



**LCC Board of Directors  
Meeting Agenda  
5:30-7:00 pm  
December 12, 2023  
Upper Lounge, LCC**



**1) Call to Order at 6:02 pm by Gary Peters, President.**

**2) Attendance**

Present:

Gary Peters, President, Rose Kuchynski, Vice President; Steve Hobbs, Past President; Jeanette Walker, Treasurer; Katy Farrow, Secretary; Kevin MacDonald, Property Maintenance; Bruce Thom, Leagues; Matt Lindsay, Member Services; Melissa Neeb, Skills and Development; Lisa Flesher, Sponsorship/Advertising; Fay Weiler, Member at Large

Invitees:

Mark Flynn, Head Ice Technician  
Greg Lewis, Club Manager

Regrets:

Tony Francolini, OCA: No Report  
Sarah Duplans, Communications

**3) Agenda**

- a) Additions to the agenda – No additions
- b) Acceptance of agenda

Motion to accept agenda made by Bruce Thom and accepted by consensus.

\*\*\*By consensus means that the majority of attendees are in agreement. This term will be used for accepting the Agenda, Minutes, Reports, and Adjournment. Any motions made for decisions and financial purposes will be moved and seconded.

**4) Acceptance of minutes from previous meeting, November, 14, 2023**

Motion to accept agenda made by Jeannette Walker and accepted by consensus.

**5) Reports**

**a) President - Gary Peters**

- The curling season is flying by. The WDS have finished their first draw which means we are roughly one third through the curling calendar. Just a few items to bring to your attention.
- Matt Lindsay is interested in taking over the Member Services portfolio for the remainder of the year. The Board of Directors has the authority to assign a vacated position. His title would be acting director of the Member Services portfolio until he is officially recognized at the next AGM.
- The Ice Maintenance Committee, ICM, met on November 24. Coincidentally, the

Relocation Committee met at the same time. We discussed the possibility of moving. Conceivably, our club could be up for sale next year and move to a new location within two to three years.

- As mentioned earlier the ICM had a meeting. Mark Flynn has recommended that we consider buying a new chiller and compressor. The existing compressor has an expected life span of twenty five years and is exhibiting signs of wearing out after its twentieth year. Mark has assured the committee that the new compressor and chiller could be moved relatively easily to a new club. Other possible expenditures were discussed but put on hold until we receive more news from the relocation committee.
- At the upcoming meeting I would like to set up a committee, League Play, to see if we can develop a model to essentially increase membership and keep the club financially viable. Which leads to another initiative which is a membership drive. We need a person to take charge of this important project. Rose has shared information about the successful program that the St. Thomas Club ran last year. Suggest we do something similar.

**b) Member at Large - Fay Weiler (see Appendix on p. 8)**

- SOP needed for record keeping. A minimum of seven years of records are needed for NFP organizations.
- Someone needs to be responsible for record keeping ie office; secretary; or treasurer

Motion made by Fay Weiler to accept SOP 40 (Recording Document Changes)

Kevin MacDonald moved and Jeannette Walker seconded.

**c) Manager - Greg Lewis**

- I had some questions about the use of Waivers, so I contacted our insurance agent for clarity and advice. See the attached documents for sample waivers, details from our discussion and my recommendations. The recommendations may form a new Standard Operating Procedure as I don't believe we have one that pertains to waivers.
- I've hired yet another Bartender. Madie Bennett also works as a part-time bartender at Anderson Brewery. She is also enrolled in Learn To Curl. Megan Robb has accepted a job elsewhere and will only be available on-call if required.
- With urging and financial support from Dan and Melissa Neeb, improvements have been made to the club brooms. The old broom heads were falling apart but the shafts were in good shape, so I ordered and installed new Hardline heads on the old shafts. I believe these will hold up well and each season we simply need to replace the cover to make each broom like new again. We also bought more stabilizers and step-on sliders. The total cost was about \$1900. Learn To Curl donated \$800. An additional \$415 came from donations made to LTC by the Daily Open league in memory of Dan McInnes. The balance was paid from funds received for the Brier.

