

Pittsburgh Curling Club Meeting Minutes

March 15, 2026 | 491 McCoy Road, McKees Rocks, PA 15136

Members Present	S. Buffington, D. Cober, D. Devine, Q. Lovicks, W. Leung, T. Machovina, T. Mathey, D. McCormish, R. Palagallo, Z. Romitz
Members Absent	None
Officers Present	A. Devine (Treasurer)
Others Present	Mike "Pez" Hasko (via Zoom), Bryan McCann, Marie Rose (via Zoom)
Called to Order	6:05 PM by D. Devine

Approval of Previous Minutes

Discussion		
<ul style="list-style-type: none">February board meeting minutes were presented for approval.R. Palagallo noted he was not present at the February meeting and abstained.		
Conclusions		
Approval of February board meeting minutes. T. Machovina / D. McCormish; carried with one abstention (R. Palagallo).		
Action Items	Person Responsible	Deadline

Member Comments

Discussion

- No formal member comments were submitted to the secretary prior to the meeting.
- Jim (Futures League draw master) raised a concern via Pez regarding medical/incident report forms at the club.
 - The forms currently lack instructions on what to do after an incident is documented.
 - The completed forms need to be submitted to the GNCC insurance representative.
- D. Devine confirmed he has a digital copy of the form and will follow up with the GNCC on proper procedures and ensure instructions are included with blank forms.
- Pez provided additional information needed to complete an existing incident report.

Conclusions

D. Devine will follow up with GNCC insurance and add instructions to incident report forms regarding submission procedures.

Action Items	Person Responsible	Deadline
Submit incident form to GNCC insurance and add instructions to blank forms	D. Devine	Before April meeting

Financial Report

Discussion

- A. Devine presented the monthly income and expenses report for February.
- Total across all accounts: \$121,000.
 - Moved approximately \$31,000 from secondary account to money market account.
 - \$60,000 held in primary checking account.
 - Transferred \$40,000 to Dollar Bank for mortgage payment.
 - Corrected a \$30,000 bank error between Dollar checking and Dollar savings.
- Interest earnings are minimal: \$0.36 on the money market account (\$72,000 balance) and \$6.21 on Dollar savings (\$31,000 balance) for the month.
- Discussion about exploring higher-interest options such as CDs or investment accounts. The club previously had a Schwab account that was closed.
- Months of solvency with no additional income: 6.56 months — the highest since December 2021.
- February revenue: \$53,000, driven primarily by approximately \$29,000 from Learn to Curls and approximately \$6,000 from group Learn to Curls.
- February expenses: \$25,000, including \$6,700 for general liability insurance.
- Received \$2,200 in tax refund overpayments from the township and school district.
- Long-term liabilities remain at \$1.2 million.
- Planned March output: \$23,000, including a logo shop payment and Allegheny County real estate tax of just over \$4,000.
- QuickBooks is fully updated through the end of February.
- A. Devine and Matt Davin are working on creating a register account in QuickBooks for tracking in-kind donations. Matt is researching the appropriate setup.
- Marie created a document mapping Stripe and Square transaction descriptions to accounting names and QuickBooks codes. Naming convention cleanup planned for June timeframe to implement for next season.
- Revenue tracking is on target, Membership revenue within plus or minus \$2,000 of the forecast. Private events are performing well. Learn to Curls may exceed projections.

Conclusions

Financial position is strong. Board agreed to explore higher-interest savings options offline.

Action Items	Person Responsible	Deadline
Explore higher-interest savings options (CDs, etc.)	A. Devine / D. McCormish	Ongoing

Old Business: Conflict of Interest Policy

Discussion

- Multiple draft versions of a revised conflict of interest (COI) policy have been circulated and reviewed by board members.
- Straw polls were conducted on key policy elements:
 - Scope: The board favored a broader definition of conflict of interest encompassing financial, personal, and professional interests — not limited solely to financial conflicts.
 - Hard line: Board members with a clear financial conflict (direct loans, guarantorship, or pledged assets to the club) would be prohibited from serving as President, Vice President, or Treasurer, but may remain as board members. Unanimous agreement.
 - Spousal signatory conflicts: To be addressed through a bylaws amendment, potentially at the annual meeting. Unanimous agreement.
 - Conflict resolution process: A person with a disclosed conflict would present information to the board, then leave the room while the board determines whether a conflict exists and what action to take. The person would be excluded from voting on matters related to their conflict. Unanimous agreement.
 - Goal to complete the revised policy by the May 10 board meeting. Unanimous agreement.
- Bryan McCann, Z. Romitz, and T. Mathey were asked to collaborate on incorporating the agreed-upon elements into a unified draft.
- The board will determine at the April meeting whether legal review is warranted and, if so, authorize engagement of counsel.
- Discussion of signatory compliance issues: Dollar Bank signatories are currently Daphne, S. Buffington, and Len — none of whom are current officers. PNC signatories include D. Devine, A. Devine and Burt. S. Buffington will follow up with Dollar Bank to begin updating signatories.

