

LONDON CURLING CLUB

BOARD OF DIRECTORS MEETING MINUTES

| | | | |
|-------------------------|--|---|---------------|
| COMMITTEE: | Board of Directors | MEETING DATE: | Feb. 21, 2023 |
| COMMITTEE CHAIR: | Steve Hobbs | TIME/LOCATION: | 7:00 via Zoom |
| ATTENDEES: | Steve Hobbs Kevin MacDonald Jeanette Walker Fay Weiler Sarah Duplan, Stacey Farley, Lisa Flesher, Richard Rodgers Bruce Thom, Greg Lewis, Manager | REGRETS: Gary Peters Melissa Neeb Tony Francolini | |

| Item | Summary | Action |
|---|--|--------|
| 1.0 Call To Order | Steve called the meeting to order at 7:15. | |
| 2.0 Agenda | Motion to accept the Agenda as circulated; moved Stacey, 2 nd Bruce; Carried | |
| 3.0 Minutes Dec. 13th meeting | Motion to accept Dec. 13 th minutes as circulated: Fay, 2 nd Jeanette Carried | |
| 4.0 Recording of Email motions | January 8 th motion; moved by Kevin, 2 nd Lisa that Sarah Duplan be accepted to become a Board member holding the Communications/Information portfolio. Carried | |
| 5.0 Reports 5.a) President Steve Hobbs | <p>This is indeed a very busy time at the London Curling Club. We are continuing our 175th anniversary celebrations with two special events, both on the same date! On Saturday, March 18, we will hold the renamed 175th Anniversary Bonspiel. Both draws are full and about one quarter of the teams are from outside of our club. In the afternoon, between games, the Historic Sites Committee of the London Public Library board will unveil a plaque commemorating our long history.</p> <p>The Tim Hortons Brier is coming up fast. As one of the four local curling clubs, LCC will share a booth at Budweiser Gardens to promote curling. Also, the 50-50 draw will benefit local junior curling programs. The Brier organizers are giving each of the four clubs an opportunity to play games on the ice before the event starts. Our club champions from 2021-22 will form two mixed teams and enjoy competing on the fabulous surface there. Thank you to all of our members who are volunteering in various capacities at the Brier; I will be working The Patch.</p> <p>The London Curling Club is sponsoring a play at the Palace Theatre Arts Commons, "The Black Bonspiel of Wullie McCrimmon". This production mixes Faust with curling in a hilarious way. I hope that many of our members will buy tickets and take in some live theatre.</p> <p>I would like to welcome Sarah Duplan to the board as Director of Communications/Promotion; thank you for stepping up to fill the position. At the same time, I want to acknowledge the efforts of all the volunteers at our club: board and executive members, convenors, event organizers, coaches, and others who pitch in when needed for events. Of course, we also have a wonderful staff who work hard and make our curling experience more enjoyable. Thank you!</p> | |
| 5.b) Vice President Gary Peters | No report | |

