

Pittsburgh Curling Club | Board of Directors Meeting Minutes

Regular Board Meeting October 14, 2025 | 7:00 PM Pittsburgh Curling Club | 491 McCoy Road, McKees Rocks, PA 15136

CALL TO ORDER

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

ATTENDANCE AND QUORUM VERIFICATION

Members Present: Steve Buffington, Winnie Leung, Dave McCormish, Tyler Machovina, Rich Palagallo, Jacki Temple (via Zoom), Dustin Devine, Trevor Mathey, Zach Romitz, Quintin Lovicks

Members Absent: Sarah Fissella, Don Cober

Treasurer Present: Allie Devine

Observers: Marie (via Zoom), Burt (via Zoom)

Quorum Status: Quorum confirmed with ten board members present.

APPROVAL OF PREVIOUS MINUTES

Motion: To approve the minutes of the September Board of Directors Meeting **Moved by:** S. Buffington **Seconded by:** D. McCormish **Vote:** All in favor, motion passed

MEMBER COMMENTS

No written member comments were received prior to the meeting.

Discussion

- Board member commended June for conducting split sessions on Monday league, creating a template for future league operations
- Split format accommodates up to 12 teams and will transition to two draws when leagues reach appropriate size.

Conclusions

No action items resulted from member comments.

FINANCIAL REPORT

Treasurer Allie Devine presented the financial report for September 2025 and Q1 FY 2025/26.

Discussion

- End of September balance: \$59,000+ across accounts, with approximately \$34,000 in secondary account
- Q1 revenue: \$37,000, primarily from league fees and membership fees
- Q1 liabilities paid: \$23,400, including basic bills, reimbursements, final Hutchinson loan payment, and GNCC Legacy Loan donation
- Long-term liabilities reduced to under \$1.2 million (Dollar Bank loan and Rose Buffington loan remaining)
- GNCC and Hutchinson loans completed
- Month solvency: 2.49 months (subject to revision with October receipts)
- October projected expenses: \$27,000 including regular loans and reimbursements
- Reimbursements requiring approval: Bar supplies from M. Longwell (\$232.97), E. McManus (\$601.40), and Marie (\$238.31)
- Chiller maintenance invoice requiring approval: \$2,212.70 (unbudgeted emergency expense)
- Logo shop stock and containers: approximately \$1,300 (covered by budget)
- New banner from Print Scapes (covered by grant)
- Form 990 preparation: All QuickBooks data provided to accountants for filing by November 15, 2025 deadline
- Board discussed need for proactive follow-up with accountants given IRS filing commitment

Motion: To approve payment of chiller maintenance invoice in the amount of \$2,212.70 **Moved by:** T. Machovina **Seconded by:** D. McCormish **Vote:** All in favor, motion passed

Discussion of Emergency Maintenance Policy

Board discussed whether emergency maintenance should require board approval or be handled under established protocols. Consensus reached that operational emergencies (such as chiller failures) should be addressed immediately without requiring emergency board calls, as operational necessity outweighs procedural requirements.

Q1 Performance Analysis

D. McCormish presented detailed Q1 FY 2025/26 performance analysis:

- Q1 appeared \$3,427 favorable to budget, but timing adjustments reveal underlying concerns
- After timing adjustments, adjusted income was (\$10,370) versus budget of (\$10,886), yielding favorable variance of only \$516
- **Revenue concerns identified:**
 - Membership fees unfavorable by \$4,403 (30 longer-term members not returning)
 - League fees timing created Q1 favorability but presents Q2 risk (need additional \$4,200-\$4,500 in Q2)
 - Bonspiels unfavorable by \$2,860 (Green Spiel 8 teams below budget, GNCC registrations down)
 - Donations unfavorable by \$2,000
 - Open/Public Learn to Curl unfavorable by \$800
- **Expense timing items:**
 - GNCC Loan: Unfavorable Q1 by \$2,051 but favorable FY impact of \$3,339
 - Chiller repair: \$2,212 unplanned expense (unfavorable FY impact)
 - Logo Shop enhancements, instructional expenses, and accounting fees represent timing differences
- Payment plan analysis: Approximately \$9,500 in league fees on payment plans, with roughly \$8,000 still outstanding; Q2 will capture approximately \$3,000-\$4,000, but club still faces \$4,200 revenue gap in Q2

