



LCC Board Meeting Minutes

In Person
2025-02-04 @ 6pm



1) Call to Order 6:02 pm

2) Attendance

Rose Kuchynski, President

Trevor Nichols, Vice President

Gary Peters, Past President

Lisa Flesher, Sponsorship/Marketing

Katy Farrow, Secretary

Sean Burns, Leagues

Kevin MacDonald, Maintenance

Jeanette Walker, Treasurer

Melissa Neeb, Skills/Development

Jenny Shaw, Member Services

Invited:

Randi Lawton

Regrets:

Mark Flynn

Tony Francolini OCA

3) Agenda

a) Additions to the Agenda

b) Acceptance of the Agenda

Motion to accept by consensus

4) Acceptance of minutes from December 10th, 2024 meeting

See: <https://drive.google.com/file/d/12mF598jB4fibGxi9I7jj8ky6U-0PbBDY/view?usp=sharing>

Motion to accept by consensus

5) Reports:

a) President – Rose Kuchynski

Since our last meeting, December 10, your board and staff have been busy with many activities at the club! A primary goal that our club had at the beginning of this season was to utilize more of our unused ice time particularly on weekends. With the Saturday Nite Rocks, in-house and rental bonspiels booked and the help of awesome volunteers and staff at our club, I am happy to report that this goal has been met! Thank you to all involved in making our club a warm and welcoming place!

We have had many new and continuing initiatives not only in the promotion of curling and our club but also in ensuring the safety of staff plus administrative supports for our club's business management. While sometimes these processes and standard operating procedures may not seem to be very

important, and even a bit cumbersome, they are important to ensure our club is protected from any potential risk of loss and liability.

What has your president been up to?

- Detailed review of financial books and records to assist the Treasurer and made recommendations for account analyses, invoice and payroll approval processes, plus computer backup/data recovery procedures
- Collaboration with Maintenance Director and our insurer to develop safety protocols for ladder and scaffolding use
- Review of various government publications including Employment Standards Act and offer support for development of personnel policies with the Executive
- Contacting audit, government authorities and TD bank personnel to assist in changeover of board members and signing authorities, plus reinvestment of reserve funds
- Volunteer in providing hospitality for Crosstown Showdown, Saturday Nite Rocks (fun!)
- Liaising with board members on:
 - gripper replacement program;
 - police checks for volunteers dealing with vulnerable persons;
 - boxing day and family day try curling events;
 - encourage development of personnel and financial administration files;
 - replacement and succession plan for vacating board members
- Social media postings on Facebook and Instagram promoting club and member events (we have over 850 followers). For next season, we have a communications volunteer - Thanks!!
- Followups with realtor regarding sale of property plus attendance at relocation/grant meeting
- Discussions regarding pro shop accessibility, purchase of snow blower and office equipment
- Continued discussions regarding volunteer and prospective member database for follow-up after promotional events

We are looking forward to Curling Day in Canada, Feb 22, sponsored by our local Cooperators Insurance Rep, with a shootout competition (wear your red and white!!) plus upcoming fun-themed bonspiels and league events!! Promoting a 'for fun' atmosphere and developing camaraderie among our members, creating referral opportunities, will be the primary source of growth for our club and our curling sport.

b) Vice President – Trevor Nichols

- New VP for next season!!
- David Millie has been a club member for 2 years, curls twice a week. He is young, intelligent, articulate, and possesses a very engaging personality.
- Google David and learn more.

c) Past President - Gary Peters

- Ongoing business includes completing TSSA forms for the recent renovations in the Mechanical Room. This includes submitting a 'Data Sheet' for each piece of new equipment and decommissioning the old equipment.

- This process had stalled since CIMCO had issued the club outdated forms. With help from the employees at Clauger the proper forms were obtained. Over the next couple of weeks, most of these forms should be completed.
- The Self Evaluation forms will be handed out to the Club Manager and the Head Ice Technician within a couple of weeks. The purpose of this form is to create a positive work environment, build employee morale, increase self-confidence, increase conductivity between workers and management, identify health and safety gaps, etc.

d) Treasurer – Jeanette Walker
See spreadsheet at end of report

| | |
|---|---------------------|
| Operating Bank Balance at January 31, 2025 | \$175,043.07 |
| Capital Savings Balance at January 31, 2025 | \$176,286.15 |
| Term Deposits Balance at January 31, 2025 | |
| Operating acct GIC (04/18/2025) | \$219,517.57 |
| Capital Savings GIC (04/18/2025) | <u>\$163,473.83</u> |
| Total at January 31, 2025 | \$734,320.62 |

Comments

We are in a positive position as of the end of January of \$156,688.00, once you remove the Capital Expense of \$254,891.93 back. This is the total cost of the new compressor, not including the HST. The Capital expense will be amortized into our expenses over the expected life span of the equipment.

