

# LONDON CURLING CLUB

## BOARD OF DIRECTORS MEETING MINUTES

<b>COMMITTEE:</b>	Board of Directors	<b>MEETING DATE:</b>	Apr. 11, 2023
<b>COMMITTEE CHAIR:</b>	Steve Hobbs	<b>TIME/LOCATION:</b>	7:00 via Zoom
<b>ATTENDEES:</b>	Steve Hobbs Gary Peters Kevin MacDonald Jeanette Walker Fay Weiler Sarah Duplan, Lisa Flesher, Melissa Neeb Richard Rodgers Bruce Thom,  Greg Lewis, Manager Mark Flynn, Head Ice Tech	<b>REGRETS:</b> Tony Francolini Stacey Farley,  <b>OBSERVER:</b> Katy Farrow	

Item	Summary	Action
<b>1.0 Call To Order</b>	Steve called the meeting to order at 7:15.	
<b>2.0 Agenda</b>	Motion to accept the Agenda as circulated; moved Fay; 2 <sup>nd</sup> Jeanette; Carried	
<b>3.0 Minutes Feb.21<sup>st</sup> meeting</b>	Motion to accept Feb. 21 <sup>st</sup> minutes as circulated: Jeanette; 2 <sup>nd</sup> Kevin Carried	
<b>4.0 Recording of Email motions</b>	None	
<b>5.0 Reports</b> <b>5.a)</b> <b>President</b> <b>Steve Hobbs</b>	<p>The 175<sup>th</sup> Anniversary Bonspiel was a huge success and a great way to celebrate this special season. Many thanks to the organizing committee, especially Greg and Dawn Lewis for looking after many of the details. I would like to suggest that the renamed Anniversary Open Bonspiel become an annual event at our club.</p> <p>Thanks also to Bruce Thom for again organizing our club championships. We will discuss at our meeting the possibility of LCC and Highland competing sometime this fall in a City of London Championship.</p> <p>Renovations to the second floor kitchen and bathrooms are proceeding. Demolition is nearly completed, thanks to the efforts of many surehanded volunteers. Full Spectrum contracting will be starting the rebuild in August. We will require many hands again in September for painting and putting everything back in order in time for the start of the season. Please let Kevin know your availability.</p> <p>New board members for the 2023-24 season, subject to approval at the AGM, include Rose Kuchynski, VP and Katy Farrow, Secretary. Fay has kindly agreed to stay on the board next year to help Katy and also work on the SOPs. Thanks to all directors for stepping up and making our curling club great.</p> <p>With the AGM out of the way, we traditionally have a combined board meeting with departing and new board members. I would like to host this event at my house on Tuesday, July 4 at 6 o'clock. Please keep the date open. Details to follow.</p> <p>-----</p>	Tabled, Next board



