

Pittsburgh Curling Club | Board of Directors Meeting Minutes

Date: August 12, 2025

Time: 7:00 PM - 9:45 PM

Location: 491 McCoy Road, McKees Rocks, PA 15136

Meeting Type: Regular Board Meeting

Call to Order

The meeting was called to order at 7:00 PM by President Dustin Devine.

Attendance and Quorum Verification

Board Members Present: Dustin Devine (President), Steve Buffington, Winnie Leung, Dave McCormish, Tyler Machovina, Rich Palagallo, Don Cober, Trevor Mathey, Zach Romitz, Quintin Lovicks

Board Members Present Via Zoom: Sarah Fissella, Jacki Temple

Board Members Absent: None

Ex-Officio Present: Allie Devine (Treasurer)

Members Present: Sean Mizerski, Marie Rose (via Zoom), Burt Cubbison (via Zoom), Mike Hasko (via Zoom), and Mike Allen (via Zoom)

Quorum: Confirmed - 12 of 12 board members present

Approval of Previous Minutes

Discussion

- Board reviewed minutes from July 2025 meeting
- No corrections or amendments requested

Conclusions Motion: To accept the July 2025 meeting minutes as presented

Moved by: D. McCormish

Seconded by: R. Palagallo

Vote: Approved unanimously (voice vote)

Member Comments

No member comments were received.

Financial Report

Presented by Treasurer A. Devine

Discussion

- July 31, 2025 account balance: \$53,944.94
- \$20,000 transferred from money market to Dollar Bank for mortgage payment
- July income: \$4,000+ (primarily bonspiel entry fees)
- July expenses: \$16,500 (typical operating expenses)
- Long-term liabilities: \$1.2 million
- Planned August expenses: \$20,000+ (including school district tax first quarter payment)
- Current solvency: Three months with no additional income
- One GNCC bonspiel entry fee requires reimbursement (applicant not from GNCC region)
- July donations through Donately: \$210 (\$50 recurring members, \$160 recurring non-members)
- Year-to-date donations through July 31: \$12,527 (includes in-kind donations)

Conclusions Financial report accepted as presented.

Old Business

IRS Form 990 Penalties

Presented by S. Buffington

Discussion

- IRS penalty letter received for late filing of Form 990 for fiscal year 2023
- 2023 extension was filed by late treasurer before her passing but 990 was submitted after extended deadline
- IRS agent confirmed second penalty letter expected for 2024 filing
- Total exposure between \$0-\$13,100 depending on relief granted
- Agent advised submitting single response letter addressing both tax years
- Board acknowledged process gaps requiring improved succession planning

Conclusions

- S. Buffington and D. McCormish to draft response letter requesting relief based on reasonable cause
- Board to develop contingency procedures for key personnel responsibilities

Sports & Exhibition Authority (SEA) Grant Application

Discussion

- Grant application submitted July 15, 2025
- Clarifying questions received August 5 regarding wheelchair curling, marketing plans, strategic initiatives, GNCC growth support, economic impact details, and diversity efforts
- SEF will be made aware of the IRS letter

Conclusions Grant application in review; clarifications being addressed.

July Action Items Review

Discussion All July action items completed except:

- Survey of membership on volunteer availability (incomplete - to be addressed before registration opens)
- Update conflict of interest policy (no deadline, ongoing)
- Coordinate Mayfield friendly schedule (November 22 date confirmed at Mayfield, format pending)

Conclusions Outstanding items to be completed as scheduled.

