

# Pittsburgh Curling Club | Board of Directors Meeting Minutes

**Date:** November 9, 2025 **Time:** 7:03 PM **Location:** 491 McCoy Road, McKees Rocks, PA 15136 **Meeting Type:** Regular Board Meeting

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## Attendance and Quorum Verification

### Members Present

- Dustin Devine, President
- Rich Palagallo, Vice President
- Steve Buffington
- Tyler Machovina
- Zach Romitz
- Winnie Leung
- Quintin Lovicks
- Dave McCormish
- Allie Devine, Treasurer

### Members Present (Via Zoom)

- Sarah Fissella
- Don Cober

### Members Absent

- Jacki Temple
- Trevor Mathey

### Observers Present

- Marie (via Zoom)
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## Call to Order

The meeting was called to order at 7:03 PM by President Dustin Devine.

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## Approval of Previous Meeting Minutes

### Discussion

- Board reviewed October 2025 Board of Directors meeting minutes
- No comments or questions raised

### Conclusions

- **Motion:** Approve the minutes of the October Board of Directors meeting
  - **Moved by:** D. McCormish
  - **Seconded by:** R. Palagallo
  - **Vote:** Motion passed unanimously with no abstentions
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## Member Comments

No member comments were received.

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## Financial Report

### Discussion *(Presented by Allie Devine, Treasurer)*

- Balance as of end of October: \$56,500 in accounts
- Funds transferred: \$5,200 from secondary account to PNC primary account; \$2,000 from primary checking to Dollar savings for mortgage payment
- October revenue: \$18,100
- Outstanding items: Logo shop revenue needs to be separated from bonspiel revenue; in-kind donations being tracked per board/finance committee decision (revenue recognized as donation, corresponding expense recorded)
- October expenses: \$20,500
  - Basic operational expenses
  - Green ice field reimbursements

- Printscape invoice for new Pittsburgh Sports Authority banner
- USWCA 2024 dues payment (\$305)
- Long-term liabilities: Approximately \$1.1-\$1.2 million (Dollar Bank loan and Rose Buffington loan)
- November planned expenses:
  - \$1,800 to Frazier for shirt inventory
  - \$3,400 reimbursement to D. McCormish for Steve's Curling Supply member orders
  - Philadelphia Insurance Board of Directors insurance (amount pending review)
  - School board payment due end of month
- Membership curling order revenue collection: Nearly complete with only one outstanding payment for four broom covers

#### **Form 990 Discussion:**

- Treasurer reported no response yet from accountant on two outstanding questions: timeline for reviewing numbers before submission deadline (November 15) and clarification on cash versus accrual basis accounting selection
- D. McCormish to follow up if no response received by Monday
- Meeting Form 990 deadline important for ongoing IRS case resolution

#### **Form 8822-B Discussion:**

- Responsible party designation needs completion (previously listed as Daphne)
- Board concluded that the club President should be listed as responsible party
- Form will be updated to list D. Devine (President) as responsible party

#### **Conclusions**

- Financial report accepted
- Board of Directors insurance covers all board members and protects against claims of irresponsible management of club assets

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## **Committee Reports**

Ice Committee *(Reported by D. Devine in Trevor Mathey's absence)*

#### **Discussion**

- Member reported issue with Sheet A rock, though this may also be an issue with at rock on Sheet C
- Problem: Epoxy holding insert in bottom of rock coming out/missing, creating hollow sound when rocks collide
- Could cause rock damage if untreated
- Discussion on inspecting all rocks for similar issues

## **Conclusions**

- Committee to inspect all rocks on all sheets
  - Will contact Canada Curling Stone for remedy recommendations
  - Consider end-of-season comprehensive rock inspection
  - Document any issues found when rocks are flipped for cleaning/maintenance
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## **Grants & Sponsorships Committee** *(Reported by Tyler Machovina)*

### **Discussion**

- Jamie Smith prepared comprehensive sponsorship plan document showing potential revenue if all sponsorship opportunities filled (approximately \$338,500 annual potential)
- Plan includes naming rights, wall sponsorships, featured sheets, and creative opportunities
- Current budget target: \$5,000 for sponsorships (not including grants); \$6,000 total with grants
- Tyler Machovina preparing member outreach campaign to identify companies interested in sponsorship
- Setting achievable quarterly targets for sponsorship revenue
- Several members have approached with businesses interested in sponsorships
- Historical sponsorship plaques on wall from construction donations; price points available from records
- Plans to create additional recognition displays for ongoing sponsors
- Banner printing capability available through club for in-ice sponsorships

### **Conclusions**

- Committee to develop focused, achievable near-term sponsorship targets
- Member email campaign to launch soliciting company connections
- Tracking spreadsheet created in Google Drive Committees folder with dashboard functionality
- Private Learn to Curl event packages to be developed as sponsorship add-on benefit
- Personal-level sponsorships to be added to recognition program

- Committee to align marketing materials with social media and inclusion messaging
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## Facilities Committee *(Reported by Steve Buffington)*