Prior to the end of April, I will ask to move the net of the Capital expense paid and the Capital fees collected from the membership, from the Capital Savings account to the Operating Account.

e) Manager Report – Randi Lawton

- Popcorn Maker was sold for \$1,350
- The club’s new health and safety addition of Ladder and Scaffolding has been distributed and posted.
- Working with the Highland IT person finding about the online calendar
- Comparing Accounting Softwares for next season and future
- Starting to investigate Volunteer database

f) Skills and Development – Melissa Neeb

- Brooms and Brews held on January 4th
- Saturday Nite Rocks was held at 7:30 pm on January 11th, 18th, 25th and February 1st. There will also be events on February 15th and March 1st.

g) OCA-Tony Francolini – no report

h) Maintenance Report-Kevin MacDonald

- I replaced several burned-out fluorescent tubes. Randi ordered a new supply of tubes.
- I replaced the belt on an upright vacuum. The beater bar was defective. I took it to McHardy Vacuum for repair.
- I worked with Mark Flynn to repair the bottom hinge of the south area door. The screws had rusted out and the hinge was not attached to the building. Holes were drilled through the hinge plate. Tapcon screws were used to secure the hinge.
- Another of our upright vacuums has a defective beater bar. I took it to McHardy Vacuum for repair.
- I emptied the water and dirt from the two front entrance boot cleaners and tightened the drive belt on one of them.
- The mirror in the ladies' main floor washroom fell off the wall and shattered. Randi has ordered a new mirror and I will install it when it comes in.
- I have spoken to a couple of possible candidates to take the position of Maintenance Director next year.

i) Head Ice Technician – Mark Flynn
No report

j) League Report – Sean Burns

Proposed Curling Schedule for Next Season

Objective

- Primary objective is to have a schedule where leagues can expand, and all league games can be played.
- Secondary objectives are to spread out league types (Men's, Women's, Open) to allow more cross-participation, and to allow more options on more days for more members

Research

- Every combination of leagues that members are enrolled in was recorded
- Did not want to interrupt combinations that had high occurrence of cross-participation
- Saw opportunities for combinations that had low occurrence of cross-participation
- Came up with 6 potential schedules that met primary objective, some of which also met secondary objectives

Survey

- Based on the 6 potential schedules, surveyed evening leagues to determine how willing/unwilling members were to change days and/or times
- Eliminated potential schedules that went over a threshold of resistance
- Settled on 1 schedule that meets primary objective, and part of secondary objectives

Proposed Schedule

- [New Curling Schedule](#)
- Mark Flynn was engaged to determine whether other adjustments were warranted to change start times, etc. Mark saw no need to make changes on account of his Ice Team. Mark hasn't seen this proposed schedule yet though, so may have some recommendations.

Adoption of New Schedule

- If the LCC Board approves the new schedule, then certain actions will need to be taken...

- Leagues that are affected will need to be notified before the end of this season. In fact, all leagues that were surveyed should be notified of the new schedule.
- The schedule for next season, or the days and times for each league, needs to be **glaringly** present in the registration portion of our website.

k) Member Services – Jenny Shaw

- Dec 26. I was the Greeter/organizer for Boxing Day curling. It was very successful and should be repeated next year. Some suggestions were sent to Rose and Randi with ways to improve the flow of the day.
- I contacted Kevin Bublitz via email as he indicated to Gary Shaw that he had some ideas to increase membership. I have not heard back so I will need to reach out again.
- Jan 7. I have made preparations for Family Day, February 17. The time will be 3-5. Randi will act as greeter. She has put it on the calendar, sent out an email and posted a signup sheet on the bulletin board.
- Jan 14. Met with John Del Guercio a professor at Fanshawe College about the Capstone project. His students will set up a media campaign to help us increase our membership. Followup emails were sent. Randi and Ann Stubbins are involved.

l) Marketing - Lisa Flesher

- Back in December, I updated the graphics for the Saturday Nite Rocks and the Learn to Curl Program. I provided new files for these social media posts.
- I was also asked to design a poster for the LCC's Curling Day in Canada Bonspiel. It was my pleasure to do this and provide files that could be posted on the screen in the club as well as on-line.
- If you need any help with graphics or materials to promote any programs or bonspiels in the club, I am happy to help.
- As the end of the season draws near, please consider sharing the names of any businesses that you think could benefit from advertising at our club. I am happy to reach out to them and I have a flyer with all of the information. If you prefer to reach out on your own, I can share that file with you.
- I appreciate all of the help I can get in sourcing new advertisers. Thank you to Trevor who suggested and reached out to London Gold Buyers and Wild Birds. They have both advertised with us this year.

m) Communications

- Brian Arnold will be an adhoc committee member for this portfolio
- He will not attend meetings

