

Pittsburgh Curling Club | Board of Directors Meeting Minutes

Date: July 8, 2025 **Time:** 7:00 PM **Location:** 491 McCoy Road, McKees Rocks, PA 15136

Members Present

- D. Devine (President)
- R. Palagallo (Vice President)
- Z. Romitz (Secretary) - via Zoom
- A. Devine (Treasurer)
- T. Mathey
- D. McCormish
- Q. Lovicks
- W. Leung

Members Absent

- S. Buffington
- S. Fissella
- J. Temple
- T. Machovina

Observers

- Sean Mizerski

Called to Order

The meeting was called to order at 7:01 PM.

Approval of Previous Minutes

Discussion

- Members reviewed the June meeting minutes distributed via Slack

Conclusions

Motion to approve June meeting minutes: D. McCormish / R. Palagallo; carried unanimously

Member Comments

Discussion

- S. Mizerski raised concerns about past safety incidents at the club, specifically referencing a gun-related incident from approximately one year ago
- Suggested the club should develop a weapons policy as part of safety protocols

Conclusions

- Board acknowledged the need to consider weapons policy development

Financial Report

Discussion

- A. Devine reported June 30 ending balance of \$66,484.58
- Total income for June: \$8,350
- Paid liabilities: \$26,000 (including two GNCC loan payments, property insurance of \$3,500, and USA Curling dues of \$3,100)
- Current months of solvency: 2.96
- July liabilities include normal expenses plus two bonspiel reimbursements and volunteer party reimbursement
- Discussion of need for finalized 2024-2025 financial statements for SEA Grant application due July 15

Conclusions

- Financial statements to be finalized within 24 hours for grant submission
- Board requested access to operating budget spreadsheet via shared Google Drive

Old Business

Strategic Planning

Discussion

- D. McCormish requested board approval of strategic plan with placeholder metrics to be finalized over the next couple of board meetings
- Plan needed for SEA Grant application

Conclusions

Motion to approve strategic plan with placeholder metrics: D. McCormish / T. Mathey; carried unanimously

Action Items Review

- Committee continuity review not completed
- SEA Grant application in progress
- Practice Ice Policy and Code of Conduct posting status uncertain. Will be up before registration.
- Roof repairs pending due to weather
- USCA provided feedback on 5-and-Under qualifier selection (rotational system implemented)
- Volunteer survey pending
- SafeSport certification instructions sent
- Conflict of Interest Policy to be reviewed and edited before a board vote.

New Business

Disciplinary Investigation

Discussion

- The board entered an executive session, during which 3 board members shared the details of their investigation. Based on the investigation, the board determined the matter against the accused closed with no action required.

Conclusions

Motion to accept committee recommendation which was carried unanimously.

League Structure

Discussion

- Z. Romitz presented proposed league structure from the membership committee for 2025-2026
- Monday: Case of the Mondays 7-9 PM
- Tuesday: Futures League Plus (targeting first and second-year curlers)
- Wednesday: Wednesday Night League 7-9 PM (designated as competitive)
- Thursday: 8:30 PM draw and 6:30 PM Olympic League (new beginners)
- Friday: Pizza League 7-9 PM
- Saturday: Stones & Scones (possibly moving to 10 AM), afternoon mini-leagues

- Sunday: 5 and Under League
- Discussion about youth program implementation for spring season

Conclusions

Motion to approve league structure with Wednesday designated as competitive league: T. Mathey / D. McCormish; carried unanimously

Membership Fees

Discussion

- T. Mathey presented new fee structure proposal
- Base membership: \$75 (first/second year), \$150 (established curlers)
- First two leagues: \$200 each
- Additional leagues: \$100 each
- Futures League: \$125 per season
- Unlimited: \$950 (includes pizza league)
- Drop-in fees: \$15 (pizza), \$25 (regular)
- Monthly payment plan option with \$35 fee
- Volunteer discount: \$75 off next year for 15 hours of qualifying volunteer work

Conclusions

Motion to approve new fee structure: T. Mathey / R. Palagallo; carried unanimously

