

Pittsburgh Curling Club

Board of Directors Meeting Minutes February 11, 2025 | 7:00 PM

1. Call to Order

The regular monthly meeting of the Pittsburgh Curling Club (PCC) Board of Directors (BOD) was called to order at **7:00 PM** on **February 11, 2025**, at the PCC Warm Room.

- **Location:** PCC Warm Room (in-person) and Zoom (remote)
 - **Chair:** **Steve Buffington** (President)
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2. Attendance

Board Members Present (In-Person):

- **Steve Buffington** (President)
- **Allie Devine** (Treasurer)
- **Don Cober**
- **Dustin Devine**
- **Q Lovicks**
- **Rich Palagallo**
- **Trevor Mathey**

Board Members Present (via Zoom):

- **Burt Cubbison**
- **Jacki Temple**
- **Joe Walton**

Board Members Absent:

- **Gerry Kyle**
- **Sarah Fissella**
- **Zach Romitz**

Non-Board Members in Attendance (via Zoom):

- Matthew Clark
- Sean (last name unconfirmed)
- Marie Rose

Note: Club members and other guests may attend board meetings to observe and provide comments as appropriate.

3. Approval of Previous Meeting Minutes

- The Board reviewed the **January meeting minutes**.

Follow-up on January Action Items

- Missing older minutes (post-June 2024) are still not posted; ongoing effort to locate and upload.
 - Invoice for backflow testing was confirmed paid.
 - Gift Card Integration with Warm Room Hero remains in progress (under Burt's lead).
 - Snow removal vendor quotes remain outstanding.
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4. Member Comments

No additional member comments were raised outside of topics already on the agenda.

5. Financial Report

5.1 Treasurer's Update (Allie Devine)

Overview:

- The Club's **operating checking account** maintains a stable balance.
- **Maintenance and Operations:** Recent expenditures include the brine pump contact replacement and an HVAC crankcase heater part.
- **League & Membership** fees continue to come in from Winter sessions.

5.2 Detailed Financials (Marie's Report)

- **Deposits (January):**

- 1. **January 17, 2025**

- **\$10,177.90** total deposit
 - Rock handle payment: \$125
 - Saris Candy fundraiser: \$52.90
 - GE Gift Cards redeemed: \$10,000

- 2. **January 30, 2025**

- **\$6,126.24** from the Sports & Exhibition Authority (SEA) Grant
 - This grant offsets certain utility costs during hosted bond spiels.

- **Undeposited Funds (as of Feb 10):**

- **\$125** from an additional stone purchase (handle program).

- **Donately (January 2025):**

- **Members:** \$110 (recurring)
 - **In-kind contributions:** \$1,916.31
 - Includes property tax lawyer fees, food for Party Spiel & U5 international spiel events, driveway salt, etc.
 - **Non-Member:** \$100 (recurring, previous member)
 - **Year-to-Date Total (through Feb 10):** \$2,176 in Donately donations.

5.3 Reimbursements & Approvals

- **Party Spiel Costs:**

- Several volunteers submitted receipts for event supplies and hospitality.
 - A motion to approve full reimbursement for documented expenses was made and seconded.
 - The motion **passed** unanimously.

5.4 Form 990 Filings

- Two filings are pending: the previously extended overdue form and the next annual return.
 - **Allie** and **Steve** will finalize the drafts and ensure timely submission.
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6. Old Business

1. Missing Past Minutes

- Several sets of approved minutes from post-June 2024 remain unpublished.
- **Steve** and **Jacki** will continue searching for the files; once located, they will forward them to **Burt** for the website.

2. Gift Card Integration with Warm Room Hero

- **Lead: Burt Cubbison**
- Work continues with the Warm Room Hero developer to facilitate gift card redemption at registration or checkout.

3. Bar3 Event

- **Event Date: April 12**
- **Rich** will manage final logistics, promotion, and registration details.

4. Champions League

- **Gerry** and **Zach** are drafting a spring league format for more competitive play.
- Updates anticipated at the next meeting.

5. Age & Equipment Guidance (Learn to Curl FAQ)

- **Trevor** and **Burt** will update the FAQ to note minimum age/size guidelines (e.g., generally 10+ years old) and highlight gripper-size limitations.
- Ensures families understand suitability and safety aspects for youth curlers.

6. Snow Removal

- **Rich** will gather quotes from local plowing services for on-call or contract coverage.
- The volunteer-run snowblower approach remains in place until the Board reviews costs.

7. Sticky Mats

- **Rich** will reach out to our supplier or potential sponsors to exchange promotional banner space for covering part or all of the sticky mat costs.

7. Events Committee (Reported by Steve on behalf of Sarah)

1. Party Spiel (Completed)

- 16 teams participated, positive feedback overall.
- Financial outcome: a modest profit, pending final confirmation of all reimbursements.

