



**LCC Board of Directors
Meeting Agenda
November 14, 2023
@ 7pm (Via Zoom)**



<https://us06web.zoom.us/j/3028388855?pwd=Wk9oRnU2Y0hoYVR6ZXVCN09veG1rdz09>

1) Call to Order by Gary Peters (President) at 7:05 pm

Present on Zoom: Gary Peters, Rose Kuchynski, Katy Farrow, Melissa Neeb, Fay Weiler, Jeanette Walker, Tony Francolini, and Kevin MacDonald

Regrets: Sarah Duplan, Lisa Flesher, Steve Hobbs, Bruce Thom

Present by Invitation: Greg Lewis and Mark Flynn

2) Agenda

● Additions to the Agenda

Motion made by Gary Peters to accept Agenda. Moved by Jeanette Walker and Seconded by Kevin MacDonald

3) Acceptance of minutes from Board meeting of September 5th, 2023, See Link below.

https://docs.google.com/document/d/1K9qI03I1pTlt0iKRSmy60HNAI_HPbRp/edit?usp=drive_link&ouid=109065645914742164135&rtpof=true&sd=true

Motion made by Gary Peters to accept previous BoD minutes. Moved by Jeanette Walker. Agreed by consensus

4) Reports

a) President - Gary Peters

- First of all I would like to thank you all for participating on the Board this year. Your dedication and commitment to the club is appreciated personally and by the membership in general.
- Many compliments have been received for the summer renovations. The Executive recognized Dave Mann, Kevin MacDonald, Dawn Lewis for their time and energy in this project.
- Team Stockton was recognized in a special ceremony for their amazing accomplishments in the 2022-23 season. Thank you to Steve Hobbs, past president, for stepping in on my behalf.
- The club was proposing to close the club on Sunday afternoons to save money. This turned out to be quite controversial - cost vs practice time. Difficult to change time slots during the year. The manager and ice convenor have come-up with a resolution to minimize the financial loss to the club. Looking forward we may need to re-evaluate the club schedule to minimize financial loss to the club. Propose that a revised schedule be brought to the convenor's attention before the end of this season. Propose planning committee to re-evaluate League play based more on finance than legacy and to make sure that the right leagues are playing at the right day and time.

- The Executive decided to drop the reduced membership for those eligible as “legacy members”. From my understanding these were members that belonged to the club for 25 consecutive years. The savings was the difference between an Adult or Intermediate membership. It was not an easy decision for me personally but I do recognize that more difficult financial considerations may be in our future.
- The Member Services portfolio is vacant. For personal reasons Richard Rogers has resigned. There are three possible awards given out at the club. The Spirit of Curling Award, the Ontario Volunteers Award which has a complicated nomination process and the President’s Crest. The member Services Awards will be moved to the OCA portfolio with Tony Francolini. Do we still need a Member Services Position on the Board?
- Regarding the LCC BoD drive. Could everyone please drop their reports into the appropriate monthly folder,
https://drive.google.com/drive/folders/1gdTog_cPzl-xcpZxGxG4WjaghF6w48LI?usp=drive_link?
- If you are unable to access Google Drive, please send your report to Katy Farrow, club secretary.
- Brier Money. Think we should celebrate this winfall and recognize those patrons and volunteers that participated in the Brier. Suggest that we do something noticeable, at least coffee and cake, so that everyone can appreciate how volunteering impacts the LCC.
- Airport relocation proposal. Dave Beckett, Rod White and Greg Lewis are on the relocation committee.
- On December 5th, Executive members will be having a pre Planning Budget meeting for the next season and beyond.
- Foyer Tables with stools needed for Sunday games and Bonspiels. Motion to provide funds for foyer tables and chairs postponed pending investigation by Rose Kuchynski and Greg Lewis
- BoD Christmas meeting/dinner scheduled for December 12, 2023. Gathering will be held at the club with Gary Peters organizing.
- Frame “Team Stockton” banner - Motion made by Gary Peters to provide funds for the framing of Team Stockton banner and Team Picture. Moved by Kevin MacDonald and seconded by Melissa Neeb.
- Executive voted to end reduced membership for those “legacy members”. Propose Gary Peters contacting those affected before the season ends.
- Popcorn machine – Suggestion made to sell it on kijiji since cost \$2000 when purchased.
- By law compliance for not-for-profit organizations –
 - Rose has done some preliminary investigation and has volunteered to take ownership
 - Fay has documents and will share them with the Board.
 - Fay has looked at the Secretary position and record-keeping for non-for-profit (NFP)
 - We are at the end of year two of a three year window
 - Kevin MacDonald suggested that By-Laws and SOP’s be posted on the LCC website so they are visible to all members
 - NFP organizations have banquets and fund raisers. Potential for commercial activities since rules are relaxed.
 - Rose would like the By-Laws compliant before the AGM in June. We may need an audit or review