Conclusions

Motion that the board will undertake a revision of the conflict of interest policy to include: (1) a broader scope beyond financial interests only; (2) a hard-line prohibition on serving as President, Vice President, or Treasurer for those with financial conflicts involving loans, guarantorship, or pledged assets; and (3) updated procedures for addressing and resolving conflicts of interest. To be completed by May 10, 2026. D. McCormish / R. Palagallo; carried unanimously.

Action Items	Person Responsible	Deadline
Draft unified COI policy incorporating straw poll decisions	Z. Romitz, T. Mathey, B. McCann	Before April meeting
Follow up with Dollar Bank on updating account signatories	S. Buffington	ASAP

Old Business: Bonspiel Tournament Guidelines

Discussion		
<ul style="list-style-type: none"> • S. Buffington’s draft bonspiel tournament guidelines policy has received no comments on Google Drive since last meeting. • The policy still needs work, including a playdown system for ranking under-five teams and potentially senior teams for external tournament entry. • A final policy is targeted for September/October before next season begins. 		
Conclusions		
Motion to table. S. Buffington / T. Machovina; carried unanimously. Final vote on bonspiel tournament policy to be scheduled for September.		
Action Items	Person Responsible	Deadline
Schedule recurring agenda item for final bonspiel tournament policy vote in September	D. Devine	September 2026

Grants & Sponsorships Committee — *T. Machovina*

Discussion		
<ul style="list-style-type: none"> • Sponsorship tracking spreadsheet has been updated. • North Face initially showed interest in sponsoring a sheet but communication has stopped. Other options remain to fill the budget gap. • Discussion about approaching companies on fiscal-year timelines during the summer for better alignment with their budgets. • Reminder that any in-ice signage for sponsors must be sent to the printer (Doug) by early August at the latest. 		
Conclusions		
T. Machovina will develop a summer outreach plan targeting companies on fiscal-year budgets.		
Action Items	Person Responsible	Deadline
Plan summer sponsor outreach for fiscal-year companies	T. Machovina	Summer 2026
Ensure sponsor signage is to printer by early August	T. Machovina	August 2026

Finance Committee — *D. McCormish*

Discussion		
<ul style="list-style-type: none"> • A fifth-grade class of 50 students from South Buffalo Township has requested a field trip to the club on May 14. <ul style="list-style-type: none"> ○ Three 30-minute sessions planned: facilities tour and ice-making demonstration, on-ice activity with stones, and educational trivia. ○ Students will bring a brown bag lunch afterward. ○ The club will charge \$15 per student. ○ Safe Sport-certified volunteers will be preferred. Students will bring their own helmets. • Positive feedback was received from a previous school group visit, which noted the club's experience was far better than a competitor facility. • Discussion about establishing a dedicated youth programs focus on the board in the future, potentially as a separate committee or as part of education. 		
Conclusions		
Field trip approved for May 14. Q. Lovicks notified for volunteer coordination.		
Action Items	Person Responsible	Deadline
Coordinate Safe Sport volunteers for May 14 field trip	Q. Lovicks	May 14, 2026

Education Committee — *R. Palagallo*

Discussion
<ul style="list-style-type: none"> • Total curlers through the door through the end of February: 928. <ul style="list-style-type: none"> ○ 171 through the curling experience program. ○ 450 curlers in February alone. • All remaining curling experiences and Learn to Curls are sold out or nearly sold out for the rest of the season. • First full Curling Experience occurred on February 15. At least 63 additional participants expected across remaining sessions. • Volunteer instructor staffing is not sustainable at current levels. More instructors and support are needed. • Discussion about the curling experience format yielding better results for participants compared to the traditional Learn to Curl format, with more rocks in play during end games. • Discussion about need for automated follow-up email campaigns for Learn to Curl and curling experience participants with membership information.