6) Ongoing Business Table

| Issue | Action | Time Frame | Responsibility | Notes | Status |
|---|--|--|---|---|---|
| Committee to look at ice times. | See possible schedule at https://docs.google.com/spreadsheets/d/1xbMMc81m8Q49YN9gYsUY8oMkSrtQ5CC/edit?usp=drive_link&oid=108596587916349830977&rtpof=true&sd=true | Draft of possible changes for next year | Gary Peters Sean Burns | | Ongoing |
| Communication/ Social Media Portfolio | This board position has been vacated - Rose Kuchynski has been doing social media | At end of season due to volunteer request. | Brian Arnold has volunteered | Does not wish to be part of board or meetings – can we remove this portfolio from board member position? Can we have board member without a specific portfolio or add something? | Randi to work with Brian on rocktalk, social media) |
| Relocation Committee - | Conditional lease contract with Airport, update with Realtor – market soft – no developer interested. No signage with no satisfactory answer | ASAP – grant application deadline requiring ‘shovel ready’ is soon to expire | Gary/Rose/ Trevor/ Greg Lewis, Dave Beckett & Rod White | Rose continues followup with realtor – Question: is it strictly market conditions or the realtor – should we move on. | Ongoing |
| Financial Position | Review of financial statements (profit & loss and balance sheet) | monthly | Jeanette & Randi | Compare to budget. | Ongoing |
| Pro shop | Only sell broomheads, gloves, and grippers. Shoes would be ordered in | ASAP | Randi will suggest direction we should take | Sell broomheads etc in bar? Convenors sell supplies? Ice techs to assist? | Ongoing |
| Open Doubles League | Monday at 8:45 pm is a bad time. | ASAP | Melissa & Randi | Promote it by having a Doubles | Ongoing |

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|--|--|------|----------------------------|--|---------|
| | Another time has not been found so payments were refunded. | | | Spiel and invite other clubs? | |
| Integration of new curlers into existing leagues | Learn to Curl - Hesitant to form teams in other leagues but willing to sign up as spares | ASAP | Tony plus Sean & Gary | Learn to Curl people Brooms and Brews need places to offer them in leagues | Ongoing |
| Ice committee | To be rescheduled | | Kevin, Trevor, Gary & Mark | | ongoing |
| TSSA forms for new equipment | Documentation to be obtained | | Gary | | ongoing |

7) New Business Table

| Issue | Action | Time Frame | Responsibility | Notes | Status |
|-----------------------------------|---|------------|---|--|---------|
| Budget for next season | Preliminary numbers from Feb results to start process | March | Randi, Jeannette, Rose can assist if needed | Budget will be presented/finalized once new board in place - June | ongoing |
| Personnel policy and New Ice Tech | Personnel supports An additional ice tech has been hired for an extra cost of \$4500 | current | Executive Board – Trevor is liaison | Mark needs assistance to pebble the ice due to an injury. | ongoing |
| Nomination Committee | Seek out new board members for vacating members | Feb/March | Rose, Trevor, Gary | To present a proposed slate to board for approval by April if possible. Obtain resumes | ongoing |
| Annual Reviews | Handed out in a few weeks for salaried employees | March | Gary | The purpose of this form is to create a positive work environment | Ongoing |
| Google Tutorial | Tutorial to be planned for current and new | | | Tutorial needed for using Google drive and Gmail. | Ongoing |

| | | | | | |
|------------|--------------------------------|------|-------|---|---------|
| | Board members | | | | |
| New vacuum | New vacuum needed for upstairs | ASAP | Kevin | Kevin to take Jackie shopping for a suitable vacuum | Ongoing |

8) Adjournment at 7:34 pm

Next meetings:

March 4

April 8

June social and new board members intro – date options?

Motions:

- 1) Kevin MacDonald moved that a budget of \$600 be made available to purchase a new vacuum. Trevor Nichols seconded. All were in agreement

Motions by email:

- 1) Katy Farrow moved that we re-invest the GIC with TD Bank in the amount of \$163,473.83 with a 3.0% p.a., simple interest, to April 18, 2025. Kevin MacDonald seconded. A majority voted in favour by email.
- 2) Kevin MacDonald moved that the GIC valued at \$219,517.57 be rolled over to another GIC at 3% interest. Katy Farrow seconded. A majority voted in favour by email.
- 3) Katy Farrow moved that Jeanette Walker fill the position of Treasurer on the Executive Committee and Board of Directors, effective immediately. Sean Burns seconded the motion. A majority voted in favour by email.

Respectfully submitted by Katy Farrow, LCC Board Secretary on February 12th.