### Discussion

- Fire extinguisher inspection to be scheduled
- Waiting until meeting to ensure 2026 tags can be recieved
- AED status check needed - concern about battery life
- Backflow preventer test scheduled for December/January timeframe

### Conclusions

- Fire extinguisher inspection to proceed with 2026 tags
  - AED batteries to be checked
  - Backflow preventer testing on schedule for required annual compliance
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## Membership Committee *(Reported by Zach Romitz)*

### Discussion

- Current membership: 119 total members (up 3 from last month, all new members who joined leagues)
- 24 new members (20.2% of total)
- 95 returning members (79.8% of total)
- League enrollment: 105 members in leagues, 14 not in leagues (88.2% participation rate)
- Year-over-year growth: 17 member increase from same period last year (102 to 119, +16.7% growth)
- Saturday evening draw proposal: monthly Saturday evening drop-in option for members unable to participate in current league schedule
- Weekend rate package proposal: \$600 annual package for unlimited Friday/Saturday/Sunday curling for Winter-Spring
- Lapsed member outreach campaign: proposal to offer discounted membership to members who haven't returned in 2-3 years
- Proposed discount: \$75 base membership (equivalent to new member rate) with full-price leagues

### Conclusions

- Saturday draw proposal: requires further survey of member interest before December board meeting
  - Weekend package: concern expressed about \$600 price point; suggestion to offer as drop-in opportunities rather than expensive package
  - **Motion:** Open winter registration for new and existing members
  - **Moved by:** Z. Romitz
  - **Seconded by:** T. Machovina
  - **Vote:** Motion passed unanimously with no abstentions
  - **Motion:** Offer lapsed members (not participating in last two seasons: 2024-25 and 2023-24) a base membership discount of \$75 (new member rate) with leagues at full price, to be promoted as Olympic year campaign
  - **Moved by:** S. Buffington
  - **Seconded by:** T. Machovina
  - **Discussion:** Three-year lookback period agreed upon; discount to be offered proactively in outreach communications; membership priority over logo shop discounts; administratively simpler to manage membership discount
  - **Vote:** Motion passed unanimously with no abstentions
  - Outstanding membership fee reconciliation in progress
  - Non-returning member outreach campaign continues
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## Education Committee (*Reported by Rich Palagallo*)

### Discussion

- Public Learn to Curl enrollment shortfall: current year 8 participants through November versus 22 same period last year
- Print flyers available for member distribution
- Steve's Curling Supply order going out soon
- Matt Berwick coordinating with Jonathan Duval to test new wheelchair delivery device
- LTC1 Structure document update in progress
- Olympic Experience events: dates finalized for Saturdays and Sundays
- College Experience event: planned for January
- Completed action items: broom/gripper group order, name tag distribution, refreshments for Learn to Curls

### Conclusions

- Significant concern over Learn to Curl attendance decline
- Members encouraged to distribute flyers in their networks
- Equipment orders and accessibility improvements ongoing
- College and Olympic outreach events scheduled

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## Marketing/Communications Committee *(Reported by Winnie Leung)*

### Discussion

- Communications calendar development in progress
- January marketing campaign targeting technical professionals: carried over to next month
- Monthly marketing activity reporting ongoing
- Corporate Learn to Curl email campaign: carried over
- LTC flyer coordination with Education Committee

### Conclusions

- Communications calendar and designated email days under development
- Marketing campaigns to align with Education Committee outreach efforts
- Social media oversight for all external messaging materials

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## Events Committee *(Reported by Steve Buffington)*

### Discussion

- Bonspiel streaming protocol added to event checklist (completed)
- Mayfield Friendly: 90% complete on details and team selection
- GNCC Open: ongoing promotion and participation flexibility investigation
  - Target: 6-8 teams for pool play feeding into bracket
  - Need to contact GNCC regarding trophy and pins
  - Potential concurrent in-house spiel depending on entries (individual or duo format)
- Party Spiel: registration and targeted outreach completed
- Watch Party for Shuster/Dropkin matchup scheduled

### Conclusions

- Streaming procedures now standardized for bonspiels
  - GNCC Open planning proceeding with flexibility for concurrent events
  - Mayfield Friendly nearly finalized
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## Technology Committee *(Reported by Don Cober)*

### Discussion

- Warm Room Hero archiving completed - old forms have been archived
- Slack Automation in progress to assist with Volunteer/LTC signups and management.

