Curling day. Worked with Randi on posters, advertising and emailing potential new members from list generated from the London Library Club Day back in May.

September

- I secured 3 member volunteers to help with the first Open House. Just Randi and I attended the second Open House. The Open House was held on Saturday September 13, from 1 to 4pm. The second was held on Thursday September 18 from 4 to 7pm. The attendance was very poor (just one family).
- I suggest we have only one Open House next year. Or we combine the Try Curling with an Open House concept held in the upstairs lounge.

October – event date Oct 4, 2025

- Work again with Randi to make poster, advertise and post sign-up schedules for the Try Curling event. This part of the day was led by Melissa and Dan. They had approximately 30 potential members on the ice. The on-ice portion was followed by a presentation letting the participants know what options were available to them. The handout was very informative. This is where we could incorporate the “Open House” concept.
- Members Curling was also a success. We had 35-40 members participating. We setup two time slots, 3:30-4:30 and 4:30 to 5:30 for member to book online. The ice was not cleaned between these time slots, so everyone had the full hour. Some member showed up but had not registered online, however we did manage to accommodate them. A board member should be available during this time period to ensure a smooth transition between time slots and manage those without a booked sheet.
- Volunteer Appreciation was held from 5:30-7pm. Attendance was about 35-40 members. The food, decorations, setup and cleanup were organized by me and 4 volunteers. The total cost was \$366. We announced the Spirit of Curling Award recipients and the Volunteer Service Awards from the Ontario Government. As well as introducing any board members in attendance. We also had 3 draws, 2 bottles of wine and some chocolates.
- I recommend we do this event again next year but reduce the cost. The decorations can be reused and reduce the amount of food purchased as we had lots of leftover foo

k) Marketing - Lisa Flesher

l) Communications – Gerry Rucchin

- Created a communications plan for the year. The reasons were to:
 - a. Develop communication goals.
 - b. Communicate key messages.
 - c. Identify audiences.
 - d. List of tactics
 - e. Establish deliverable dates.

The communication plan can also be a template for subsequent curling seasons. It can be updated each year by adding and removing initiatives.

- Social media posts distributed for August and September
 - a. 16 posts – 8 Facebook posts and 8 Instagram posts.

Social media metrics

Instagram

Views: 2,907

Accounts Reached: 1,164

Interactions: 92

Followers: 370

Facebook

Views: 13,509

Interactions: 323

Followers: 911

Most popular Facebook posts:

1. Scotia Maltman story (Views, 4,630; Interactions: 134)
 2. Try Curling (Views: 4,266; Interactions: 71)
 3. Open House (Views: 2,023; Interactions:50)
- Media release about Scotia Maltman competing at the AMJ Masters – sent to local media Sept. 19, 2025
 - a. CBC picked up the news release with:
 - i. Website Q and A story (Sept. 27, 2025): <https://www.cbc.ca/news/canada/london/q-a-this-londoner-is-competing-with-the-world-s-best-at-the-grand-slam-of-curling-1.7645210>
 - Radio interview (Sept. 25, 2025): <https://www.cbc.ca/player/play/audio/9.6917019>

I wrote a story about Scotia Maltman for the website (Randi posted), and it was also a social media post. The story will also appear on Rock Talk.

6) Ongoing Business Table

Issue	Action	Time Frame	Responsibility	Notes	Status
Registration status	Down by 30 curlers. Should there be early registration?		Sean	Are we losing members or are they curling less or in different leagues?	Complete
Budget Report	Dues 11% lower than predicted resulting in a significant shortfall. See report page 12	August - October	Chris	Budget items recommendations maintenance & portfolios & wages (COLA) Motion for COLA increases	ongoing
Board Orientation/ Google Tutorial	Tutorial to be planned for current and new Board members	End of summer but prior to start of season	Gary and Sue Peters Randi?	Tutorial needed for using Google drive and Gmail.	Someone to take lead on this and set a date/time

Ontario Volunteer Service Award	Brenda Rouse presented awards to members: Dan and Melissa Neeb Bruce Thom Jim Russell Kevin MacDonald	Volunteer Recognition night, October 4th	Rose – delegated to member, Brenda Rouse	Nomination forms should include: number of years people volunteered and served on the Board; Board position, other positions held in the club	Complete
Background Checks	Needed for volunteers working with youth under 18		Randi	Done by LPC as part of the Child and Youth Safety Policy	Ongoing