LCC - Operating Revenue

May 1, 2024 to January 31, 2025

& Expenses

| | <u>Jan 2025</u> | <u>YTD Jan 2025</u> | <u>CURRENT YR BUDGET</u> | <u>PRIOR YEAR (2023/2024)</u> | |
|---------------------------------|-----------------|---------------------|--------------------------|-------------------------------|----------------|
| | | | | <u>Actual</u> | <u>BUDGET</u> |
| Revenue | | | | | |
| Membership Dues | 4,408 | 277,349 | 296,989 | 272,576 | 301,358 |
| Capital Fees & Fundraising | 0 | 28,165 | 27,090 | 27,090 | 25,800 |
| OCA/OLCA Dues | 63 | 5,051 | 5,071 | 4,680 | 4,400 |
| Bar Sales | 13,677 | 53,437 | 75,926 | 79,923 | 100,806 |
| Pro Shop Sales | 2,368 | 8,326 | 13,609 | 16,126 | 20,161 |
| Bonspiels | 4,663 | 11,830 | 19,450 | 9,277 | 15,000 |
| Club Events+Ladies section | 450 | 2,184 | 2,000 | 2,919 | 2,000 |
| Academy of Curling | 0 | 0 | 0 | | 0 |
| Ice Rental | 15,159 | 21,959 | 17,015 | 17,013 | 15,000 |
| Advertising Income | 595 | 9,110 | 9,450 | 9,450 | 8,500 |
| Locker Rental | -5 | 8,861 | 7,500 | 8,310 | 7,500 |
| Interest Earned | 0 | 13,423 | 17,000 | 23,615 | 21,800 |
| Government Grants - CEWS | 0 | 0 | 0 | 2,193 | 0 |
| Donations | 0 | 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 | 10 | 3,030 | 0 | | |
| League Rental | 531 | 1,662 | 0 | | |
| Total Income | 41,920 | 445,970 | 491,700 | 526,013 | 524,426 |
| Expenses | | | | | |
| Utilities | 2,041 | 23,492 | 55,000 | 50,644 | 59,918 |
| General Supplies | 116 | 1,622 | 5,000 | 3,715 | 5,000 |
| Ice Maintenance & Repairs | 0 | 6,699 | 16,000 | 15,585 | 15,000 |
| Maintenance & Repairs (Non-Ice) | 2,042 | 16,697 | 17,500 | 19,951 | 20,000 |
| Ice Tech/Cleaning | | | | | |
| Wages | 8,826 | 66,113 | 88,000 | 86,351 | 84,991 |
| Housekeeping Wages | 1,729 | 7,872 | 15,000 | 13,188 | 9,731 |
| Office Wages | 6,520 | 50,242 | 63,115 | 53,286 | 63,115 |
| Wages & Payroll | | | | | |
| Expenses-Other | 1,556 | 9,626 | 11,600 | 11,162 | 11,600 |
| Workplace Safety | | | | | |
| Insurance | 203 | 1,353 | 2,800 | 1,806 | 2,800 |
| Bar Wages | 4,294 | 18,566 | 27,747 | 27,203 | 22,810 |
| Bar Other Purchases | 0 | 1,633 | 500 | 1,329 | 15,200 |

| | | | | | |
|---|---------------|----------------|----------------|----------------|----------------|
| Bar Equipment & Supplies | 439 | 524 | 500 | 783 | 500 |
| Bar Liq. & Beer Purchased | 5,010 | 22,663 | 31,000 | 30,874 | 35,282 |
| Pro Shop Purchases | 610 | 5,769 | 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 | 0 | 535 | 700 | 1,118 | 700 |
| Bonspiels Expenses | 2,346 | 5,646 | 9,116 | 6,854 | 15,000 |
| Club Events+ junior+ladies+little rocks | 311 | 2,430 | 2,000 | 2,492 | 2,000 |
| OCA/OLCA Remittances | 3,773 | 3,773 | 5,071 | 4,610 | 4,000 |
| Telephone & Internet | 207 | 1,693 | 2,200 | 2,459 | 2,000 |
| Office Expenses | 1,072 | 3,578 | 4,500 | 4,974 | 4,000 |
| Bank Charges & C/C Fees | 0 | 5,070 | 3,000 | 9,794 | 9,000 |
| Insurance | 0 | 11,845 | 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 | 568 | 3,000 | 1,458 | 1,000 |
| Misc Expenses | 0 | 193 | 2,000 | 586 | 2,000 |
| Professional & Consul Fees | 0 | 11,852 | 14,000 | 13,900 | 16,000 |
| Capital Expenses | 0 | 254,892 | 0 | 0 | 0 |
| Renovation Expense | 0 | 0 | 0 | 0 | 0 |
| Income Tax Expense | 0 | 0 | 9,900 | 9,661 | 9,900 |
| Academy of Curling | 0.00 | 0.00 | 0 | 0 | 0 |
| Total Expense | 41,095 | 544,174 | 470,144 | 454,839 | 493,931 |
| Net Profit | 825 | -98,204 | 21,556 | 71,173 | 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 | \$ 28,165.00 |
| Total to Date | \$ 467,195.44 |