Item	Summary	Action																		
<p>-----</p> <p><b>5.e) Treasurer Jeanette Walker</b></p>	<p style="text-align: center;"><b>April 11<sup>th</sup>, 2023</b></p> <p>Operating Bank Balance March 31 2023     -     \$ 256,620.48  Capital Savings Balance March 31 2023     -     \$ 34,880.35  Term Deposits Balance March 31 2023     -</p> <p style="padding-left: 40px;">Operating acct GIC (Apr 30/23)     \$ 155,433.94  Capital Savings GIC (May 07/23)     \$ <u>388,127.00</u></p> <p style="text-align: right; padding-right: 40px;">Total     \$ <u>835,061.77</u></p> <p>CEBA loan – \$40K due December 31<sup>st</sup>, 2023     \$ 0.00</p> <p>(Note: balance as of April 30<sup>th</sup>, 2022 - \$840,027.85)</p> <p><b><u>Comments:</u></b></p> <p>The CEBA loan was repaid to TD Bank at the end of March.  The Capital fees collected at registration time were transferred to the Capital Savings account. I will leave this in cash rather than investing into the GIC so the cash will be available as needed for the costs of the renovations to the upstairs lounge.  The Operating account should have enough cash to cover the expenses over the summer, but I will monitor to see if we need to reduce the amount of the GIC when it matures.</p> <table border="1" data-bbox="354 999 1292 1329"> <thead> <tr> <th colspan="2" style="text-align: left;"><b>Capital Fundraising</b></th> </tr> </thead> <tbody> <tr> <td>2017/2018</td> <td style="text-align: right;">\$ 14,300.00</td> </tr> <tr> <td>2018/2019</td> <td style="text-align: right;">\$ 40,046.00</td> </tr> <tr> <td>Term Deposit Designated</td> <td style="text-align: right;">\$ 253,768.00</td> </tr> <tr> <td>2019/2020</td> <td style="text-align: right;">\$ 33,126.00</td> </tr> <tr> <td>2020/2021</td> <td style="text-align: right;">\$ 25,334.94</td> </tr> <tr> <td>2021/2022</td> <td style="text-align: right;">\$ 21,770.50</td> </tr> <tr> <td>2022/2023</td> <td style="text-align: right;">\$ 23,595.00</td> </tr> <tr> <td><b>Total to Date</b></td> <td style="text-align: right;"><b>\$ 411,940.44</b></td> </tr> </tbody> </table> <p><b><u>Recommendation</u></b></p> <p>N/A  For Revenue &amp; Expenditure see appendix.</p> <p>Jeanette also reported that re Brier proceeds, we have no info as yet. We have received the balance of the 50/50.</p>	<b>Capital Fundraising</b>		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	<b>Total to Date</b>	<b>\$ 411,940.44</b>	
<b>Capital Fundraising</b>																				
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																			
<b>Total to Date</b>	<b>\$ 411,940.44</b>																			
<p><b>4.ajii Past President Kevin MacDonald</b></p>	<p>Kevin presented the Nominating Committee's recommended slate of officers for next season.</p> <p>President: Gary Peters  Vice President: Rose Kuchynski  Past President: Steve Hobbs  Treasurer: Jeanette Walker  Secretary: Katy Farrow  Communications/Promotions: Sarah Duplan  Property Maintenance: Kevin MacDonald</p>																			

Item	Summary	Action
	Leagues: Bruce Thom Member Services: Richard Rodgers OCA: Tony Francolini Skills and Development: Melissa Neeb Sponsorship/Advertising: Lisa Fletcher SOP Manual - 1 yr term Fay Weiler  Motion to accept the slate to be presented at the AGM -moved by Kevin; 2 <sup>nd</sup> by Bruce; Carried	
<b>5. DIRECTORS' REPORTS</b>		
<b>5.f Communication, Promotion Sarah Duplan</b>	Sarah reported that there has been an increase in the number of Instagrams She plans to carry on with some activity during the summer. Greg will put Sarah in contact with the Curl London group. He will also keep her up to date with developments with the Fanshawe involvement.	Greg
<b>5.g Sponsorship/ Advertising Lisa Flesher</b>	Lisa reported that she plans to revise the ad form and price list during the summer. She will draft them and circulate them to the Board for input/approval.	Lisa
<b>5.i Leagues Bruce Thom</b>	Convenors of all leagues eligible for the playdowns which start Monday 27 <sup>th</sup> at 6 pm. have been notified along with the rules of play and all leagues are willing to participate. Some leagues have not yet finalized their champion and so the draw for playdowns will be sent later this week to those involved. The women's final is yet to be determined on which night is agreeable while the five men's leagues will be playing a round robin plus a 1 vs. 2 game from Monday until Wednesday. I will be sending out an email to all convenors after this week to thank them for their great work as volunteers and to ascertain who might be leaving or returning next season as well as forwarding them a financial report sheet to be completed for the office. Bruce also reported that he is working on expanding the Club playoffs protocol for deciding the Club Champions.	Bruce  Bruce
<b>5.k OCA Tony Francolini</b>	No report.	
<b>5.h Property Maintenance Kevin MacDonald</b>	<ul style="list-style-type: none"> <li>• The roof access ladders should be installed mid to late April. This will enable workers to service the roof HVAC system.</li> <li>• General maintenance will occur over the summer.</li> </ul> <u>Second Floor Renovation</u> <ul style="list-style-type: none"> <li>• Thank you to Dawn Lewis and the ladies that sorted and emptied the storage rooms and kitchen.</li> <li>• Thank you to Dawn and Greg Lewis for the research into cupboards, flooring, countertops, and paint.</li> <li>• Thank you to the work crew made up of Greg Lewis, Steve Hobbs, Gary Peters, Bruce Thom, John Crosby and myself, who generously gave two days of labour. The chairs were all relocated to the main floor, tables disassembled, kitchen and bathroom gutted, piano taken apart, flooring and carpeting removed. Greg cleaned and repaired the kitchen window, worked on removing all the wall plugs and Dawn cleaned up the messes the crew made.</li> <li>• Dave Mann estimated our paint needs and purchased paint supplies on his account, saving us retail costs.</li> <li>• By April 14<sup>th</sup>, the plan is to repair the storage room walls and paint them with primer.</li> </ul> The renovation includes a complete kitchen renewal, converting the women's washroom to two gender neutral washrooms, and refurbishing the two storage rooms.	