| Item | Summary | Action |
|------------------------------------|--|--------------------------------------|
| <p>5.c) Manager Greg Lewis</p> | <ul style="list-style-type: none"> • The Junior Champion banner is now on display upstairs. It cost roughly \$800 to frame both the banner and team photo. They will have at least two more new banners coming this year; the U18 Provincial Champions banner and another banner for winning the Ontario Winter Games Trials. We should discuss what to do with these banners and any more that may be coming from Team Stratton. <p>NOTE: We could consider the possibility of hanging them from the ceiling in the ice area. Further discussion of this item was tabled For a later meeting.</p> <ul style="list-style-type: none"> • The possible Sunday Rental from Forest City Sports and Social Club did not go ahead due to low registration numbers. • The City-wide Promotions Committee has met several times and continues to do so. The main points are listed below: <ul style="list-style-type: none"> ○ We are working with a Marketing class from Fanshawe who is providing direction and materials that will help us promote curling in London before and during the Brier through social media and printed material. ○ A second Fanshawe class will come on board in the summer to help with promotions ahead of the Fall registration period. ○ Curl London is the new alliance that has been organized to promote curling in London. A new logo has been designed to be used on marketing materials. A new website has been built too (curlondon.ca) that will provide basic curling information and provide links to both LCC and HCCC. The website will cost each club about \$120 per year (software license and domain). ○ Curl London will manage an information booth at the Brier ahead of certain draws. Marketing materials (5x7 cards and display banners) are being developed. I expect this to cost each club roughly \$250. ○ We will use a QR Code to direct people to the website where they can enter their name and email address for a chance to win a free Learn To Curl membership next Fall. Full details are still being developed. If the board has any concerns with this plan, please let me know. ○ The March 25th Brooms & Brews is happening at LCC but also at HCCC and will be promoted by Curl London during the Brier. • I've been working with a merchant account broker to implement a change that will reduce our credit card fees for online transactions by roughly 25%. Once the season ends, a similar change will be made for payments done on-site by card. I should also mention that the Poynt device used at the bar is having some display issues and may need to be replaced. • Our insurance policy will be up for renewal in April. Rates have increased by over 200% during the past 5 years, to a point where roughly 10% of all income goes to paying for insurance! I've started to investigate alternatives to using MacFarlane Rowlands. As a broker, there are some insurance companies that they cannot deal with. One such company is Cooperators, and CurlON has suggested that we obtain a quote from them, which I have done. Their quote is approximately \$6500 less than our current policy. Some items, such as the deductible and insured amounts, are not the same though, and a detailed analysis is required before making a decision. It would be preferable to have a Board member review these quotes as well in order to make the best decision for the club. <p>NOTE: Steve and Greg will look at more quotes and prepare a recommendation to present to the Board.</p> <ul style="list-style-type: none"> • Our old project with the National Sports Trust Fund (NSTF) expired at the end of | <p>tabled</p> <p>Steve, Greg</p> |