Conclusions

- Chiller maintenance payment approved
 - Bar supply reimbursements covered under existing bonspiel budget
 - Board emphasized need for regular accountant contact regarding Form 990 filing
 - Q2 revenue generation requires immediate membership attention
 - Finance Committee authorized to investigate external accounting services
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OLD BUSINESS

Legacy Action Items

Action Item	Person Responsible	Deadline	Status
Update conflict of interest policy	S. Buffington	TBD	Carried forward

USWCA Membership and Past Dues

Discussion

- Poll emailed to 30 female members on October 5, 2025
- Poll results: 11 yes, 2 no
- Back dues for 2024-2025 season: \$25 club fee + \$7 per female member (40 members) = \$305 total
- Similar charge expected for current season by January 15, 2026
- Discussion of value proposition: Limited direct benefits compared to USCA/GNCC memberships
- Former representative no longer active member
- Board discussed need for new club representative

Conclusions

- Club will continue USWCA membership based on positive poll response
 - Payment of \$305 in back dues approved
 - D. Devine will solicit volunteer club representative from female membership
 - Board will advertise USWCA benefits and opportunities to membership
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COMMITTEE REPORTS

Ice Committee (T. Mathey)

Discussion

- Ice quality improving throughout season
- Ice reached desired operating standards
- Sheet A issues will likely require flooding to fully resolve

- Weekend bonspiel teams complimented ice quality
- New volunteers learning scraping and maintenance procedures

Conclusions

No action items.

Facilities Committee (S. Buffington)

Discussion

- Roof repair completed successfully with R. Romitz
- Leak location identified and repaired
- Area remained dry during subsequent rain
- Plan to return with ladder access to install permanent plastic covering

Conclusions

No action items.

Finance Committee (D. McCormish)

Discussion

- Dean Roth (Hutchinson) loan and GNCC loans completed; thank you letters sent
- Hutchinson cashed check; GNCC had not as of meeting date
- Accountant consultation on volunteer compensation: No 1099 required unless individual volunteer receives \$600+ annually
- Q1 performance analysis presented (see Financial Report section)
- Board member raised concern about member donation potentially withheld due to club's donation to GNCC despite loan forgiveness
- **Investigation of External Accounting Services:**
 - Current accounting processes inadequate for nonprofit requirements
 - Heavy reliance on key personnel creates risk; need for accounting education
 - Mix of cash and accrual accounting methods
 - QuickBooks underutilized as accounting system; heavy reliance on spreadsheets
 - Potential IRS scrutiny risk; Nov. Form 990 accounting designation to be agreed
 - Need for process cleanup, automation, and transition to sustainable operations

Motion: To authorize Finance Committee to research and investigate capabilities and costs of accounting firms to address current accounting situation and transition to automated platform similar to previous operations **Moved by:** D. McCormish **Seconded by:** T. Machovina **Vote:** All in favor, motion passed

Conclusions

- McCormish/Finance Committee will obtain proposals from at least two firms, starting with Bonus Accounting (current Form 990 preparer)
- McCormish/Committee will return with cost analysis and recommendations
- Objective is to clean up processes, automate systems, and enable sustainable internal operations

Membership Committee (Z. Romitz)

Sparing Policy Discussion

Discussion

- Current policy requires registration for both fall and winter sessions; winter registration not yet open, creating policy conflict
- Board discussed abuse potential versus legitimate sparing needs
- Many leagues have three-person teams requiring regular spares
- Consensus that current sparing activity appears reasonable

Sparing Policy Revision:

- Remove fall/winter requirement
- Require registration for at least one league in current session
- Draw master concurrence required for sparing
- Draw masters will receive cross-league membership lists
- If abuse patterns emerge, policy can be revisited

