

Meeting: Curling Club Board Meeting

Date: [January 14, 2025]

Location: In-person at the club and via Zoom

Attendees

- **Via Zoom:** Don, Joe, Bert, Q
- **In-Person:** Zach, Rich, Jerry, Steve, Allison, Dustin
- **Also Mentioned:** Matt (as a board contact for member feedback)

1. Opening & Review of Previous Minutes/Action Items

- **Last Month's Minutes:** Not received; discussion tabled.
- **Action Items from Last Meeting:**
- **GNCC Insurance:** Invoice has been sent.
- **USTA Invoice:** Not yet received; both parties have received our rosters.
- **Christmas/New Year's Scheduling Items:** Completed.
- **Under Five for Pittsburgh Event:** Completed.
- **City Paper Coverage:** Dustin's event was covered (pictures and article completed).
- **Gift Card Process:** Bert, Zach, and Joe to coordinate on a process (pending further input/help from "Norman"); this action remains open.

2. Member Comments & Scheduling Discussion

- **General Comments:** No major member comments were raised.
- **Holiday Scheduling:**
- Concern about a long gap around holidays when fewer groups can curl.
- Discussion of potential revenue-generation ideas (e.g., adding a "pizza lane" or offering specials on Saturdays) and adjusting the calendar.
- **Publicity Note:**
- TV and radio exposure (e.g., Learnacross being featured) is expected to drive additional walk-ins and club interest.

3. Financial Report (Presented by Allison)

- **Bank Balances:**
- **End of November:** Approximately \$38,800
- **End of December:** Approximately \$61,000 (including almost \$52,000 deposited from various sources)
- **Notable Deposits & Donations:**
- December cash deposit from bar operations (\$2,100).
- A large donation of \$25,000 (anonymous, noted as the largest in about four years).
- **Reimbursements:**
- Receipts submitted for bond seal work (totaling roughly \$345 for Mark Longwell and Aaron) – motion made and approved to reimburse these amounts.
- **Invoices & Payments:**
- **Backflow Testing Invoice:** Steve noted it is unpaid; he will pay it online.
- **Other Receipts:** Canada Curling Stone sharpening and chiller notification-related receipts have already been processed.
- **Accountant Support:**
- An accountant is helping with the 990 forms and expense categorization. The current challenge includes fine-tuning the payment plan formula (with variable amounts appearing on different

payments).

- **Grant Update:**

- The Sports and Equity Vision Authority grant (requested \$10,000; expected based on expenses around \$6,000) should be arriving soon.
- Reminder: A funding deadline is coming up on January 15. (There is an alternative July 15 deadline if needed.)

- **Marie's Financials:**

- \$6,000 check received for ICE rental (for U5 Worlds).
- Donations for 2024 have been tallied at nearly \$45,000. Marie will send out a thank-you card for the large donation.
- Note: Members are encouraged to report any in-kind or additional donations for tracking purposes.

4. Old Business

- **Safe Sport Certification:**

- Steve is behind on renewing his certification; a reminder for all board members to update as needed.

- **Draft 990:**

- A draft exists but has not yet been reviewed in detail.

- **Dues & Rosters:**

- **GNCC Dues:** Invoice received for \$1,600.
- **USCA Inquiry:** A question remains pending regarding our roster; action to follow up.

- **Champions League Idea:**

- Concept for a spring session "Champions League" featuring winners of the seasonal leagues.
- Discussion on appointing a commissioner and possibly forming a mini committee.
- **Lead:** Jerry will take the lead and identify additional participants.

5. Events Update

- **Under Five Qualifier:**

- Event was a success.
- A team from Potomac qualified; a second team from Bowling Green is on the waiting list.
- Noted that some participants are considering moving to Pittsburgh.

- **World Championships (Officiated Event):**

- Positive feedback overall.
- Generated good publicity and online streaming numbers (over 7,000 total views; individual draws averaging 700–1,000 views).
- Lessons learned will be documented for future similar events.

- **Upcoming Party Spiel:**

- Scheduled for next weekend.
- Field is set at 16 teams, including an invited team from Morgantown (offered a half-price entry fee).
- Call for additional volunteers.

- **Wheelchair Spiel:**

- Currently, 4 registrations have been received.

- **Tropical Spiel:**

- Registration opened January 4; 34 teams are registered.

- **Learn to Curl Programs:**

- Continued growth noted (membership is now at 123 with 13 new members since the last meeting).
- Discussion about structuring learn-to-curl sessions (levels 1, 2, and 3) to further drive membership and retention.

6. Communications

- **Publicity:**

- Positive media response from the recent Worlds event.
- Coordination is underway (involving Dustin, “train,” and Bert) to consolidate contacts, photos, and streaming analytics for future promotion.

7. Operations & Facilities

- **Backflow Prevention Test:**

- The test (and its \$97 fee) is scheduled; in addition, discussions were held regarding chiller pump issues.
- **Issue:** A pump did not shut off properly (likely due to binding of heated brass connections).
- **Action:** Two connectors (approx. \$160 each) have been ordered, and Rich will monitor if the same issue recurs.

