



# Board Member Meeting Minutes

June 11, 2024 | 491 McCoy Road, McKees Rocks, PA 15136

Members Present	Steve Buffington, Rich Palagallo, Dustin Devine, Quintin Lovicks, Trevor Mathey, Burt Cubbison, Don Cober, Zach Romitz, Allison Devine, Joe Walton, Jacki Temple
Members Absent	Sarah Fissella, Gerry Kyle
Observers	
Called to Order	7:00 PM

## Approval of Previous Minutes

Approval of June board meeting minutes. J. Temple / R. Palogallo; carried unanimously		
Discussion		
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Conclusions		
Approval of June board meeting minutes. J. Temple / R. Palogallo; carried unanimously		
Action Items	Person Responsible	Deadline

## Member Comments

Discussion		
<ul style="list-style-type: none"><li>• Ryan Accetta is requesting that the Thursday night draw be returned to an 8:30pm start time. He will be the drawmaster, if this request takes effect.</li><li>• It was discussed that in order for this to be effective, start time needs to be adhered to and not slip into starting later and later.</li><li>• If the draw is over-subscribed, it will need to be split into 2 sessions, as has been done in the past. This possibility will be noted on the registration options online.</li><li>• Practice time added to start 7:00pm is also being requested.</li></ul>		
Conclusions		
The membership committee convened immediately after the board meeting and decided that honoring both requests is beneficial to the club and club members.		
Action Items	Person Responsible	Deadline
Reach out to Mr Accetta to respond to his comments	Steve Buffington	August

## Financial

### Discussion

Pittsburgh Curling Club Financial Reports										
As of 06/30/2024										
1.67 Months of Solvency if no additional income										
Current Assets		Current Income		Current Liabilities			Current Liabilities for July			
End of Month Balance		Income Deposited		Paid Liabilities			Planned Liabilities			
				PAID			SCHEDULED			
				NOTES			NOTES			
				EXPENSE TYPE						
Dollar Checking	0.00	PNC - Money Market Interest	0.16	Comcast	254.50	6/5/2024 AUTO	Utilities	Duquesne Light	3,836.65	7/6/2024 PAID
Dollar Savings	1,364.48	Dollar - Savings Interest	4.00	Duquesne Light	3,588.04	6/4/2024 PAID	Utilities	Comcast	254.50	7/5/2024 AUTO
PayPal	0.00	Donations	88.40	Iron City Express	129.89	6/7/2024 AUTO	Utilities	Iron City Express	129.89	7/7/2024 AUTO
PNC - Money Market	22,015.77	Drop-in Curling	50.00	Erin McManus	1576.34	6/7/2024 PAID	Bonspiel Bar	West View Water	57.62	7/10/2024 AUTO
PNC - Primary Checking	7,898.97	Pizza League	230.00	West View Water	29.70	6/9/2024 AUTO	Utilities	Columbia Gas	36.80	7/12/2024 AUTO
PNC - Secondary Checking	2,337.62	Logo Shop	15.15	Columbia Gas	77.51	6/12/2024 AUTO	Utilities	Intuit Qbooks	64.20	7/14/2024 AUTO
Total Cash/Checking/Savings	33,656.64	Sales Tax	3.85	Wil LaSota	150.00	6/12/2024 PAID	Bonspiel Piper	Dollar Bank Loan	3,695.55	7/15/2024 Loan
Other Current/Restricted Assets		Bonspiel Bar	3,211.00	Erin McManus	96.62	6/12/2024 AUTO	Bonspiel Bar	Dollar Bank Interest	6,010.14	7/15/2024 Interest
122001 - Giant Eagle Gift Cards		Bonspiel Bar Tips	108.00	Intuit Qbooks	63.60	6/14/2024 AUTO	Office Expense	PAMS	23.44	7/16/2024 AUTO
12100 - Prepaid Expense	154,753.42	Bonspiel 50/50	250.00	Dollar Bank	0.95	6/15/2024 AUTO	Bank Fee	PAMS	0.40	7/16/2024 AUTO
Other Current/Restricted Assets	134,752.45	Bonspiel Baskets	600.00	Dollar Bank Loan	3,342.47	6/17/2024 PAID	Loan	Auto-Owners	3,263.00	Property Insurance
Total Current Assets	168,409.09	Bonspiel Meals	145.00	Dollar Bank Interest	6,363.22	6/17/2024 PAID	Interest	GNCC Legacy Loan	62.44	7/23/2024 Interest
		PayPal - League Fees	146.52	PAMS	7.80	6/18/2024 AUTO	Utilities	GNCC Legacy Loan	1,285.21	7/23/2024 Loan
		PayPal Fees	(3.48)	PAMS	0.40	6/18/2024 AUTO	Bank Fee	Steve Buffington	286.00	Bonspiel Bar; Pins
		League Fees	150.00	Kim Giles	96.04	6/18/2024 AUTO	Bonspiel Bar	Commonwealth of PA	100.00	Sales Tax
Movement Between Accounts		Stripe - Credit Card	3,189.07	Debbie Spang	166.7	6/18/2024 PAID	Bonspiel Food	Total Planned/Current Liabilities	19,105.84	
Transfer from PNC - Secondary Checking to:		Stripe Fees	(95.93)	Karyn Drombosky	91.96	6/18/2024 PAID	Bonspiel Bar			
PNC - Primary Checking	6,800.00	Donation	465.00	Wm T Hutchinson Co PSP	173.17	6/24/2024 PAID	Interest			
		Gift Card	100.00	Wm T Hutchinson Co PSP	2534.58	6/24/2024 PAID	Loan			
		Bonspiel	2,700.00	GNCC Legacy Loan	65.65	6/24/2024 PAID	Interest			
		Square - Credit Card	4,264.16	GNCC Legacy Loan	1,282.00	6/24/2024 PAID	Loan			
		Square Fees	(134.00)	Sarah Fissella	261.67	6/25/2024 PAID	Bonspiel Bar			
		Logo Shop	920.00	Total Paid/Current Liabilities	20,354.81					
		Sales Tax	15.96							
		Pizza League	135.00	Long-term Liabilities	PRINCIPAL	CHANGE				
		Drop-in Curling	50.00	GNCC Legacy Trust Loan	24,976.34	-1,282.00				
		LTC	100.00	Dollar Bank Construction Loan	1,133,511.16	-3,342.47 6.5% Now				
		Bonspiel Bar	2,583.00	Rose-Buffington Loan	112,500.00	250.00				
		Bonspiel Bar Tips	24.20	Hutchinson Loan	11,318.94	-2,534.58				
		Bonspiel Baskets	305.00	Total Long-term Liabilities	\$1,282,306.44					
		Bonspiel 50/50	265.00							
		Total Income Deposited	12,285.31							