Sparing Priority (revised):

1. Members in the specific league (bye teams)
2. Lifetime members
3. Unlimited membership holders
4. Members in 2+ leagues
5. Members in 1 league
6. Drop-in fee

Motion: To update sparing policy removing fall/winter registration requirement, and adding "Members in a specific league to number 1 in priority for sparing." **Moved by:** Z. Romitz

Seconded by: T. Mathey **Vote:** All in favor, motion passed

Conflict Resolution Policy

Discussion

- T. Machovina presented comprehensive draft policy synthesized from multiple curling club and nonprofit policies
- Policy establishes ad hoc committee process (3 members in good standing, minimum 2 board members)
- Committee chair appointed by President or Vice President if conflict involves President
- Committee authorized to resolve conflicts not rising to level of public censure, suspension, or removal
- USA Curling SafeSport guidelines supersede for any matters involving minors
- Board requested time to review document before voting

Conclusions

- Draft policy shared via Google Docs for board member review and comments
- Vote scheduled for November board meeting
- All edits should be submitted via document comments

Membership Statistics Report

Z. Romitz presented comprehensive membership analysis:

- **Total members:** 116 (21 new, 95 returning; 18.1% new member rate)
- **League enrollment:** 102 members in leagues (87.9%), 14 not in leagues (12.1%)
- **Demographics:** Largest cohorts 26-35 (32 members) and 36-45 (30 members)
- **League distribution:** Monday 43, Wednesday 33, Tuesday Futures 32, Thursday 18, Stones & Scones 17, Olympic 9, Sunday 6
- **Year-over-year retention:** 139 members last year, 91 returned (65.5%), 48 did not return (34.5%)
- **Retention breakdown:** 30 new→returning, 61 returning→returning, 23 new members lost, 25 returning members lost
- **Same-period comparison:** 92 members this time last year vs. 116 currently (+26.1% growth)

Discussion of Non-Returning Members

- Approximately 38 members from last year have not returned
- Some targeted email outreach already conducted
- Board discussed proactive phone call campaign to non-returning members
- Committee will compile list removing members who moved, became pregnant, or have known reasons for non-participation
- Board members will divide contact responsibilities
- Membership and Finance Committees will coordinate presentation of revenues

Membership Fee Discrepancy

- Seven members may have paid \$75 base fee when \$150 was appropriate
- Membership Committee will reconcile data and contact affected members for payment adjustment
- Warm Room Hero system needs enhancement to track member tenure and automatically set correct fee tiers

Conclusions

- Sparing policy updated and approved
- Conflict resolution policy scheduled for November vote after review period
- Membership Committee will conduct non-returning member outreach
- Membership Committee will reconcile and collect fee discrepancies
- Technology improvements needed for automatic fee tier assignment in Warm Room Hero

Education Committee (R. Palagallo)

Discussion

- Olympic Experience event dates: Discussion with Burt ongoing; carried forward
- College open house planning: \$10 discount rate for university students; need campus contacts
- CCAC identified as strong recruitment opportunity; Kim can facilitate contact
- Student Activities offices typically unresponsive unless students initiate; may require on-campus flyer distribution
- Broom and gripper equipment purchase: Group order through Steve's Curling Supplies in progress
- Form created for member orders
- Club will purchase inventory and invoice from Steve's Curling Supplies
- Members reimburse club for items (cash, check, or credit)
- Club receives 10-15-20% discount; differential retained as revenue
- Approximately \$1,250 budgeted expense will shift to Q2
- Potential 10% savings available through volume discount
- Two-week ordering windows planned; urgency due to potential tariff impacts
- Member responsible for exchanges/returns after receiving items
- Sales tax absorbed by club rather than charged separately to members
- Name tags: Examples available; Doug donating production; Marie donated magnets; no cost to members; form distributed; batches will be produced
- Pop/water/snacks for Learn to Curls: Proposal to enhance social aspect and broom stacking after sessions

