



**LCC Board of Directors  
Meeting Agenda  
September 5, 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, Steve Hobbs, Katy Farrow, Bruce Thom, Melissa Neeb, Fay Weiler

Regrets Jeanette Walker, Sarah Duplan, Kevin MacDonald, Richard Rodgers, Tony Francolini, Lisa Flesher

Present by Invitation: Greg Lewis and Mark Flynn

## 2. Agenda

- a. Additions to the Agenda – SOP discussion by Fay Weiler
- b. Acceptance of the Agenda

Motion by Gary Peters to accept Agenda with additions. Moved by Steve Hobbs, seconded by Bruce Thom

## 3. Acceptance of minutes from Board meeting of July 4th, 2023, See Link below.

<https://docs.google.com/document/d/1C-iieb-9ergmOJvi3Mrz5KOxWyZa-5iA/edit?usp=sharing&oid=109065645914742164135&rtpof=true&sd=true>

Motion by Gary Peters to accept Minutes. Moved by Katy Farrow, seconded by Rose Kuchynski,

## 4. Reports

- a. President (Gary Peters)
  - Hope everyone enjoyed the summer. Believe it or not Mark is busy preparing for the first coat of ice. It won't be long until we are enjoying the upgrades to the club. Special shout out to Greg, Mark, Kevin, Dave, Dawn, Ken, Anita for their contributions. There were many others that participated in the demolition and restoration. It was comforting to see so many people helping out.
  - Unfortunately, the final tally for the renovation is around twice the estimated cost of \$25,000. No one should be that surprised. There will be naysayers. Two positive points to keep in mind is that it's done and we are still in a position to apply for future grant money. One other bitter piece of news is that the Club is forecasted to run a deficit this year even with the five percent increase in dues. On the plus side membership will enjoy a bright upgraded experience upstairs.
  - I hope everyone has a chance to meet Joyce McAndrew, the new office assistant. She brings a wealth of knowledge and will be a tremendous asset to the Club.
  - The scheduled Open House is September 12. This item will be discussed at the meeting.
  - Our documentation will be moving to Google Drive this year. We will likely be still sending files

via email but eventually the goal is to just send a link to those documents. It makes sense to go this format because of the nature of our positions on the Board.

- The last item I have is the schedule. Most of them will be through Zoom. Greg has set up a link that will remain open all year long. I hope that we will meet in person on a couple of those dates, December and June. The meetings will be held at 7pm on Tuesdays (BoD)
  - September 5
  - November 14
  - December 12 (party)
  - February 13
  - April 9
  - June 11 (new board-party)
  
- i. Open House, September 12
  - Board members are requested to attend and bring a laptop if possible. Laptops will be used to sign up new members that are in attendance
  - Members are also needed to greet people, show them around, and talk about the different leagues and opportunities available at LCC
  - The Open House has been promoted through Social Media and Sarah Duplans will have additional promotions in advance of the event
- ii. City Championship-tentative date?
  - Cross Town Showdown? Is actually a bonspiel that will take place on January 20<sup>th</sup>, 2024
  
- b. Manager (Greg Lewis)
  - Registration is open. I will provide updated numbers at the time of the meeting. Current registration is 239 members
  - Our New Member Open House is set for Tuesday, Sept 12 from 6-8 pm. Let's talk about the plan and who should attend. We should have some board members on hand to help explain everything to potential members and to help them with registration. I have one laptop but it would be nice to have one more available for guests to use.
  - I would like to work with Sarah to implement a social media promotional campaign that will target new curlers and youth. This should run for the next two weeks.
  - Renovation work continues. Dave Mann and I are currently painting the lounge, hallways and bathrooms. The carpets will be steam cleaned on Wednesday and the new chairs arrive on Friday. It is my intent to have both levels looking as good as possible for the Open House on the 12<sup>th</sup>.
  - We've hired a new Bookkeeper/Office Assistant, Joyce McAndrew. Joyce brings extensive financial knowledge to the organization and will certainly prove to be a huge asset going forward. Welcome Joyce!
  - I am currently interviewing applicants for the Bar Manager position and hope to have the role filled within the next week.
  - Construction on Lyle Street has been idle for the past 6 weeks or more and it is now highly unlikely that we will see the first layer of asphalt applied before we open. The project leader is fully aware of our opening date and the expected increase in traffic that it will cause. They assure me that access to our lot will not be blocked.
  
