



LCC Board Meeting Minutes

2024-08-26 @ 7pm

Live at LCC



1) Call to Order at 7:00 pm

2) Attendance

Rose Kuchynski, President

Gary Peters, Past President

Kevin MacDonald, Maintenance

Melissa Neeb, Skills/Development

Sean Burns, Leagues

Trevor Nichols, Vice President

Katy Farrow, Secretary

Jenny Shaw, Member Services

Invited:

Greg Lewis

Derek McClary, Club Manager

Absent with regrets:

Lisa Flesher, Sponsorship/Marketing

Tony Francolini OCA

Mark Flynn, Ice Manager

Michelle Thain, Treasurer

3) Agenda

a) Additions to the Agenda

b) Acceptance of the Agenda

Motion to accept by consensus

4) Acceptance of minutes from June 26th, 2024, Board meeting

Motion to accept by consensus

5) Reports:

a) President – Rose Kuchynski

- Your board members and club staff have an exciting line up of events and leagues.
- New this year: mixed doubles curling, more drop in and introduction to curling options, Saturday Nite Rocks with music on ice plus social events to help you get to know other curlers!
- Spread the word through your emails, personal contacts and social media that curling is a great social sport and fun! The more the merrier!

- Some key registration tips:

If you are using a credit card for payment, note that a small surcharge of 2% will be added to the bill. This is to offset some of the rather large expense that the club has incurred in credit card fees. We love the convenience (for both club and curlers), but there is a cost.

- A bonus! If you sign up for 4 or more leagues, league fees will only be charged for 3. The least expensive league(s) will be free.
- New member information sessions are planned for Saturday September 14, 1-4 pm and Thursday September 19, 4-7 pm. Please invite interested friends and family.
- Mark your calendars for OCTOBER 5.
 - 1-3 pm Try curling with on-ice instruction
 - 3:30-5pm Member warmup/practice ice
 - 5-7pm Come and meet your new Club Manager, Derek McClary, Say “thanks” to our volunteers and to our retiring Club Manager Greg Lewis
- Enjoy some snacks, raffle gifts and recognition for our many members who make this club the BEST!

b) Vice President – Trevor Nichols

- has created business cards with contact information on them for President, Vice-President, Manager, and Member Services to hand out to members and potential members

c) Past President - Gary Peters

- The Executive Committee has been very busy this off season. A Club Manager, Derek McClary, and Office Assistant, Kathy Hill, were hired to fill the positions left by Greg and Joyce. Greg is staying on to aid with the transition into the new season. The Relocation Committee has gathered enough information to proceed with the next steps in moving to the London International Airport. One of the major commitments was to put the London Curling Club on the commercial real estate market. Other reports will likely offer much more detail on this matter.
- One of the new duties of the Past President is to be the liaison for grant applications. This summer Mark Flynn, Head Ice Technician, took an advanced Competitive Curling Course from Curling Canada in Waterloo, Ontario. One of the hardest challenges was finding out how to start the process. I have saved the contact information in the Past President gmail account which should help the process the next time we have to seek education or training course funds. The club should be recovering around \$1,100 dollars.
- One of the projects that I am starting in the fall is an adult learn to curl opportunity for daytime curlers. I have been in contact with Melissa Neeb and she has passed on some good information. One of her points was to have qualified instructors. I am taking a coaching course on October 5th at the Highland. Melissa doesn't want people to be confused with the current “Learn to Curl” program. One of the names that I came up with was “Curling Basics”. On our website I would propose that we post an advertisement and perhaps elsewhere.
- Curling Basics. This project is designed to attract new adult daytime curlers. Individuals will be taught how to curl based on the individual's ability with a qualified instructor. The cost will be around \$80 dollars for a ‘ten-play’. Based on last year's schedule the start times will be 10 am Monday and Tuesday and 12 pm Wednesday and Saturday. The number of participants will be

limited. Please contact Gary Peters, Daily Open Convener, at dailyopen@londoncurling.ca for further information.

- Lastly, I am likely going to volunteer to work with the Special Olympics Curling on Sunday morning in Ingersol. If you know of anyone that might be interested please contact me at pastpresident@londoncurling.ca.

d) Treasurer – Michelle Thain

Budget for 2024/2025–See page 10

Revenue - Showing a small increase to account for adjustment in fees

Expenses - Averaged out the expenses from the last two years to get a figure. If there are additional expenses that we know about, please advise and we can update.

Notes -

-Added a \$1500 member services amount

-Will there be a Member & Skills Development budget to add?