Disciplinary Committee

Discussion

- First complaint finalized
- Second complaint dismissed due to lack of formal complaint
- Need for official conflict resolution policy identified

Conclusions

- T. Machovina to lead development of conflict resolution policy
- Further discussion moved to executive session

Committee Reports

Committee Chair Assignments

Discussion Board members confirmed committee leadership roles for 2025-2026:

Conclusions Committee chairs appointed as follows:

- Ice Committee: T. Mathey
- Facilities Committee: S. Buffington (also serving as Events Committee chair)
- Finance Committee: D. McCormish
- Membership Committee: Z. Romitz
- Education Committee: R. Palagallo
- Technology Committee: D. Cober
- Marketing/Communications Committee: W. Leung
- Events Committee: S. Buffington
- Volunteerism Committee: Q. Lovicks
- Grants & Sponsorships Committee: T. Machovina

Ice Committee

T. Mathey reporting

Discussion

- Curling blades sharpened and new blade received from Canada Curling Stone before tariff implementation
- Ice installation plan ready with tentative dates posted on club calendar
- Floor touch-up painting completed by M. Buffington (four cans of paint)
- Blade rotation plan: Two Canada Curling Stone blades expected to last full season; third blade recommended for next year's budget
- Ice installation scheduled September 3-10 with morning and evening floods requiring 4 volunteers each

Conclusions Ice preparation on schedule; volunteer recruitment for flooding to begin.

Facilities Committee

S. Buffington reporting

Discussion

- Roof repairs completed: dome leak sealed, air conditioning unit sealed
- Insulation reinstallation in progress
- Dehumidifiers to be turned on soon.
- Epoxy floor treatment options being investigated.

Conclusions Facility maintenance progressing; floor improvement options under review.

Finance Committee

D. McCormish reporting

Discussion

- Finance committee priorities document distributed
- Need for improved QuickBooks utilization and potential upgrade
- Process improvements needed for Form 990 compliance
- Giant Eagle gift card program review: \$500 annual benefit to club from \$10,000 purchase; concerns about optics and financial distortion

Conclusions Motion: To discontinue the Giant Eagle gift card fundraising program

Moved by: D. McCormish

Seconded by: Q. Lovicks

Vote: Approved (9 in favor, 1 opposed - S. Fissella, 2 abstentions - S. Buffington and Z. Romitz abstaining)

Education Committee

R. Palagallo reporting

Discussion

- Gripper inventory: 106 pairs available, recommend purchasing 31 additional pairs (~\$450-600)
- Broom inventory: 25 fixed, 18 swivel; recommend 7 additional swivel brooms
- Broom head refurbishment workshop planned
- College Olympic experience trial event being planned with B. Cubbison

Conclusions Equipment purchases to be included in budget; member equipment donation drive to be organized.

Technology Committee

D. Cober reporting

Discussion

- Streaming policy document prepared for board approval
- Need to formalize sponsor recognition during streams

Conclusions Motion: To adopt the streaming policy as presented with addition of sponsor recognition requirements

Moved by: D. Cober

Seconded by: T. Mathey

Vote: Approved unanimously

Marketing/Communications Committee

W. Leung reporting

Discussion

- Bonspiel dates posted on all social media and website
- Weekly social media posts continuing through summer
- Discussion on transitioning all member communications to Slack platform

Conclusions Communication strategy to emphasize Slack adoption while maintaining email for official notices.

Events Committee

Discussion

- Bonspiel registration active: 14 teams registered for Green Ice Spiel, 1 team for GNCC Open Championship
- Mayfield friendly scheduled November 22, 2025
- Penn State confirmation pending

Conclusions Marketing emphasis needed on Green Ice Spiel attractive pricing (\$300/team).

Volunteerism Committee

Q. Lovicks reporting

Discussion

- Committee to coordinate with other committees for volunteer needs
- Reward/recognition program being developed
- Volunteer hour tracking system needed

Conclusions Committee to develop comprehensive volunteer management program.

Grants & Sponsorships Committee

T. Machovina reporting

Discussion

- New chair to meet with previous grant writers for historical context
- Contact list being compiled

Conclusions Committee organization and strategy development underway.

