

# Pittsburgh Curling Club - Board Meeting Minutes

## Pittsburgh Curling Club

### Board of Directors Meeting Minutes

**April 8, 2025 | 7:00 PM | 491 McCoy Road, McKees Rocks, PA 15136**

**Members Present:** Steve Buffington, Gerry Kyle, Burt Cubbison, Joe Walton (via Zoom), Rich Palagallo, Jacki Temple (via Zoom), Don Cober, Dustin Devine (joined late), Quintin Lovicks (via Zoom), Trevor Mathey, Zach Romitz, Allie Devine (Treasurer)

**Members Absent:** Sarah Fissella

**Observers:** Tyler (via Zoom), Marie (via Zoom)

**Called to Order:** 7:00 PM

## Approval of Previous Minutes

### Discussion

- Review of March, November, December, and January meeting minutes

### Conclusions

- Approval of March 2025 board meeting minutes. T. Mathey / R. Palagallo; carried unanimously
- Approval of November 2024 board meeting minutes. J. Temple / G. Kyle; carried unanimously
- Approval of December 2024 board meeting minutes with a correction to indicate Allie made the motion for bonspiel reimbursement. R. Palagallo / Z. Romitz; carried unanimously
- Approval of January 2025 board meeting minutes. G. Kyle / J. Temple; carried unanimously

## Member Comments

### Discussion

- No member comments were presented.

## Financial

### Discussion

- All accounts total \$66,805.70 as of end of March
- Plan to move money from secondary account to primary, then \$15,000 from primary to Dollar Bank
- Income for the month: \$11,900 (including \$3,000 from Penn State tournament and \$910 from CCAC)
- Liabilities for last month: \$19,700 (including \$1,645 for GNCC membership and \$4,500 for Allegheny County real estate tax)
- Planned liabilities for April: \$22,900 (including two GNCC payments, Hutchinson loan, logo shop restock for shirts, and Jordan's tax service for Stowe Township property tax)
- With no additional income, the club has just over three months of solvency
- Small financials report from Marie:
  - Deposited funds (3/31/25): \$3,910 (Penn State Spiel \$3,000, CCAC \$910)
  - Undeposited funds: None
  - Donately (March 2025):
    - Members: \$50 (recurring), in-kind \$3,422.50 (property tax re-appraisal and lawyer fees)
    - Member: \$212.86 – Fey Learn to Curl
    - Non-member: \$160 (recurring, 2 previous members)
    - YTD total (through April 7): \$6,410
- Question raised about GNCC insurance payment, which typically follows after the membership check is accepted

### Conclusions

- GNCC membership payment was delayed due to communication issues, but has now been processed

## Old Business

### Discussion

- Burt has uploaded almost all meeting minutes except January (which was just approved)
- Form 990 still needs to be completed with Allie (due mid-May)
- Rich to research snow removal options for next season (tabled until after current season)
- Gerry has initiated the Handle Engraving Program
- Burt has added the mission statement to the website

- Penn State College Curling Tournament was held
- Rich is working on the ad hoc committee for board nominations
- Practice ice policy from Trevor and Zach to be discussed
- Google Calendar implementation to be discussed
- Code of Conduct to be discussed
- barre3 event was canceled
- New blade/scrapper to be discussed for June budget

### **Ad Hoc Committee for Board Nominations**

- Committee is in process with Trevor's assistance
- Four candidates have been contacted about board positions
- Steve noted that while his term is not ending, he will not serve as president next year

### **Google Calendar**

- Calendar shows color-coded events (leagues in red, Learn to Curls in blue, unavailable ice in gray)
- Calendar can be synced to the website and filtered by keywords
- Only events with specific keywords will appear on the public-facing calendar
- Recommendation to hold a 30-minute overview session for members less familiar with the system
- Calendar currently showing Thursday night practice time (7:30-8:30 PM)
- Decision to move forward with Google Calendar implementation

## **Events Committee**

### **Discussion**

- Penn State College Curling Tournament:
  - Successfully held March 29-30
  - Low-impact event that earned \$3,000
  - Penn State participants were respectful of the facility
  - Potential for improved communication in future events now that Penn State's leadership has changed
- Tropicurl (June 5-8):
  - One team has withdrawn
  - First team on waitlist declined the spot
  - Second team on waitlist is being contacted
  - 11 teams remain on the waitlist

## Communications Committee

### Discussion

- Burt continues to post content to social media
- The club was featured in a New York Times article
- Need to follow up with photographer for promised pictures
- Discussed outdated information appearing in Google search results

