

# Pittsburgh Curling Club

## Meeting Minutes

**April 12, 2026** | 491 McCoy Road, McKees Rocks, PA 15136

<b>Members Present</b>	D. Devine, S. Buffington, Z. Romitz, R. Palagallo, Q. Lovicks, W. Leung, T. Mathey, B. McCann; D. McCormish (via Zoom), D. Cober (via Zoom)
<b>Members Absent</b>	T. Machovina
<b>Officers Present</b>	A. Devine (Treasurer)
<b>Others Present</b>	E. McManus (joined the Board during the meeting)
<b>Called to Order</b>	6:02 PM

### Approval of Previous Minutes

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>Reviewed March 2026 meeting minutes.</li> <li>D. McCormish noted prior recommended corrections regarding the South Buffalo Township field trip language and the change of the word "needed" to "preferred" for Safe Sport-certified volunteers (instructors and chaperones will be Safe Sport-qualified).</li> </ul>		
<b>Conclusions</b>		
Motion to approve the March meeting minutes as corrected. B. McCann / R. Palagallo; carried unanimously.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

### Member Comments

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>No member comments were received in advance, and none were brought before the Board.</li> </ul>		
<b>Conclusions</b>		
No action required.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

### Financial Report

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>End-of-March balances across all accounts: \$133,600.</li> <li>March income: \$33,300 (includes a \$5,000 donation from an outside club member).</li> <li>March paid expenses: \$21,300, including approximately \$2,000 to the logo shop for additional clothing and \$4,000 for Allegheny County real estate taxes.</li> <li>Total liabilities: approximately \$1.17 million.</li> <li>Planned April expenses: approximately \$24,700, including Steve's Curling Supply pro-shop check, reimbursement to Q. Lovicks for logo-shop supplies, a payment to Belt Print Stitch, reimbursement to E. Graul for AED pads, and the Stowe Township property tax of approximately \$6,700 (paid by April 30 to capture the 2% discount).</li> </ul>		

- Months of solvency: 7.82.
- Budget tracker has been updated through the end of March.
- Drive access cleanup is needed: some board members have access to financial files who shouldn't, and some who should don't. Drive admin access required to make changes.

### Conclusions

Financial report received and accepted. The Stowe Township property tax will be paid by April 30 to capture the 2% early-payment discount.

Action Items	Person Responsible	Deadline
Clean up Google Drive access for board and committee financial files	A. Devine / D. Devine	Before May meeting

## Old Business

### Discussion

- Conflict of Interest Policy: full draft reviewed (originally targeted for May 10 deadline; the Board elected to proceed today).
  - Discussion of whether outside legal counsel was needed to review the draft — consensus was that it was not.
  - Extended discussion of Appendix A, particularly the example concerning a member providing a direct loan to the Club. S. Buffington raised concerns about the example being labeled a “general” conflict and about wording referencing repayment prior to dissolution of the corporation.
  - Clarified that the policy as drafted does not remove anyone from the Board (only the membership can do that under the bylaws); a general conflict only restricts holding officer positions or sole signature authority.
  - Clarified that once a conflict is disclosed and on file, only new or changed circumstances need to be re-disclosed in subsequent annual reviews (per Appendix B).
  - Discussion of professional/contractual examples (e.g., employment at PNC, UPMC) and how the disclosure form should make clear whether the discloser has any decision-making authority over the relationship.
  - Agreed to remove the “Limited” and “General” headers from Appendix A so that all bullets are simply listed as examples of potential conflicts that should be disclosed, and to let the Board determine the nature of any disclosed conflict.
  - T. Mathey noted formatting items in the draft and will address them.
- Bonspiel and Tournament Guidelines: not due until September. S. Buffington is working on the draft and will submit it to the Board in July.

### Conclusions

Motion to accept the Conflict of Interest Policy effective May 16, 2026, with the changes discussed (remove the “Limited” and “General” subheaders in Appendix A; minor formatting cleanup) and per the date on the document. S. Buffington / T. Mathey; carried unanimously.

Action Items	Person Responsible	Deadline
Apply formatting cleanup and approved Appendix A changes to the Conflict of Interest Policy	T. Mathey	Before May meeting
Submit draft Bonspiel and Tournament Guidelines to the Board	S. Buffington	July

## Volunteerism Committee — Q. Lovicks

### Discussion

- It has been a busy Olympic year; volunteers have been heavily worked.

- Q. Lovicks is preparing the year-end volunteer statistics for the annual meeting and will be sending a survey to all members for input.
- Volunteer appreciation party planned again this year.

