

Pittsburgh Curling Club

Meeting Minutes

May 10, 2026 | 491 McCoy Road, McKees Rocks, PA 15136

Members Present	D. Devine, S. Buffington, W. Leung, R. Palagallo, T. Mathey, D. McCormish, Z. Romitz, Q. Lovicks, E. McManus, B. McCann, T. Machovina (via Zoom)
Members Absent	D. Cober
Officers Present	A. Devine (Treasurer)
Called to Order	6:00 PM

Approval of Previous Minutes

Discussion		
Review of April board director meeting minutes.		
Conclusions		
Approval of the April board meeting minutes. Z. Romitz / R. Palagallo; carried unanimously.		
Action Items	Person Responsible	Deadline

Member Comments

Discussion		
No member comments were received and no members were in attendance.		
Conclusions		
Action Items	Person Responsible	Deadline

Financial Report — A. Devine

Discussion
- End of April account balances: approximately \$127,000 in accounts plus \$25,000 in prepaid expenses, totaling approximately \$152,000. - Approximately \$20,000 was moved from the secondary checking account into the money market and primary accounts. - April revenue: \$17,900 (driven by spring membership and league purchases, plus group Learn to Curl sales). - April expenses: \$24,300, which included the Stowe Township property tax of approximately \$6,700. - Long-term liabilities remain at approximately \$1.17M with little change. - Planned May expenses: approximately \$16,400, including typical operating items, two Steve's Curling Supplies invoices (split between the throw shop and Learn to Curl), and a logo shop purchase from Bell Print & Stitch. - Solvency at end of April stands at 7.56 months with no additional income, slightly lower than the prior month. - Discussion of short-term investment options to earn interest on idle cash. Consensus that a fully liquid option (e.g., money market) is preferred over a CD, with no long lock-up period.

- Discussion of Pennsylvania filings due in June: the annual Department of State report (postcard received) and the BCO-10 charitable registration.

Conclusions

The Board agreed cash should be moved into a higher-yielding liquid account. D. McCormish will research options and coordinate with A. Devine.

A. Devine will coordinate with M. Davin (McElhinney Associates) on the BCO-10 and annual Department of State filings to ensure both are completed before June 30.

Action Items	Person Responsible	Deadline
Research short-term liquid investment options (money market) and recommend approach	D. McCormish / A. Devine	Next meeting
Discuss bank account access and signatories with E. (Dollar Bank)	S. Buffington / D. McCormish	May 13 (meeting)
Complete PA Department of State annual report and BCO-10 filing	A. Devine / M. Davin	June 30, 2026

Old Business — Committee Reports

Events Committee — S. Buffington

Discussion

- Tropicurl: 40 teams confirmed. One late withdrawal; a verbal replacement has been secured from the wait list.
- Draft annual events plan and 2026–27 bonspiel calendar reviewed:
 - Green Ice Spiel — October 9–11, 2026 (proposed; may shift earlier to avoid CCAC conflict).
 - Penn State College Curling — October 16–18, 2026. Fixed price of \$4,000; would be discounted if reduced to a single day as occurred last year.
 - GNCC Can-Am Mixed Challenge — invited to host a 24-team (12 US / 12 Canadian) invitational. Three-day event, no Sunday ice, no club-supplied meals. Off-site banquet hosted by GNCC. Advertised stipend of \$2,000; club will attempt to negotiate upward. Liquor permit to be obtained.
 - Francis Dykes — February 25–28, 2027. Paperwork filed for USCA national qualifier status. GNCC has asked whether the club can expand to a 48-team pool-play format; under review.
 - Party Spiel moved to April 2027 based on participant feedback and to avoid June conflicts with Tropicurl.
- Conflict with CCAC partnership identified on October 2, 9, and 16 (Fridays 6:30–8:30 PM).
- SEA (Allegheny County Sports & Exhibition Authority) grant application window is June 15 – July 15. Need to begin pulling reports together immediately after Tropicurl.
- Flyers for Green Ice Spiel are pending artwork.

Conclusions

S. Buffington will evaluate whether Green Ice Spiel can be scheduled around CCAC hours on October 9–11 or be moved forward to September 25–27, 2026, and will notify the Board via Slack within 24 hours.

The Board agreed to file paperwork for Francis Dykes USCA national qualifier status and to consider the GNCC request to expand to 48 teams pending logistical review.