-Curling Day in Canada - \$500 budget

Additional Comments

Awaiting the July Bank reconciliations, Income Statement and Balance sheet from the bookkeeper. These figures will be circulated once they have been received.

The two GIC's are maturing in September.

Balance at July 12th, 2024

Capital GIC - \$159,954.36 (Matures Sep 20/24)

Operating GIC - \$214,839.51 (Matures Sep 14/24)

Motion:

I move that we reinvest them at the balance at the going rates, Capital GIC – September 20th and Operating Account GIC – September 14th.

Motion postponed - Discuss at Executive

Signing privileges updated

e) Manager Report - Derek McClary

- Currently, 47 people have signed up for the curling season
- Uploaded league information onto website
- Working on demographics for club

f) Skills and Development – Melissa Neeb

- Researched vulnerable sector police checks – costs, how to, jurisdictions
- Prepared volunteer letter from the club, approved and signed by club president Rose Kuchynski
- Updated the coaches list for the learn to curl programs (accurate as of May 2024)
- Researched and provided details about the OCC Club coach courses running for the 2024-25 season to interested members
- Working on how to implement a daytime Introduction to Curling program (condensed program compared to our other adult program) – projected start for January 2025

g) OCA-Tony Francolini
No report

h) Maintenance Report-Kevin MacDonald

i) Head Ice Technician – Mark Flynn

- Checked on progress with Cimco refrigeration this morning. They are currently waiting on one more piece of equipment to arrive. They are confident they will be done by next week.
- Tuesday tssa is suppose to arrive and inspect the install. Given the go ahead from them Wednesday the insulation crew will arrive to finish up.
- Glycol system was apparently contaminated with oil. I saw the old Glycol it was very dirty and definitely in need of changing.
- On Aug 5- Aug 10th I attended the competition ice technician course (formally called level 3) Curling Canada accepted only 25 ice techs from across Canada to attend. I have passed and am now certified as a competition level ice tech. Curling Canada could now call on me to work arena events if they so choose to. The benefits to the LCC is that by attending courses like this I am surrounded by other ice techs with different levels of experiences which enables me to learn different techniques to do installs and everyday tasks. This makes me more efficient and more effective at making the best ice I can.
- Things covered in the course also included rock management, refrigeration plant management, health and safety, and operation techniques.
- At this point our plant start up date is scheduled for Sept 4th. I have built in a bit of room in this year's ice making to allow some time to get to know the new compressor and chiller and allow for any weather we might encounter. We will be good for the start of the season.

j) League Report – Sean Burns

- Contacted League convenors about meeting on October 1st

k) Member Services - Jenny Shaw

- Finding ways to reach out to new people
- Looking at improvements to the website
- Created poster for UWO with QR code
- Information booth at Western Fair or London Airshow?

l) Marketing - Lisa Flesher

- Sent invoices to current sponsors
- Contacted sponsors
- Working on posters?

m) Communications – Position unfilled

- Issue in finding Communication director due to the amount of time needed for posting club events on all social media

Motion to accept reports. Moved by consensus

6) Ongoing Business Table

Issue	Action	Time Frame	Responsibility	Notes	Status
Sale of LCC	Listing property	July 24	Rose	Estimate of 6 million for property No signage on the property	In Progress
YXU Project	Letter of Intent	Draft sent to Lawyer for review. There will be legal fees during the process	Relocation Committee, Dave Beckett, Greg Lewis Rod White Rose Kuchynski	Base BUDGET price of \$6,376,097.00 + HST for 6 sheet arena with a two story clubhouse and parking lot	In Progress
Vulnerable persons police check requirement for volunteers in contact with minors	Pay fee for volunteers after completion. letter from LCC required	summer of 2024	Kevin McDonald & Melissa Neeb Rose is liaison – Rose will send letterhead to Melissa		Ongoing

New Business Table

Issue	Action	Time Frame	Responsibility	Notes	Status
Email Database creation for volunteers with club member access	Admin task for new staff member to create and maintain with input from skills & development and league director	summer of 2024	Rose	Something on website with opportunities available – Google doc	Ongoing
Email Database creation for prospective members for club and curlondon events promotion	Admin task for new staff member to create and maintain with input from skills & development, league director, member services director, curlondon and club members	summer of 2024	Rose	met with Ann Stubbins to develop more inter club liaison	Ongoing