Item	Summary	Action																								
	<p>The upstairs lounge will be repainted. Unfortunately, there are unforeseen costs. It was determined that it would be cheaper to replace the upper cabinets than to refurbish them. The electrical wiring is insufficient, 30 amps fed the whole second floor, and must be replaced. Probably 120 amps will be required and the whole kitchen must be rewired. An electrical permit will be required, and the wiring must pass current electrical code.</p> <p>Full Spectrum Home Improvements, operated by LCC members Ken and Anita Stenson, have been contracted to do most of the labour and oversee the renovation. We have taken out some of the labour costs included in Ken's quote through the volunteer labour already completed. Tony Francolini has contacted a grant writer to apply for a Trillium grant to assist in covering the reno costs.</p> <p>A breakdown of the projected costs are as follows:</p> <table border="0" data-bbox="451 516 1122 951"> <tr> <td>Full Spectrum</td> <td>\$14,000</td> </tr> <tr> <td>Kitchen Cabinets</td> <td>\$9,000</td> </tr> <tr> <td>Electrical (estimate in progress)</td> <td>\$3,500</td> </tr> <tr> <td>Plumbing</td> <td>\$500</td> </tr> <tr> <td>Flooring (estimate in progress)</td> <td>\$4,000</td> </tr> <tr> <td>Paint and supplies</td> <td>\$700</td> </tr> <tr> <td>Dumpster and fees</td> <td>\$300</td> </tr> <tr> <td>New stove/microwave</td> <td>\$2,000</td> </tr> <tr> <td>Commercial grade sink counter combo(?)</td> <td>\$2,000</td> </tr> <tr> <td>Counter tops</td> <td>\$2,000</td> </tr> <tr> <td><u>New large screen TV for upper lounge</u></td> <td><u>\$2,000</u></td> </tr> <tr> <td><b>Total</b></td> <td><b>\$40,000</b></td> </tr> </table> <p>NOTE: It was also reported that the old brown chairs have been sold. The others are posted on kijij. The new tables will cost about \$3200, the new chairs have not yet been organized.</p>	Full Spectrum	\$14,000	Kitchen Cabinets	\$9,000	Electrical (estimate in progress)	\$3,500	Plumbing	\$500	Flooring (estimate in progress)	\$4,000	Paint and supplies	\$700	Dumpster and fees	\$300	New stove/microwave	\$2,000	Commercial grade sink counter combo(?)	\$2,000	Counter tops	\$2,000	<u>New large screen TV for upper lounge</u>	<u>\$2,000</u>	<b>Total</b>	<b>\$40,000</b>	
Full Spectrum	\$14,000																									
Kitchen Cabinets	\$9,000																									
Electrical (estimate in progress)	\$3,500																									
Plumbing	\$500																									
Flooring (estimate in progress)	\$4,000																									
Paint and supplies	\$700																									
Dumpster and fees	\$300																									
New stove/microwave	\$2,000																									
Commercial grade sink counter combo(?)	\$2,000																									
Counter tops	\$2,000																									
<u>New large screen TV for upper lounge</u>	<u>\$2,000</u>																									
<b>Total</b>	<b>\$40,000</b>																									
<p><b>5.j Member Services</b> Richard Rodgers</p>	<p>As of the end of the 2022/2023 curling season we have only received 5 Spirit of Curling nominations which breaks down to 3 female and 2 male nominations. I am unsure as to why the response was so low.</p> <p>What I would like to suggest is the 2022/2023 nomination period be extended to include the first 4 weeks of the 2023/2024 curling season. With the extension I am sure we can receive a broader nomination pool in order to make a well-informed decision on the eventual winner.</p> <p>I would also suggest an eblast goes out to the membership with the AGM announcement outlining to the membership the extended nomination period. Also, I would suggest the extension be posted on the in-club monitor for the 4 week extension period.</p> <p>NOTE: It was decided that the nomination period will be extended to the end of May. Greg will circulate this change to the members.</p> <p>Richard will forward all the nominations received to the Executive to review and to decide the recipients.</p> <p>Richard will draft a rewording of the criteria so that it retains the curling criteria but is expanded to include contributions made to the club.</p>	<p>Greg</p> <p>Richard</p> <p>Richard</p>																								
<p><b>5.1 Skills &amp; Development</b> Melissa Neeb Melissa</p>	<p>The March Brooms &amp; Brews event sold out within four days of registration opening and accumulated a waiting list. Despite being sold out, we only had 37 people show up that night with 9 coaches. Highland Community Curling Club ran their first Brooms &amp; Brews event the same night. This seemed to cause much confusion for some of the participants as to which location they were signed up at including a couple that had registered at both locations. NOTE: For next season they will schedule the event so as to prevent this conflict and confusion. They are also considering raising the price.</p> <p>We created a feedback survey for our March Brooms &amp; Brews event at LCC. Here are</p>																									