### Conclusions

- Archiving completed
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## Volunteerism Committee *(Reported by Quintin Lovicks)*

### Discussion

- Volunteer hour logging communication campaign needed
- Importance of tracking volunteer hours for club records and grant applications

### Conclusions

- Communication campaign to launch reminding members to log volunteer hours
  - W. Leung and Q. Lovicks to coordinate messaging
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## Finance Committee *(Reported by Dave McCormish)*

### Discussion

- Finance engagement presentation delivered
- Private Group Learn to Curls falling significantly short of projections
- In-depth discussion on private Learn to Curl revenue shortfall scheduled for December board meeting
- Form 8822-B responsible party: Board concluded club President should be listed

### Conclusions

- Private Learn to Curl pricing and marketing strategy to be reviewed in December
- Form 8822-B to be updated with President as responsible party
- Financial compliance items require immediate attention



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## Old Business

### Conflict of Interest Policy Update

#### Discussion

- Board review of conflict resolution policy draft discussed

#### Conclusions

- **Motion:** Table review and comment on conflict of interest policy draft until December meeting
- **Moved by:** [Mover not clearly stated in transcript]
- **Seconded by:** [Secunder not clearly stated in transcript]
- **Vote:** Motion passed unanimously with no abstentions
- Action item carried forward to December meeting (S. Buffington responsible, TBD deadline)

## USWCA Matters

#### Discussion

- USWCA back dues payment (\$305) completed October 15, 2025 by D. Devine and A. Devine
- Volunteer USWCA club representative position needs female member representation

#### Conclusions

- USWCA dues payment completed
- D. Devine to continue soliciting volunteer female club representative (deadline November 2025, carried forward)

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## New Business

### Membership Rosters Due

#### Discussion

- Multiple curling organization roster submissions due in coming months

## **Conclusions**

- USCA roster due November 30, 2025
- GNCC roster due December 1, 2025
- USWCA roster due January 15, 2026

## **Group Learn to Curl Process Documentation**

### **Discussion**

- Request for documented process for Group LTC from initial form submission through calendar scheduling
- Need for clear workflow to manage private group bookings

### **Conclusions**

- Staff to create process documentation for Group Learn to Curl workflow
  - Documentation to include form submission, approval, scheduling, payment collection, and calendar publication steps
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## **Executive Session**

**Entered executive session at approximately 10:20 PM**

### **Discussion**

- Board discussed a personal matter
- Board discussed a member comment

**Exited executive session at approximately 10:35 PM**

*Note: Specific discussion details of executive session are confidential and not included in public minutes*

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## Action Items

Action Item	Person Responsible	Deadline	Status
Develop corporate sponsorship presentation strategy and member outreach campaign	T. Machovina / Grants Committee	December 2025	In Progress
Follow up on Form 990 questions with accountant; escalate if no response by Monday	A. Devine / D. McCormish	November 15, 2025	Urgent
Update Form 8822-B with club President as responsible party	D. Devine / A. Devine	November 2025	New
Research external accounting services and return with cost proposals	D. McCormish / Finance Committee	January 2026	In Progress
Inspect all rocks on all sheets for epoxy gaps or damage; contact Canada Curling Stone	T. Mathey / Ice Committee	December 2025	New
Conduct outreach to non-returning members (2+ years lapsed) with \$75 membership offer	S. Buffington	December 2025	New
Reconcile membership fee discrepancies and collect adjusted payments	S. Buffington / Z. Romitz	November 2025	In Progress

Action Item	Person Responsible	Deadline	Status
Finalize Olympic Experience event dates	R. Palagallo	December 2025	In Progress
Contact colleges/universities for open house participation (College Experience)	R. Palagallo	January 2026	In Progress
Develop communications calendar and designated email days	W. Leung / Communications Committee	December 2025	In Progress
Finalize Mayfield Friendly details and team selection	S. Buffington, D. Devine	November 2025	90% Complete
Continue GNCC Open promotion; contact GNCC about trophy/pins	S. Buffington	November 2025	Ongoing
Launch volunteer hour logging communication campaign	W. Leung / Q. Lovicks	November 2025	New
Conduct in-depth review of Private Group Learn to Curl revenue shortfall	D. McCormish / Finance Committee	December 2025 Board Meeting	Scheduled
Solicit volunteer USWCA club representative from female members	D. Devine	December 2025	Carried Forward

Action Item	Person Responsible	Deadline	Status
Review and comment on conflict of interest policy draft	All Board Members	December 2025	Tabled to December
Check AED battery status	S. Buffington / Facilities Committee	November 2025	New
Schedule fire extinguisher inspection	S. Buffington	November 2025	In Progress
Schedule backflow preventer test	S. Buffington	December 2025 - January 2026	Scheduled
Submit USCA membership roster	D. Devine	November 30, 2025	New
Submit GNCC membership roster	D. Devine	December 1, 2025	New
Submit USWCA membership roster	D. Devine	January 15, 2026	New
Create Group Learn to Curl process documentation (form to calendar)	Z. Romitz	December 2025	New
Survey member interest in Saturday evening draw option	Z. Romitz / Membership Committee	December 2025	New

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## Next Meeting Date and Time

**Date:** December 14, 2025 **Time:** 7:00 PM **Location:** Pittsburgh Curling Club, 491 McCoy Road, McKees Rocks, PA 15136

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## Adjournment

**Motion:** Adjourn meeting and enter executive session **Moved by:** R. Palagallo **Seconded by:** T. Machovina **Vote:** Motion passed unanimously with no abstentions **Time regular meeting concluded:** Approximately 9:20 PM

**Motion:** Adjourn executive session and end meeting entirely **Moved by:** R. Palagallo **Seconded by:** S. Fissela **Vote:** Motion passed with no opposition **Time meeting fully adjourned:** Approximately 10:45 PM