7. Maintenance

Issue	Action	Time Frame	Responsibility	Notes	Status
Maintenance completed to date	See: https://docs.google.com/spreadsheets/d/1HIFqca40KGjbcmbuG8yWgwTKAPnmF1X4/edit?usp=sharing&oid=108596587916349830977&rtpof=true&sd=true	Sept to October	Ken and Anita	Establishing baselines for repairs etc is necessary since there is no history of what has been done before	Ongoing
Structural review To determine building viability	Cost estimate of \$2500 provided.	Structural review in 5 years: need ice to be in to use scissor lift and inspect ceiling	Ken	Structural review completed and won't be needed for 5 years	Complete
Condenser	Can be ordered now and stored until spring	ASAP	Ken and Mark	Will need money/deposit up front	Ongoing
Solar Panels on Roof	Ken has gotten estimates on placing solar panels on the roof from two companies	Waiting for response from city as to whether the London grid will support it	Ken	No grants since we don't have space for batteries to store energy. Would sell energy back to Hydro for credit.	Ongoing

Air conditioner/ Heater	Office staff only needs air conditioner		Ken	No insulation above lounge. Quote needed for split on roof	Ongoing
Unloader on compressor	Needed so compressor runs more efficiently		Ken and Mark	Less pressure on condenser with unloader	Ongoing
Lights	Should be turned off when the last person leaves the ice		Staff?	Who is responsible?	Ongoing
Light Ballasts	Ballasts are failing since they are not meant for the wet environment	September- April	Ken	Ballasts are replaced as they fail	Ongoing
Roof	Roof has been leaking in heavy rain and wind	Next summer?	Ken	New roof is needed- asphalt shingles would work if we get solar panels	Ongoing
Yearly Budget	Should a set amount be set aside for maintenance every year?	Next spring		Agreed that any cost under \$2000 does not need to have Board approval to proceed	Ongoing

8. New Business Table

Issue	Action	Time Frame	Responsibility	Notes	Status
AED replacement	See motion	ASAP	Randi		
Photos of Board members	Photos for posting on TV screens	ASAP	Randi	Board Members are to send Randi photos to post on TVs in LCC	Ongoing
Communications report	Plan to Grow followers by 3% yearly Post regularly	25-26 season	Gerry	Biggest challenge – conversion to members from followers	Ongoing
Volunteer Database	See document at https://docs.google.com/document/		Marnie Dickout		

	d/1Bz-tSRo8A6ZzXjWCFjT9oz8eMVhU7VVVs/edit?usp=sharing&oid=108596587916349830977&rtpof=true&sd=true		Randi Kathy		
Bring a Buddy	Members can book online to bring a friend to try curling for no charge	25-26 season	Trevor	Non members must complete waiver form found online or at bar	
Auditor quotations	Change AGM to fall		Rose Chris	Obtain quotes for audit in summer – down time for auditors?	Ongoing
Grant proposal	Grants to improve accessibility issues? Grants to improve accessibility issues? Someone to make enquiries of Ilderton on their wheelchair curler program. Is there a demand for this for LCC? Trillium grant for potential new equipment purchase.		Randi Trevor to make inquiry of Tony Francolini	Do we need a grant writer? Randi offered to prepare. Wording and financial reporting for Trillium grants especially is very important. Need to ensure that someone with very good understanding of financial statement terminology reviews the application, prior to sending. There is a file in the admin office on last submission that should be reviewed.	
Security system	Camera at back door? Bar staff to have monitor? Why do we have false alarms? Have Mark meet with the security company? (Tyco)				Ongoing

