

**DRAFT Minutes of YKCC Board of Directors Meeting – Tuesday July 2<sup>nd</sup>, 2019**

**Directors present:** Lynda Koe, Cole Parsons, Robert O’Rourke, Haslan Escalante, Jane Romanowich, David Aho, David Wasylciw

**Directors absent:** Nick Rivet, Cameron Buddo

**Staff present:** Tania Hercun

Agenda Item	Summary of Discussion	Action(s) Required
1. Call to Order 7:05 PM		
2. <b>Motion</b> to approve the agenda: (M) Karen C. (S) Lynda K. <i>Carried</i>		
3. Approval of Minutes	<b>Motion</b> to approve the minutes of April 9 <sup>th</sup> , 2019: (M) David A. (S) Lynda K. <i>Carried</i>	
4. Standing Items	<p>a. <b>Administrative Update</b></p> <p>i. <b>Bylaw submission update with <i>Societies Act</i></b> For follow-up with Corporate Registries on status of document submissions.</p> <p>ii. <b>Policy Update</b> Conflict of Interest Policy – Outside interest/Exceptions Deferred to next meeting as Cole will prepare draft for review. Review of policy on an annual basis required</p> <p>iii. <b>Facility Update</b> Tania’s Notes: - The City will not be needing the lounge for their summer camp program. - Facility will be mostly vacant except for The Fat Fox continuing to use the kitchen for their catering services. - The Fat Fox will also be allowed to use our cooler/fridge for their meal prep and storage needs. - The City has been advised of the reduced use of the facility and will have to do spot checks on the building until the end of summer. - Reminder that any items need for ice install will need to be ordered ASAP so it is ready and on-hand for install.</p> <p>b. <b>Manager's Update</b></p> <p>i. <b>Year-End Banquet Summary</b></p> <p>- Banquet went really well, and club made about \$860 in the ticket sales for the banquet alone.</p>	Haslan to follow up and report.

- The change in menu from having a full lobster to just lobster tails was well received in the end, which made the event more cost effective, easy preparation, easy clean-up and no wasted food. We will suggest doing the same thing for next year's banquet.
- There was one small mishap with the ticket sales – essentially, a group purchased tickets where the online system took payment but did not indicate that tickets were sold. In the end the group decided on just taking a refund and left the club, but we would have prepared a space for them.

**c. Financial Update**

**i. 2019/2020 Draft Budget**

- Draft budget has been presented and there are no major changes.
- The figures are transferred from previous years cost of berth spiels and other events.
- We are not expecting any major events to be hosted, aside from the Junior Curling camps and clinics.
- Board must decide on whether the raffle tickets will be our major fundraising effort this year, and if so, we will need to put together a plan for the start of the season so that we can have the prizes and tickets ready in a timely manner.
- Board also to decide on whether we will use the funds available towards upgrades to the club lounge and the ice maker's request to purchased "End 2 end" vinyl sheets. Quotes have been provided for both (~\$31.5K for vinyl sheets + ~\$25K for lounge upgrades).

**Motion:**

The club budget will be approved, pending the update of the following items for the 2019/2020 season:

- Splitting of the lottery account line items to properly represent revenues and expenses, separately.
- Approval of the End2End vinyl sheet decals be approved. We are comfortable that these sheets will expedite ice installation, decrease manpower hours and increase the curling season schedule by a couple of weeks. This expenditure will therefore pay for itself in about 3-4 years.

- Lounge upgrades will not be considered for this season, with the exception of allowing for painting the club lounge area only. We estimate about \$6.5K in painting and supplies for the entire lounge. Tania and other board members to help with selecting a colour pallet for the lounge.

**(M)** David W. **(S)** Karen C. -> **Carried**

**d. NWTCA Update**

**i. 2019 National Business of Curling Symposium (Canmore, AB)**

- David Aho was asked to represent the YKCC at this years' symposium in Canmore, AB.
- Presentations were very good, and David will make the power point presentations available on the Google Drive for anyone that is interested in the information.
- Presenters included coaches, celebrities and ice makers. This made the conference relevant to everyone.
- David indicates that it was worthwhile attending and that we should consider sending a representative again in the future.

**ii. NWTCA Spring Planning Meeting**

- Lynda attended the spring planning meeting held at the YKCC on the weekend of June 14<sup>th</sup>.
- Several items came from this meeting, including policies and procedures for reporting all types of incidents, establishing a Safe Sport Director and scheduling of events.
- Arctic Winter Games trials will be hosted at the YKCC on December 12<sup>th</sup> – 14<sup>th</sup>
- NWTCA Juniors Championships (U21 & U18) to be hosted at the YKCC the week of December 14<sup>th</sup> – 19<sup>th</sup>.
- There are no conflicting event and therefore the YKCC board has approved hosting the U15 and U12 Championships in late February. Lynda will follow-up with NWTCA to confirm the dates, but tentatively planned for the weekend of February 22<sup>nd</sup> – 24<sup>th</sup>, 2020.