Item	Summary	Action
	<p>the summarized results from 14 responses.</p> <ul style="list-style-type: none"> <li>All 14 people rated us 5/5 stars</li> <li>All 14 would recommend this event to a friend</li> <li>All 14 were referred by a friend</li> <li>6/14 had never tried curling</li> </ul> <p>This event remains a great way for people to experience what curling is in a fun and easy going environment. The feedback also showed very positive comments towards our instructors.</p> <p>The “Try Curling” event organized by Curling Canada and ran by our club on Sunday, February 26 was a success. We had 7 coaches who volunteered to help that day. There were 2 one-hour sessions with 40-50 participants each session. 30 mins of instruction, 30 mins of game play. Those who took part thought it was a great opportunity and lots of fun. The researchers from the University of Waterloo were pleased with the number of surveys that were completed at our event and impressed with our club’s efforts with the various Learn to Curl initiatives.</p> <p>Our instructor pool for all our Learn to Curl initiatives continues to shrink as people have moved away or decided to step away from teaching. I would like to look into having a Club Coach training in the area or at our club in the fall. It has been several years since the club has had an instructor take this course. There are a number of people who have expressed interest in taking this course.</p> <p>NOTE: It was moved by Melissa; 2<sup>nd</sup> by Bruce that we look into running a 2-day Club Coach training course in the last week of September. Carried</p>	Melissa
<b>5.m Member at Large Stacey Farley</b>	No report	
<b>NEW BUSINESS</b>		
<b>1) Information binders</b>	Fay reminded Directors that their binders are for information-sharing to assist a replacement to take over. They should be updated now to include what their responsibilities are, their task list and timeline. This information is to be forwarded to Fay to be included in the SOP’s.	Directors
<b>2) Info sharing</b>	Greg would like to see us have an info sharing app for members. He will draft a plan for it, Melissa, Lisa, and Katy expressed an interest in helping with this	Greg
<b>Acceptance of reports</b>	Motion to accept reports moved by Lisa, 2 <sup>nd</sup> Melissa; Carried	
<b>6.0 NEXT MEETING</b>		
	The next Board meeting will be Tues. June 13 <sup>th</sup> - at 7:00 p.m. via Zoom. The AGM will be June 24-30. The meeting of combined present and new Boards will be Tues. July 4 <sup>th</sup> at Steve’s place.	
<b>7.0 ADJOURNMENT</b>		
	Motion to adjourn – Gary, 2 <sup>nd</sup> Kevin, Carried 9:35	
<b>Appendix</b>		

## LCC - Operating Revenue

May 1, 2022 to March 31, 2023

& Expense	11 MTHS	11 MTHS	% Chan ge	CURRENT YR BUDGET	PRIOR YEAR		% Chan ge
	to	to			2021/20	BUDG	
Revenue	Mar 2023	Mar 2022			22	ET	
Membership Dues	244,862	235,402	4	230,962	234,617	8	4
Capital Fees & Fundraising	23,595	21,771	8	20,625	24,543	18,500	-4