| Item | Summary | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>December. I have requested that all remaining funds (approx. \$1500) be sent to us. I have also established a new project to collect donations towards "future rebuilding, renovations or capital projects" with a target of \$300,000 and expiring in 2027. To view the project, go to ontariosportnetwork.ca and select project #278. One thing to note: When requesting donated funds, you must provide receipts for items purchased as proof that the money is being spent as intended.</p> <ul style="list-style-type: none"> Andy Lester has been providing technical support for our computer systems over the past 8 to 10 years, but he has indicated that this will be his last year. Andy is willing to meet with a new support person to pass along the details of our network, backups, etc. but we need to find his replacement. <p>NOTE: Andy has done an excellent job in carrying out the tasks connected to this responsibility. Directors were asked to assist in finding a replacement.</p> <ul style="list-style-type: none"> We've had several current and past members pass away recently and I would like to discuss having a protocol to follow in order to communicate with our members. Email? Use the new Rock Talk Blog? Do nothing? NOTE: After discussion it was agreed that notifications will be reported on the Blog. Members will be notified of this procedure and reminded to check the blog regularly. | <p>Directors</p> <p>Greg</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5.e Treasurer Jeanette Walker</p> | <p style="text-align: center;">London Curling Club Treasurer's Report February 14th, 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Operating Bank Balance January 31 2023</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; text-align: right;">\$ 364,213.97</td> </tr> <tr> <td>Capital Savings Balance January 31 2023</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$ 11,244.75</td> </tr> <tr> <td>Term Deposits Balance January 31 2023</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Operating acct GIC (Apr 30/23)</td> <td></td> <td style="text-align: right;">\$ 155,433.94</td> </tr> <tr> <td style="padding-left: 40px;">Capital Savings GIC (May 07/23)</td> <td></td> <td style="text-align: right;">\$ <u>388,127.00</u></td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Total</td> <td></td> <td style="text-align: right;">\$ <u>919,019.66</u></td> </tr> <tr> <td>CEBA loan – \$40K due December 31st, 2023</td> <td></td> <td style="text-align: right;">\$ 60,000.00</td> </tr> </table> <p>(Note: balance as of April 30th, 2022 - \$840,027.85)</p> <p><u>Comments:</u> N/A</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Capital Fundraising</th> <th></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>Total to Date</td> <td style="text-align: right;">\$ 411,940.44</td> </tr> </tbody> </table> <p><u>Recommendation</u></p> | Operating Bank Balance January 31 2023 | - | \$ 364,213.97 | Capital Savings Balance January 31 2023 | - | \$ 11,244.75 | Term Deposits Balance January 31 2023 | - | | Operating acct GIC (Apr 30/23) | | \$ 155,433.94 | Capital Savings GIC (May 07/23) | | \$ <u>388,127.00</u> | Total | | \$ <u>919,019.66</u> | CEBA loan – \$40K due December 31 st , 2023 | | \$ 60,000.00 | Capital Fundraising | | 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 | Total to Date | \$ 411,940.44 | |
| Operating Bank Balance January 31 2023 | - | \$ 364,213.97 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Term Deposits Balance January 31 2023 | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating acct GIC (Apr 30/23) | | \$ 155,433.94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Savings GIC (May 07/23) | | \$ <u>388,127.00</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | \$ <u>919,019.66</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CEBA loan – \$40K due December 31 st , 2023 | | \$ 60,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Fundraising | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017/2018 | \$ 14,300.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018/2019 | \$ 40,046.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term Deposit Designated | \$ 253,768.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2021/2022 | \$ 21,770.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2022/2023 | \$ 23,595.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total to Date | \$ 411,940.44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Summary | Action |
|--|--|---------------------------------|
| | <p>I recommend that we pay off the CEBA loan (\$40K) prior to April 30th so we can recognize the \$20K of income in the 2022/23 annual statements. The loan is due prior to December 31st 2023, but delaying would recognize the income in next year's statements. NOTE: So moved by Jeanette; 2nd Kevin Carried</p> <p>I also recommend that we move the \$23,595.00 of capital fees collected this year from the operating account to the capital account, and then increase the Capital account GIC by \$25K when it matures on May 7th, 2023. NOTE: So moved by Jeanette; 2nd Stacey Carried</p> | <p>Jeanette</p> <p>Jeanette</p> |
| 5. DIRECTORS' REPORTS | | |
| 5.f Communication, Promotion Sarah Duplan | No report. Sarah briefly outlined some of her thoughts re her responsibilities and tasks under this portfolio. | |
| 5.g Sponsorship/Advertising Lisa Flesher | No report. | |
| 5.i Leagues Bruce Thom | <p>Bruce reported that, to qualify for the CurlOnfor 10-13 yr old curlers Hit, Tap & Draw competition, he & Tony ran the qualification competition for the club's younger curlers.</p> <p>For the Brier clubs competition we will have the opportunity to enter a mixed team. It will be composed of our Men's & Women's champions from last season. Bruce will notify these curlers. Greg will get the name of the contact person for more details.</p> | Bruce, Greg |
| 5.k OCA Tony Francolini | No report. | |
| 5.h Property Maintenance Kevin MacDonald | <ul style="list-style-type: none"> • Replaced ceiling tiles and burnt-out lights. • Removed deficient 4' fluorescent light fixture and replaced it with an LED fixture. • Had three quotes completed on the installation of 2 roof top ladders. These ladders are required by Health and Safety regulations for service personnel to access our roof top furnace. The Executive has approved the quote from Hollywood Steel Works for \$8,136. • The top floor storage, kitchen and washrooms are in need of renovation: <ul style="list-style-type: none"> -The kitchen plan is to sort the kitchen contents and remove unnecessary equipment, tableware, etc., replace the gas stove with an electric one, take one of the unused refrigerators away, repair the upper cabinets, renovate the lower cabinets, replace the countertops, put in new flooring and repaint everything. - The lady's washroom would be renovated to provide 2 separate gender-neutral washrooms. - The piano would be removed, and possibly a large screen tv installed for the upper lounge. <p>Preliminary cost estimates are between \$20,000 and \$25,000.</p> <p>Some of the grunt labour and painting could be done by member volunteers. The project could be broken up into three stages, but there would be some savings in waste removal, cleaning, etc. if all was done at once. If the Board were to approve this expenditure, we would be looking at August 2023 as a timeline.</p> <p>NOTE: Moved by Kevin; 2nd Stacey; that we hire Ken & Anita Stenson to perform the renovations. Carried Kevin will contact Ken.</p> | Kevin |
| 5.j Member Services Richard Rodgers | Richard reported that, by Mar. 31 st he will begin seeking nominees for the Curling Awards. He will also review the criteria for update. | Richard |
| 5.i Skills & Development Melissa Neeb | <p>The January Brooms and Brews event was sold out with a waiting list almost two weeks prior to the event. 48 participants and 12 coaches. Feedback on the event itself and how it is run remains very positive. This event remains a great way for people to experience what curling is in a fun and easygoing environment.</p> <p>Wording on our website for the Brooms and Brews event will be reviewed before the next event which will be held on Saturday, March 25 to better reflect what the event is for and to clear up any confusion regarding clean shoes and spectators. I will be reaching out to</p> | |