Conclusions		
Education programs are performing at record levels. Volunteer recruitment is a critical need.		
Action Items	Person Responsible	Deadline
Work with volunteer committee on instructor recruitment	R. Palagallo / Q. Lovicks	Ongoing

Membership Committee — *Z. Romitz*

Discussion		
<ul style="list-style-type: none"> • Total membership: 195 (up 39 since last report). Approaching the 200-member goal. • Houston proposed a family curling experience concept: <ul style="list-style-type: none"> ○ Families sign up as a unit; parents and children curl together casually. ○ Potential Sunday morning time slot. ○ Pricing discussion: primary family member would need at least a base membership; additional family members would pay a minimum of \$6 (insurance) plus a small increment. ○ Small grippers and helmets would be needed for children. • Z. Romitz will work with Houston to develop pricing and present a proposal at the April meeting for a potential May pilot. • A junior member (Sophia) is actively curling in leagues; her parents have inquired about junior competitions. • A new youth center in Robinson reached out about a potential joint curling program for next year. • Board discussion about the importance of member retention strategies heading into next season. 		
Conclusions		
Z. Romitz to develop family curling pricing proposal. Retention strategies to be a topic at the April meeting.		
Action Items	Person Responsible	Deadline
Develop family curling experience pricing proposal	Z. Romitz / Houston	April meeting
Update membership rosters with GNCC and pay organizational dues	Z. Romitz	Before April meeting

Marketing/Communications Committee — *W. Leung*

Discussion

- The Olympics drove a massive spike in web traffic: January had 3,400 website hits; February had 19,000 — over a 400% increase.
- SEO consultant has been cleaning up Google-indexed pages, reducing from 38 indexed pages down to approximately 25 by removing irrelevant content.
- Blog posts are driving significant traffic and should continue.
- Social media metrics (February 15 through March 15): Instagram views at 95,000 (up 70%); Facebook views at approximately 200,000 (up 70%).
- Google Ads nonprofit grant: \$10,000/month available but only \$95 spent due to narrow restrictions on what Google allows for ad spend.
- Discussion about how to maintain SEO and social media momentum going forward. W. Leung to explore options.
- Email marketing platform (MailChimp or HubSpot) identified as the next priority investment to enable automated campaigns and improve email deliverability.
- The club now has a substantial contact list from waivers and Learn to Curl signups to leverage for next season.

Conclusions

Marketing metrics are at all-time highs. Need to develop a plan for maintaining momentum and investing in email marketing tools.

Action Items	Person Responsible	Deadline
Investigate maintaining social media/SEO momentum	W. Leung	Before April meeting
Evaluate email marketing platforms (MailChimp/HubSpot)	W. Leung	Budget discussions

Ice Committee — T. Mathey

Discussion

- Ice is holding up for the remainder of the season. The club just switched to the last blade.
- A new blade needs to be purchased from Canada Curling Stone, and current blades need to be sent for sharpening as soon as the season ends.
 - Tariff concerns may affect shipping from Canada — need to act early.
 - Goal: send blades out in June to ensure return by September ice install.
- T. Mathey has been performing additional scrapes three days per week beyond the regular schedule due to heavy ice usage and knee prints from Learn to Curls and league play.
- Ice crew is growing slowly but more volunteers are needed, especially as the club considers adding leagues.
- A flood is planned for Easter Sunday evening (April 6) to level the ice.
- Long-term goal: scrape before or after every draw, which requires a larger ice crew. This is standard practice at established clubs.
- Discussion about related equipment needs: carpet replacement, gripper inventory management (discard grippers older than two years), broom cleaning process, and replacement broom heads.

Conclusions

Blade purchase and sharpening to be initiated promptly. Additional ice crew recruitment continues.

Action Items	Person Responsible	Deadline
ice flood	T. Mathey	April 6, 2026

Facilities Committee — S. Buffington

Discussion

- The front exterior light needs investigation — may be burned out or a wiring issue. A spare light is available for potential swap.
- Summer maintenance projects are being identified; more details to follow.

Conclusions

Front light issue to be investigated.