- c. Ice Maintenance (Mark Flynn)
  - Compressor started this morning. Heat is slowing things down but hopefully can start making ice on Thursday, September 7<sup>th</sup>
  - Side Board repairs are almost complete

- The advertising for the rings has not appeared yet but has been ordered
- d. Treasurer – Jeanette Walker (see page 5 of report)
  - e. Communications (Sarah Duplans)- No Report
  - f. Sponsorship (Lisa Flesher)
  - g. Property Maintenance (Kevin MacDonald)
    - Many hours have gone in to building repairs and the renovation this summer. The goal was to reduce the costs incurred by trades.
    - Greg and Dawn Lewis did a lot of leg work and purchasing of materials (cabinets, tables, chairs, hardware, etc.)
    - Dawn and a volunteer group of ladies sorted and cleared the storage rooms and kitchen
    - Greg, a volunteer group of men, and I, did the rip out of the old kitchen, bathroom, and storage room, dismantling of tables and removal of the debris to the dumpster.
    - I dismantled the piano. Greg and I took the scrap metal to Zubicks for recycling
    - Greg and Dawn installed the floors in the storage rooms
    - I traced and marked the wiring and rerouted two circuits in preparation for the electricians.
    - I replaced the traps on two sinks, removed the disabled fan in the south stairwell and filled the opening, repaired/covered wall openings for electrical work
    - Greg and I installed base boards in the storage rooms and hallways and caulked many areas.
    - Greg and Dave Mann have painted the storage rooms, the doors and trim and are painting the lounge at the time of this writing.
    - Greg has scheduled the carpets to be cleaned September 6th and the new chairs will arrive that week as well.
    - There were a myriad of jobs and tasks too many to name.
    - Our housekeeper, Jackie, has been in and has cleaned where she can in preparation of opening
    - Dawn and Greg cleaned and put everything back in the storage rooms and kitchen.
    - Dawn is planning to bring in a volunteer crew to dust, polish and help prepare the building.
    - It is hoped that the upstairs lounge renovation will be completed before our open house September 12th, with the exception of the kitchen counters installation scheduled for September 18th
    - Ken and Anita Stenson have done a wonderful job on the construction and installation of the kitchen and bathrooms. Their skill, expertise, and guidance have been valued and appreciated
    - Mark Flynn has spent many hours removing and rebuilding the rotted side boards in the arena while in the middle of moving to a new house.

I cannot understate my appreciation to Dawn and Greg Lewis, Ken and Anita Stenson, Dave Mann, and Mark Flynn for all their hard work on behalf of the members this summer. The hours of work put in were substantial. As well, a huge thank you to the member volunteers for their contributions. I am sure the members will be pleased with the results.

- h. Leagues (Bruce Thom) –
  - The Convenors' Meeting will be held on Tuesday, September 26<sup>th</sup> at 7:00 pm live at the LCC.
- i. Member Services (Richard Rodgers) - No Report

- j. OCA (Tony Francolini) - No Report
- k. Skills and Development (Melissa Neeb)
  - LCC and Highland will each host three Brooms and Brews events for a total of six events during the curling season. The dates for LCC are Saturday October 28<sup>th</sup>, January 6<sup>th</sup>, and March 9<sup>th</sup>. Melissa Neeb will run the events but will need instructors starting with the October 28<sup>th</sup> event
  - No response from OCC yet about running a program for club coaches the last week of September.

Motion by Gary Peters to accept reports. Moved by Steve Hobbs, seconded by Bruce Thom

**5. New Business**

- a. SOP's Fay Weiler
  - o Fay shared the updated SOP for Signing Authority
  - o The Executive needs to approve the updates and changes first and then the updates SOP will be forwarded to the Board as a recommendation
  - o The next updates will be for Portfolio Responsibilities

**6. Adjournment at 7:45 pm. Moved by Fay Weiler, seconded by Melissa Neeb**

Summary Table:

Issue	Action	Time Frame	Responsible
1) Open House September 12 <sup>th</sup>	Volunteers, including Board members are needed to help new members sign up on laptops, to greet people, and to act as tour guides and talk about the different leagues available	September 12th	Board Members, Greg Lewis, Richard Rodgers
2) Brooms and Brews	Instructors are needed for Brooms and Brews on October 28th	ASAP	Melissa Neeb
3) Approval of Sponsorship Fees	This should be done by end of the curling season	Should be on Agenda for April 9th	Gary Peters

**Respectfully Submitted by Katy Farrow (secretary) September 5th, 2023**

**London Curling Club  
Treasurer's Report  
September 5th, 2023**

Operating Bank Balance August 31 2023	-	\$ 188,212.45
Capital Savings Balance August 31 2023	-	\$ 35,215.42
Term Deposits Balance August 31 2023	-	
Operating acct GIC (Nov 17/23)	\$	158,876.60
Capital Savings GIC (Nov 24/23)	\$	<u>396,723.51</u>
<b>Total</b>	<b>\$</b>	<b><u>779,027.98</u></b>

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

**Comments:**

The income statement for August 31<sup>st</sup> is not included. There were technical issues getting it to me. I will forward the report once I receive the information from Quick Books. (our accounting system).

<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