| Item | Summary | Action |
|--|---|-----------|
| | <p>Greg this week.</p> <p>I have been working with Highland to help organize their first Brooms and Brews event which will also be held on March 25. As part of Curl London, the events at both clubs will be heavily promoted during the Brier by our Curl London committee. We are also looking to add surveys for the last Brooms and Brews event to help enhance future events at both clubs.</p> <p>The "Try Curling" event organized by Curling Canada and ran by our club this coming Sunday (February 26) is coming together. We have 7 coaches who have volunteered to help that day. Emails with last minute details will be going out this week. This event is full! There are 2 one-hour sessions with 60 participants each session. 30 mins of instruction, 30 mins of game play. This event is geared towards kids, but parents and siblings could also register.</p> | |
| 5.m Member at Large Stacey Farley | No report | |
| NEW BUSINESS | Re identifying next season's Board members: Kevin asked present board members to inform him of their intentions re continuing or not for next season. He also requested Board members to identify for him their possible replacements. | Directors |
| Acceptance of reports | At next meeting** | Steve |
| 6.0 NEXT MEETING | | |
| | <p>The next Board meeting will be Tues. May 9th - at 7:00 p.m. via Zoom.</p> <p>Note – the AGM will be June 24-30. The meeting of combined present and new Boards will be Tues. July 4th.</p> | |
| 7.0 ADJOURNMENT | | |
| | Motion to adjourn – Jeanette ; 2 nd Sarah, Carried | |
| Appendix | | |

| <u>Revenue</u> | <u>Nov 2022</u> | <u>Nov 2021</u> | <u>Change</u> | <u>YR BUDGET</u> | <u>2021/20 22</u> | <u>BUDG ET</u> | <u>Change</u> |
|---------------------------------|-----------------|-----------------|---------------|------------------|-------------------|----------------|---------------|
| | | | | | | 217,64 | |
| Membership Dues | 236,285 | 226,040 | 5 | 230,962 | 234,617 | 8 | 1 |
| Capital Fees & Fundraising | 23,595 | 21,771 | 8 | 20,625 | 24,543 | 18,500 | -4 |
| OCA/OLCA Dues | 7,956 | 8,491 | -6 | 7,470 | 8,527 | 7,380 | 1 |
| Bar Sales | 29,863 | 19,806 | 51 | 71,970 | 59,455 | 75,000 | -50 |
| Pro Shop Sales | 8,458 | 6,858 | 23 | 14,394 | 12,456 | 20,000 | -32 |
| | | | #DIV/0 | | | | #DIV/0 |
| Bonspiels | 5,032 | | ! | 15,000 | | 0 | ! |
| Club Events+Ladies section | 840 | 1,205 | -30 | 2,000 | 3,944 | 500 | -79 |
| Ice Rental | 3,576 | 5,344 | -33 | 12,000 | 7,514 | 10,000 | -52 |
| Advertising Income | 8,240 | 4,530 | 82 | 8,500 | 8,040 | 8,000 | 2 |
| Locker Rental | 7,075 | 6,775 | 4 | 5,938 | 6,800 | 5,875 | 4 |
| Interest Earned | | 20 | -100 | 9,900 | 1,621 | 2,000 | -100 |
| Government Grants - CEWS | 8,975 | 53,729 | -83 | 28,000 | 110,991 | 60,000 | -92 |
| Donations | | 225 | -100 | 1,500 | 3,358 | 0 | -100 |
| Misc.Income | 129 | 944 | -86 | 600 | 500 | 600 | -74 |
| 50/50 Revenue (Net) | | -120 | -100 | 2,000 | 1,986 | 5,000 | -100 |
| | | | | | | 430,50 | |
| Total | 340,024 | 355,618 | -4 | 430,858 | 484,352 | 3 | -30 |
| Expenses | | | | | | | |
| Utilities | 11,872 | 9,590 | 24 | 47,172 | 42,884 | 50,000 | -72 |
| General Supplies | 1,138 | 983 | 16 | 2,500 | 2,269 | 7,200 | -50 |
| Ice Maintenance & Repairs | 8,557 | 11,396 | -25 | 15,000 | 10,889 | 21,800 | -21 |
| Maintenance & Repairs (Non-Ice) | 7,842 | 14,951 | -48 | 20,000 | 16,879 | 20,000 | -54 |
| Ice Tech/Cleaning Wages | 41,686 | 41,349 | 1 | 82,356 | 81,866 | 81,174 | -49 |