Volunteerism

Discussion

- Proposed \$75 discount for 15 hours of qualifying volunteer work
- Discussion of "supercharged" volunteerism for critical needs (daytime instructors, ice technicians)
- Consideration of funding for USCA instructor certification courses

Conclusions

- Basic volunteer discount program approved as part of fee structure
- Specialized volunteer incentives to be developed by future Volunteerism Committee

Committee Structure

Discussion

- T. Mathey proposed 10 committees with the following responsibilities:

Ice: Separate from facilities, oversees all ice making and ice preparation activities as well as conditions in the ice house. Allows following a single vision for icemaking, aligning with strategic plan that dedicated, high-quality ice is one of our biggest assets. This committee oversees the "icecrew@pittsburghcurlingclub.com" group and slack channel.

Facilities: Maintenance and operation of the building and property including mowing, construction, maintenance, plant operations, etc.

Finance: Oversees accounting, financial compliance and bookkeeping. This committee would oversee the "treasurer@pittsburghcurlingclub.com" group/account.

Membership: Works with drawmasters to set league types and schedule, welcomes new members. Serves as the main driver for strategic membership growth, works alongside other committees to ensure club goals for membership growth are enacted.

Education: Responsible for any curling education including youth programs, lessons, setting learn-to-curl and Olympic experience programming. This committee chair would oversee the "learntocurl@pittsburghcurlingclub.com" group and "juniors@pittsburghcurlingclub.com".

Technology: Responsible for all tech related development and support including streaming, cameras, TVs, POS Systems, network maintenance, website maintenance, and google account oversight. This group would oversee the "media@pittsburghcurlingclub.com" group and associated YouTube account.

Marketing: Responsible for internal and external club communications, runs social media accounts, determines advertising spending, interacts with press and traditional media, club newsletter, all official member communications. This committee would oversee the "info@pittsburghcurlingclub.com" group (shared with grants/sponsorships committee).

Events: Responsible for oversight of all bonspiels, applying for USCA and GNCC events, running events, ensuring events are staffed. Also oversees planning of club-level events such as internal tournaments, social events. This committee would oversee the "drawmaster@pittsburghcurlingclub.com" group.

Volunteerism: A separate committee from membership to align with needs to grow, support, and recognize volunteer pool. Responsible for setting club chore needs, finding and recruiting volunteers, tracking volunteer hours, and supporting volunteer recognition.

Grants and Sponsorships: Responsible for external funding sources, applies for grants, solicits corporate sponsorships.

- Each non-officer board member to chair one committee
- Committees to serve as reporting structure with board liaison

Conclusions

Motion to approve 10-committee structure: T. Mathey / R. Palagallo; carried unanimously

- Committee assignments to be determined at August 12 meeting

Committee Reports

Events Committee

- Pursuing hosting opportunities for December bonspiel (either playdowns or GNCC senior/women's event)
- Three confirmed bonspiels: Tropicurl, Party Spiel, Green Ice Spiel

Communications Committee

- Newsletter transition pending as L. Kyle stepping down
- Email group restructuring completed

Finance Committee

- See Financial Report above

Membership Committee

- See League Structure and Membership Fees above

Facilities Committee

- Roof repairs pending weather window
- General maintenance ongoing

Action Items

Action Item	Person Responsible	Deadline
Finalize 2024-2025 financial statements	A. Devine	July 9, 2025
Submit SEA Grant application	D. McCormish, J. Smith, B. Cubbison	July 15, 2025
Develop budget framework and investment placeholders	D. McCormish, A. Devine	July 22 meeting

Action Item	Person Responsible	Deadline
Submit committee preferences	All board members	Before August 12 meeting
Confirm Form 990 filing status	A. Devine	Before July 15, 2025
Contact M. Berwick regarding DEI team	S. Mizerski	Within one week
Provide bonspiel list for grant application	Events Committee, B. Cubbison	July 12, 2025

Adjournment

Motion to adjourn: Z. Romitz / R. Palagallo; carried unanimously

The meeting adjourned at 10:45 PM.

Next Regular Meeting: August 12, 2025 at 7:00 PM **Budget Meeting:** July 22, 2025 7:00PM