



LCC Board Meeting Minutes

In Person

2024-12-10 @ 6pm



1) Call to Order at 6:00 pm by Rose Kuchynski

2) Attendance

Rose Kuchynski, President

Gary Peters, Past President

Lisa Flesher, Sponsorship/Marketing

Katy Farrow, Secretary

Sean Burns, Leagues

Kevin MacDonald, Maintenance

Michelle Thain, Treasurer

Melissa Neeb, Skills/Development

Jenny Shaw, Member Services

Tony Francolini OCA

Invited:

Randi Lawton

Relocation committee – Dave Beckett

Relocation committee – Rod White

Absent with regrets:

Mark Flynn

Greg Lewis

Trevor Nichols, Vice President

3) Agenda

a) Additions to the Agenda

b) Acceptance of the Agenda

Motion to accept by consensus

4) Acceptance of minutes from October 15th, 2024 meeting

Motion to accept by consensus

5) Reports:

a) President – Rose Kuchynski

- When I first became Vice-President, I had a vision of some new initiatives that might help grow our club or at the very least, develop a stronger, more social atmosphere. That, and developing a more visible community profile utilizing social-media (we now have over 850 followers) and the benefit of demonstration events (Anderson Ales & London Public Library) would support advertising these initiatives beyond just our own membership base. For me, and I know it is not for everyone, my primary enjoyment is the social camaraderie of playing a team game with friendly people. In that respect, I am happy that our volunteer appreciation social event was a

great success along with introducing approx. 25 brand new curlers to the game and having some members “warm up” on the ice. Further to that, Saturday Nite Rocks, with 6 weeks, 6 ends, and music on the ice, has also been a fun venture. We have 22 brand new curlers, families and young people plus some seasoned curlers from LCC joining in. Another session is planned to start January 11,2025. Rock On!

- There have been many wonderful successes over the past few months, but I must acknowledge our Under-21 Provincial Champions led by Julia Markle and her team. Well done and congrats also to their coaches!! A well-attended reception at LCC was held with various speakers and community representatives.
- Without our devoted coaches, ice, office and bar staff, working board members plus our WDS organizers, we would not be able to deliver the great experience that, from all accounts I’m told, our members truly enjoy! For those that volunteer untold hundreds of hours in organizing events and supporting this club in so many ways... a huge THANK YOU!!
- One of the plans that are in the ‘thinking’ stages is that of a volunteer data base. Our new club manager, Randi Lawton, has some great ideas to make volunteering and seeking out where the volunteers are needed, an easier process! Many are perhaps only aware of their own league events but there are a multitude of ways to contribute. If every member did “something”, it would make it better for everyone’s experience. Please consider joining in!
- Some more exciting events for the new year that may need promotion or volunteers or even just participating:
 - Boxing Day - December 26– free available ice-time for members to bring their families out to curl
 - Open Doubles League – ½ season promotional pricing will be available
 - Learn To Curl – ½ season pricing is available
 - Gripper Replacement Program – member safety is a priority!
 - Brooms & Brews, January 4
 - Cross Town Showdown with Highland Curling Club, January 25
 - Valentines Open Bonspiel – Feb 14
 - Family Day – Feb 17 – afternoon ice available for members and their families
 - Curling Day in Canada –Feb 22 - bonspiel with at least one member of team be a new/non-active curler
 - Canada’s Big Shoot Out Competition – participate or just watch as LCC’s member’s vie for the \$5,000 facility grant available as they ‘draw to the button’ more than any other club.
- These are just a few of the activities that are available to our members and there are more to come! Stay tuned to your Emails, Rock Talk Blog, Club Calendar, Facebook & our Club TV screens!

b) Vice President – Trevor Nichols
No report

c) Past President - Gary Peters

The Board members have been quite active this fall. Each portfolio has had its own challenges. From the Past President’s perspective here are a few of the activities that I have been involved with since our last meeting:

- aid in the hiring of the Club Manager,

- initiate discussion about minor alterations to the club schedule for the 2025-26 season, complete a template for Self Evaluation Form for salaried employees,
- support the Relocation Committee.

d) Treasurer – Michelle Thain (see Spreadsheet on pages 7-8)

Treasurer’s Report
December 10, 2024

Operating Bank Balance at November 30, 2024	\$209,665.24
Capital Savings Balance at November 30, 2024	\$175,118.13
Term Deposits Balance at November 30, 2024	
Operating acct GIC (12/25/2024)	\$217,241.00
Capital Savings GIC (12/29/2024)	<u>\$161,794.93</u>
Total at November 30, 2024	\$736,819.30

Comments

- Currently in a net positive position for the year
- Membership revenue was down slightly from budget amount and from previous years
- FCSCC amount for new year still not recorded, that will help with the difference from the membership
- Both GIC’s are maturing end of December (previous was 3.75%) – I move that the GIC’s be invested at the going rate on their respective dates

e) Manager Report – Randi Lawton
No report

f) Skills and Development – Melissa Neeb

Along with the help of many volunteer instructors the following events were held:

- Two-hour Try Curling Event held at the LCC on October 5.
- Brooms & Brews event November 2 from 7-10pm.
- Saturday Nite Rocks one-hour instruction session on November 9.

Items for discussion:

- Have our instructors been reimbursed for their vulnerable sector checks yet?
- Fate of Open Doubles? What will the fee be? How many teams will we need to make the draw viable?

g) OCA-Tony Francolini
No report

h) Maintenance Report-Kevin MacDonald

- Summary of Workplace Safety and Prevention Services Ladder Safety
 - Extension ladders must be placed on a firm surface, must have slip resistant feet, both extension sides are to be locked.

- The top of the ladder must extend 3 feet above the contact point.
- Follow the “4 to 1” rule – one foot back for every four feet up.
- Tie the top of the ladder to an anchor point.
- Have a partner securing the base of the ladder while one is on the ladder.
- Hoist materials or attach them to a belt. Do not carry material in one’s hands.
- There were a few minor maintenance procedures this month

i) Head Ice Technician – Mark Flynn
See Ice Committee Meeting Summary, pages 9 -10

j) League Report – Sean Burns

Completed

- Held conveners meeting
- Supported club champions for signup to Provincial Zone Qualifiers
- Published documents onto LCC website
 - [London Curling Club - Conveners](#)
 - [London Curling Club - Practice Ice](#)
 - [Curling Canada | Rules of Curling for General Play 2022-2026](#)
 - [London Curling Club - LCC Sparing Policy](#)
 - [London Curling Club - No Tick Rule](#)
- Emailed eligible LCC members about the Senior Men’s Tier 55 Bonspiel (Jan 24, 2025)

In Progress

- Exploring changes to next season’s schedule
- Planning on sending surveys to specific leagues for feedback on potential changes

k) Member Services - Jenny Shaw

- Monday July 29/24 met with Rose. Discussed the role of Member Services, upcoming events (Open House), ways to support the president.
- Began advertising for the Open House. A poster was sent to London Tourism, What’s happening in London, facebook and the public Libraries.
- Saturday Sept Worked with Gary Peters to promote “learn the basics” for daytime curlers so it could be promoted at the Open House
- Saturday Aug 25/24 Curling Booth at Central library. Planned, setup and manned a booth to attract new members. Made a ballot box and tickets to gather emails from those interested in learning more about curling. Then sent out follow up informational emails prior to the Open House.
- Saturday Sept 14/24 and Thursday Sept 19 Open House
- Organised dates, times and volunteers for each Open House.
- Information posters were put up around the club and a display table was set up. Greeted attendees, presented general information, answered questions and gave tours.
- Friday Dec 6. Met with Rose. Continued discussion on job description and upcoming events (Board Dinner and Curling Canada Day).
- Monday Dec 9. Planned, purchased and prepped for the Christmas Board Dinner.
- Met with Randi to discuss Boxing Day family curling.

