

Pittsburgh Curling Club | Board of Directors Meeting Minutes

Meeting Date: September 9, 2025

Meeting Time: 7:02 PM - 9:45 PM

Meeting Location: 491 McCoy Road, McKees Rocks, PA 15136

Meeting Type: Regular Board Meeting

Attendance and Quorum Verification

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

Board Members Absent: Trevor Mathey, Jacki Temple

Observers Present: Marie (via Zoom), Mike Hasko (via Zoom)

Treasurer Present: Allie Devine

Quorum Confirmed: Yes (10 of 12 board members present)

Call to Order

The meeting was called to order at 7:02 PM by Chair Dustin Devine.

Approval of Previous Meeting Minutes

Motion: To approve the minutes of the August Board of Directors meeting **Moved by:** T. Machovina **Seconded by:** D. McCormish **Discussion:** Board members noted comments had been submitted via Google Docs for review **Vote:** Motion carried unanimously

Member Comments

Discussion:

- Marie inquired about archiving capabilities in Warm Room Hero dashboard to manage old forms and registrations
- Steve Buffington presented concerns from a membership committee member regarding the board's alteration of membership fee recommendations without committee consultation

Conclusions:

- Technical team will investigate Warm Room Hero archiving options
- Board acknowledged need for better committee communication processes when modifications to recommendations are necessary

Background Note: This concern relates to the July 2025 board meeting where membership fee structure was discussed. The membership committee, led by Gerry and comprising approximately 15 volunteers, had conducted dozens of meetings analyzing membership rates with graphs and member input to develop fee recommendations. However, the board adopted a fundamentally different approach without returning the proposal to committee for review or providing reasons for rejection as requested by the complainant.

Committee's Original Work: The membership committee had developed a traditional fee structure recommendation following extensive analysis and member consultation. Gerry had indicated at the annual meeting that there would be no fee changes for the following year based on the committee's work.

Board's Alternative Approach and Discussion Points: The July meeting included significant philosophical debate about club direction:

- **Economic Accessibility Focus:** Trevor Mathey argued extensively that the club should prioritize economic diversity and accessibility, stating the club had extra money to work with this year and should invest in growth rather than maintaining break-even operations.
- **Participation Incentives:** Board sought to create pricing structure that would encourage members to participate in additional leagues, with graduated pricing to make second and third leagues more attractive options.
- **Administrative Considerations:** Dave McCormish raised concerns about tracking various discount levels and payment plans, noting the operational complexity of multiple pricing tiers.

- **Market Analysis:** Board reviewed participation data showing limited uptake of the two-league package option, with only six members selecting this tier, suggesting opportunity to restructure incentives for multi-league participation.
- **Strategic Investment Philosophy:** Extended debate about moving from conservative financial management to strategic investment during Olympic year, with discussion of allocating money for growth initiatives.
- **Volunteer Incentive Economics:** A volunteer incentive was viewed as a worthwhile investment in volunteer engagement.

Final Structure Implemented:

- Eliminated traditional packages in favor of base membership (\$75-150) plus individual league fees (\$200 first two leagues, \$100 thereafter)
- Economic access improvements through first/second-year discounts and monthly payment options
- Volunteer incentive program (\$75 discount for 15+ hours)
- Revenue reduction of \$3,200 accepted as strategic investment

Process Concerns: The member's feedback underscores the need for better integration between committee work and board strategic planning, particularly regarding: (1) clear communication when committee recommendations will be modified, (2) provision of specific reasons for rejection, and (3) opportunity for committees to revise proposals based on board feedback rather than board substitution of entirely different approaches that fundamentally alter club pricing philosophy.

Financial Report

Presented by Treasurer Allie Devine.