- **Ice Quality & Facility Maintenance:**

- Positive feedback on ice quality during the Under Five Worlds; thanks to Don, Trevor, and others for maintenance work.
- A roof leak in the ladies’ room was noted; a contractor may be needed once warm weather returns.

- **Snow Removal:**

- Discussion on the need for additional (and sturdier) shovels.
- Consideration of a service agreement with the township for snow removal on club property. Action to research options and secure an agreement.

8. Technology & Scheduling

- **Scheduling System:**

- Zach reports that the automated scheduling and email system is working well.
- Future efforts will focus on reducing manual processes (for example, with invoicing).

9. Youth & Learn-to-Curl Concerns

- **Age Guidelines:**

- Concerns were raised about very young participants (some as young as 5 years old) and the adequacy of equipment (e.g., gripper sizes).
- **Action:** Add recommended age guidelines (or a note on equipment limitations) to the website/learn-to-curl registration information.

- **Volunteer Tips at Learn-to-Curl Sessions:**

- Discussion on handling tip jars—whether tips should go directly to instructors or be pooled for a volunteer thank-you event.
- No final decision was made; further discussion is needed.

10. New Business - Bar Three Event

- **Rescheduling:**

- Originally planned for the coming Saturday; now tentatively set for February 8 at noon.
- Expected to involve 16 participants and use two sheets.

- Requires 4 volunteers.
- **Notes:**
- Emphasis on marketing the event as a member benefit (and not as a “free beer” event).
- Discussion on floor cleanliness and equipment (mats) for the event.

Media Outreach

- **Talk TV/Radio Show:**
- Interest from a local talk TV/radio show (scheduled around 3:30 PM) following recent press coverage.
- Coordination is needed to finalize the recording date (possibly January 20) and volunteer participation.
- **Big Brother Big Sister Program:**
- The club was contacted via Facebook Messenger by a sports buddy program specialist.
- **Concept:** A no-cost event to bring Big Brothers and Big Sisters together.
- **Action:** Follow up on details to determine benefits for the club and potential reciprocal publicity.

Engraving Curling Stone Handles

- **Inquiry:**
- Sarah has reached out regarding pricing for engraving handles.
- **Discussion:** Whether to work with Canada Curling or another supplier (e.g., Dakota Curling Supply).
- **Action:** Steve (or the designated contact) will follow up with suppliers to clarify the process and pricing.

Snow Removal Equipment/Service

- **Discussion:**
- In light of heavy snowfall and equipment issues (e.g., broken shovels), the club needs to invest in better equipment.
- Consider securing a verbal or contractual agreement with the township for regular snow removal.
- **Action:** Research local options and negotiate terms as needed.

Board Development & Training

- **Boards Works Program:**
- A board member mentioned having attended a “Boards Works” training course (from Cabestro) and recommended a call with an experienced volunteer.
- **Action:** Bill will coordinate a Zoom call (tentatively on the 20th or 21st) to discuss board efficiency, fundraising, sponsorship, and other topics.
- Topics and priorities will be gathered and shared with the board before the call.

Other Items

- **Mat Usage & Banner Exchange:**
- Discussion on how many new mats are needed per year and the possibility of a bartering arrangement with a supplier (including a banner exchange valued at roughly \$400).
- **Action:** Rich to gather further details and follow up.
- **Payment Plan Formula:**
- Discrepancies in amounts charged for payment plans were noted (e.g., small, varying amounts).
- **Action:** Further review and adjustment of the formula are needed.

11. Action Items Summary

- **Financial & Invoicing:**

- **Steve:**

- Pay the backflow testing invoice online.
- Follow up on gift card integration with Warm Room Hero (with guidance from other board members).
- Send out notifications regarding the rescheduled Bar Three event.
- **Follow Up:** Review payment plan formula discrepancies.

- **Membership & Event Planning:**

- **Bert, Zach, & Joe:** Coordinate on the gift card process (involving assistance from “Norman”).
- **Jerry:** Lead planning for the Champions League event; form a mini committee.
- **Allison:** Continue updating financial reports and follow up on undeposited funds (e.g., for Giant Eagle Cards).

- **Youth & Equipment:**

- **Website Update:** Add age recommendations/equipment limitations for learn-to-curl events.

- **Snow Removal & Facility Maintenance:**

- **Action:** Research and secure an agreement for snow removal service and invest in new shovels.

- **Board Development:**

- **Bill:** Set up and coordinate the board training/Boards Works call.

- **Media & Outreach:**

- **Steve/Communications:** Follow up with talk TV/radio show contacts and the Big Brother Big Sister program.

- **Engraving Handles:**

- **Steve:** Contact Canada Curling (or another supplier) regarding engraving stone handles.

- **Miscellaneous:**

- **Rich:** Research mat usage numbers and finalize the banner exchange details.

12. Adjournment

- **Motion:** A motion to adjourn was made, seconded by Rich and Dustin.
- **Outcome:** The motion carried unanimously, and the meeting was adjourned.

These minutes capture the key discussion points, decisions, and next steps. Board members are encouraged to follow up on their respective action items and report progress at the next meeting.