<ul style="list-style-type: none"> <li>o obtained a lot of valuable footage</li> <li>o Expected air date is in September or October</li> <li>o We should advertise the webcast as a way to drum up more interest for new members. Several opportunities exist for cross-pollination</li> <li>• GNCC Wheelchair Championship: April 11- 13, 2025. <ul style="list-style-type: none"> <li>o Can be national or international event.</li> <li>o More information is needed about a potential special membership category if participants are international and/or not members of the GNCC.</li> </ul> </li> </ul>		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Complete SafeSport certifications	All board members	ASAP
Reach out to Ed & Day production team and request they link to us (website, socials, etc.) to help us cross-pollinate	Dustin Devine	August
Get more info about potential special membership category for GNCC Wheelchair Championship	Steve Buffington	February

## Events Committee

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>• Tropicurl was very successful on all fronts, based on feedback from participants <ul style="list-style-type: none"> <li>o The club made about \$25,000.</li> </ul> </li> <li>• Three Rivers Spiel: Six teams registered as of July 1. We need to get more word out about this event.</li> <li>• We've added a 5 &amp; Under Spiel to our calendar. <ul style="list-style-type: none"> <li>o Dec 5 – 8</li> <li>o 32 teams</li> <li>o Open format (any genders)</li> <li>o Applied to USCA for it to be a national qualifier</li> </ul> </li> <li>• Possible in-house spiel near the end of the winter session</li> <li>• Appalachian Friendly <ul style="list-style-type: none"> <li>o Feedback is that dates earlier than May is preferable to avoid conflicts with other events.</li> </ul> </li> </ul>		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

## Communications Committee

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>• Warm Room Hero <ul style="list-style-type: none"> <li>o Burt and Brian reached out to get questions answered.</li> <li>o Soft launch of the new site will be late July with the official launch to everyone happening in early August</li> </ul> </li> <li>•</li> </ul>		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

## Finance Committee

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>• The chair is currently vacant, and a new chairperson is desperately needed.</li> <li>• Property insurance was shopped around and cut by more than half.</li> <li>• School District appeal: - June 28th meeting. <ul style="list-style-type: none"> <li>o The School District did not have an appraisal to present.</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>○ They made the same offer as they did in May to settle if we agreed to keep our current assessment of \$733,400. We had previously rejected that since it would not incorporate the lower Common Level Ration (CLR). Our counteroffer at that time was for a slightly higher 2023 assessment and then pull in the CLR for 2024 and beyond. That was rejected by the School Districts Lawyer.</li> <li>○ We decided to stick with our decision in May to reject their offer.</li> <li>○ The ball is back in their court to either have an appraisal done or to concede.</li> <li>○ We still have not received our township tax refunds.</li> <li>● Our end of month balances are currently not sustainable over the long term. <ul style="list-style-type: none"> <li>○ Assuming our projections for next year are correct, we're OK for next year, but there isn't a lot of wiggle room between now and the Winter Olympics in 2026.</li> <li>○ We must be careful until then about how we build and use our budgets to help us ensure we have no negative balances.</li> </ul> </li> <li>● The budget for the 2024-2025 season was discussed in-depth and was approved.</li> </ul>
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Conclusions		
Action Items	Person Responsible	Deadline