Action Items	Person Responsible	Deadline
Investigate front light — determine if burned out or wiring issue; evaluate spare light swap	S. Buffington / R. Romitz	Before April meeting

Technology Committee — D. Cober

Discussion		
<ul style="list-style-type: none"> • Ongoing technology projects remain in progress. • House cameras displaying timers are receiving very positive feedback from members. Additional cameras on the opposite side of the ice are being considered. • Working on automating extraction of highlight shots from camera footage (currently a manual process). • The power outage detector was successfully tested during a recent power flicker. 		
Conclusions		
No formal conclusions. Projects continuing.		
Action Items	Person Responsible	Deadline

Events Committee — *S. Buffington*

Discussion		
<ul style="list-style-type: none"> • One withdrawal from Tropicurl has occurred. A replacement has been found from the wait list. • S. Buffington will update all wait list members on their current positions (everyone moved up two spots). 		
Conclusions		
Tropicurl vacancy filled from wait list.		
Action Items	Person Responsible	Deadline
Update Tropicurl wait list members on their current positions	S. Buffington	ASAP

Volunteerism Committee — *Q. Lovicks*

Discussion
<ul style="list-style-type: none"> • More volunteers are needed across all areas. • Q. Lovicks is working through a spreadsheet to notify volunteers who have met the hours threshold for next season's membership discount. <ul style="list-style-type: none"> ○ First- and second-year curlers already receive a discounted rate and do not qualify for the 75-hour volunteer discount.

- Slack communications planned to boost volunteer recruitment and address volunteer burnout.

Conclusions

Volunteer recruitment remains a priority. Board members encouraged to personally reach out to league members about volunteering.

Action Items	Person Responsible	Deadline

New Business: Board Member Recruitment

Discussion

- Two open board seats are available. Multiple board members have been recruiting candidates.
- Bryan McCann was introduced as a candidate. Background: Duquesne University graduate, 12 years with the FBI, commercial real estate experience, and service on multiple nonprofit boards
- Discussion about the value of bringing on a new member with outside expertise, but with limited club tenure.
- Discussion about developing a strong slate of candidates for the annual meeting election, and the importance of gender equity on the board.

Conclusions

Motion to elect Bryan McCann to fill one of the two open board slots, effective immediately through the annual meeting election. D. McCormish / T. Machovina; carried unanimously.

Action Items	Person Responsible	Deadline
Continue outreach for additional board candidates for annual meeting	All board members	Ongoing

New Business: Equipment Vendor Policy

Discussion

- Brief discussion about the club’s relationship with equipment vendors, including Gary (who has donated hacks and brooms) and Steve’s Curling Supply.
- No formal vendor exclusivity policy is needed. The club will continue working with both vendors as appropriate.

Conclusions

No action needed. Continue current vendor relationships.

Action Items	Person Responsible	Deadline

New Business: Annual Meeting Presentations

Discussion		
<ul style="list-style-type: none"> • Each committee is asked to prepare a presentation for the annual meeting highlighting wins from this year and plans/concepts for next season. • T. Mathey provided a slide template for next year’s planning. Committee chairs are encouraged to customize their sections. • Presentations should focus on positive accomplishments and member recognition. Present ideas as concepts for member feedback, not firm commitments. • Discussion about potential third-party curling clinics/camps for next year. Previous quotes were approximately \$1,000/day per instructor plus travel. Could be coordinated with T. Mathey’s successful mini-clinics. Lead time needed if pursuing this for fall. 		
Conclusions		
<p>Committee presentation slides due to D. Devine by beginning of May. Will be reviewed at the May board meeting.</p>		
Action Items	Person Responsible	Deadline
Submit annual meeting presentation slides	All committee chairs	Early May 2026

New Business: Education Committee Budget Increase

Discussion		
<ul style="list-style-type: none"> • Current gripper inventory does not include sizes small enough for young children (below size 5.5 youth). • Estimated cost of \$20–25 per pair. Board discussed approving up to \$500 for the purchase. 		
Conclusions		
<p>Motion to increase R. Palagallo’s education committee budget by \$500 for purchasing children’s grippers. D. Cober / D. McCormish; carried unanimously.</p>		
Action Items	Person Responsible	Deadline

Research and purchase children's grippers (up to \$500)	R. Palagallo	ASAP
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Adjournment

Meeting Adjourned	Motion to adjourn. R. Palagallo / Q. Lovicks; carried unanimously.
Next Board Meeting	April 12, 2026 at 6:00 PM