- Any changes in the SOP's will need to be approved by the Board
- Salting the parking lot is not done since it would damage the ice if tracked in. Sand is used.
- Formation of Membership Drive Committee was not discussed

b) Vice President – Rose Kuchynski

- Provincial Legislation for non profits that was enacted in 2021 require us to review our bylaws and additional operational items vis-à-vis this legislation.
- I have made enquiries of other clubs (Highland, St. Thomas, Ilderton) and they have all completed a review and made adjustments if required. We are now at the end of year two of a three year transition period. I am willing to head up a small committee to do this review and report back to the board with any recommendations.
The deadline for completion is to be prior to next AGM.
- Assisted in organizing Barb Colbourn retirement reception
- Cruiser table/ research on better options. Attempted a market- place purchase based on post shared by Steve Hobbs, but no response from seller. Liaised with Kevin McDonald and club manager, Greg Lewis who will work with maintenance committee persons on this. It was determined that tables are not repairable and are of cheap construction. One example of different type provided for consideration see link.
- **Recommendation:**
 - Purchase a cruiser table as a prototype and it will be assessed whether it would be a long term “sturdy” table. If ok, purchase 2-3 more.
 - **Additional Recommendation:**
 - Purchase 2 or 3 basic stools for seating at each cruiser table. Less than 4 is likely best as the surface of table is not that big. It is not the intention that this seating is for teams after curling game. It is still to be encouraged to go to lounge.
- Other club liaisons:
- St Thomas had a successful promotional campaign headed up by Dave Kerr who initiated this in late summer/early fall of 2023. They did a 40,000 postcard delivery to St. Thomas and surrounding community advertising a week long daytime and evening open house with intro to curling with brief instructions. He indicated that if new members resulted, that all leagues committed in advance to making room for the new members “no matter what”.
- He indicated that approx 70 new members resulted from this campaign.
 - **Recommendation**
 - If interested in learning more or looking at other options, it is suggested that our promotions committee liaise with this and other clubs to help determine a plan for next season.

c) Member at Large - Fay Weiler- Report Submitted

- SOP 1010, *Accounting/Banking/Signing Authority/cheque Limits*
See the attachment on page 10 re the updated SOP 1010, re authorized signers. This was board approved by an email vote on Sept. 2nd, 2023.
- SOP: Management section: Greg and I have updated this. It has few updates that do not really near approval as they are not changes in intent. This will be posted onto the google drive:

Board section, for your perusal. Reminder: this document is confidential, not to be shared.

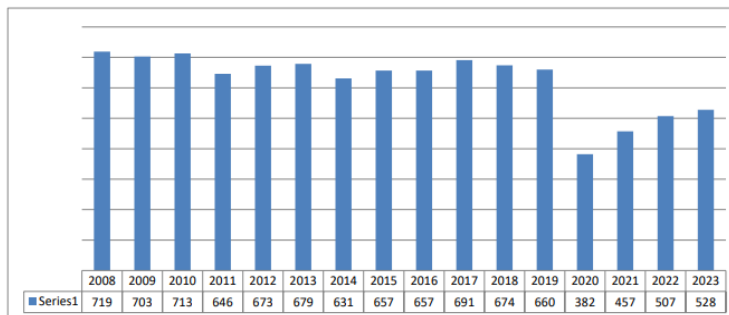
- Sop: Governance section: This is in the process of being updated. 2040, Portfolios & Committees should soon be completed. Replies? Present committees?
- Bylaws review in January in preparation for AGM.
- Member Services – Who will take over for this year. Steve recruit replacement?
 - Awards, under Member Services: Volunteer Ontario, Spirit of Curling, President’s Crest

d) Manager - Greg Lewis -Report submitted

- Registration numbers: 528 in total
 - Adult 426
 - LTC 30
 - Post/Int 37
 - Youth 30
 - Social 5