Back to Work Forms	Forms needed for accommodating health issues when employees come back to work	ASAP	Rose and Chris	Forms should be filled in by doctor – could be a liability issue. Need to know what restrictions are applicable.	Ongoing
Update Job Descriptions and Personnel Files	Need to update job descriptions and personnel files Also need to do employee reviews and goal setting	ASAP	Randi Chris Rose	Very little in personnel files. Rose will provide list of standard documents to be kept for all employees of LCC including part time staff. There has been a request to have clarification of admin duties.	Ongoing
Derek McClary Ice Tech Course	Derek took a course to qualify as an level one Ice Tech. Motion by Trevor to cover all of his costs	?	Trevor	Derek should be reimbursed for the course and some travel upon successful completion. Caveat – he should remain in the employ of LCC for at least one year	Ongoing
Bartender travel	Bartenders should regularly submit their travel mileage for reimbursement	ASAP	Randi	Bartenders need to discuss with manager what is consider travel that should be reimbursed	Ongoing
Girls Rock – sponsored by Scotties https://curlingcanada.formstack.com/forms/girlsrock_curlingcentre_application Get Girls Coached https://womensport.ca/en-	Jenny is looking for Board approval to support this since there is a cost and volunteers are needed Rose also suggested the federal campaign Get Girls Coached.	Decision made to delay application until next year	Jenny and Rose	1. What high-level strategies will we use to meet the goals of the program. (See form for goals) 2. What local funding resources or support will we access? 3. What outreach or marketing plan will we use to reach a diverse representation of new-to-curling girls?	Ongoing

ca/campaign/keepgirlsplaying					
Inclusive, Accessible Club Accreditation	https://curlingontario.ca/safe-inclusive-accessible-club-accreditation/				Ongoing
Meeting Dates?	Five dates needed				

7) Adjournment at 3:15 pm Rose moved. All in favour

Motions:

1. Motion: There should be \$2195 spent on replacing the current AED and that additional money be spent to make sure that there are trained members and staff in the building at all times who are able to use it.

Moved by Katy Farrow

Seconded by Rose Kuchynski

All in favour

2. Motion: There should be COLA increases of 2.5% for all employees for the 25-26 curling season

Trevor Nichols moved

Dave Millie seconded

All in favour

3. Motion: Derek McClary costs for Ice Technician course (\$1308.43) should be covered by the LCC.

Trevor Nichols moved

Rose Kuchynski seconded

All in favour

4. Motion: In the interim, the GICs will be renewed at the going rate on November 7th, 2025 for another 3-month term.

Chris Healy moved

Katy Farrow Seconded

All in favour

Minutes respectfully submitted on October 29th, 2025 by Katy Farrow, Board Secretary

YTD Revenue Results Analysis

Revenue	YTD 10/16	Full Year BUDGET	% to Target	Notes
Membership Dues	\$266,506	\$299,509	88.98%	** 11% below forecast
Capital Fees	\$28,974	\$28,750	100.78%	target met
OCA/OLCA Dues	\$4,956	\$4,935	100.43%	target met
Bar Sales	\$4,115	\$85,484	4.81%	insufficient data to forecast full year
Pro Shop Sales	\$3,959	\$12,823	30.88%	insufficient data to forecast full year
Bonspiels	\$3,292	\$15,000	21.95%	insufficient data to forecast full year
Club Events+Ladies section	\$24	\$3,500	0.67%	insufficient data to forecast full year
Ice Rental	\$698	\$30,000	2.33%	insufficient data to forecast full year
Advertising Income	\$9,820	\$10,000	98.20%	on target
Locker Rental	\$8,711	\$8,215	106.04%	target exceeded
Interest Earned	\$2,799	\$10,530	26.58%	represents 1/4 of year; will meet forecast
Donations	\$4,358	\$1,500	290.53%	target exceeded
League Rental		\$3,000	0.00%	
Other (Misc Income, Credit Card Recovery)		\$3,600	N/A	
Total Income	\$338,212	\$516,845	65.44%	

Commentary

The budgeted Membership Dues total of \$299,509 will likely not be reached. Total forecasted membership was 530, and the club currently stands at 512, or 3.4% below target. Current YTD figures will also not capture winter-session U12 participants or additional Game Card sales, so the -11% gap to the budget target will narrow through to January.

The key drivers behind the shortfall are the lower membership numbers and resulting lower league enrolments, and fewer multi-league enrolments. Additionally, the budget overestimated revenue from Learn to Curl and U12 / Junior Program. I would also note that the club is currently 9.5% behind last year's total of \$280,095.

The Capital Fees, OCA/OLCA Dues, Advertising, Locker Rental, and Interest Earned are all at, or pacing to meet the Budget target. Capital Fees were boosted by a 5.6% increase year over year, which was not captured in the Budget.