

**Minutes of YKCC Board of Directors Meeting – Monday, January 6, 2020. Approved at the February 3, 2020, meeting.**

**Directors present: Haslan Escalante, Nick Rivet, Robert O’Rourke, Lynda Koe, Jane Romanowich**

**Directors absent: David Aho, Cameron Buddo, Karen Costello, David Wasylciw, Cole Parsons**

**Staff present: Melissa Tilden**

Agenda Item	Summary of Discussion	Action(s) Required
1. Call to Order 7 p.m.		
2. <u>Motion</u> to approve the agenda: (M) Lynda (S) Robert	<i>Carried</i>	
3. Approval of Minutes	<u>Motion</u> to approve the minutes of December 9, 2019: (M) Robert (S) Lynda	<i>Carried</i>
4. Standing Items	<p>a. <b>Administrative Update</b></p> <p>i. <b>Policy Update</b></p> <ol style="list-style-type: none"> <li>1. Cole to distribute conflict of interest policy.</li> <li>2. Lynda to follow up on helmet policy.</li> </ol> <p>ii. <b>Facility Update</b></p> <ol style="list-style-type: none"> <li>1. (a) Security update by Robert – (see pages at end of minutes)</li>   <li>(b) Haslan has been dealing with Johanna at the City. The City has ordered exterior doors but the YKCC has not been notified by the City which doors they are replacing. \$3800 to replace cooler doors. City owns the facility and, therefore, the cooler, so City should pay for replacement, but it is unknown whether YKCC will have to pay a portion or the whole amount.</li>   <li>There is a hold on Robert continuing the assessment from Arctic Alarm until the Board knows what the City is proposing for changes and repairs. This is to be known by Monday, Jan. 13<sup>th</sup>.</li>   <li>2. Daryl indicated City may not allow cameras due to previous controversy involving cameras in public facility. Dave W thinks YKCC should go ahead with installing cameras anyway. Kirby of Global Storm will provide cameras in exchange for free advertising on ice level.</li> </ol>	<p>Cole – action on interest policy Lynda – action on helmet policy</p>

	<p style="text-align: center;">3. Ladies' washroom repairs - ongoing by Haslan.</p> <p><b>b. Manager's Update</b></p> <ul style="list-style-type: none"> <li>i. Second computer for manager - Tania and Melissa not interested in acquiring a second computer at this time.</li> <li>ii. Unpaid memberships – approximately 15 memberships not paid to date. Hard to contact some people, no contact information for specific individuals.</li> </ul> <p><b>c. Financial Update</b> Haslan has provided financial statements.</p> <p><b>d. NWTCA Update</b> Affiliation fees - Lynda will follow up. Rock Star is on Feb. 8 and Feb. 15 &amp; 16 is U12 &amp; U16. Carla will amalgamate the two to Feb. 15 &amp; 16.</p> <p><b>e. Safe Sport Update</b></p> <ul style="list-style-type: none"> <li>i. Cole to look for expressions of interest re: First Aid.</li> <li>ii. Melissa advised she needs list of volunteers for First Aid. Most bartenders have signed up for Safe Serve.</li> <li>iii. Karen to inquire St John's Ambulance re: cost &amp; availability - deferred</li> <li>iv. Karen to follow up with Tana re: fee waiver letter - deferred</li> <li>v. Karen to inquire Curling Canada re: Inclusion Policy - deferred</li> </ul> <p><b>f. Advertising Update</b></p> <ul style="list-style-type: none"> <li>i. Waiting on Cameron's payment/fee structure for advertisers.</li> </ul> <p><b>g. Fundraising Update</b> Lynda agreed to do 50/50 licence application.</p>	<p>Haslan to check on repairs to ladies' downstairs washroom.</p> <p>Melissa to follow up on unpaid memberships.</p> <p>Lynda to follow up on affiliation fees.</p> <p>Cole – action on First Aid</p> <p>Karen - deferred Karen - deferred Karen - deferred</p> <p>Cameron to provide payment/fee structure for advertisers</p> <p>Lynda to do 50/50 licence application.</p>
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<p>5. Old Business</p>	<p>a. <b>Club Security</b> (see Robert's summary at end of minutes)</p> <p>b. <b>Learn to Curl</b> No one signed up to date. Learn to Curl will be cancelled.</p> <p>c. <b>Merchandise for Sale</b></p> <ul style="list-style-type: none"> <li>i. Brooms arrived but have YKCC labeling on them. Will have to do another order of 6 brooms for sale.</li> <li>ii. Scarves did not sell well over Christmas season. We have to advertise the scarves better.</li> </ul>	
<p>6. New Business</p>	<p>a. <b>Jan. 11-12 Berth Spiel</b> Melissa to find out how many teams are registered. Haslan is willing to coordinate.</p> <p>b. <b>Volunteer Appreciation</b> Lynda to send Melissa information to thank people who have volunteered throughout the year.</p> <p>c. <b>Practice Ice during Ice Tech's absence</b> Board needs to be able to set up backup icemakers to provide practice ice during Christmas holiday season and other times when the icemaker is absent from the curling facility.</p> <p>d. <b>Lifetime membership photographs and display ideas.</b> Lifetime pictures to be displayed. They were taken down during lounge renovations. Require new, consistent-type frames for pictures.</p>	<p>Melissa &amp; Lynda to get new frames for lifetime pictures.</p>
<p>7. Next Meeting Date: Monday, February 3, 2020, at 7 p.m.</p>		
<p>8. Adjournment: <b>Motion</b> to adjourn the meeting: (M) Jane at 8:46 p.m.</p>		