New Business

2025-2026 Budget Approval

Discussion

- Revenue projections: \$284,500
- Operating expenses before investments: \$251,774
- Preliminary income: \$32,726
- Investment expenses approved: \$10,150 including:
 - Marketing: \$3,600
 - Accounting consultation: \$2,000
 - Volunteer recognition: \$1,300
 - Learn-to-curl supplies (grippers/brooms): \$1,250
 - Logo shop enhancements: \$1,000
 - Social events: \$500
 - New member name tags: \$500
- Revised projected income after investments: \$22,576
- Reserve allocations for potential IRS penalties, budget risk/safety, additional marketing, carryover, reserve fund, and debt retirement to be determined based on actual performance

Conclusions Motion: To approve the 2025-2026 budget as presented with noted amendments

Moved by: T. Mathey

Seconded by: R. Palagallo

Vote: Approved unanimously

See Attached: 2025-2026 Budget Summary

Committee Procedures Document

Discussion

- Document outlines committee responsibilities and reporting structure

Conclusions Motion: To approve the committee procedures document

Moved by: T. Mathey

Seconded by: R. Palagallo

Vote: Approved unanimously

Executive Session

Board entered executive session at 9:25 PM to discuss disciplinary matters.

Board exited executive session at 9:45 PM.

Action Items

Action Item	Person Responsible	Deadline	Status
Draft IRS penalty response letter	S. Buffington, D. McCormish	Immediate	New
Complete volunteer availability survey	Communications Committee, Q. Lovicks	Before registration opens	Carried forward
Develop conflict resolution policy	R. Palagallo	TBD	New
Finalize Mayfield friendly format	Events Committee	TBD	In progress
Submit committee budgets and strategic plans	All Committee Chairs	Before September meeting	New
Coordinate league registration opening	Membership Committee, B. Cubbison	Friday target	New
Develop learn-to-curl schedule	Education Committee	Before registration	New

Action Item	Person Responsible	Deadline	Status
Contact Penn State for confirmation	B. Cubbison	ASAP	New
Update website with committee information	Marketing Committee	Immediate	New

Next Meeting

Tuesday, September 9, 2025 at 7:00 PM

Adjournment

Motion: To adjourn

Moved by: Z. Romitz

Seconded by: J. Temple

Meeting adjourned at 9:45 PM

APPENDIX A: 2025-2026 Budget Summary

Summary Budget

Item	Amount
Total Revenue	\$284,500
Expense Before Investments	(\$251,774)
Preliminary Sub-total Income	\$32,726
New Investment Expense	(\$10,150)
Revised Income	\$22,576

Proposed Uses of Income*

- Potential IRS Penalties: TBD
- Budget Risk/Safety: TBD
- Additional Marketing Investment: TBD
- Carryover to '26/'27: TBD

- Reserve Fund: TBD
- Debt Retirement: TBD

*Potential Uses to be contingent on Actual Performance to Budget

Approved Investment Detail

Investment Category	Amount
Marketing	\$3,600
Accounting Consultation	\$2,000
Volunteer Recognition	\$1,300
LTC Supplies (grippers/brooms)	\$1,250
Logo Shop Enhancements	\$1,000
Social Events	\$500
New Member Name Tags	\$500
Total Approved Investments	\$10,150

Revenue Budget Comparison ('24/'25 Actual vs '25/'26 Budget)

Ice Operating Revenue:

- Member Curling: \$93,000 (↑\$17,378 from prior year)
- Bonspiel: \$78,600 (↑\$6,500)
- Group LTC: \$38,000 (↑\$7,195)
- Olympic Experience: \$7,000 (new program)
- Open LTC: \$30,100 (↑\$10,602)
- **Subtotal:** \$246,700 (↑\$47,800)

Non-Ice Revenue:

- Donations: \$18,000 (↓\$12,815)
- Sponsorship: \$5,000 (↑\$4,600)
- Grants: \$1,000 (↓\$5,126)
- Logo Shop: \$12,000 (↑\$3,466)
- **Subtotal:** \$36,000 (↓\$9,875)

Other Revenue:

- Giant Eagle Gift Cards: \$0 (discontinued - ↓\$10,000)
- Local Tax Refunds: \$0 (one-time refunds for prior years - ↓\$45,909)
- All Other: \$1,800 (↑\$513)
- **Subtotal:** \$1,800 (↓\$55,396)

Adjusted Favorable Revenue Growth: \$38,438 (excluding one-time tax refunds and discontinued gift card program)