**iii. Youth Events Support Application**

	<ul style="list-style-type: none"> <li>- Board will put together a request for funding to NWTCA in order to host the events planned for this upcoming season, including the coaching clinics.</li> </ul> <p>e. <b>Advertising Update</b>  Invoices sent out for renewals of advertising boards  We continue to look for other interested businesses to advertise in our club.  Haslan to continue to manage the advertising file.</p> <p>f. <b>Fundraising Update</b>  We are still in contact with De Beers, who have indicated an interest to provide an additional grant to the club. We will look at providing a letter indicating our intentions to use the funds for facilities upgrades.  We will continue to do the monthly 50/50 Draw as it has become popular. We will recruit board members to manage this task on an on-going basis.  We will look at any other fundraising events for the club (elimination draws, etc.).  Will also request assistance from the membership to assist with fundraising events.</p>	
5. Old Business	<p>a. <b>Criminal Records Checks</b>  All CRCs have been completed and are held with the club manager.  Moving forward we will assign the task to the Junior Curling Coordinators.</p> <p>b. <b>Lifetime Membership</b>  At this time, we have chosen not to carry through with this as we lack the knowledge or the manpower to put this together. Later, we may revisit this by putting together a list of criteria and possible award structure. In doing this, we will also need to seek the assistance of long-time club members that will have more knowledge of how this was awarded.</p> <p>c. <b>2019/2020 Ice Maker, Bar Staff &amp; Manager Contracts</b></p> <ul style="list-style-type: none"> <li>i. Bar Staff <ul style="list-style-type: none"> <li>- Tania indicated that only a couple bar tenders are interested in returning this season.</li> <li>- Brooke has expressed an interest to return only with the planning, scheduling and ordering of bar supplies and liquor. She is not interested in returning to bar tend.</li> </ul> </li> </ul>	Management Committee

	<ul style="list-style-type: none"> <li>- Chantelle and Jenn are the only two bar tenders that have expressed an interest in returning this season.</li> <li>- Mgmt. Committee to put review roles and responsibilities and look at recruiting new bar tenders.</li> <li>- It is noted that all bar tending staff are required to have taken the Safe Serve course as part of their training.</li> </ul> <p>ii. Club Coordinator</p> <ul style="list-style-type: none"> <li>- Tania has officially informed the club that she will not be returning in her current role this upcoming season.</li> <li>- Her contract ends as at August 31<sup>st</sup>.</li> <li>- Tania has expressed an interest in helping the club in a reduced role in which she will look after the books for the club and be available for training of the new coordinator/manager and to help organize the bar tenders.</li> <li>- The board is happy with Tania’s commitment and we will to facilitate her request to maintain our accounting.</li> <li>- Mgmt. Committee to review the roles and responsibilities of the club manager/coordinator and begin recruitment of a replacement for Tania’s position.</li> </ul> <p>iii. Ice Maker</p> <ul style="list-style-type: none"> <li>- Ed has expressed an interest in returning in his role as Ice Maker.</li> <li>- Haslan and Cole have revised his responsibilities with simple edits – picking up liquor orders, small maintenance items, and the removal of responsibilities outside of the scope of his role (changing light bulbs over ice surface, etc.)</li> <li>- Cole will present a copy of the contract and updated Job Description to Ed for review within the week.</li> </ul> <p>d. <b>KidsSport Funding – Current Year Expenditures</b>  The Grant from the 2018 Fall season has been fully spent on curling supplies and Lynda Koe submitted the final report to KidsSport indicating that the funds were spent as required.  We will revisit this grant application this upcoming fall to look at the ability to bring in new equipment for training and development for the Junior Curlers, such as an iPad</p>	<p>Management Committee</p> <p>Management Committee</p> <p>This task will be assigned to the Junior Curlers Coordinators.</p>
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	which can be used for recording and being able to show the curlers techniques and how to improve posture.	
6. New Business	<p>a. <b>Appointment of Board Positions</b></p> <ul style="list-style-type: none"> <li>i. Vice President – Haslan Escalante</li> <li>ii. Treasurer – David Wasylciw</li> <li>iii. Secretary – Jane Romanowich</li> <li>iv. Safe Sport Coordinator – Karen Costello</li> </ul> <p><b>MOTION:</b>  In review of the above appointed roles and for the continuity of day-today business, I motion to appoint signing authority to our banking accounts to David Wasylciw, Treasurer, and Haslan Escalante, Vice President.  Signing authority will therefore be updated to authorize, Cole Parsons, President; Lynda Koe, Director; David Wasylciw, Treasurer; and Haslan Escalante, Vice President. Signing Authority will still require ANY TWO to sign.</p> <p><b>(M)</b> Karen Costello <b>(S)</b> David Aho -&gt; <b>Carried</b></p> <p>b. <b>Lounge Improvements</b></p> <ul style="list-style-type: none"> <li>- See Standing Item No. 4; Section C. Financial Update</li> <li>- Club will approve for painting of the club lounge with an estimated expense of up to \$6,500.</li> </ul> <p>c. <b>2019 Start-Up Schedule/Ice Install</b></p> <ul style="list-style-type: none"> <li>- Cole will begin a draft schedule for the upcoming season and will look to have it for review for next meeting.</li> </ul>	<p>Lynda Koe to contact TD Bank and request to update the Signing Authorities.</p> <p>Tania, Karen, Others to help select paint, and supplies.</p> <p>Cole for follow-up</p>
7. Next Meeting Date: <b>Monday July 29<sup>th</sup>, @ 7:00 PM</b>		
8. Adjournment: <b>Motion</b> to adjourn the meeting: (M) Lynda at 8:55 p.m.		