- Began advertising for Curling Day in Canada and the new session of Saturday Night Rocks.
- Tuesday Dec 10. Prepared food and setup tables for LCC Board Dinner.

l) Marketing - Lisa Flesher
No report

m) Communications – Position unfilled

6) Ongoing Business Table

Issue	Action	Time Frame	Responsibility	Notes	Status
Concierge as a paid subcontractor	Two people have signed up to be concierge during ice rentals	2024 – 2025 curling year	Randi Lawton	People will be paid \$18 an hour as subcontractors Also have volunteers	Complete – Will submit hours and then get paid
Bonspiel fee- \$300 to cover extra costs for staff etc	Bonspiel Fee - \$7. Per curler or \$300 flat fee. Separate account will be set up	2024-2025 curling year	Rose Michelle	Fee is applied during Bonspiels. Next year will apply to events outside of regular league play	To be clarified next curling season
Committee to look at ice times.	Meeting on Nov. 20 th at 11:00 am to review overall schedule.	Draft of possible changes for next year ASAP	Gary Peters Sean Burns		Ongoing
Communication/ Social Media Portfolio	This has been vacated	ASAP		Randi will post the position on LCC club monitors	Ongoing If no response, consider paid admin position
Maintenance Portfolio -	Kevin McDonald has indicated that this is his last year with the portfolio.	Before 24-25 Season ends	All board members to seek replacement	We will need to have a succession plan.	Ongoing
Relocation Committee -	Airport agreed to changes in lease contract.	ASAP	Gary/Rose/ Dave Beckett & Rod White	Draft of “For Sale” sign to be reviewed before being posted outside of building – no response from realtor to enquiry on this by Rose	Ongoing

Relocation Committee -	Grant Applications Motion by Board approving the move to the airport was printed on a separate piece of letterhead and signed by the President	ASAP	Gary/Rose/ Dave Beckett & Rod White	Meeting Monday Dec 16 am regarding grant application	Completed
Crosstown Showdown on Jan. 25th	Convenors – Marnie Dickout and Bob McKinley		Randi – to post advertising on Screens in club	Sponsor would be helpful. Curlers go to Highland for the afternoon and dinner	Ongoing
Financial Position See spreadsheet on pages 7-8	Review of financial statements October & November		Michelle & Randi	Compare to budget. Can we have a finance committee to help Michelle with work load?	Ongoing
Security concerns	Status update re 2 persons (member or staff) in building at night and at close		Randi	Someone from the leagues at night is staying until closing	Completed
Pro shop	Status update Tony can sell in Sundays		Randi and Tony	Sell broomheads etc in bar? Convenors sell supplies?	Ongoing

7) New Business Table

Issue	Action	Time Frame	Responsibility	Notes	Status
Boxing Day curling	Signup on Bulletin Board Concierge/ Volunteers needed Someone needs to watch timing	ASAP	Randi & Jenny Shaw – Member Services, with Gary and Sue Peters to assist re collections	Curlers will be asked to make cash donations to the London food bank (Jar provided) or bring non-perishable food items.	Ongoing
Open Doubles League	No interest at Highland and Ilderton Monday at 8:45 pm is a bad time	ASAP	Melissa & Randi, & Jenny Lisa re poster	Promote it by having a Doubles Spiel and invite other clubs Omit the Bonspiel fee	Ongoing

	Move it to another spot in schedule – Saturday am?				
½ season of Learn to curl	Few people interested in second half	ASAP	Melissa, Randi, & Jenny, Lisa re poster	20 spots open in January Cost is \$175 for half a year	Ongoing
Integration of new curlers into existing leagues	Learn to Curl - Tony will find them skip and coach Room for 4-5 teams in Forest City	ASAP	Tony plus Sean & Gary re work they have done regarding leagues under utilized	Need a formal process to move Learn to Curl people into leagues Rates for this? Brooms and Brews need places to offer them in leagues	Ongoing
Ice committee	Board members to review minutes to keep updated (See pages 9-10)		Kevin, Trevor, Rose, Gary & Mark		ongoing
HST Exemption	Dec.14 th – Feb 25 th Exemption on everything except hard liquor		Randi Michelle Rose	Rose sent info to Randi on best practices from CFIB	Ongoing