- Historical issue with uncompensated consumption when permanently available
- Solution: Store supplies in locked mini-fridge in kitchen or wheeled cooler; available only during Learn to Curls
- Budget available from instructional or membership growth funds
- Trial period through January; evaluate costs and effectiveness

Learn to Curl Tracking

- Spreadsheet created for monthly tracking
- September: 2 private, 1 public LTC; 36 unique participants
- October: 4 public LTC sessions scheduled (October 24-25 next events)
- Year-over-year September attendance improved from prior year

Conclusions

- Olympic Experience dates and college outreach carried forward
- Broom/gripper group order launching within 2 days via Communications Committee
- Name tag production proceeding; form distributed
- Pop/water/snacks approved for Learn to Curls on trial basis starting October 24-25
- LTC tracking system established

Technology Committee (D. Cober)

D. Cober absent; minimal report.

Discussion

- Warm Room Hero archiving investigation ongoing
- Bonspiel streaming rules discussion: Need operational protocol for coin tosses, team name submission, and lineup information prior to broadcast games
- Coin toss timing caused challenges during Green Ice Spiel finals
- Pre-event team coordination improves broadcast quality and meets Sports & Exhibition Authority expectations

Conclusions

- Warm Room Hero archiving carried forward
- Events Committee will add streaming protocol to bonspiel checklist
- Quick repair acknowledgment: Thanks to D. McCormish and D. Cober for pre-season TV and computer replacement/repair for sheet CHP

Marketing/Communications Committee (W. Leung)

Discussion

- Marketing plan framework developed covering timing, demographics, goals, and channels
- Google Ads two-week trial active using \$10,000 nonprofit grant (no budget impact)
- Limited response to date from Google Ads
- Olympic timing identified as optimal for marketing push (January focus)
- **Demographics target:** Upper 20s to low 40s, technology/engineering professionals, technical thinkers
- **Product emphasis:** Full Learn to Curl 1-2-3 program leading to membership (higher conversion rate than Olympic Experience)
- **Target outcomes:** Learn to Curl registrations and base membership growth
- **Budget allocation:** \$3,600 available; strategic deployment in January during peak interest period
- Holiday period marketing generally ineffective; focus on free channels during holidays
- January aligns with New Year's fitness resolutions and Olympic interest
- **Free channel activities:** Social media (Facebook, Instagram, Twitter, Bluesky), community outreach, media contacts
- **Paid options considered:** Targeted digital ads, selective traditional media
- **Corporate outreach:** Email campaign to major Pittsburgh employers for private Learn to Curl events
- Sports & Exhibition Authority partnership mentioned where appropriate
- New committee member Diane joins with marketing background (currently out of country)
- **Calendar management discussion:** Need coordinated communication schedule to avoid member email fatigue
- Proposal for designated email days and consolidated newsletters
- Committee will develop communications calendar
- Slack adoption continues as preferred channel to reduce email volume

Conclusions

- Marketing Committee will focus January campaign on technical professional demographic
- Emphasis on Learn to Curl 1-2-3 conversion rather than Olympic Experience
- Committee will develop detailed January campaign plan for November meeting
- Free channel activities will continue through holidays
- Corporate outreach campaign will launch
- Communications calendar and newsletter schedule to be developed
- Monthly reporting on free channel activities to begin

Events Committee (S. Buffington)

Discussion

Mayfield Friendly:

- In progress with Mayfield president
- Scheduled for Saturday, November 22, 2025, at Mayfield facility
- Departure time: Between 2:00-8:00 PM (to be finalized)
- Team selection process to be determined based on competitive format

Green Ice Spiel Wrap-Up:

- 16 teams participated (down from budgeted 24)
- Year-over-year improvement: Last year's corresponding event had only 12 teams
- Competition quality excellent; all four sheets had close games
- Ice quality received compliments from visiting teams

Penn State College Bonspiel:

- Weekend of October 18-19, 2025
- 8 teams registered
- Simplified format: Club provides facility access and ice maintenance
- No meal service; teams dining off-site
- Friday night access not required (calendar updated)
- Revenue: \$750 unfavorable to budget due to fewer teams

GNCC Open Championship - Significant Concern:

- Only 2 teams registered (capacity 32 teams)
- Continued promotion via social media, club contacts, and GNCC channels
- GNCC Chair acknowledges problem; planning additional push and potential Saturday evening activity
- Event moved earlier in season to avoid Olympic period congestion; unclear if timing helped or hurt
- No Pittsburgh teams yet registered, is current Pittsburgh bonspiel schedule too full
- Event has trended downward since inception (started at 24-26 teams)
- Regional bonspiel market oversaturated; even established events (Potomac Cherry Blossom, Detroit) struggling
- Popular events (Tropical, Cool Duck, Big Buckin) still sell out immediately
- **Strategic options discussed:**
 1. Request GNCC waive membership requirement for non-GNCC clubs (Cleveland, Columbus)
 2. Offer temporary Pittsburgh membership (precedent: wheelchair curling membership option)

3. Restructure as dual event (GNCC teams + open teams; GNCC team with best result wins championship)
 4. Proceed with smaller field (6-8 teams) using alternative format (double knockout or round robin)
- Cancellation risk: Sports & Exhibition Authority may reclaim portion of \$7,500 funding
 - Club has pre-positioned argument: Ice facility operational costs incurred regardless of team count
 - Need Pittsburgh team participation to reach minimum viable field

Party Spiel:

- Registration opening imminently
- January 23-25, 2026
- 24-team maximum capacity
- Concern about registration given bonspiel market conditions
- Olympic timing may help or hurt depending on public interest conversion
- Outreach to past participants planned
- Targeting Futures League for participation (season experience makes this accessible)
- More social/fun format than competitive events

Tropical Bonspiel:

- No current concerns; historically strong registration

Conclusions

- Mayfield Friendly proceeding; details to be finalized
- Penn State bonspiel confirmed
- GNCC Open: Continue promotion; explore GNCC flexibility on participation requirements; prepare for smaller field or alternative format; pursue Pittsburgh team participation
- Party Spiel: Launch registration; conduct targeted outreach to Futures League and past participants
- Board acknowledged bonspiel market oversaturation and declining profitability across region

Volunteerism Committee (Q. Lovicks)

Discussion

- Volunteer survey distributed and completed quickly showing strong availability
- Volunteer hour logging system active: 14 members submitted 67 entries to date
- Many volunteers not logging hours; communications needed

- Board discussed importance of tracking all volunteer hours for:
 - Financial equivalent documentation
 - Resource planning for events
 - Institutional knowledge of labor requirements
 - Recognition of volunteer contributions
- System improvements planned:
 - Date restriction: logging date must be present or past (not future)
 - Automatic logging when members sign up for Learn to Curl volunteer slots
 - Lead verification of actual attendance before hours credited
 - Note added to form requesting logging after service completion
- Volunteer portal displays statistics; leaderboard concept proposed

Conclusions

- Communications needed encouraging all volunteers to log hours
- System enhancements to prevent pre-logging and enable automatic crediting from Learn to Curl signups
- No policy changes required

Grants & Sponsorships Committee (T. Machovina)

Discussion

- No significant updates
- D. McCormish and Jamie staying current with Sports & Exhibition Authority requirements
- Committee will solicit additional members via Communications Committee
- Plan for corporate sponsorship presentations will be developed for November meeting
- Friday meeting scheduled with PA delegation (Sports & Exhibition Authority)
- Jamie working on demographic information for grant applications

Conclusions

- Committee will present corporate sponsorship strategy at November meeting
- Board noted grant/sponsorship revenue shortfall versus budget requires attention

