

# PITTSBURGH CURLING CLUB

## BOARD MEETING MINUTES

December 10, 2024 – 7:00 PM

Curling Club Warm Room / Zoom

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### 1. CALL TO ORDER

- The meeting was called to order at **7:00 PM** by **President Steve Buffington**.
  - A quick overview of the evening's agenda was provided.
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### 2. ROLL CALL / ATTENDANCE

#### **Board Members Present (all 12):**

- **Steve Buffington** (President)
- **Gerry Kyle** (Membership Chair)
- **Burt Cubbison** (Communications Chair)
- **Joe Walton** (via Zoom)
- **Sarah Fissella** (Events Chair, via Zoom)
- **Rich Palagallo**
- **Jacki Temple**
- **Don Cober**
- **Dustin Devine**
- **Quintin "Q" Lovicks**
- **Trevor Mathey**
- **Zach Romitz** (via Zoom)

#### **Treasurer (Board Officer):**

- **Allison ("Allie") Devine**

#### **Non-Board Members Present:**

- **Marie** (via Zoom)

- **Matt Clark** (via Zoom)
- Various club members were present in the warm room or briefly stepped in from the Futures League on-ice session.

A quorum was confirmed, allowing official business to proceed.

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### 3. APPROVAL OF PREVIOUS MEETING MINUTES

- **Status:** Last month's minutes had not yet been finalized by the time of this meeting.
  - **Decision:** Approval of the November minutes was postponed until the subsequent Board meeting.
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### 4. MEMBER COMMENTS

- **Open Floor:** President Buffington asked if anyone present (physically or on Zoom) had comments or questions.
  - **Outcome:** No specific comments were raised by members. The Board encouraged anyone with ideas or concerns to contact Board officers or committee chairs.
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### 5. FINANCIAL REPORT (TREASURER'S REPORT)

#### A. Monthly Statement

- **Formal Report:** Treasurer Allison Devine indicated she had not finalized the monthly statement due to holiday scheduling and other obligations. She anticipates completing a full accounting by the next Board meeting.
- **Regular Expenses:** Standard monthly bills (utilities, loan payments, etc.) remain on track, along with a quarterly facility payment expected soon.

#### B. Bonspiel Reimbursements

- Several volunteers submitted receipts for the recent Five-and-Under Bonspiel.
- **Motion:** A motion (moved by *to be filled out*) was made to approve reimbursements for bonspiel-related expenses received to date and any additional receipts submitted over the following week.
- **Second:** The motion was seconded by **Rich**.
- **Vote:** Motion carried unanimously.

## C. Pending Invoices

### 1. Trane (HVAC/Ice Plant Service)

- An invoice for on-site service and configuration of remote monitoring is still pending final confirmation.
- Discussion followed regarding possible billing discrepancies and the need for clearer recordkeeping of technician arrival and departure times.

### 2. Canada Curling Stone

- The Club expects a final invoice for blade sharpening and possible additional nipper blade work.
- Reimbursement will be processed upon receipt and review.

## D. Financial Deposits (from Agenda)

- **December 9, 2024**
  - \$125 – Rock purchase
  - \$28.80 – Citizens Charitable donation
- **Undeposited Funds:** None
- **Donately Platform**
  - \$110.00 (Recurring, Member)
  - \$100.00 (Recurring, Former Member)
- **Year-to-Date (through December 9):** \$19,679 (includes online donations, in-kind, and miscellaneous)

## E. Giant Eagle Gift Cards

- Continuing the long-standing fundraiser:
  - \$10,000 worth of gift cards purchased for \$9,500.
  - Marie will deposit \$10,000.
  - The \$500 margin benefits the Club.
- Members are encouraged to utilize these gift cards or offer them as holiday gifts to accelerate sales.

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## 6. OLD BUSINESS

### a. SafeSport Certification

- Reminders issued to any Board or volunteer members who have not completed or renewed their SafeSport training.

- The Club continues to require current certifications for all youth-related event volunteers.

#### **b. Form 990 Submittal**

- The annual IRS Form 990 for non-profits is in process.
- An extension may be in place, but the final filing date is still under review.
- Allison will provide updates once the form is ready for Board review.

#### **c. GNCC Roster**

- Roster for the Grand National Curling Club was submitted; awaiting an invoice.
- No further feedback from GNCC at this time.

#### **d. USCA Roster**

- Roster for the U.S. Curling Association was also submitted.
  - Fifteen members requested USCA registration; eight had already self-renewed.
  - Invoice expected soon.
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### **7. EVENTS COMMITTEE (Chair: Sarah)**

#### **a. Five and Under Open Bonspiel Recap**

- A full draw of **32 teams**, including many traveling from outside the region.
- Positive feedback on ice quality and facility amenities.
- **Volunteer Shortage:** Concern remains over recurring reliance on the same small volunteer pool. The Board is exploring volunteer incentive structures.

#### **b. Friends & Family Curling**

- Proposed casual curling sessions December 23–27 for members to bring guests in town for the holidays.
- A possible **New Year's Eve** event was discussed. **Dustin** will gauge interest from membership; scheduling dependent on overall demand.

#### **c. Under-5 "World Championships" Bonspiel (January 9–12)**

- **14 teams** confirmed; anticipating a 15th.
- Local Pittsburgh team(s) could step in if a 16th slot remains open. Eligibility verification is ongoing.

#### **d. Ryan Fissella Party Spiel (January 24–26)**

- A 24-team target; **12 teams** registered so far.
- Members are asked to register soon if interested. Out-of-town teams continue to inquire about open spots.

#### **e. Potential One-Day In-House Spiel (February 16)**

- Planned as a **fun, single-day** event for club members.
- Players sign up individually; balanced teams formed by a designated committee.