**d) Treasurer – Jeanette Walker ( see report on pp 6-7)**

Operating Bank Balance November 30 2023	-	\$ 356,380.73
Capital Savings Balance November 30 2023	-	\$ 35,449.41
Term Deposits Balance November 30 2023		-
Operating acct GIC (Feb 25/24)	\$	160,617.71
Capital Savings GIC (Mar 3/24)	\$	<u>401,071.16</u>
Total	\$	<u>953,519.00</u>

(Note: balance as of April 30<sup>th</sup>, 2023 - \$791,115.28)

**Comments:**

Both GIC's rolled over at 4% interest for 100 days. I did not increase or decrease the amounts this time. I would like to wait for the final amount of the Capital fees received, and net the transfer from the renovation expenses. This can be done at the March 3<sup>rd</sup> renewal. We should have our final number by then.

<b>Capital Fundraising</b>	<b>Contributions since inception</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>

**Recommendation**

N/A

**e) Past President - Steve Hobbs**

- High top cruiser tables and chairs for lower lounge
  - Amazon has the following products, which have good ratings and seem to be good quality:
    - HOMCOM Round bar table 42 inch height. \$169.99
  - [HOMCOM Round Bar Table 42 Inch Height, Industrial High Bistro Table with Metal Base and Elm Wood Top, Bar Height Table for Kitchen, Pub, Breakfast Area : Amazon.ca: Home](#)
    - HOMCOM bar stools set of two. \$159.99
  - [HOMCOM Bar Stools Set of 2, Swivel Counter Height Bar Stools, Height Adjustable Bar Chairs with Linen Upholstery and Footrest for Kitchen, Home Pub, Grey : Amazon.ca: Home](#)
  - I recommend purchasing one of the tables to be sure of its quality, with two more ordered if satisfactory. Buying 6 stools at a cost of about \$1000 is an option. Necessary?
- Past President patches
  - We have found a supplier for patches for Past Presidents, but the year of service would not be printed as it was in the past unless this was added as a custom job afterwards. Until Lisa and I have a design, we are unsure of a price. Updates to come later.
  - [patches.co/ca/quote/custom-embroidered-patches](https://patches.co/ca/quote/custom-embroidered-patches)

**f) Vice President - Rose Kuchynski**

- Attended Ice Committee Meeting;
- Received various communications for my review regarding capital gains and HST implications on potential sale of building and relocation;
- Formed a by-law review committee consisting of treasurer, secretary, and president, who will meet in January to review drafts. Received Highland, Ilderton and St. Thomas clubs’ by-laws to assist us (two of which have been prepared by local law firms);
- Attended financial orientation meeting with treasurer, club manager, office assistant and president to assist in our understanding of club activities and related revenues and expenses; and,
- I believe a member services portfolio is needed to be filled at the board level. Role description to include:
  - Member engagement/retention – development of a program;
  - Promotion of new membership/ liaison with other board portfolios (communications and skills development) plus Curlondon; and,
  - Awards and recognition.

Motion to accept reports made by Steve Hobbs and moved by consensus.

**6) Ongoing Business Table**

<b>Issue</b>	<b>Action</b>	<b>Time Frame</b>	<b>Responsibility</b>	<b>Notes</b>	<b>Status</b>
Replacing Cruiser Tables	Cost Estimates	January 2024	Steve Hobbs	-Tables are needed when there are crowds waiting or watching games - will try to find tables in the \$250 range	In Progress
Member Services Replacement	Matt Lindsay be recognized as the acting director of this portfolio	Immediate	Gary	-Sent Rose’s comments from previous meeting to Matt Lindsay	Complete
Frame Team Stockton Banner		Immediate	Greg		In progress
Upgrading Inhouse Brooms	Ordered and Changed Broom Heads	Immediate	Greg	Head Coverings to be replaced yearly	Complete
Popcorn Machine	Sell machine		Greg		In progress
SOPs	Upgrading and Posting SOPs		Fay Greg		In Progress