### Conclusions

Survey draft to be reviewed by D. Devine before distribution.

Action Items	Person Responsible	Deadline
Send draft of volunteer survey to D. Devine for review prior to distribution	Q. Lovicks	Before next meeting
Plan annual volunteer appreciation party	Q. Lovicks	TBD

## **Grants & Sponsorships Committee** — *T. Machovina (absent)*

### Discussion

- T. Machovina was absent; he reported via Slack that he would update his tracker.
- R. Palagallo followed up on the Rockefeller Grille tabletop advertising opportunity — the manager did not have details at the time. Will call back.

### Conclusions

Outreach continues. Action item below.

Action Items	Person Responsible	Deadline
Call Rockefeller Grille for details on tabletop advertising program	R. Palagallo	April 13

## **Finance Committee** — *D. McCormish*

### Discussion

- General comment on board operations: pre-meeting materials should be circulated earlier so the Board has time to review and provide constructive comments before the meeting.
- Dollar Bank loan review: D. McCormish circulated a memo over a week ago; comments received from B. McCann and S. Buffington.
  - Open items include synchronizing amortization schedules with Dollar Bank, confirming the date of the next 5-year interest-rate review window, and confirming the status of the largest guarantor pledge following the prior guarantor's passing (follow-up needed to confirm the assets remain in the appropriate form).
  - S. Buffington will reach out to Dollar Bank to schedule a meeting; Morton may also be invited. D. McCormish, S. Buffington, B. McCann will assemble a list of topics for the meeting (compliance, amortization, interest-rate review window, possible relaxation of covenants, guarantor follow-up).

### Conclusions

D. McCormish tabled his original motion pending the Dollar Bank meeting. Action items below.

Action Items	Person Responsible	Deadline
Contact Dollar Bank to request a meeting (S. Buffington, D. McCormish, B. McCann)	S. Buffington	ASAP

## **Education Committee** — *R. Palagallo*

### Discussion

- March: 1,600 unique people through the door year-to-date; 632 unique participants in March (672 counting repeats), driven by 315 Curling Experience attendees, plus private Learn to Curls and Learn to Curl 1 and 2.

- April: 195 different people scheduled through the rest of the month.
- May: only 14 currently scheduled (two private Learn to Curls).
- New members stepped up to volunteer; Curling Experience format wrapped up successfully.
- R. Palagallo emailed Craig at Steve's Curling Supply about youth grippers; awaiting reply. Next group order will be placed April 18.
- Tracker is up to date and will be updated weekly going forward.
- Near miss reported: a Learn to Curl 2 session on Saturday morning did not appear on the calendar; the Board discussed reviewing the registration / calendar workflow to prevent recurrence.
- Discussion of whether to continue accepting private event bookings given volunteer fatigue. Agreed to continue offering bookings under specific terms (see Conclusions).

### Conclusions

For remaining private learn-to-curl bookings: first ask the requester to move to September; if they decline, offer current pricing (\$80/person, two-sheet minimum) contingent on volunteer availability secured first; alternatively, offer next-year booking at \$60/person with a 10% non-refundable deposit.

Q. Lovicks to send a short survey to members asking what dates/times they can volunteer through the end of the season.

Action Items	Person Responsible	Deadline
Follow up with C. (Steve's Curling Supply) on youth grippers and place group order	R. Palagallo	April 18
Send volunteer-availability survey to members for the remainder of the season	Q. Lovicks	Within one week
Apply new booking rules to outstanding private event inquiries	T. Machovina / T. Mathey	Ongoing
Investigate calendar/registration workflow to prevent missed sessions	Z. Romitz / R. Palagallo	Ongoing

## Membership Committee — Z. Romitz

### Discussion

- Current membership: 215 (up from 208 the prior Tuesday).
- 111 of the 215 members are new this year.
  - 43 joined out of a Learn to Curl; 5 from Curling Experience (then LTC then membership); 34 joined directly without first attending an LTC.
- Spring Unlimited registrations: 94 members so far, vs. 41 at the same point last year.
- CCAC fall class: a commitment date of April 22 was requested by the new contact at CCAC. Recommend offering 16 student slots (historical maximum), held during the first three Fridays of October at 6:30 PM, at the same rate as last year.
- Family curling pilot: H. requested a way to bring his family on Sundays. Insurance requires that participants be on the Club roster, so additional family members must be enrolled (to a maximum of three sessions, per insurance limits).
- Open Fall registration early to lock in members at current base-membership rates and offer a small early-signup discount.

### Conclusions

Motion: Continue the CCAC partnership for fall, offering 16 slots (additional interest directed to public Learn to Curls), running the first three Fridays of October at 6:30 PM, at the same rate as last year. Z. Romitz / Q. Lovicks; carried unanimously.