The Board agreed to pursue the SEA grant application for the 2026–27 bonspiel slate by the July 15 deadline.

Action Items	Person Responsible	Deadline
Confirm Green Ice Spiel dates (October 9–11 with CCAC workaround or move to September 25–27)	S. Buffington	ASAP
Distribute Tropicurl volunteer sign-up information	S. Buffington	ASAP
Begin SEA grant package and reporting for 2025–26 bonspiels	T. Machovina	Prior to July 15

Confirm 48-team feasibility for Francis Dykes	S. Buffington	Next meeting
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Volunteerism Committee — *Q. Lovicks*

Discussion		
• Final numbers and full committee deck pending; the Warm Room Hero website has been down and numbers were not retrievable at meeting time. • Two articles produced for the monthly update. • School group of 50 fifth-grade students scheduled for this week. Full volunteer complement secured. Format: three 30-minute rotations — Jeopardy-style classroom session, parking-lot pebbling demonstration (T. Mathey), and on-ice sweeping/throwing experience. • Extra-small grippers ordered through Steve's Curling Supplies (R. Palagallo). • Annual Volunteer Appreciation Party in planning. Likely to be held at the club due to expected attendance. Date targeted for June, prior to the next board meeting.		
Conclusions		
The 50-student visit will proceed as scheduled with full volunteer coverage. The annual Volunteer Appreciation Party will be planned at the club for a June date to be confirmed.		
Action Items	Person Responsible	Deadline
Submit final Volunteerism Committee report deck for distribution	Q. Lovicks	Prior to annual meeting
Confirm Volunteer Appreciation Party date and logistics	Q. Lovicks	June 2026

Grants & Sponsorships Committee — *T. Machovina*

Discussion		
• Primary ask of the membership at the annual meeting: two to three members to assist with sponsorship prospecting and follow-up, particularly those with sales or business-development experience. • Estimates included for sponsorship renewals over the summer and a small target for new sponsorships. • Strategic opportunity to leverage anticipated 2026–27 hosted events (including the potential national qualifier and the Can-Am Mixed Challenge) in sponsorship outreach to local restaurants and businesses. • T. Machovina to introduce himself to M. Purvis regarding renewal of the current house sponsorship.		
Conclusions		
Action Items	Person Responsible	Deadline
Recruit 2–3 members to support sponsorship prospecting at annual meeting	T. Machovina	Continuing
Reach out to M. Purvis regarding renewal of house sponsorship	T. Machovina	Next 30 days
Develop sponsorship one-pager featuring hosted events for 2026–27	T. Machovina	July Meeting

Finance Committee — *D. McCormish*

Discussion
• Third-party accountant agreement signed: \$325/month plus \$700 for Form 990 preparation, comparable to prior arrangement with Bonus Accounting.

- QuickBooks subscription recommended to be retained for approximately six months to ensure continuity during transition.
- Full-year forecast versus budget presented. Bottom-line variance estimated within $\pm$ \$2,000.
- On a normalized basis, the club met its budget. Key drivers:
 - Learn to Curl revenue significantly exceeded budget (Olympic-year effect).
 - Membership exceeded stretch target.
 - Bonspiels underperformed; new event slate intended to address this.
 - Logo shop generated strong revenue and inventory growth.
 - Gift certificate sales approximately \$5,000.
 - Chiller maintenance was the largest unbudgeted expense; a \$5,000 placeholder is recommended for the 2026–27 budget.
- Year-over-year analysis: total revenue variance approximately \$1,000, but operational (core) revenue improved by approximately \$43,000, with expenses up only approximately \$5,000 on an operating basis.
- Learn to Curl split: approximately \$48,000 public / \$11,000 private. Three to four large private Learn to Curl clients have indicated interest in returning for 2026–27.
- Need to develop sensitivity analyses on Learn to Curl and membership revenue assumptions before finalizing the budget, recognizing 2026–27 will not be an Olympic year.
- Reserve planning discussion: the club should begin establishing sinking funds for capital items (stones, chiller, scraper, roof) and consider accelerating loan paydown.
 - Stone replacement estimated at \$25,000–\$45,000 (full set). Useful life estimated at 10 more years per Canada Curling Stone.
 - Scraper replacement estimated around \$15,000.
- Dollar Bank meeting scheduled with E. on Wednesday, May 13, to review mortgage amortization schedule and bank-required documentation.
- Bank signatory status unclear; S. Buffington and L. Jarabeck have been removed. Follow-up required.
- Notarized loan agreement with S. Buffington and M. Rose has been located. The original terms have been exceeded (interest accruing at approximately \$250/month per the agreement). The Board discussed papering an addendum to formalize the current arrangement (continued accrual until both parties agree to begin scheduled payments).