Issue	Update BoD accessibility to include Matt Lindsay	Immediate	Greg		New
League Play	Committee to recommend changes to scheduling and pricing to promote increase in club membership	Before February	Gary Peters (?lead) Melissa Neeb Bruce Thom (?) Greg (?)	Bruce is giving up the Leagues portfolio	New
Membership Drive	It is suggested that our promotions committee liaise with other clubs to help determine a recruitment plan for next season.	Before Summer	Open	-Rose talked about the Possibility of sending out post cards to recruit new members	New
XYU Relocation	Updating BoD	Before 2027	Greg Lewis, Dave Beckett, Rod White	-In process of getting Estimates to determine the value of the land and the club	New
Club Liaisons	It is suggested that our promotions committee liaise with other clubs to help determine a recruitment plan for next season.	Before Summer			

7) Future Board Meeting is scheduled for February 13, 2034 (Zoom at 7 pm)

8) Adjournment at 6:30 pm

Motion to adjourn made by Matt Lindsay and accepted by consensus.

Minutes respectively submitted by Katy Farrow (Secretary) January 6<sup>th</sup>, 2024

# LCC - Operating Revenue

May 1, 2023 to November 30, 2023

& Expense	7 MTHS	7 MTHS	%	CURRENT	PRIOR YEAR		%
	to	to			BUDGET	BUDGET	
<u>Revenue</u>	<u>Nov 2023</u>	<u>Nov 2022</u>	<u>Change</u>	<u>YR BUDGET</u>	<u>2022/2023</u>	<u>BUDGET</u>	<u>Change</u>
Membership Dues	265,381	235,561	13	301,358	230,962	217,648	15
Capital Fees & Fundraising	27,120	23,540	15	25,800	20,625	18,500	31
OCA/OLCA Dues	4,570	7,938	-42	4,400	7,470	7,380	15
Bar Sales	25,587	29,538	-13	100,806	71,970	75,000	-64
Pro Shop Sales	8,396	10,595	-21	20,161	14,394	20,000	-42
Bonspiels	4,360	6,269	-30	15,000	15,000	0	-71
Club Events+Ladies section	1,275	840	52	2,000	2,000	500	-36
Ice Rental	2,451	3,576	-31	15,000	12,000	10,000	-80
Advertising Income	9,700	8,000	21	8,500	8,500	8,000	14
Locker Rental	8,340	7,075	18	7,500	5,938	5,875	40
Interest Earned	12,516	81	15,403	21,800	9,900	2,000	26
Government Grants - CEWS	0	8,975	-100	0	28,000	60,000	-100
Donations	741	0	#DIV/0!	1,500	1,500	0	-51
Misc.Income	156	741	-79	600	600	600	-74
Tim Horten's Brier	49,248	0	#DIV/0!	0	2,000	5,000	2,362
<b>Total</b>	<b>419,839</b>	<b>342,729</b>	<b>22</b>	<b>524,426</b>	<b>430,858</b>	<b>430,503</b>	<b>-3</b>
<b><u>Expenses</u></b>							
Utilities	12,521	14,811	-15	59,918	47,172	50,000	-73
General Supplies	974	1,138	-14	5,000	2,500	7,200	-61
Ice Maintenance & Repairs	13,943	8,557	63	15,000	15,000	21,800	-7
Maintenance & Repairs (Non-Ice)	6,621	7,842	-16	20,000	20,000	20,000	-67
Ice Tech/Cleaning Wages	42,208	41,686	1	84,991	82,356	81,174	-49
Housekeeping Wages	3,939	2,868	37	9,731	8,046	6,750	-51
Office Wages	32,041	32,354	-1	63,115	59,967	59,275	-47
Wages & Payroll Expenses-Other	5,136	5,686	-10	11,600	11,600	11,600	-56
Workplace Safety Insurance	1,102	1,193	-8	2,800	2,800	2,800	-61
Bar Wages	8,072	6,137	32	22,810	18,981	30,600	-57
Bar Other Purchases	689	3,236	-79	15,200	9,000	6,900	-92
Bar Equipment & Supplies	0	0	#DIV/0!	500	2,500	1,000	-100
Bar Liq. & Beer Purchased	12,335	12,015	3	35,282	25,189	35,000	-51
Pro Shop Purchases	6,737	9,014	-25	14,113	10,076	20,000	-33
Member Services/Communications	0	0	#DIV/0!	2,000	2,000	2,000	-100
Contract Services	3,616	2,800	29	0	0	0	#DIV/0!
Promotions Expense	0	787	-100	1,000	0	0	#DIV/0!
Advertising Expense	1,031	594	74	700	3,500	500	-71
Bonspiels Expenses	2,674	3,475	-23	15,000	15,000	0	-82
Club Events+ junior+ladies+little rocks	637	1,795	-64	2,000	2,000	500	-68
OCA/OLCA Remittances	4,610	359	1,185	4,000	7,470	7,380	-38
Telephone & Internet	1,182	928	27	2,000	2,000	2,000	-41
Office Expenses	4,012	2,127	89	4,000	8,000	8,000	-50
Bank Charges & C/C Fees	6,614	6,822	-3	9,000	11,600	11,600	-43
Insurance	10,559	16,123	-35	16,260	25,800	16,900	-59
Depreciation	0	0	#DIV/0!	35,000	34,000	31,000	-100
Property Taxes	8,335	8,070	3	14,010	13,700	13,300	-39
Skills and development	1,065		#DIV/0!	1,000	1,000	0	6
Misc Expenses	1,788	5,426	-67	2,000	2,000	2,000	-11