LONDON CURLING CLUB - Annual Membership Summary

YEAR START	ADULT	LTC	POST/INT	JUNIOR	ELEMENT	SOCIAL	TOTAL		YEAR	ADULT	JUNIOR
2008	591	30	28	40	14	16	719		2008	649	54
2009	540	46	24	47	17	29	703		2009	610	64
2010	552	47	27	50	23	14	713		2010	626	73
2011	524	31	13	38	24	16	646		2011	568	62
2012	534	35	29	32	21	22	673		2012	598	53
2013	541	30	30	25	29	24	679		2013	601	54
2014	506	18	31	31	22	23	631		2014	555	53
2015	533	29	30	36	18	11	657		2015	592	54
2016	530	33	29	28	15	22	657		2016	592	43
2017	572	35	22	33	18	11	691		2017	629	51
2018	552	41	24	30	19	8	674		2018	617	49
2019	525	47	25	31	23	9	660		2019	597	54
2020	359	0	15	0	0	8	382	COVID No Juniors	2020	374	0
2021	394	17	19	18	0	9	457	COVID	2021	430	18
2022	403	46	30	9	15	4	507		2022	479	24
2023	426	30	30	4	33	5	528		2023	486	37



- Above is a graph showing our numbers over the past 16 years. We are slowly recovering from the Covid downturn but more work is needed to grow our membership and get it back to pre-Covid levels.
- Construction on Lyle Street is almost completed. The city will apply the top layer of asphalt in the Spring.
- Two banners were presented to Team Stratton in October. These are on display in the main lounge and need to be moved to permanent spots within the club. If approved, I will look after framing the OCA banner and team photo. The Winter Games banner is quite large and could be hung in the arena.
- I’ve hired another Bartender. Tracey Rondinelli has joined the team. Tracey works full time but will be available for evening and weekend shifts. Missie Gosse has had some personal issues that have prevented her from working any shifts so far.

- On Saturday, Nov. 11th First Aid Training was provided for staff and coaches, 14 people attending in total. Kim Randell, LCC member and certified instructor, taught the course. Most of our staff are now First Aid certified. Photos will be posted in the Rock Talk blog.
- We've received recent inspections by the MLHU (kitchen/bar) and TSSA (compressor room) with no significant issues identified.
- We have a new sponsor! Wolfhead Distillery has come on board and will be attending the club several times over the season to provide tastings of their products to members and guests.

e) Ice Maintenance - Mark Flynn

f) Treasurer – Jeanette Walker – (See spreadsheet on pages 8-9)

Operating Bank Balance October 31 2023	-	\$ 373,072.28
Capital Savings Balance October 31 2023	-	\$ 35,374.10
Term Deposits Balance September 30 2023	-	
Operating acct GIC (Nov 17/23)	\$	158,876.60
Capital Savings GIC (Nov 24/23)	\$	<u>396,723.51</u>
Total		\$ <u>964,046.49</u>

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

Comments:

The total expenses for the kitchen/lounge renovations are \$51,875. With the renewal of the GIC's this month, I would like to reduce the amount of the Capital Savings GIC by \$21,000 so we can move the cash back to the operating account. We need to maintain a \$4000 cash balance in this account to satisfy the bank requirements.

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
Total to Date	\$ 411,940.44

Recommendation

I move that we roll over the Operating account GIC at the going rate at maturity, and we reduce the Capital account GIC by \$21,000 and invest the balance at the going rate at maturity,

Motion made by Jeanette Walker and Seconded by Fay Weiler

g) Communications (Sarah Duplans)- Report submitted

- Paid ads provided more inquiries about curling through our Instagram

- Was talking to a few members and they wanted to see if Brooms and Brews could be a Friday night instead? Difficult to do because of Friday Night Mixed curling.

h) Sponsorship (Lisa Flesher) -

- I can tell you that I have wrapped up the advertising by giving Greg files to bill everyone who signed on again this year.

i) Property Maintenance (Kevin MacDonald)

- Peter Inch and Associates serviced our rooftop furnace on October 22. I don't know when it was last serviced, but I know that it has been at least three years. The unit only operates for about five minutes and then shuts down. The issue is the negative gas pressure valve that is defective and must be replaced. The driving belt must be replaced as well. It was decided that we will have the necessary repairs made to ensure we get through this curling season. The quote is \$959.37 and the work is scheduled for November 22nd.
- The technician stated that the unit is 26 years old and should be replaced. Currently, this unit heats and cools the main floor. The rest of the building has radiant heat only, provided by our boiler that was replaced four years ago. We can:
 - Obtain prices for the replacement of the HVAC unit or a new heat pump,
 - Obtain prices for adding ductwork for the second floor and replacing our old unit with an HVAC unit or heat pump.
- Again, we are faced with the question of how much we invest in this old building. It may be possible to access grant money to supplement the costs. Please be prepared to discuss this topic at the meeting.
- Ice Maintenance and financial demands will be covered at the meeting on November 24th