Motion: Pilot a family curling program for up to three Sundays through the remainder of the current season. The primary member pays full membership rate; each additional family member pays a \$10 drop-in per session (maximum two hours on the ice). Minor children must wear a helmet (hockey, bike, or similar). Member is

responsible for any non-family minors and a parent/guardian-signed waiver is required. Z. Romitz / Q. Lovicks; carried unanimously.

Motion: Open base-membership registration for the next season immediately at current pricing; members signing up by June 3 receive a 10% discount on the base-membership fee. Unlimited and league registrations remain separate. Z. Romitz / T. Mathey; carried unanimously.

Action Items	Person Responsible	Deadline
Communicate CCAC October dates to K. (CCAC contact)	Z. Romitz	April 22
Coordinate first family curling Sunday with H.	Z. Romitz	Before next event date
Coordinate with web admin to set up early base-membership registration on the website (with new-member conditional logic)	Z. Romitz	ASAP
Begin planning leagues and survey for next season	Z. Romitz	Ongoing

### **Marketing/Communications Committee** — *W. Leung*

Discussion		
<ul style="list-style-type: none"> <li>• Social-media views are down post-Olympics, as expected; promotion of Learn to Curls has been reduced because sessions are full.</li> <li>• Website traffic is down from peak but remains higher than pre-Olympics.</li> <li>• Marketing outreach to local businesses (the Aviary, Thomas Lay Coffee, Love Dreamer, Love Hitchford, etc.) is underway by C. Gerver, with social posts planned and follow-up on potential sponsorships/donations.</li> <li>• Banners for sponsors should be in hand by approximately the end of June so they can be installed for next season.</li> </ul>		
Conclusions		
No motions. Marketing outreach continues.		
Action Items	Person Responsible	Deadline

### **Ice Committee** — *T. Mathey*

Discussion		
<ul style="list-style-type: none"> <li>• Second mid-season flood completed successfully; turnaround time has improved — ice can be flooded, scraped, and pebbled within roughly 24 hours.</li> <li>• T. Mathey will reach out to Canada Curling Stone in the coming weeks to plan blade send-out and a new blade purchase ahead of next season.</li> <li>• The Thompson's blade is largely at end of life (one viable edge remaining); discussion of whether to purchase a fourth Canada Curling Stone blade or rotate one out mid-season for sharpening.</li> <li>• 3D-printed pebble heads: T. Mathey will reach out about a test sample with the goal of buying a set for next season.</li> <li>• Stones are not as responsive after recent floods; texturing will be considered next month so they have time to break in before Tropicurl.</li> <li>• Stone end-of-life: current stones may be 20–22 years old at the exterior. Inserts are newer. Roughly 5–6 years from likely replacement consideration. A capital-reserve discussion will be part of the upcoming budget cycle.</li> </ul>		
Conclusions		
Equipment plans noted; capital-reserve study to be addressed during the July budget discussion.		

Action Items	Person Responsible	Deadline
Contact Canada Curling Stone re: blade sharpening, new blade, and 3D-printed pebble heads	T. Mathey	Coming weeks
Texture stones next month before Tropicurl	T. Mathey	May

### **Technology Committee** — *D. Cober*

Discussion		
<ul style="list-style-type: none"> <li>• Quiet month; projects being lined up for summer.</li> <li>• Stretch goal to install monitors at the second end of the sheets in time for Tropicurl, including timer functionality. D. Cober will recruit volunteers.</li> </ul>		
Conclusions		
Stretch goal: monitors at both ends of the sheets installed before Tropicurl.		
Action Items	Person Responsible	Deadline
Recruit volunteers and aim to install second-end monitors before Tropicurl	D. Cober	Before Tropicurl