## Finance Committee

### Discussion

- County website has updated lowered property assessment values for 2024 and 2025
- Contacted Jordan tax service regarding refunds; timing uncertain
- Still paying in installments for 2024 calendar year
- First 2025 invoice expected from township around August
- Must continue paying based on current invoices until new assessments are applied

## Membership Committee

### Discussion

- Current membership: 137 members (9 new members this month)
- Continuing Learn to Curl sessions with good attendance
- Discussing expansion of CCAC program to other schools/areas
- Planning membership committee meeting in next three weeks
- Considering summer activities to keep membership engaged (golf, bowling)
- Online reviews are extremely positive (100% on Facebook, 4.8/5 elsewhere)
- Better retention rate expected this year compared to previous years
- Current promotional offer: base membership plus unlimited spring league with coupon code

## Facilities Committee

### Discussion

- Planning to purchase a second blade from Canada Curling Stone (to be included in budget)
- Need to coordinate blade sharpening by sending earlier this year
- Considering getting gravel for the parking lot which is getting muddy
- Exploring top of hill area for overflow parking during large events

- May need to level areas with topsoil to address ankle-twisting ruts

## **New Business**

### **Discussion**

### **Annual Meeting**

- Scheduled for Saturday, May 24th
- Timeline:
  - Pre-meeting activities to start at 3:00 PM (Crokinole tournament, curling challenges)
  - Potluck dinner and annual meeting to begin at 6:00 PM
- Club looking to use already allocated funds for event
- Google Doc sign-up sheet for potluck contributions
- Zach, Rich, and Gerry will lead organization
- Required elements: financial report, board member election
- Awards to be presented: Curler of the Year, Best New Curler
- Championship match could potentially be played before annual meeting

### **Practice Ice Policy**

- Policy specifies members only, with \$10 drop-in fee for base members or members of other clubs
- Google Calendar to be used for scheduling with 24-hour advance notice required
- No more than four people permitted per sheet
- Playing simulated games during practice not permitted (with limited exceptions)
- Policy to be finalized with edits discussed and distributed

### **Code of Conduct**

- Existing document was reviewed with concerns about legal implications
- Decision to check with other clubs (Potomac, Buck's) about their policies
- Consider creating a form for anonymous complaints
- Board will look to simplify the policy while ensuring appropriate complaint channels
- Need to establish clear process for handling complaints

### **May Meeting Date**

- Regular meeting date would be May 13th
- Decision to move to Monday, May 5th at 6:00 PM to allow time for annual meeting preparation
- Calendar to be updated and change announced

## Email Management

- Trevor raised concerns about numerous email addresses (13 groups plus shared inboxes)
- Proposal to consolidate to fewer addresses using Google Groups functionality
- Recommendation to combine related functions (e.g., info/registration, learn to curl/scheduling)

## Championship Structure

- Gerry presented the bracket for championship tournament
- Eight teams selected from various leagues
- Structure addresses player overlap across multiple teams
- Timeline:
  - Round 1: April 12-25
  - Round 2: April 26-May 9
  - Finals: Up to annual meeting date
- Championship game could be played at 1:00 PM before annual meeting

## Conclusions

- Google Calendar implementation approved
- May board meeting date changed to May 5th at 6:00 PM
- Email distribution to be consolidated by Trevor, Burt, and Zach

## Action Items

Action Item	Person Responsible	Deadline
Post January board minutes to website	B. Cubbison	Ongoing
Make correction to prior minutes and send to Burt	S. Buffington	Ongoing
Complete Form 990 review with Allie	S. Buffington	May 15, 2025
Continue board nomination process	R. Palagallo	Ongoing

Action Item	Person Responsible	Deadline
Implement Google Calendar for scheduling	T. Mathey	Ongoing
Finalize practice ice policy with discussed edits	T. Mathey	Ongoing
Contact Potomac and Buck's about Code of Conduct	S. Buffington	Before May meeting
Hold Membership Committee meeting	G. Kyle	Before May meeting
Get price for Canada Curling Stone blade	S. Buffington	For May meeting
Plan pre-meeting activities for annual meeting	Z. Romitz, R. Palagallo, G. Kyle	May 24, 2025
Prepare proxy vote materials for annual meeting	S. Buffington	Before May 19, 2025
Update calendar for May board meeting date change	T. Mathey	Ongoing
Address email distribution consolidation	T. Mathey, B. Cubbison, Z. Romitz	Ongoing
Finalize championship bracket and share with Burt	G. Kyle	Ongoing

## Adjournment

**Meeting Adjourned:** Approval to adjourn. J. Temple / G. Kyle; carried unanimously

**Next Board Meeting:** Monday, May 5, 2025, at 6:00 PM at the Curling Club