Monthly Summary - August 2025:

- **Account Balance (End of August):** Just under \$45,000
- **Total Revenue:** \$Just over 9,000
 - \$1200 Rock Handles
 - \$1000 Bonspiel
 - Registration
- **Total Expenses:** Just Under \$18,000 (Normal Expenses, with School District tax payment)

- **Planned September Expenses:** \$26,600 (includes ceiling repair, logo shop enhancements, learn to curl supplies, accounting costs)

Long-term Liabilities:

Hutchinson Loan:

- **Balance:** \$859.81
- **Status:** Final payment scheduled this month, loan closure confirmed

GNCC Legacy Trust Loan:

- **Discussion:** GNCC trustees notified club of loan completion but discrepancy identified regarding five unpaid months (\$6,688.09)
- **Trustees' Position:** Wrote off payments from May 2023 through January 2024, offering optional additional payments to assist other clubs
- **Board Decision:** Accept write-off and make goodwill donation

Motion: To send GNCC a thank you letter acknowledging loan completion and include a \$3,400 donation **Moved by:** Z. Romitz **Seconded by:** T. Machovina **Vote:** Motion carried unanimously

Tax Filing Update:

- Accountant confirmed November filing deadline achievable if all information received by end of September
 - Primary account reconciliation completed through August
 - Prepaid expenses category cleanup required
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Old Business - Action Item Review

Completed Items:

- IRS penalty response letter submitted with return receipt
- League registration opening completed
- Learn to curl schedule finalized

Ongoing Items:

- Volunteer availability survey (Q. Lovicks) - Newsletter preparation in progress
- Conflict resolution policy (T. Machovina) - Document in development, target October meeting

- Mayfield friendly coordination (Events Committee) - Discussions ongoing with Mayfield president
- Committee budgets and strategic plans - Marketing committee to meet and submit plan by October meeting

Penn State Confirmation: Event confirmed, fee structure dependent on team participation (estimated \$3,250 for 12 teams)

Committee Reports

Ice Committee (T. Mathey - submitted via Slack)

Discussion:

- Ice installation progressing well with floods and pebble scrapes continuing
- Ice expected ready for open house
- D. Cober arranged local blade sharpening service (donated expense)

Conclusions:

- Ice preparation on schedule for season opening

Facilities Committee (S. Buffington)

Discussion:

- New bar layout completed
- Ongoing facility cleanup needed before open house
- Roof leak repairs still required
- Grounds maintenance ongoing with volunteer support

Conclusions:

- Weekend work party scheduled for Sunday at 11 AM for landscaping and facility cleanup

Finance Committee (D. McCormish)

Discussion:

- First committee meeting scheduled for Tuesday, September 16 at 7:00 PM
- Focus on prepaid expense reconciliation and workflow optimization

- Will review transaction processes from point of sale to QuickBooks entry

Conclusions:

- Committee to explore automation opportunities and gift certificate policies

Membership Committee (Z. Romitz)

Discussion:

- **Current Registration Status:** 53 total members (45 returning, 8 new)
- **League Enrollment:** Monday (14), Futures (13), Wednesday (7), Stone & Stone (5), Sunday (2), Thursday Olympic (1)
- **USCA Participation:** 15 yes, 27 no, 3 unspecified

Conclusions:

- Registration numbers acceptable given early stage, continued monitoring needed

Education Committee (R. Palagallo)

Discussion:

- Equipment purchasing in progress (swivel brooms, grippers from multiple vendors)
- Open house volunteer coordination needed
- Olympic experience event dates to be finalized

Conclusions:

- Equipment procurement by October meeting, volunteer coordination with Q. Lovicks

Technology Committee (D. Cober)

Discussion:

- Systems operational, no immediate issues
- Office organization needed for steel case relocation
- Committee project planning survey to be distributed

Conclusions:

- Office equipment review and steel case integration planning

Marketing/Communications Committee (W. Leung)

Discussion:

- Newsletter distributed, Granite Stanley summer campaign successful
- Facebook engagement low, Instagram engagement positive
- MailChimp account investigation for professional email communications

Conclusions:

- Committee meeting scheduled to finalize marketing budget proposal by October

Events Committee (S. Buffington)

Discussion:

- Green Ice Bonspiel: 15 teams registered (approximately 4-6 local teams)
- Open Championship: Currently 1 team registered, promotion efforts ongoing
- Four Club Friendly confirmed with Rail City for May 2025

Conclusions:

- Continued promotion efforts for Open Championship, friendly event planning underway

Volunteerism Committee (Q. Lovicks)

Discussion:

- Volunteer tracking calendar system developed with B. Cubbison and T. Mathey
- Newsletter communication preparation in progress
- Incentive program development pending legal review