8) Adjournment at 7:03. Moved by Katy Farrow. Motion to accept by consensus

Next meetings:

Feb 4

March 4

April 8

June social and new board members intro

Respectfully submitted by Katy Farrow, LCC Board Secretary, January 5th, 2025.

LCC - Operating Revenue

May 1, 2024 to November 30, 2024

& Expense

	<u>Nov</u> <u>2024</u>	YTD <u>Nov 2024</u>	CURRENT <u>YR BUDGET</u>	PRIOR YEAR (2023/2024)	
				<u>Actual</u>	<u>BUDGET</u>
<u>Revenue</u>					
Membership Dues	5,825	267,753	296,989	272,576	301,358
Capital Fees & Fundraising	353	28,290	27,090	27,090	25,800
OCA/OLCA Dues	63	4,956	5,071	4,680	4,400
Bar Sales	17,830	31,824	75,926	79,923	100,806
Pro Shop Sales	1,958	5,012	13,609	16,126	20,161
Bonspiels	2,582	5,428	19,450	9,277	15,000
Club Events+Ladies section	403	1,301	2,000	2,919	2,000
Academy of Curling	0	0	0		0
Ice Rental	4,923	7,162	17,015	17,013	15,000
Advertising Income	60	8,095	9,450	9,450	8,500
Locker Rental	124	8,928	7,500	8,310	7,500
Interest Earned	0	9,052	17,000	23,615	21,800
Government Grants - CEWS	0	0	0	2,193	0
Donations	1,500	1,500	0	1,161	1,500
Misc.Income	0	84	600	2,434	600
Tim Horten's Brier	0	0	0	49,248	0
Credit Card Recovery	4	3,018	0		
League Rental	1,131	1,131	0		
<u>Total Income</u>	36,756	383,533	491,700	486,797	524,426
<u>Expenses</u>					
Utilities	6,784	12,429	55,000	50,644	59,918
General Supplies	294	1,016	5,000	3,715	5,000
Ice Maintenance & Repairs	12	4,478	16,000	15,585	15,000
Maintenance & Repairs (Non-Ice)	3,371	40,827	17,500	19,951	20,000
Ice Tech/Cleaning Wages	8,948	43,716	88,000	86,351	84,991
Housekeeping Wages	1,897	3,478	15,000	13,188	9,731
Office Wages	6,162	34,905	63,115	53,286	63,115
Wages & Payroll Expenses-Other	1,381	5,730	11,600	11,162	11,600
Workplace Safety Insurance	203	844	2,800	1,806	2,800
Bar Wages	4,354	7,128	27,747	27,203	22,810
Bar Other Purchases	3,492	5,817	500	1,329	15,200
Bar Equipment & Supplies	0	66	500	783	500
Bar Liq. & Beer Purchased	4,197	11,922	31,000	30,874	35,282
Pro Shop Purchases	2,256	4,043	10,195	12,110	14,113
Member Services/Communications	0	0	1,500	0	2,000
Contract Services	0	0	0	1,400	0
Promotions Expense	0	0	0	0	1,000
Advertising Expense	100	435	700	1,118	700
Bonspiels Expenses	2,318	2,626	9,116	6,854	15,000
Club Events+ junior+ladies+little rocks	241	1,024	2,000	2,492	2,000
OCA/OLCA Remittances	0	0	5,071	4,610	4,000