Professional & Consul Fees	10,500	12,750	-18	16,000	16,000	12,000	-34
Capital Expenses	12,348	0	#DIV/0!	0	0	0	#DIV/0!
Renovation Expense	39,136	0	#DIV/0!	0			
Income Tax Expense	1,384	0	#DIV/0!	9,900	3,950	0	-65
<b><u>Total Expense</u></b>	<b>255,807</b>	<b>208,591</b>	<b>23</b>	<b>493,931</b>	<b>463,208</b>	<b>461,279</b>	<b>-45</b>
<b><u>Net Profit</u></b>	<b>164,032</b>	<b>134,138</b>	<b>22</b>	<b>30,495</b>	<b>-32,349</b>	<b>-30,776</b>	<b>-607</b>

**APPENDIX:            Proposed addition to the SOP Manual        December 2023**  
**SP: 40**

**Subject: Recordkeeping:**

Records can be kept in paper form or in electronic format but must be readable, quickly accessible, & usable for CRA to process. Records are considered “Active” for the required number of years. They should be kept at the registered office of the corporation but can be held elsewhere with permission of the Board of Directors. These records are required to be kept for a minimum of 7 years. Note: this number may be increased with more information.

<u>Records to be kept</u>	<u>Location</u>	<u>Responsible for keeping</u>
1. Articles of Corporation;	Office	Club Manager
2. Bylaws;	Office	Manager & Secretary
3. Operating Procedures	Office	Secretary & Manager
4. Directors & Officers names, phone #'s, Address, email, Date of election, reappointments, resignation	Office	Secretary
5. Members, names, addresses, Phone #'s emails	Office	Club Manager
6. Minutes AGM	Office	Club Manager
7. Minutes of Board meetings	Office	Club Manager
8. Minutes of Executive meetings	Secretary and Office	Secretary and Club Manager
9. Other committee meetings	Office	Club Manager
10. Accounting Records	Treasurer and Office	Treasurer and Office