NEW BUSINESS

Board Meeting Time Change

Discussion

- Current Tuesday evening time problematic: League activity creates noise, distraction, and inability to conduct executive sessions
- Members attending leagues cannot participate in board meetings
- Sunday evening proposed as alternative when building typically empty
- Sunday at 7:00 PM accommodates board member schedules
- Sunday at 1:00 PM conflicts with some member commitments and NFL schedule
- Venue discussion: In-person meetings at club preferred for member accessibility and transparency
- Off-site venues create cost barriers and limit member participation
- Saturday nights also viable when building empty
- Sunday 5-and-Under League (3:00-5:00 PM) currently has only 6 members; minimal conflict until league grows

Motion: To move regular board meetings to the second Sunday of each month at 7:00 PM, with adjustment to the following Sunday if bonspiel weekend conflict occurs **Moved by:** T. Machovina **Seconded by:** D. McCormish **Vote:** All in favor, motion passed

Conclusions

- Next meeting: Sunday, November 9, 2025, at 7:00 PM
 - Subsequent meetings: Sunday, December 14, 2025, and Sunday, January 11, 2026, both at 7:00 PM
 - Format change noted for newsletter and communications
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NEXT MEETING

Date: Sunday, November 9, 2025 **Time:** 7:00 PM **Location:** Pittsburgh Curling Club, 491 McCoy Road, McKees Rocks, PA 15136

ADJOURNMENT

Motion: To adjourn **Moved by:** D. McCormish **Seconded by:** R. Palagallo **Vote:** All in favor, motion passed

The meeting adjourned at approximately 10:00 PM.

ACTION ITEMS

Action Item	Person Responsible	Deadline	Status
Update conflict of interest policy	S. Buffington	TBD	Carried forward
Send USWCA back dues payment (\$305)	D. Devine / A. Devine	October 15, 2025	New
Solicit volunteer USWCA club representative from female members	D. Devine	November 2025	New
Investigate Warm Room Hero archiving options	Z. Romitz	November 2025	Ongoing
Research external accounting services and return with cost proposals	D. McCormish / Finance Committee	November 2025	New
Review and comment on conflict resolution policy draft	All Board Members	November 9, 2025	New
Conduct outreach to non-returning members via phone/email	S. Buffington, T. Machovina, D. McCormish	November 2025	New
Reconcile membership fee discrepancies and collect adjusted payments	S. Buffington/ Z. Romitz / Membership Committee	November 2025	New
Finalize Olympic Experience event dates	R. Palagallo	November 2025	Carried forward

Action Item	Person Responsible	Deadline	Status
Contact colleges/universities for open house participation	R. Palagallo, Board assistance	November 2025	New
Launch broom/gripper group order via email/Slack	R. Palagallo / W. Leung	October 16-17, 2025	New
Distribute name tag order form	R. Palagallo	October 2025	New
Purchase and implement pop/water/snacks for Learn to Curls	R. Palagallo	October 24, 2025	New
Add bonspiel streaming protocol to event checklist	S. Buffington	November 2025	New
Develop corporate sponsorship presentation strategy	T. Machovina / Grants Committee	November 9, 2025	New
Develop communications calendar and designated email days	W. Leung / Communications Committee	November 2025	New
Create January marketing campaign plan targeting technical professionals	W. Leung / Communications Committee	November 9, 2025	New
Submit monthly free channel marketing activity reports	W. Leung / Communications Committee	Ongoing	New

Action Item	Person Responsible	Deadline	Status
Launch corporate Learn to Curl outreach email campaign	W. Leung / Communications Committee	November 2025	New
Finalize Mayfield Friendly details and team selection	S. Buffington, D. Devine	November 2025	New
Continue GNCC Open promotion and investigate participation flexibility	S. Buffington	November 2025	New
Launch Party Spiel registration and conduct targeted outreach	S. Buffington	October-November 2025	New
Communicate volunteer hour logging importance and process	W. Leung / Q. Lovicks	November 2025	New
Update calendar: Remove November 8 Friday, revise November 16 Saturday	W. Leung	October 2025	New
Distribute board meeting schedule updates (Sunday 7pm format)	W. Leung	October 2025	New