### **Facility Committee** — *S. Buffington*

Discussion		
<ul style="list-style-type: none"> <li>• Front exterior light has been repaired.</li> <li>• Rear exterior light is out; sourcing driver parts. May require electrician callback if parts unavailable.</li> <li>• Water intrusion noted in the dusk-sensor panel that was replaced approximately 2.5 years ago. Will inspect and address.</li> <li>• Fire-extinguisher tags were updated last week.</li> <li>• Underfloor heating system did not provide an alert when offline this season; an application-loop programming issue was identified. To be addressed the next time the controls vendor is on site — not worth a dedicated service call.</li> <li>• Trane chiller routine maintenance (air filter cleaning) to be done at season shutdown.</li> <li>• Sliders: a quantity of donated sliders is available; will replace some of the rougher loaner sliders out front. Mark the inventory transfer as a donation in Square.</li> <li>• AED pads were replaced; the reimbursement check to E. Graul is pending receipt of her current address.</li> </ul>		
Conclusions		
Motion to reimburse E. Graul for the cost of the replacement AED pads. S. Buffington/ T. Mathey Carried unanimously.		
Action Items	Person Responsible	Deadline
Send reimbursement check for AED pads	A. Devine	Upon receipt of address
Inspect and repair dusk-sensor panel water intrusion	S. Buffington	Ongoing
Replace loaner sliders out front with donated stock; record as donation in Square	S. Buffington / Q. Lovicks	Ongoing
Document and propose a small-emergency-purchase reimbursement policy with a dollar threshold for budget discussion	S. Buffington / D. McCormish	June/July budget discussion

### **Events Committee** — *S. Buffington*

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>• Tropicurl: still full; no team has dropped out; wait-list is current. Live draw and rosters to be finalized.</li> <li>• GNCC has approached PGHCC about hosting the Can-Am Mixed event in January 2027 (one of two GNCC/Royal Caledonian reciprocal events). Last year there were 12 GNCC teams and 12 Canadian teams; PGHCC would have one entry which would be invited to the Canadian reciprocal in 2028 (Ontario or Quebec). Further information — including stipend/registration economics — to be gathered.</li> <li>• S. Buffington will route this opportunity through the Events Committee for evaluation.</li> </ul>		
<b>Conclusions</b>		
Initial interest in hosting the January 2027 Can-Am Mixed; further evaluation by Events Committee.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Finalize Tropicurl rosters and live draw	S. Buffington	Before Tropicurl
Evaluate January 2027 Can-Am Mixed hosting opportunity and report back	Events Committee / S. Buffington	Next meeting

## **New Board Recruiting**

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>• E. McManus, who attended the meeting as an observer, was nominated by W. Leung to fill the open Board position for the remainder of the open term.</li> <li>• Nominating committee for upcoming open seats: D. Devine and D. Cober.</li> </ul>		
<b>Conclusions</b>		
Motion to add E. McManus to the Board of Directors to cover the remainder of the open position's term. W. Leung / R. Palagallo; carried unanimously.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Welcome E. McManus to the Board and update Board roster	D. Devine / Z. Romitz	Immediately

## **Annual Meeting Presentations**

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>• Annual meeting is May 16; committee chairs should have draft slides and talking points ready for review at the May 10 board meeting.</li> <li>• Awards to be presented: <ul style="list-style-type: none"> <li>○ Curler of the Year (the “Jack” award) — selection process has historically rested with the prior year's recipient and may be revisited.</li> <li>○ Best New Curler(s) — input to be solicited from rookie-league draw masters.</li> <li>○ Champions League winners — the existing Can-Am trophy will be used; placards on existing trophies need updating.</li> <li>○ Presidential Volunteer Award.</li> </ul> </li> <li>• Board members are invited to suggest additional fun categories; ideas to be circulated through Slack before next meeting.</li> <li>• Annual meeting description (with potluck and Champions League details) to be included in the next newsletter, targeted approximately one week after this meeting.</li> </ul>		
<b>Conclusions</b>		
Slides and award nominations to be finalized for review at the May 10 board meeting.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

Submit draft annual meeting slides for review	All committee chairs	May 10
Compile award suggestions and circulate	D. Devine	Before May meeting
Update placards on existing trophies	D. Devine	Before annual meeting
Publish next newsletter with annual meeting details	W. Leung	Approximately one week

## **New Business**

<b>Discussion</b>		
<ul style="list-style-type: none"> <li>• Bylaws review: a working group will form once the new Board is seated to review the bylaws comprehensively (definitions of “member in good standing” and “member of record,” alignment with new policies, signature-authority language, supporting/family-membership categories, removal procedures, and dues-approval thresholds). The Board will not push amendments to a vote at this annual meeting; an annual policy-review calendar will also be established.</li> <li>• Action item review completed; outstanding items rolled forward (see committee sections above).</li> </ul>		
<b>Conclusions</b>		
Bylaws revisions deferred to the next Board year. Annual policy-review calendar to be established by the new Board.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Establish a bylaws working group after the new Board is seated	Incoming Board	After annual meeting
Draft an annual policy-review calendar	Incoming Board	Following annual meeting

## **Adjournment**

<b>Meeting Adjourned</b>	Motion to adjourn. R. Palagallo / B. McCann; carried unanimously.
<b>Next Board Meeting</b>	May 10, 2026 at 6:00 PM