#### **f. GNCC Wheelchair Championships (April 11–13)**

- Registration opened; two individuals already in.
- The Club may rent a wheelchair-accessible van if enough participants request transportation from the airport or hotels.

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### **8. COMMUNICATIONS COMMITTEE (Chair: Burt)**

#### **- Infographic Project**

- Progress continues on a new marketing infographic that highlights Club benefits, programs, and membership pathways.
- Launch date targeted for early 2025.

#### **- Name Tags**

- A streamlined sign-up process will be introduced for new or replacement name tags.
- Detailed instructions will be announced in the newsletter and on social media.

#### **- Press Coverage**

- A **City Paper** freelance photographer attended the recent bonspiel.
- Photos and an article are expected soon. The Club will share this coverage via website, email, and social platforms once published.

#### **- Social Media & Website Updates**

- The Committee, in collaboration with the Membership and Events Committees, is considering new content to highlight bonspiel recaps and upcoming events.

- Emphasis on capturing more volunteer stories to encourage broader involvement.
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## 9. FINANCE COMMITTEE (Chair: Allison)

- **School District Property Tax Hearing**
    - The December hearing was postponed; no rescheduled date announced.
    - The Club's counsel believes the opposing party (the school district) has not provided substantial evidence to justify its challenge.
  - **Financial Oversight**
    - Additional volunteer or professional review (e.g., from an accountant or CPA specializing in non-profits) is still desired.
    - Board members noted that prospective volunteers need a clear definition of duties.
  - **Transaction Reports & Automation**
    - **Zach** compiled Stripe and Warm Room Hero data into a consolidated report; Square data to follow.
    - **Marie** will coordinate with **Allison** on categorizing transactions for improved budgeting.
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## 10. MEMBERSHIP COMMITTEE (Chair: Gerry)

- **Current Membership Status**
  - Approximately **110 total members**.
  - Retention strategies and outreach for lapsed members are ongoing.
- **Olympic-Year Plans**
  - Potential for multiple open-house style "Taste of Curling" events.
  - Attendees pay \$25–\$30, rotate through basic instruction stations, then may apply that fee toward a multi-week beginner league.
- **Learn-to-Curl Updates**

- Steady interest, though some holiday sessions are undersubscribed.
  - Positive feedback from participants who often segue into the Futures League.
  - **Beginner-Friendly Leagues**
    - **Futures League** restarts in January; the CCAC 6-week program opens in February–March.
    - Social events (like trivia nights) are in discussion to increase overall member engagement.
  - **Gift Certificate Discussion**
    - The Club aims to automate the purchase and redemption process for gift certificates.
    - This is especially popular for holiday gifts and birthdays, aiding new membership recruitment.
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## 11. FACILITIES COMMITTEE (Chair: Steve)

### a. Ice Flooding

- Flooded over Nov 30–Dec 1, ensuring the sheet was ready for Monday league.
- Volunteers who helped with flooding were publicly thanked; the ice quality garnered praise at the Five-and-Under Bonspiel.

### b. Blade Sharpening

- **Canada Curling Stone (CCS) blade** is currently in use; it performed well during the bonspiel.
- **Thompson blade:** Investigations into micro-cracks near mounting bolts are ongoing. If repairs fail, it may require full replacement or professional sharpening.

### c. Chiller System & Service Call

- A power fluctuation caused a brine pump circuit to trip, leading to a Monday league cancellation.
- **Trane** technician restored remote monitoring, so if brine temperature rises, the ice crew receives an automated email alert.
- The Board discussed improved tracking of service hours and potential alternative service providers.

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## 12. SCHEDULING

- The central scheduling inbox is fully operational.
- **League coordinators** were reminded to funnel all scheduling changes and inquiries through the designated email.
- **External rentals** and group events continue to be handled primarily by the scheduling coordinators, with a focus on timely communication.

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## 13. NEW BUSINESS

### a. “Champions League” Proposal

- A concept for a **playoff bracket** among the league winners from Fall and Winter sessions, possibly including runner-up or wild-card teams.
- Games would be scheduled during the Spring session on mutually agreed dates.
- Eligibility rules need to address multi-night players who might qualify on more than one team.

### b. Volunteer Recognition & Incentives

- Discussion included membership discounts, volunteer hour tracking, public thank-yous in newsletters, and potentially awarding small prizes (e.g., gift cards, restaurant certificates).
- The Board will research how other clubs handle volunteer engagement.

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## 14. ACTION ITEMS REVIEW

Below is a table summarizing the agreed-upon action items, assignments, and any stated deadlines. Items marked “*to be filled out*” will be updated when more information is available.

Action Item	Assigned To	Due Date
Follow up with GNCC/USCA for invoices.	<b>Steve</b>	Next Board Meeting
Poll membership about a possible New Year’s Eve curling event.	<b>Dustin</b>	ASAP



Action Item	Assigned To	Due Date
Clarify eligibility rules for Under-5 Worlds & assess local team entry.	<b>Dustin</b>	ASAP
Confirm & process invoices for Trane & Canada Curling Stone.	<b>Allison / to be filled out</b>	As available
Develop plan to automate gift certificate issuance/management.	<b>Zach, Joe, Gerry, Burt</b>	Ongoing
Continue volunteer recognition/incentive discussions.	<b>to be filled out</b>	Ongoing
Draft framework/rules for the proposed "Champions League."	<b>to be filled out</b>	Before Spring Season

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## 15. ADJOURNMENT

- With no further business, the meeting was adjourned at approximately **to be filled out** PM (pending final confirmation of the exact time).
- The next regular Board meeting is scheduled for **Tuesday, January 14, 2025, at 7:00 PM.**