Telephone & Internet	0	1,317	2,200	2,459	2,000
Office Expenses	215	2,085	4,500	4,974	4,000
Bank Charges & C/C Fees	628	4,585	3,000	9,794	9,000
Insurance	1,373	10,472	20,000	17,326	16,260
Depreciation	0	0	35,000	36,080	35,000
Property Taxes	0	9,229	14,200	14,141	14,010
Skills and development	0	-181	3,000	1,458	1,000
Misc Expenses	0	0	2,000	586	2,000
Professional & Consul Fees	445	12,579	14,000	13,900	16,000
Capital Expenses	0	87,888	0	0	0
Renovation Expense	0	0	0	0	0
Income Tax Expense	0	0	9,900	9,661	9,900
Academy of Curling	37.00	37.00	0	0	0
Total Expense	48,708	308,495	470,144	454,839	493,931
Net Profit	-11,952	75,038	21,556	31,958	30,495

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	\$ 28,290.00
Total to Date	\$ 467,320.44

Ice Maintenance Committee (IMC) Meeting - Monday, 2024-11--25, 3:15 pm at the London Curling Club

General update:

The ice committee complimented Mark and staff on a great ice surface and from all accounts received, members are pleased. Additionally, social media and local screen promotions have shown members pictures of the new equipment to draw attention to the improvements and work involved on their behalf. We continue to be grateful for the diligence of all ice staff in maintaining our ice and appreciate their consistent attention to it. Thank you.

Item	Description	Action	Owner	Status	Comment
Condenser	Demineralization - lime buildup requires cleanout to be more efficient	Approx \$2,000 estimate and to do over Christmas closure	Mark	Arrange for work to be contracted	
Condenser	May need to replace, estimated cost of \$100k	St Mary's club replaced theirs with a 'controller' and obtained a trillium grant	Gary regarding grant//Mark regarding connecting with st mary's club - more info?	In process	before proceeding with any grant application to check with Greg to ensure no conflict regarding capital grant applications in process re building
Ice staff	Professional development	Plans	Mark	On going	Mark instructs staff on any new processes or improvements in ice maintenance techniques. Formal professional development not considered necessary at this time.
Replacement Gripper Policy	Gripper replacement should occur more frequently for safety plus debris on ice	Education: Verbal, Video, Club Communicue	Randi & Mark	In process	Suggested December Select a campaign month and develop a program, using various media plus order some inventory that would be sold
Structural check by engineering firm	Check is done every 3-5years	Summer of 2025	Kevin, Randi, Mark	To be scheduled	

Scaffolding, Safety Cable Purchase	Use for overhead maintenance	Executive Committee Approved purchase for safety of vendors and staff working at heights on ice	Kevin	Approval and purchase made	Recommended Staff training in Jan. 2024.
Scaffolding etc	Scaffolding is not being used by staff (ladder instead) and no cause to date for vendor use	Determine industry standard for work done at heights on ice surface and advise	Kevin	In process	Staff training to be scheduled
Parking Lot Signage	Signs lost during road construction	Replace Signage	Randi	In process	Check with Greg on what's been done to date
Security	Review of camera & monitors	Obtain Quotes	Randi	In progress	

Items on hold or ongoing with no specific deadline and will become part of relocation project agenda items and/or will become part of the capital planning for current location replacement, improvements of property.

Item	Description	Action	Owner	Status	Comment
Bulkhead Replacement	Bulk head beside Sheet 6 to done this summer		Mark	On hold	Recommend on hold pending relocation
HVAC System Replacement	Should be replaced within 3 years (2026)		Kevin	On Hold	YXU Relocation Status
Roof Shingles	Showing wear (2025)		Kevin	On Hold	YXU Relocation Status
Parking Lot	Repaving, Drainage	Patching of bad spots have been done	Kevin	On Hold	YXU Relocation Status
Nozzle Heads	Trying to determine which is the optimum head	research	Mark	Ongoing	A project that Mark wishes to continue on his own
RO System	Pilot project using RO water for making pebble	Budget cap of \$500 dollars to compare	Mark	Ongoing	A project that Mark wishes to continue on his own

Next Meeting scheduled for Friday 12:15 pm, January 31, 2025.