## Summary Report by Robert on Follow-up to the December 21 and December 28 2019 Break-Ins

1. Briefly, on or about December 28, 2019 unknown persons entered the far southwest fire door (last fire door on the left if you are facing the clock from the lounge) by forcing the lock. They appear to have made their way down the south side of the rink through the rink door to the hallway. Next, they opened the fire door leading upstairs. (The alarm on this door does not work). Once upstairs they opened the lounge door (which is alarmed and works). They destroyed the cash register and broke and/or damaged all of the glass on the doors on the cooler. They left by the same route. They appear to have kept the fire door on the southwest corner open by the use of twigs. Haslan spent about six hours cleaning up the broken glass.
2. Following the break-in of December 28, 2019 this writer called Inukshuk Glass (Paul Ollerhead). I met with Paul Ollerhead on Sunday December 29, 2019 at about 10:20 in the morning to obtain a quote to repair the broken glass on the doors of the cooler doors. A day or so later he gave a quote of 3600 plus GST and stated that the materials (Lexan) would have to be special ordered. The quote was approved. This writer met with Mr. Ollerhead and his assistant Fred at the club on January 2, 2019 and assisted in a minor way to remove all of the glass doors.
3. Upon inspection, Mr. Ollerhead recommended that a cage similar to the one that we have between the entrance and the downstairs portion of the club.
4. On December 28, 2019, Paul Ollerhead noted that the door on the southwest corner through which the thieves entered was not latched and just one pull on the door from the outside and it would open easily. He noted that the old striker was welded but now the welds were broken. Installed a new striker so that the bolt on the lock would go over the striker lip. This was only a temporary measure. He suggested that the door and frame would need to be replaced.
5. Some other doors were checked. The door to the lounge as noted before could easily be opened when locked with a slight tug. The door behind the beer bottle storage has no lock or alarm and could easily be opened. The front doors even if they are locked could very easily be forced open.
6. On January 3, 2020 I met with Mr. Ben Baird, technician from Arctic Alarm. We spent about two hours reviewing the alarm system. The control box for the upper floor is located on a wall near where products are for sale. Briefly, the alarms work on the two main doors into the lounge (northeast) and on the lounge door, through which the thieves entered. The office door that faces the outside

is alarmed and it works. All of the motion detectors on the upper floor inside the lounge and outside of the lounge do not work.do not work.

7. The motion detector on the lower floor works for part way down the hall (near the kitchen). That is the only working alarm on the lower floor. There is a tangle of wiring on the wall of the mechanical room. There is no control box covering this wiring.
8. Initially information from Arctic Alarm gave the appearance that names and codes were outdated. Melissa Tilden corrected this impression and contacted Arctic Alarm and gave them all of the updated information that matched people's codes, names and contact details.
9. It is understood that cameras have been ordered.
10. Recommendations:
  - a) all doors should be checked to ascertain if they are secure and in good working condition.
  - b) The downstairs alarm system should be checked
  - c) the alarm system should be repaired and upgraded.
11. It is this writer's suggestion that all of the security systems cameras, alarms, and functioning doors be part of an integrated security system.
12. It is understood that prior to moving forward on any of the above items that there needs to be a meeting by a person from YKCC with the appropriate person who works for the City.