| Item | Summary | | | | | | Action |
|---|----------------|----------------|------------|----------------|----------------|----------------|------------|
| Housekeeping Wages | 2,868 | 2,131 | 35 | 8,046 | 7,709 | 6,750 | -63 |
| Office Wages | 32,354 | 33,265 | -3 | 59,967 | 56,609 | 59,275 | -43 |
| Wages & Payroll Expenses-Other | 5,686 | 5,389 | 6 | 11,600 | 11,639 | 11,600 | -51 |
| Workplace Safety Insurance | 1,193 | 1,185 | 1 | 2,800 | 2,383 | 2,800 | -50 |
| Bar Wages | 6,137 | 5,541 | 11 | 18,981 | 19,322 | 30,600 | -68 |
| Bar Other Purchases | 3,612 | 3,002 | 20 | 9,000 | 11,195 | 6,900 | -68 |
| Bar Equipment & Supplies | | 391 | -100 | 2,500 | 495 | 1,000 | -100 |
| Bar Liq. & Beer Purchased | 12,228 | 7,119 | 72 | 25,189 | 16,473 | 35,000 | -26 |
| Pro Shop Purchases | 6,877 | 4,653 | 48 | 10,076 | 8,600 | 20,000 | -20 |
| | | | #DIV/0 | | | | #DIV/0 |
| Member Services/Communications | | | ! | 2,000 | 0 | 2,000 | ! |
| | | | #DIV/0 | | | | #DIV/0 |
| Promotions Expense | 787 | | ! | 0 | | 0 | ! |
| Advertising Expense | 594 | 676 | -12 | 3,500 | 1,016 | 500 | -42 |
| | | | #DIV/0 | | | | #DIV/0 |
| Bonspiels Expenses | 2,239 | | ! | 15,000 | | 0 | ! |
| Club Events+ junior+ladies+little rocks | 1,795 | | #DIV/0 | 2,000 | 3,053 | 500 | -41 |
| | | | ! | | | | |
| OCA/OLCA Remittances | 275 | | #DIV/0 | 7,470 | 7,140 | 7,380 | -96 |
| | | | ! | | | | #DIV/0 |
| Covid Expenses | | | ! | 0 | | 0 | ! |
| Telephone & Internet | 928 | 822 | 13 | 2,000 | 1,641 | 2,000 | -43 |
| Office Expenses | 2,127 | 2,191 | -3 | 8,000 | 3,926 | 8,000 | -46 |
| Bank Charges & C/C Fees | 343 | 6,980 | -95 | 11,600 | 9,145 | 11,600 | -96 |
| Insurance | 13,820 | 13,080 | 6 | 25,800 | 19,978 | 16,900 | -31 |
| | | | #DIV/0 | | | | |
| Depreciation | | | ! | 34,000 | 34,208 | 31,000 | -100 |
| Property Taxes | 8,070 | 7,929 | 2 | 13,700 | 13,380 | 13,300 | -40 |
| | | | #DIV/0 | | | | #DIV/0 |
| Skills and development | | | ! | 1,000 | | 0 | ! |
| Misc Expenses | 7,934 | 2,209 | 259 | 2,000 | 818 | 2,000 | 870 |
| Professional & Consul Fees | 12,750 | 13,335 | -4 | 16,000 | 14,335 | 12,000 | -11 |
| | | | #DIV/0 | | | | #DIV/0 |
| Capital Expenses | | | ! | 0 | | 0 | ! |
| | | | #DIV/0 | | | | #DIV/0 |
| Income Tax Expense | | | ! | 3,950 | | 0 | ! |
| | | | | | | | |
| Total Expense | 193,710 | 188,166 | 3 | 463,208 | 397,853 | 461,279 | -51 |
| | | | | | | | |
| Net Profit | 146,315 | 167,452 | -13 | -32,349 | 86,500 | 30,776 | 69 |