Item	Summary			Action			
OCA/OLCA Dues	8,154	8,527	-4	7,470	8,527	7,380	4
Bar Sales	87,910	50,002	76	71,970	59,455	75,000	48
Pro Shop Sales	17,383	11,601	50	14,394	12,456	20,000	40
Bonspiels	12,579		#DIV/0!	15,000		0	#DIV/0!
Club Events+Ladies section	2,944	1,859	58	2,000	3,944	500	-25
Ice Rental	14,946	7,594	97	12,000	7,514	10,000	99
Advertising Income	8,600	8,040	7	8,500	8,040	8,000	7
Locker Rental	7,138	6,800	5	5,938	6,800	5,875	5
Interest Earned	5	24	-79	9,900	1,621	2,000	-100
Government Grants - CEWS	28,975	83,641	-65	28,000	110,991	60,000	-74
Donations	1,640	1,535	7	1,500	3,358	0	-51
Misc.Income	1,666	1,144	46	600	500	600	233
50/50 Revenue (Net)		-120	-100	2,000	1,986	5,000	-100
<b>Total</b>	<b>460,397</b>	<b>437,820</b>	<b>5</b>	<b>430,858</b>	<b>484,352</b>	<b>430,503</b>	<b>-5</b>
<b>Expenses</b>							
Utilities	46,537	34,110	36	47,172	42,884	50,000	9
General Supplies	4,194	2,251	86	2,500	2,269	7,200	85
Ice Maintenance & Repairs	10,075	14,179	-29	15,000	10,889	21,800	-7
Maintenance & Repairs (Non-Ice)	13,377	22,123	-40	20,000	16,879	20,000	-21
Ice Tech/Cleaning Wages	79,534	73,775	8	82,356	81,866	81,174	-3
Housekeeping Wages	9,110	6,452	41	8,046	7,709	6,750	18
Office Wages	51,565	52,299	-1	59,967	56,609	59,275	-9
Wages & Payroll Expenses-Other	10,942	9,830	11	11,600	11,639	11,600	-6
Workplace Safety Insurance	2,339	2,135	10	2,800	2,383	2,800	-2
Bar Wages	22,396	15,709	43	18,981	19,322	30,600	16
Bar Other Purchases	14,473	8,872	63	9,000	11,195	6,900	29
Bar Equipment & Supplies	791	443	79	2,500	495	1,000	60
Bar Liq. & Beer Purchased	25,906	15,146	71	25,189	16,473	35,000	57
Pro Shop Purchases	11,696	6,711	74	10,076	8,600	20,000	36
Member Services/Communications			#DIV/0!	2,000	0	2,000	#DIV/0!
Promotions Expense	787		#DIV/0!	0		0	#DIV/0!
Advertising Expense	634	1,016	-38	3,500	1,016	500	-38
Bonspiels Expenses	8,624		#DIV/0!	15,000		0	#DIV/0!
Club Events+ junior+ladies+little rocks	1,795	190	843	2,000	3,053	500	-41
OCA/OLCA Remittances	4,145	7,140	-42	7,470	7,140	7,380	-42
Covid Expenses		120	-100	0		0	#DIV/0!
Telephone & Internet	1,334	1,369	-3	2,000	1,641	2,000	-19
Office Expenses	3,721	3,707	0	8,000	3,926	8,000	-5
Bank Charges & C/C Fees	7,847	8,132	-4	11,600	9,145	11,600	-14
Insurance	23,033	19,343	19	25,800	19,978	16,900	15
Depreciation			#DIV/0!	34,000	34,208	31,000	-100
Property Taxes	13,601	13,357	2	13,700	13,380	13,300	2
Skills and development			#DIV/0!	1,000		0	#DIV/0!
Misc Expenses	12,639	2,588	388	2,000	818	2,000	1,445
Professional & Consul Fees	13,510	13,335	1	16,000	14,335	12,000	-6

Item	Summary				Action		
Capital Expenses			#DIV/ 0!	0		#DIV/ 0	0!
Income Tax Expense	1,365		#DIV/ 0!	3,950		#DIV/ 0	0!
<b><u>Total Expense</u></b>	<b>395,967</b>	<b>334,332</b>	18	<b>463,208</b>	<b>397,853</b>	<b>461,279</b>	<b>-0</b>
<b><u>Net Profit</u></b>	<b>64,430</b>	<b>103,487</b>	<b>-38</b>	<b>-32,349</b>	<b>86,500</b>	<b>30,776</b>	<b>-26</b>