

Pittsburgh Curling Club | Board of Directors Meeting Minutes

Date: May 5, 2025 **Time:** 6:00 PM **Location:** 491 McCoy Road, McKees Rocks, PA 15136

Members Present

Steve Buffington, Gerry Kyle, Burt Cubbison, Sarah Fissella, Rich Palagallo, Don Cober (via Zoom), Dustin Devine, Quintin Lovicks, Trevor Mathey, Zach Romitz, Allison Devine (Treasurer)

Members Absent

Joe Walton, Jacki Temple

Observers

Winnie

Called to Order

The meeting was called to order at 6:00 PM.

Approval of Previous Meeting Minutes

Discussion

- The April Board of Directors meeting minutes were reviewed by the Board.
- No changes or corrections were suggested.

Conclusion

- **Motion to approve the April minutes:** R. Palagallo / G. Kyle; carried unanimously.

Member Comments

Discussion

- No member comments were presented.

Financial Report

Discussion

- A. Devine reported the club had \$65,000 in accounts at the end of April.
- Income last month was \$8,400.
- Expenses for April: \$12,450
- Net income YTD: \$18,230
- Cash balance compared to last year: \$23,457 higher
- Account balances:
 - Checking: \$40,332.16
 - Savings: \$13,560.89
 - Tropicurl/Bonspiel: \$11,107.95
 - Total: \$65,001.00
- Small financials report:
 - Deposited funds: \$165.94 County Tax Refund for 2024 (4-23-25)
 - Undeposited funds: None
 - Donately (April 2025):
 - Members: \$50 (recurring), in kind \$3,040 (tax lawyer fees)
 - Member: \$212.86 – Fey Learn to Curl
 - Non-member: \$160 (recurring, 2 previous members)
 - YTD total (through May 3): \$9,660
- Issue with Stowe Township property tax payment: online payment system had technical issues on April 30th.
- Tax payment check was mailed on May 1st after confirming with Jordan Tax Services this would not result in late fees.
- Additional tax refunds totaling approximately \$41,000 have been received due to property tax settlement.

Conclusion

- Financial reports will be updated and finalized for the annual meeting.

Old Business

Form 990 Submittal

Discussion

- S. Buffington noted he would meet with A. Devine after the board meeting to discuss Form 990 submission.

Practice Ice Policy

Discussion

- T. Mathey provided an updated version of the practice ice policy incorporating previous comments.
- Board reviewed the updated policy.

Conclusion

- **Motion to approve the Practice Ice Policy:** S. Fissella / R. Palagallo; carried unanimously.

Code of Conduct

Discussion

- T. Mathey revised the Code of Conduct policy based on previous feedback.
- The policy has been significantly shortened while maintaining all necessary elements.
- B. Cubbison created a form on the website for reporting conduct issues.
- Discussion about making the policy part of membership registration by having members acknowledge it.

Conclusion

- **Motion to approve the Code of Conduct:** G. Kyle / Q. Lovicks; carried unanimously.
- Potential future enhancement: divide policy into smaller, more focused documents.

CCS Blade

Discussion

- S. Buffington presented three options for a new curling stone blade:
 - 60" blade: \$1,412 USD (similar to current blade)
 - 64" blade: \$1,629 USD (slightly more coverage per pass)
 - 60" flexbeam blade: \$1,847 USD (advertised as a better blade with longer life between sharpening)
- Technical specifications still need to be confirmed to ensure compatibility with current equipment.
- The club has experienced issues with the Thompson's blades not mounting properly after sharpening.

Conclusion

- No decision made; information will be included in upcoming budget discussions.

Committee Reports

Events Committee (S. Fissella)

Discussion

- Tropicurl (June 5-8) has 40 teams registered.
- Four teams withdrew; filled from waitlist.
- Volunteer sign-up has been sent to all members.

Communications Committee (B. Cubbison)

Discussion

- No updates provided.

Finance Committee (A. Devine)

Discussion

- Reported \$51,140 in tax refunds received from property tax settlement.

Membership Committee (G. Kyle)

Discussion

- Current membership: 141 members, 4 new members this month.
- Pricing recommendations for next season presented:
 - Keep membership prices the same for next year.
 - Continue price break for futures league.
 - Add price breaks for new "Olympic mini-leagues" (six-week leagues).
 - Sophomore curlers (second-year) to receive \$100 discount for full-year membership or \$50 for one session.
- Membership calendar for next season reviewed. Fall and winter sessions to start on Mondays instead of Thursdays.
- Learn to curl and recruitment statistics:
 - 297 people participated in Learn to Curl 1 (15 sessions).
 - 62 people participated in Learn to Curl 2 and 3 (12 sessions).
 - 18 joined from Learn to Curl 2 and 3 (29% conversion rate).
 - 9 people verbally committed to join next year.
 - CCAC program: 20 participants, 8 joined (40% conversion rate).
 - Futures League grew from 14 to 36 participants.

Conclusion

- Board will need to approve membership rates at a future meeting.
- Membership committee will finalize rates for beginner leagues.

Facilities Committee (S. Buffington)

Discussion

- Roof leak identified over logo shop area.
- Cause diagnosed as dried and cracked caulking around the opening for the rooftop HVAC unit.
- Short-term actions needed: decide whether to remove remaining insulation or let it dry out.
- Caulking needs to be replaced to prevent further leaks.
- Similar issue likely exists with second unit over women's locker room.
- Plan to apply spray-on insulation over the summer.

New Business

Annual Meeting

Discussion

- Scheduled for Sunday, May 24, 2025 (Memorial Day weekend).
- Pre-meeting activities will follow last year's plan.
- Potluck to be organized.
- Announcement needs to be sent to all eligible members by May 19th.
- Four candidates confirmed for board positions.

Conclusion

- Committee heads to send presentation slides to S. Buffington for compilation.
- Z. Romitz and R. Palagallo to prepare announcement email.

June Board Meeting

Discussion

- Discussion whether to hold next meeting on June 10th (soon after Tropicurl) or June 17th.
- Budget discussions planned for July meeting.

Conclusion

- Next meeting confirmed for June 10, 2025, 7:00 PM at the curling club.

Action Items

Action Item	Person Responsible	Deadline
Meet to discuss Form 990 submittal	S. Buffington, A. Devine	Immediate
Update Practice Ice Policy on website	B. Cubbison	Before next meeting
Post revised Code of Conduct on website	B. Cubbison	Before next meeting
Organize roof repair (replace caulking around HVAC units)	Facilities Committee	Before Tropicurl
Finalize pricing for beginner leagues	Membership Committee	Before Annual Meeting
Send Annual Meeting announcement to eligible members	Z. Romitz, R. Palagallo	May 19, 2025
Prepare Annual Meeting presentation slides	Committee Chairs	Before Annual Meeting
Set up potluck sign-up for Annual Meeting	Z. Romitz, R. Palagallo	Before Annual Meeting

Adjournment

Motion to adjourn: S. Fissella / R. Palagallo; carried unanimously.

Meeting adjourned.

Next meeting: June 10, 2025 - 7:00 PM at the curling club