2. In-House “Friendly”

- Planned for **April 12**, but final date depends on resolving conflicts with other events.
- Sign-up will be individual; organizers will form balanced teams to encourage newer curlers to mingle with experienced players.

3. GNCC Wheelchair Championships

- Currently 6 individual registrants (enough for ~2 teams).
- A USA Curling wheelchair clinic in North Carolina the same weekend competes for participants.
- May reschedule to May or cancel if registration remains low.

4. Tropicurl (June 5–8)

- **40 teams registered**, with 2 on the waitlist.
- Planning committee is finalizing volunteer roles, schedule, and event logistics.

8. Communications Committee (Burt Cubbison)

- Website updates will include:
 - Posting recovered minutes (once found).
 - Refined Learn to Curl FAQ (age guidelines, equipment).
 - Future modifications for Warm Room Hero gift card redemption.

9. Finance Committee (Allie Devine)

- **School District Appeal**

- The Club's legal counsel suggests a March 4th hearing.
 - Steve will update the Board by email.
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10. Membership Committee (Gerry Kyle by email)

- **Total Membership: 126**, including 3 new members since January.
 - **Winter CCAC Session:** 7 curlers enrolled.
 - **Winter Futures League:** 25 curlers.
 - New marketing flyers in the warm room summarize membership and league pathways for Learn to Curl graduates.
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11. Facilities Committee (Steve Buffington)

1. Brine Pump Contacts

- Replacement on January 29 solved intermittent pump issues.
- System remains stable.

2. HVAC Maintenance

- Junction Climate Control replaced a crankcase heater on one compressor for the AC.
 - Awaiting invoice; no service disruptions reported.
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12. New Business

1. Practice Ice Policy

- Recent inquiries highlighted the need for a formal written policy.
- **Rich** and **Trevor** will research comparable clubs (Rochester, Columbus, etc.) and propose guidelines covering key/fob access, ice prep training, and a sign-up or reservation mechanism.

2. Centerline "No-Tick" Rule

- Interest in aligning with competitive events where a center guard cannot be ticked off the line before the fifth stone.

- **Trevor** will draft a short explanation and a recommended procedure for restoring positions if a tick occurs.
- Each league drawmaster may opt to implement it.

3. **90-Minute Game Clock**

- The digital timer will be switched on at draws (displayed on streaming).
- Enforced time limits are at drawmasters' discretion; the clock is primarily to keep games on schedule.

4. **Under-5 (U5) League**

- Proposed developmental league for curlers with fewer than five years' experience.
- **Trevor** will confirm interest with **Houston** (prospective drawmaster) for a spring session.

5. **Non-Profit Advisor Discussion**

- **Rich** reported on a conversation with Bill Wolf (BoardsWork program, Covestro).
- Key recommendations:
 - Highlight a clear mission statement on the PCC website to attract donors.
 - Consider a professional fundraiser who could help secure sponsorship and grants. Potential for "self-sustaining" fundraising if managed effectively.
- The Board agreed to review and possibly revise the Club's mission statement and explore more proactive fundraising efforts.

13. Volunteer Appreciation Party

- **Gerry** (absent) has sketched an event for May to honor volunteers.
 - Final details will be shared once confirmed.
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14. Adjournment

With no further business, a motion to adjourn was made and seconded. The motion carried, and the meeting adjourned.

Next Regular Meeting: Tuesday, March 11, 2025, at 7:00 PM

Action Items

Action Item	Assignee	Due Date
Locate & Post Missing Minutes (post-June 2024)	Steve / Jacki / Burt	Next Board Meeting
Gift Card Integration (Warm Room Hero)	Burt	Ongoing
Bar3 Event Logistics (Event on April 12)	Rich	Next Board Meeting
Snow Removal (Gather quotes for on-call / contract plowing)	Rich	Next Board Meeting
Sticky Mats Sponsorship (Banner exchange possibility)	Rich	Next Board Meeting
Complete & File Overdue & Current Form 990	Allie & Steve	ASAP
Practice Ice Policy (Draft; research comparable clubs)	Rich / Trevor	Draft by Next Meeting
Centerline No-Tick Rule (Create info sheet & league guidance)	Trevor	Draft by Next Meeting
Enable / Test Game Clock (Coordinate with drawmasters)	Streaming Volunteers/Don	Immediately
Under-5 League (Confirm with Houston for spring session)	Trevor	Update Next Meeting

Action Item	Assignee	Due Date
Volunteer Appreciation Party (Finalize details & announce)	Gerry	Update Next Meeting
Learn-to-Curl FAQ (Youth minimum age/equipment)	Trevor & Burt	Next Board Meeting