Conclusions:

- Newsletter distribution targeted ASAP, accountant consultation on compensation implications needed

Grants & Sponsorships Committee (T. Machovina)

Discussion:

- Information transfer from G. Kyle completed
- Committee member recruitment in progress

- SEA grant decision expected imminently
- Allegheny County Democratic delegation visit scheduled October 17, 2025

Conclusions:

- Sponsorship outreach limited due to transition timing, banner updates needed pending grant outcomes
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New Business

Pittsburgh Curling Club Locker Room Policy

Discussion:

- Small lockers (1' x 1' x 1') installed in both locker rooms
- First-come, first-served allocation with notification to facilities committee
- Policy addresses prohibited items, cleaning requirements, and seasonal management

Motion: To adopt the Pittsburgh Curling Club Locker Room Policy **Moved by:** T. Machovina
Seconded by: R. Palagallo **Vote:** Motion carried unanimously

USA Curling Membership Meeting

Discussion:

- D. Devine attending as club representative to Las Vegas meeting
- Bylaws changes and new/returning club approvals on agenda
- Standard membership items, no controversial issues anticipated

Conclusions:

- Representative authorized to vote on standard agenda items, board consultation available if needed

Club Inclusivity Statement Discussion

Discussion:

- USA Curling required to adopt federal policy on gender identity for Olympic competition only
- Policy does not extend to club level operations

- Club bylaws already include comprehensive anti-discrimination language including gender identity
- Mixed opinions on need for additional public statement

Conclusions:

- Discussion tabled pending additional board member input via Slack

USWCA Membership Status

Discussion:

- Conflicting communications regarding membership status and dues (\$25 + \$7 per female member = approximately \$360)
- Benefits limited to four annual bondspiels for female members
- Unclear participation history from club members

Conclusions:

- Survey to be distributed to female members for input on membership continuation

Board Meeting Schedule Discussion

Discussion:

- Current Tuesday meetings conflict with new Tuesday league
- Options considered: Thursday evenings, Sunday evenings, or maintain current schedule
- Mixed preferences among board members

Conclusions:

- Maintain current Tuesday schedule, revisit if additional conflicts develop

Open House Planning

Discussion:

- Two sessions proposed: Wednesday, September 17 and Friday, September 20
- Target audience: past members, current members, and guests
- Social media and email promotion planned
- Volunteer support needed for demonstrations

Conclusions:

- D. Devine to coordinate communications to membership and sponsor invitations
 - Events added to club calendar
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Action Items

Action Item	Person Responsible	Deadline	Status
Draft thank you letter to Dean Roth (Hutchinson loan)	S. Buffington & D. Devine	October Meeting	New
Send GNCC donation and thank you letter	D. Devine	Immediate	New
Complete conflict resolution policy	T. Machovina	October Meeting	Ongoing
Finalize Mayfield friendly arrangements	D. Devine	October Meeting	Ongoing
Submit marketing committee budget proposal	W. Leung/Marketing Committee	October Meeting	New
Distribute volunteer newsletter and survey	Q. Lovicks	ASAP	New
Consult accountant on volunteer compensation implications	A. Devine	Finance Meeting	New
Clean up league calendar dates	D. Devine	Immediate	New
Coordinate open house communications	D. Devine & R. Palagallo	Immediate	New

Action Item	Person Responsible	Deadline	Status
Schedule facilities work party	S. Buffington	September 14, 11 AM	New
Investigate Warm Room Hero archiving options	Z. Romitz	Ongoing	New
Survey female members re: USWCA membership	D. Devine	October Meeting	New
Finalize Olympic experience event dates	R. Palagallo	October Meeting	New
Complete broom and gripper equipment purchase	R. Palagallo	October Meeting	Ongoing
Update conflict of interest policy	S. Buffington	TBD	Carried Forward

Next Meeting

Date: October 14, 2025 **Time:** 7:00 PM **Location:** 491 McCoy Road, McKees Rocks, PA 15136 and via Zoom

Adjournment

Motion: To adjourn **Moved by:** S. Fissella **Seconded by:** R. Palagallo **Time:** 9:45 PM **Vote:** Motion carried unanimously