Conclusions

Recommendation: include a \$5,000 placeholder for chiller maintenance in the 2026–27 budget.

Recommendation: establish sinking-fund line items for stones and major capital equipment in future budgets.

Action Items	Person Responsible	Deadline
Meet with E. at Dollar Bank on mortgage amortization schedule and requirements	D. McCormish / S. Buffington	May 13, 2026
Follow up on bank account signatories status	D. Devine/ A. Devine	Next meeting
Draft addendum to S. Buffington / M. Rose loan agreement for review and notarization	D. McCormish	Future meeting

Education Committee — *R. Palagallo*

Discussion

- Year-to-date through April: 1,797 curlers through the building.
 - Learn to Curl 1: 94 participants.
 - Learn to Curl 2: 44 participants.
 - Learn to Curl 3: 59 participants.
 - Private Learn to Curl: 153 unique participants, 197 total.
- May upcoming: two private events (14 participants) plus two public Learn to Curl sessions.
- Discussion of Learn to Curl 3 placement for 2026–27. With two-league nights and full league rosters, dedicated league space for LTC 3 participants will be limited.

- Stones and Scones remains a strong landing spot for new curlers and should continue to support the LTC pipeline.

Conclusions

Action Items	Person Responsible	Deadline
Coordinate with Membership Committee on LTC 3 placement strategy for 2026–27	R. Palagallo / Z. Romitz	Prior to fall registration

Membership Committee — Z. Romitz

Discussion

- Current membership: 222 members. Expected to be approximately flat through end year.
- Retention scenarios prepared based on 60% prior-year new member retention assumption. Three modeled outcomes:
 - Conservative — 205 members.
 - Target — 225 members (flat year over year, requires 65% retention and approximately 66 new members).
 - Stretch — 245 members.
- Junior program identified as a major growth lever, recommended to be handled by a separate committee.
- New league schedule proposed addressing member feedback on competitive balance and skill-level matching:
 - Monday: early (semi-competitive, team sign-up) / late (social, balanced teams).
 - Tuesday: early Futures-style (under 5 years) / late U5 (semi-competitive).
 - Wednesday: early social / late competitive.
 - Thursday: structure largely unchanged.
 - Friday–Sunday: Stones and Scones retained; new Pizza League couples / dynamic-duo league proposed at \$100 (half-season); social Sunday morning league as space order.
 - Daytime league under exploration, contingent on minimum 16 participants.
- Free open-house period proposed for the first two weeks of the season to allow members to sample league formats.
- Rate card proposal:
 - Base membership reduced from \$150 to \$125 for 3+ year members (first large cohort aging out of Futures League pricing).
 - Limited-membership package: fourth league becomes conditional based on capacity at time of registration.
- Discussion of separating base-membership payment from league purchases on the website. Burt to be consulted on implementation.
- Discussion of payment-plan policy: base membership to be paid in full (no payment plan); league fees may continue to be paid on a single-season payment plan.
- Member feedback received outside the formal channel requesting a draft/balanced-team league in addition to team sign-up leagues. Acknowledged for future consideration.

Conclusions

Motion: Approve the proposed membership and league rate card as presented, including the \$125 base for 3+ year members. B. McCann / R. Palagallo; carried (D. McCormish nay; no abstentions).