j) Leagues (Bruce Thom) - Regrets - no report

k) Member Services ()

l) OCA (Tony Francolini)

m)

n) Skills and Development (Melissa Neeb) –

- The Club Coach course was held at the London Curling Club on September 30 and October 1. We had 5 people from our club take the course. 4 of them were already helping with our Adult Learn to Curl Program and our Brooms & Brews events. 1 was a brand-new coach who has been helping with our Adult LTC and the Little Rocks on Sundays. All 5 have already completed their 10 hours to meet the requirement for reimbursement. We also received \$400 for hosting the course.
- I am working on updating the coaching lists for all our programs and events. Thank you to Bruce Thom and Kevin MacDonald who have sent me the list of people who are helping them this year so I can do that.
- The October Brooms & Brews event had 38 people signed up but only 36 who showed up that night with 9 coaches. Our next event will be held on Saturday, January 6, 2024.
- We created a feedback survey for our October Brooms & Brews event at LCC. Here are the summarized results from 14 responses.

- 13 people rated us 5/5 stars, 1 4 star review
- All 14 would recommend this event to a friend
- 6 were referred by a friend, 2 found us on social media, 4 from the Brier booth, 2 from the Anderson event
- 8/14 had never tried curling
- This event remains a great way for people to experience what curling is in a fun and easygoing environment. The feedback also showed very positive comments towards our instructors.

Motion to accept Reports made by Gary Peter. Moved by consensus.

5) New Business

6) Adjournment: Motion to Adjourn Kevin MacDonald at 8:26. Moved by consensus.

Next Board of Directors Meeting is scheduled for Tuesday, December 12, 2023

Summary Table:

Issue	Action	Time Frame	Responsible
1) Frame Team Stockton Banner	Moved to frame banner		Greg Lewis
2) Foyer Tables	Possible purchase of stand-up tables or cruisers tables and chairs		Steve Hobbs
3) Popcorn Machine	Sell it on kijiji		Greg Lewis
4) By-laws	Need to be compliant with current Non for Profit regulations	Before AGM	Rose Kuchynski
5) Club Liasons	It is suggested that our promotions committee liaise with other clubs to help determine a recruitment plan for next season.	Before Summer	
6) SOP's	Fay is working on changes to SOP's SOP's should be uploaded to Board site		
7) HVAC	HVAC on roof will need to be replaced		