## Membership Committee

Discussion		
<ul style="list-style-type: none"> <li>● First on-ice activity is Open House: Sept 12</li> <li>● Leagues start Sept 18</li> <li>● Membership is scheduled to open for 2024-2025 when Warm Room Hero launches in August.</li> </ul>		
Conclusions		
Action Items	Person Responsible	Deadline
Add coat hooks at the home end of each sheet ice in the ice shed	Gerry Kyle	September

## Facilities Committee

Discussion		
<ul style="list-style-type: none"> <li>● Rain gutter cleaning <ul style="list-style-type: none"> <li>○ Needs to happen at least every 2-3 months to prevent backups that cause leaks.</li> </ul> </li> <li>● Lady's room roof leak – probably at the roof top HVAC Unit <ul style="list-style-type: none"> <li>○ Ceiling plastic in the lady's locker room needs repair.</li> </ul> </li> <li>● Insulation in Men's locker room needs to be removed and replaced.</li> <li>● Ice installation <ul style="list-style-type: none"> <li>○ Steve will assemble a Google Docs sheet to share with everyone of tasks needed for installation so people have a clearer picture of what's involved. This may help draw in more volunteers than in past years, which is needed.</li> <li>○ Teach people how to flood, lay in houses and graphics, scrape, pebble, etc. for redundancy's sake.</li> <li>○ Chiller scheduled to be turned on Sept 1 or 2.</li> <li>○ Preliminary activities also need to be identified and executed, i.e. touching up ice floor paint, folding tape, cleaning the club, etc.</li> </ul> </li> <li>● Dehumidifier is making some noise and needs to be looked at for possible repair.</li> <li>● Coils of the chiller need to be cleaned.</li> <li>● Hilltop above the parking lot needs to be cleared (possibly lightly graded) to provide additional parking for overflow situations during spiels.</li> <li>● It's been suggested that a work sign-up sheet be implemented for all tasks requiring attention.</li> </ul>		
Conclusions		
Action Items	Person Responsible	Deadline

Alert club members what various tasks need to be accomplished for the club to be open in September	Steve Buffington	ASAP
Create descriptions of ice install tasks and volunteer sign-up sheet	Steve Buffington	ASAP

## New Business

Discussion		
<ul style="list-style-type: none"> <li>Committees were formed last year to help more efficiently delegate club duties amongst volunteers. <ul style="list-style-type: none"> <li>Health check: What works and what doesn't? What committees need to have chairs filled?</li> <li>Each committee's purpose needs to be defined and how they interact with other committees. <ul style="list-style-type: none"> <li>Many of the committees overlap. How do they support and/or conflict with each other?</li> </ul> </li> <li>Do we need new committees and/or subcommittees? Would be more proactive if committee duties are more divvied up, but we'd need leaders willing to step up to make that happen.</li> <li>Chairs do not need to be board members.</li> <li>Committees need to be ready next month to talk about any requested budget items <ul style="list-style-type: none"> <li>How do these requests benefit the club?</li> </ul> </li> </ul> </li> <li>Financial Officer <ul style="list-style-type: none"> <li>Allison (treasurer) now has admin rights to Quick Books and shared that with our new CPA.</li> <li>The CPA is coaching Allison for how to file our taxes.</li> </ul> </li> <li>Using email to vote on board issues <ul style="list-style-type: none"> <li>Is there a security issue? What if someone wanted to create fake emails to impersonate board members?</li> <li>What if some board members aren't responding to requests to vote via email in a timely manner? How is that different from missing an in-person meeting?</li> </ul> </li> <li>Committees Descriptions now exist in Google Drive</li> <li>The expense portion of the 2024-2025 Budget was discussed in-depth and was approved. <ul style="list-style-type: none"> <li>Anyone who wishes to review that information is welcome to reach out to the curling club, and it will be provided.</li> </ul> </li> <li>The revenue side of the budget is being tabled until the next board meeting for the sake of time.</li> </ul>		
Conclusions		
Unless there are pressing time constraints, the board members will vote at in-person meetings. When an email vote is needed, 100% of the board needs to acknowledge receipt of the email asking for a vote.		
Approval of the expenses portion of the 2024-2025 annual operating budget. J. Temple / R. Palogallo; carried unanimously		
Action Items	Person Responsible	Deadline
Gather all the utility bills for the grant and put them on the Google Drive	Allison Devine	Beginning of August
Continue to work on Google Drive access and organization	B. Cubbison & Z Romitz	ongoing

## Adjournment

Meeting Adjourned	Approval to adjourn D. Devine/ Z. Romitz; carried unanimously
Next Board Meeting	Tuesday, August 13, 2024 at 7:00 pm PghCC