Action Items	Person Responsible	Deadline
Finalize league timings and circulate member survey	Z. Romitz	June Meeting
Open membership and league registration on website	Z. Romitz / Burt	ASAP

Approved 2026–27 Rate Card

Membership Tiers	
Tier / Option	Rate
Starter (Year 1)	\$75
Starter (Year 2)	\$75
3+ year	\$125
Junior	\$50
Social	\$50

League Options	
Tier / Option	Rate
Unlimited (annual) — 4th+ league per season conditional on space	\$950
Futures (U2 / NKR / Fri PGHCC)	\$125 / lg
1st & 2nd league of the year	\$200 ea
3rd+ league of the year	\$100 ea
Pizza League (drop-in)	\$15
Drop-in Curling	\$25
Dynamic Duo (NEW)	\$100
Juniors League (NEW)	\$125
Spring Unlimited	\$200
Spring Single Draw (NEW)	\$100

Marketing & Communications Committee — *W. Leung*

Discussion		
• Social media views down year over year, as expected coming off the Olympic peak. • Two presentation decks prepared: one for the Board and one tailored for general membership. • Goals for 2026–27: ◦ Implement automated follow-up emails after Learn to Curl and other intro events. ◦ Build measurement of campaign effectiveness (track campaign-to-conversion across bonspiels, Learn to Curls, and membership). • Proposed projects: adopt a marketing automation platform (Mailchimp evaluated as more cost-effective than HubSpot); website improvements through Warm Room Hero. • Recommended committee staffing: social media lead (C.), marketing/lead-capture lead (D.), and website manager (Burt). • Risk identified: website downtime affects multiple committees; not directly owned by Marketing but a significant operational dependency.		
Conclusions		
Action Items	Person Responsible	Deadline
Evaluate Mailchimp pricing and implementation timeline	W. Leung	Budget cycle
Coordinate with Education Committee on Learn to Curl email follow-up flow	W. Leung	Prior to August

Ice Committee — *T. Mathey*

Discussion		
• Ice is in good condition following the recent flood and texture. Rocks have begun to break back in and ice is expected to be ready for Tropicurl. • Blades will be rotated: the Thompson's blade will be set aside (a defect prevents a clean cut after sharpening) and the remaining Canada Curling Stone blade will run out the season. • Plans for 2026–27: ◦ Continue increased scraping and flooding cadence implemented this year. ◦ Move to one scrape per day given the expanded two-league-per-day schedule. ◦ Standardize pebbling: pebbles will be re-trained and held accountable for technique; underperforming pebbles will be reassigned. ◦ Hold ice installation open houses to recruit and train additional scrapers and pebbles. ◦ Continue collection of air, temperature, scrape, and pebble data to refine ice performance. • Budget requests for 2026–27: ◦ Purchase a new Canada Curling Stone discing blade (pricing per Canada Curling Stone subject to current exchange rate and tariff conditions). ◦ Send existing blades out for sharpening. ◦ Purchase 3D-printed pebble heads (lighter, easier to use, suitable for multiple pebbles). ◦ Epoxy repairs to stones over the summer. ◦ Rebuild the shipping pallet (broke on the most recent return trip). • Longer-term capital needs: scraper replacement (~\$15,000), eventual stone replacement (~\$25,000–\$45,000). • Pre-season cleanup recommended: more thorough floor cleaning after ice removal and prior to installation, including use of pumps and squeegee/pressure wash technique without direct pressure on the floor.		
Conclusions		
Action Items	Person Responsible	Deadline

Facilities Committee — *S. Buffington*

Discussion
• Volunteer summer support continues from C. Turner, J. Kaminsky, and G. Kyle (lawn care). • Completed in the past year: front HVAC roof leak repair, exterior light ballast replacement, chiller flow and temperature sensor reports, snow removal, and multiple minor maintenance items. • Needed projects: ◦ Repair or replace rain gutters (donated gutters were crushed by snow; cannot screw into the roof, must be adhered). ◦ Repaint handicap parking spot (need to locate or purchase stencil). ◦ Parking-lot gravel: excavate, lay coarse and fine gravel, expand toward the fence to gain overflow parking, redistribute spoils up the hill. Township permit to be confirmed; conservation district no longer applies. • Desired / nice-to-have projects: ◦ Repair/replace the rear HVAC cap (matching the front-unit repair already completed). ◦ Repaint ice-house pressure-treated baseboards. ◦ Install chain-link chiller fence (materials donated by R. Ashford) with locking gate. ◦ Refinish warm-room floor (paint/epoxy as low-cost option; vinyl or carpeting as higher-cost option — both to be priced). ◦ Touch up paint on the ice-house floor during summer water-out. ◦ Clean chiller coils (annual maintenance).