Respectfully Submitted by Katy Farrow (secretary) December 4th, 2023

LCC - Operating Revenue

May 1, 2023 to October 31, 2023

& Expense

	6 MTHS to Oct 2023	6 MTHS to Oct 2022	% Change	CURRENT YR BUDGET	PRIOR YEAR 2022/2023	BUDGET	% Change
Revenue							
Membership Dues	261,438	235,971	11	301,358	230,962	217,648	13
Capital Fees & Fundraising	26,880	23,485	14	25,800	20,625	18,500	30
OCA/OLCA Dues	4,540	7,920	-43	4,400	7,470	7,380	13
Bar Sales	11,495	11,661	-1	100,806	71,970	75,000	-84
Pro Shop Sales	5,746	6,969	-18	20,161	14,394	20,000	-60
Bonspiels	2,539	2,003	27	15,000	15,000	0	-83
Club Events+Lades section	1,152	110	947	2,000	2,000	500	-42
Ice Rental	1,290	1,126	15	15,000	12,000	10,000	-89
Advertising Income	9,440	7,940	19	8,500	8,500	8,000	11
Locker Rental	8,280	7,050	17	7,500	5,938	5,875	39
Interest Earned	345	0	#DIV/0!	21,800	9,900	2,000	-97
Government Grants - CEWS	0	8,975	-100	0	28,000	60,000	-100
Donations	241	0	#DIV/0!	1,500	1,500	0	-84
Misc.Income	100	721	-86	600	600	600	-83
50/50 Revenue (Net)	0	0	#DIV/0!	0	2,000	5,000	-100
Total	333,485	313,932	6	524,426	430,858	430,503	-23
Expenses							
Utilities	9,312	9,834	-5	59,918	47,172	50,000	-80
General Supplies	263	732	-64	5,000	2,500	7,200	-89
Ice Maintenance & Repairs	11,821	3,828	209	15,000	15,000	21,800	-21
Maintenance & Repairs (Non-Ice)	4,011	7,022	-43	20,000	20,000	20,000	-80
Ice Tech/Cleaning Wages	33,592	33,374	1	84,991	82,356	81,174	-59
Housekeeping Wages	2,180	1,638	33	9,731	8,046	6,750	-73
Office Wages	27,841	28,060	-1	63,115	59,967	59,275	-54
Wages & Payroll Expenses-Other	3,924	4,548	-14	11,600	11,600	11,600	-66
Workplace Safety Insurance	969	944	3	2,800	2,800	2,800	-65
Bar Wages	3,692	2,669	38	22,810	18,981	30,600	-81
Bar Other Purchases	317	1,902	-83	15,200	9,000	6,900	-96
Bar Equipment & Supplies	331	0	#DIV/0!	500	2,500	1,000	-87
Bar Liq. & Beer Purchased	4,600	5,604	-18	35,282	25,189	35,000	-82
Pro Shop Purchases	4,787	5,746	-17	14,113	10,076	20,000	-52
Member Services/Communications	0	0	#DIV/0!	2,000	2,000	2,000	-100
Promotions Expense	95	787	-88	1,000	0	0	#DIV/0!
Advertising Expense	505	594	-15	700	3,500	500	-86
Bonspiels Expenses	500	0	#DIV/0!	15,000	15,000	0	-97
Club Events+ junior+ladies+little rocks	283	1,595	-82	2,000	2,000	500	-86
OCA/OLCA Remittances	0	359	-100	4,000	7,470	7,380	-100
Telephone & Internet	824	656	26	2,000	2,000	2,000	-59
Office Expenses	2,664	1,758	52	4,000	8,000	8,000	-67
Bank Charges & C/C Fees	2,282	344	564	9,000	11,600	11,600	-80
Insurance	7,849	13,820	-43	16,260	25,800	16,900	-70
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			#DIV/0!	1,000	1,000	0	-100
Misc Expenses	1,230	4,983	-75	2,000	2,000	2,000	-38

Professional & Consul Fees	10,500	15,550	-32	16,000	16,000	12,000	-34
Capital Expenses	11,869	0	#DIV/0!	0	0	0	#DIV/0!
Renovation Expense	36,833	0	#DIV/0!	0			
Income Tax Expense	1,384	0	#DIV/0!	9,900	3,950	0	-65
<u>Total Expense</u>	192,794	154,414	25	493,931	463,208	461,279	-58
<u>Net Profit</u>	140,692	159,518	-12	30,495	-32,349	-30,776	-535

SUBJECT: Accounting/Banking/Signing Authority/cheque Limits

1. To assist in areas such as membership records, bar inventory, payroll & in areas of record keeping, history etc., the club office is equipped with a computer, using Quick Books.
2. London Curling Club banking is at TD; our account file will remain at the downtown branch. To enable on-line banking a bank card was opened. The BOD Treasurer will have password access to this account.

London Curling Club no longer has a safety deposit box at a bank. The items that were in it are now kept in the office

Signing Authority:

3. As the individuals holding this authority change positions or retire from the executive committee, the signing authority will be updated at the Club's bank.
4. Cheque Limits: Major expenditure or purchase amount must be approved by the Executive/Board.
5. Authorized for signing of all cheques or approval of on-line payment of invoices are 2 of the Executive or 1 Executive member and the Club Manager.
6. Cheques for the Beer Store can be signed by the Club Manager or 1 Executive Member.
7. The club has a credit card which is used by the Club Manager for day-to-day incidental purchases and payments, and by the Bar Manager for Bar purchases.
8. Petty cash account is to be a \$500 float. This amount is maintained by a cheque issued to the Office Assistant. Office Assistant or Club Manager are authorized to dispense petty cash. Receipts are required.
9. Payroll payments will require two person executive authorization.
10. Trade contracts made in the ordinary course of the club's operation will be signed by the Club Manager.
11. Contracts, documents, and instruments requiring the signature of the club, shall be signed by the President or Vice President and the Secretary or any authorized director.

SUBJECT: Advances SOP 1020

1. Cash or cheque advances for events/activities will be issued by the Club Manager approved by the appropriate authority, i.e. Ladies Section Chairperson, bonspiel convenor, OCA Rep, league convenor.
2. The advance request cannot exceed the funds deposited with the office for the event/activity.