

# Pittsburgh Curling Club | Board of Directors Meeting Minutes

**Date:** June 10, 2025 **Time:** 7:00 PM **Location:** 491 McCoy Road, McKees Rocks, PA 15136

## Members Present

Steve Buffington, Zach Romitz, Dave McCormish, Allie Devine, Dustin Devine (presiding), Winnie Leung, Don Cober, Rich Palagallo, Trevor Mathey, Quintin Lovicks, Jackie Temple (via Zoom), Tyler Machovina (via Zoom)

## Members Absent

Sarah Fissella

## Observers

Burt Cubbison, Sean Mizerski

## Called to Order

7:00 PM

## Approval of Previous Meeting Minutes

### May Board Meeting Minutes

#### **Discussion:**

- Minutes were distributed prior to the meeting

#### **Conclusions:**

- Motion to approve: S. Buffington / R. Palagallo; carried unanimously

### Special Meeting Minutes

#### **Discussion:**

- Special meeting minutes from after the annual meeting were reviewed

**Conclusions:**

- Motion to approve: J. Temple / R. Palagallo; carried unanimously

## Member Comments

**Discussion:**

- D. Devine welcomed new board members: Winnie Leung, Tyler Machovina, and Dave McCormish
- Dave expressed happiness about being part of the club and noted his business background leads him to ask questions for understanding, not judgment
- Focus is forward-looking, not backward

**Conclusions:**

- No formal actions required

## Financial Report

**Discussion:**

- A. Devine reported May financials are not fully ready due to Tropicurl timing
- D. Devine reported deposits made by Marie on May 1st:
  - \$22.42 from Sarris Candies fundraiser
  - \$45,743.45 in assessment refunds from Stowe Township and Stowe Rock School District for 2022-2023
  - Total deposit: \$45,765.87
- No undeposited funds currently
- Donately donations: \$50 recurring from member, \$160 from two previous members
- Year-to-date donations through May 31: \$11,907 (includes cash and in-kind)

**Conclusions:**

- Motion to approve reimbursements for bar receipts:
  - M. Longwell: \$430.97
  - J. Weaver: \$65.52
  - E. McManus: \$430.89
  - Additional receipts to be submitted within two weeks
- Motion: C. Cober / Q. Lovicks; carried unanimously

## Old Business

### Review of May Action Items

#### Discussion:

- Form 990 submittal - ASAP
- Practice Ice Policy and Code of Conduct to be posted on website
- Roof repair completed on unit by Logo Shop; locker room unit pending
- Beginner league pricing finalized at annual meeting
- Annual meeting completed with good turnout

#### Conclusions:

- Outstanding items to be completed before next meeting

## Committee Reports

### Events Committee

#### Discussion:

- Tropicurl completed June 5-8
- Preliminary revenue:
  - 50/50: \$285
  - Basket Raffles: \$800
  - Bar & Logo Shop: \$7,051.85
- Teams sending thank you emails
- Not selected as 5-and-Under qualifier this year (30 applications for 23 slots)

#### Conclusions:

- Final revenue report to come at July meeting
- Request feedback from USCA on qualifier selection

### Communications Committee

#### Discussion:

- Planning summer engagement campaign
- Considering integration with strategic planning communications

**Conclusions:**

- No formal actions

## Membership Committee

**Discussion:**

- No report provided

## Facilities Committee

**Discussion:**

- Summer maintenance planning underway
- Chiller coil cleaning needed

## Committee Structure Discussion

**Discussion:**

- Question raised about non-board members serving as committee chairs
- Current chairs: Burt Cubbison (Communications), Gerry Kyle (Membership) are no longer board members
- Proposal to allow non-board members to chair committees with two-thirds board approval
- Committees should submit meeting notes/reports

**Conclusions:**

- Consider updating committee policy to be modified to allow non-board members as chairs with two-thirds board approval
- Consider splitting Membership Committee to separate Education/Instruction functions

## New Business

### 2025-26 Budget

**Discussion:**

- Budget discussion postponed to special meeting July 22nd
- Board to review previous year's operational budget

**Conclusions:**

- Budget approval scheduled for July 22nd special meeting

## Strategic Planning

### **Discussion:**

- D. McCormish presented need for strategic planning process
- Proposed following standard SWOT analysis framework
- Examples from other clubs: Red Deer (Alberta), Broomstones (Massachusetts), Barrie Curling Club (Ontario)
- Meeting to be limited to board members and committee chairs

### **Conclusions:**

- Strategic planning meeting scheduled for June 24th
- D. McCormish to lead and distribute framework materials

## Governance Model

### **Discussion:**

- D. McCormish raised concern about financial conflicts of interest
- Proposed that individuals with material financial interest should not serve as CFO
- S. Buffington could serve as Finance Committee Chair rather than CFO
- A. Devine prefers Treasurer title over CFO

### **Conclusions:**

- Issue tabled for future discussion after strategic planning

## Sports Event Funding Program Grant

### **Discussion:**

- Application period: June 15 - July 15
- Previous grant: approximately \$6,500
- J. Smith has compiled data from Tropicurl participants
- Insurance requirements need verification

### **Conclusions:**

- B. Cubbison to lead with J. Smith and D. McCormish assisting

## Learn to Curl Lead Position

### **Discussion:**

- M. Rose stepping away as LTC instructor recruiter
- Challenges with scheduling and volunteer availability for corporate events
- Discussion of incentivizing volunteers for difficult time slots
- Need for improved scheduling process and website form

### **Conclusions:**

- Communications Committee to survey membership on volunteer availability
- Volunteerism incentives to be discussed at July 8th meeting

## Academy of Curling Proposal

### **Discussion:**

- R. Ashford proposed hosting Academy of Curling camp
- Fixed fees: \$1,000/day per instructor plus travel/accommodations
- October date available but timing concerns for fall season
- Preference for revenue-neutral first event

### **Conclusions:**

- Consider for fall 2026 rather than fall 2025

## Additional Items

### **Discussion:**

- Mayfield friendly bonspiel scheduling needed
- USCA SafeSport certification reminder for board members
- Registration opening target: August 1st
- League structure and rates need finalization

### **Conclusions:**

- Events Committee to coordinate bonspiel schedule
- SafeSport completion required by September

## Action Items

Action Item	Person Responsible	Deadline
Reach out to committee heads regarding continuity and policy review	D. Devine	Before June 24
Send strategic planning framework and examples	D. McCormish	Within one week
Lead strategic planning meeting	D. McCormish	June 24
Complete Sports Event Funding grant application	B. Cubbison, J. Smith, D. McCormish	July 15
Post Practice Ice Policy and Code of Conduct on website	B. Cubbison	League Registration
Complete roof repair on locker room unit	Facilities Committee	TBD
Request feedback from USCA on 5-and-Under qualifier selection	Events Committee	Before July meeting
Survey membership on volunteer availability	Communications Committee	Before Registration
Finalize league structure and membership rates proposal	Membership Committee	July 8 meeting
Update conflict of interest policy	S. Buffington	TBD
Coordinate Mayfield friendly and bonspiel schedule	Events Committee	TBD
Send SafeSport certification instructions	T. Mathey	Before July meeting

## Next Meetings

- **Strategic Planning Meeting:** June 24, 2025
- **Regular Board Meeting:** July 8, 2025 7 PM (volunteerism, fees, league structure)
- **Budget Meeting:** July 22, 2025

## Adjournment

Motion to adjourn: T. Mathey / R. Palagallo; carried unanimously

Meeting adjourned at approximately 9:30 PM