○ Storage rack for grippers (modeled on the San Francisco club's wall-mounted bins), floating display shelves for trophies, additional warm-room aesthetic improvements. • Bar and locker-room improvements to be added to the committee's accomplishments list.		
Conclusions		
Action Items	Person Responsible	Deadline
Confirm township permit/variance requirements for parking-lot expansion	S. Buffington	June Meeting
Obtain pricing on warm-room floor options (paint/epoxy vs. vinyl/LVP)	S. Buffington / D. McCormish	Budget cycle
Schedule summer work parties for landscaping, painting, and chiller-coil cleaning	S. Buffington	Summer 2026

Technology Committee — D. Cober (absent)

Discussion		
• No formal update; D. Cober was not present. • Identified risk: the office streaming computer is at end of life and will need to be replaced before adding more cameras or screens. • Positive feedback received on the small monitors installed at the far end of the sheets for Futures League. • Several Futures League members have expressed willingness to donate funds toward additional screens and improved streaming equipment.		
Conclusions		
Action Items	Person Responsible	Deadline
Coordinate volunteer install day for additional monitors	D. Cober	Summer 2026

Annual Meeting Presentation

Discussion		
• D. Devine will consolidate committee report highlights into a single annual-meeting presentation, with each committee allotted approximately five minutes. • Committee leads may either deliver their own segments or provide highlights for inclusion in the consolidated deck. • D. McCormish's recommended notes on the Treasurer's portion (per email to A. Devine) should be incorporated.		
Conclusions		
Final presentation to be circulated to the Board by Thursday for review prior to the Saturday annual membership meeting.		
Action Items	Person Responsible	Deadline
Circulate consolidated annual meeting presentation for Board review	D. Devine	Thursday, May 14, 2026
Provide updated Treasurer slides including GNCC and USCA expenses	A. Devine	Prior to annual meeting

Bondspiel Tournament Guidelines

Discussion

- Tabled. Due in September 2026.

Conclusions

Action Items	Person Responsible	Deadline

New Business

Discussion

- GNCC Annual Meeting is the Sunday following the club's annual meeting. Agenda includes bylaw amendments (compliance with New York State registration requirements) and a disciplinary matter related to the prior GNCC Can-Am Mixed Championship committee. D. Devine will represent the club.
- Conflict of interest policy and officer-election timing:
 - The current Conflict of Interest Policy requires officer-eligibility checks that cannot be completed in the minutes between the annual membership meeting and the immediately-following board meeting.
 - Proposal: hold the board's annual meeting (election of officers) at the regularly-scheduled June board meeting rather than immediately following the annual membership meeting.
- Steve's Curling Supplies has proposed stocking grippers and brush heads at the club. The finance committee would prefer a consignment arrangement over forward-purchase by the club.
- Gary from Brooms Ups plans to attend Tropicurl with available inventory for members to try.
- Board candidate update: E. McManus, B. McCann, S. Buffington, J. Kaminsky (new), and M. Gerber (new) have confirmed for the ballot, giving the club a contested election.

Conclusions

Motion: The board's annual meeting (election of officers) for the 2026–27 term will be held at the regularly-scheduled June 14, 2026 board meeting, to allow time to comply with the updated Conflict of Interest Policy. B. McCann / R. Palagallo; carried unanimously.

Action Items	Person Responsible	Deadline
Send formal notification of annual meeting (including proxy instructions) to membership	Z. Romitz	May 11, 2026
Follow up with Steve's Curling Supplies on consignment terms	R. Palagallo	June Meeting

Adjournment

Meeting Adjourned	Motion to adjourn. B. McCann / Q. Lovicks; carried unanimously.
Next Board Meeting	Sunday, June 14, 2026 at 6:00 PM (also serving as the Board's annual meeting for officer elections).

Board Attendance — Rolling 12-Month Window

P = present (in person or via Zoom); A = absent; — = not a board member at that time.

[illegible]

Member	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	P / Eligible
D. McCormish	P	P	P	P	P	P	P	P	P	P	P	P	12 / 12
T. Mathey	P	P	P	A	P	A	P	P	P	P	P	P	10 / 12
D. Cober	P	P	P	P	A	P	P	P	P	P	P	A	10 / 12
Q. Lovicks	P	P	P	P	P	P	P	P	P	P	P	P	12 / 12
B. McCann	—	—	—	—	—	—	—	—	—	—	P	P	2 / 2
E. McManus	—	—	—	—	—	—	—	—	—	—	P	P	2 / 2