Promotional ideas and marketing plan	Execution of ideas and promotion action items: October 5 th Try Curling, open doubles new league, Saturday nite rocks, others Rod White suggestion of IVEY project.	August 2024	Rose Greg will contact club in Halifax that is starting to build new club – difficult to get hold of someone	Ivey – have them look at opportunities at new location including summer use of building Have to apply for Grant applications in fall – look as ready as possible need a business plan since there are a lot of questions re staff, members, leagues, etc. Ivey plan may be too late	Ongoing
Business cards, “tour” of leagues and events	Concierge for events, welcome to leagues & intro of executive, new club manager flyer also needed for social media posting etc.	August 2024	Lisa Flesher/ Trevor/Derek		Ongoing
Explore new advertising, sponsorship opportunities	Betting companies, plus companies’ sponsorship at provincial and national level eg. franchises - can they be approached for local sponsorship?	summer of 2024	Lisa re club promotion		Ongoing
Skills and Development Meeting	Planning Meeting held on August 7 th with Rose, Dan, and Melissa	2024-25	Rose and Melissa	See link https://docs.google.com/document/d/1sVV_n_DRx8rqcgrjOkjaYXfd=wQzfN4y/edit?usp=sharing&oid=108596587916349830977&rtpof=true&sd=true	Ongoing
Proposal regarding	See link https://docs.google.com/document/d/	2024-25	Rose		Ongoing

promoting events	1AmaLTY1ZC_ekm-FSVJR596Izty2hzwLF/edit?usp=sharing&ouid=108596587916349830977&rtpof=true&sd=true				
Bonspiel Fees	How will Bonspiel organizers apply the new fee? Some clarification needed?	ASAP	Rose	A motion was passed that there would be a \$300 fee charged to all bonspiels to cover costs of staff and facility – applies to all bonspiels	
The condenser pipes have to be flushed to remove the oil and the glycol replaced.	The quote is almost \$3800 before taxes but has to be done - go ahead given but motion needed from Board	ASAP	Kevin	Motion passed that money be spent on flushing system.	
Ice Technology Options			Mark		
Meeting of Board members Ice Technology	Monday September 2 nd Presentation by ISS		Greg	Ice Grid Technology Cheaper and more efficient Covering that means year round use	Ongoing
Update website	What do new members see when they go to the website?		Jenny		

6) The Future Board meeting is tentatively scheduled for October 29th

7) Adjournment at 8:38. Moved by Trevor Nichols, passed by consensus

MOTIONS:

1) Motion that Member Services be given a budget of \$1500 to pay for Social Media.

Moved by Kevin MacDonald, moved by Trevor Nichols. All in favour

2) Motion that the \$3800 + tax be paid for the condenser pipes to be flushed to

remove the oil and the replace the glycol. Moved by Kevin MacDonald, seconded by Katy Farrow. All in favour.

Respectfully submitted September 6th, Katy Farrow Board Secretary

London Curling Club
Proposed Budget for 2024 2025 Curling
Season

	Last Year	Last Year's Margin	
		This Year Adjustment	Projection
Membership			
Gross	\$ 285,566	104%	\$ 296,989 4% increase
Capital Assessment	\$ 27,090	100%	\$ 27,090
To Capital Fund	-\$ 27,090	100%	-\$ 27,090
OCA Memberships	-\$ 4,610	110%	-\$ 5,071
Membership Contribution	\$ 280,956		\$ 291,918
Bar			
Sales	\$ 79,923	95%	\$ 75,926
COGS	-\$ 32,986	41%	-\$ 31,337
Staff	-\$ 27,203	102%	-\$ 27,747
Net Contribution	\$ 19,734		\$ 16,843
Pro Shop			
Sales	\$ 16,011	85%	\$ 13,609
COGS	-\$ 11,995	75%	-\$ 10,195
Net Pro Shop	\$ 4,016		\$ 3,414
Ice Rental	\$ 17,013	100%	\$ 17,013
Sponsorships & Ads	\$ 9,450	100%	\$ 9,450
Bonspiels & Events			
Sales	\$ 14,629	133%	\$ 19,456
Expenses	-\$ 6,854	47%	-\$ 9,116
Net Events	\$ 7,775		\$ 10,340
Investment Income	\$ 23,615	50%	\$ 11,807
Brier	\$ 49,248	0%	\$ -
Donations	\$ 1,161	0%	\$ -
Total	\$ 412,968		\$ 360,786
Expenses			
Facility	\$ 103,663		\$ 106,200
Ice	\$ 106,818		\$ 107,000
Office	\$ 117,809		\$ 120,450
	\$ 328,290		\$ 333,650
Net Income	\$ 84,678		\$ 27,136

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