Record of Decisions
Board Meeting
Navan Curling Club
Sunday, October 27, 2019

Present – Board of Directors: Louis-Marie Pommainville (President), Mark Steski (Past President), Jacques Gobin (1st Vice-President), Alicia Krolak (2nd Vice-President), David Scott (Treasurer), Phil Letendre (Communications Director), David Pynn (House and Property Director), Ken Reilly (Ice Director), Bailey Henderson (Bar Director), George Thwaites (Match Director), John Pearson (Membership Director), Luc and Claire McArdle (Social Directors)

1. **Call to Order** – Louis-Marie Pommainville called the meeting to order at 1:00 p.m.

2. **Check for Quorum –** A quorum was in attendance.

3. **Approval of last Record of Decisions – September 25, 2019**
   3.1 <u>Succession Planning for Treasurer</u>
   - Alicia Krolak's brother has expressed interest in the treasurer position in the future.
   Action: Dave to follow-up with potential candidate.
   3.2 <u>Safety Director</u>
   - Brent Kalk advised that the Safety Director does not need to be a director on the Board. This can be a volunteer position that consults with the Board. **Closed.**
   Motion: Approval of September 25, 2019 Record of Decisions. Motioned by: David Scott. Seconded by: Bailey Henderson. Result: **Carried**.

4. **Business Follow-ups**
   4.1 <u>Concussion Policy</u>
   - Implementation has been Action:ed and communications have been distributed to members. **Closed.**
   4.2 <u>Cameras</u>
   - The cameras originally purchased were not adequate. New cameras have been purchased. **Action:** Mark Steski to follow-up on the installation of the new cameras.
   4.3 <u>Lockers</u>
   - 20 used lockers were dispersed throughout the Club, with the plan being to get 50 from Habitat for Humanity in Brockville. Delivery is planned for November 6. Volunteers were asked to help with the placement. 35 people on waitlist for lockers, with an additional 10 having expressed interest. **Action:** Update on progress of lockers at next board meeting.

5. **New Business**
   5.1 <u>Convenor Responsibilities</u>
   - Inputting games into Curling Club Manager (CCM) is the responsibility of the Convenors. Brent Kalk has offered to help. **Action:** Brent to ensure all required games are entered into CCM. Mark Steski stated it's the responsibility of the convenors to enter and schedule games. John Pearson to update documentation for CCM. **Action:** John to follow-up on the status of documents in CCM.

5.2 <u>Web Applications</u>

- George Thwaites advised that the CCM app is not being used by all leagues. Effectiveness should be evaluated.
- Subcommittee to be formed to explore software solutions for web applications and messaging systems. Committee members are Past President, Membership and Match Directors. **Action:** Subcommittee to evaluate effectiveness of current app, and update the Board with any progress.

5.3 <u>Communications</u>

- Brent Kalk advised of issues with the email system, particularly with sending out to Hotmail email addresses. He said the system sends emails in large batches, and it can take hours to send one message. **Action:** Brent to ensure that paper copies are made available at the Club for those who may not have received the email.
- George Thwaites suggested that a standardized schedule for communications be established. It was agreed that communications would be sent out on the 1st and 15th of every month. Any communications to be sent out on behalf of a director are to be sent to Brent at least 24 hours before the blast is sent. **No action required.**
- Brent noted that there is a Facebook account that needs to be reclaimed. He said that the logins were lost at some point, and they cannot update the page. Brent said this would be useful for announcing social events, including when a Navan team wins a Bonspiel. **Action:** Brent to follow-up with subcommittee regarding other mail solutions.

5.4 <u>Risk and Safety Specialist</u>

- Brent advised that we are looking for someone with risk management experience to play the role as the risk management specialist/consultant. George Thwaites added that experience is not required, only someone who is willing to learn about the areas that the Club and/or persons are at risk. **Action:** Brent to reach out to interested members. If no interest is expressed, put out a call for interest in December 1 communications blast.

5.5 <u>Boots and Shoes</u>

- Mark Steski said that boots need to be kept away from the front door. **Action:** Brent Kalk to ensure sign is placed at front door, and include in December 1 newsletter.

5.6 <u>35th Anniversary Follow-Up</u>

- Social Director advised that 75 people came, and the event was a success. **Action:** Social Diretor to send out survey about the event.

5.7 <u>Coaching Clinics and Little Rocks</u>

- George Thwaites advised that the Club would be hosting a coaching clinic on February 22, 2020. **Action:** Brent to include call for interest in December 1 newsletter.
- Little Rocks are still in need of additional coaches. **Action:** George to follow-up with those who have certifications, as well as those who have demonstrated interest in volunteering with youth in the past. Interested parties to be directed to Youth Coordinator.
- Youth Parents Clinic is scheduled for November 9. The clinic will introduce parents to curling, and demonstrate what they have been learning. **Action:** George to update board at December 1 meeting.

5.8 <u>Change in Contract with Ice Maker</u>

- David Scott advised that our ice maker, Brad Tanner, is asking to be placed on the Club's insurance policy in the interim. He is currently transitioning to an independent ice maker, contracted out to Wall-2-Wall Ice. **Action:** David to follow-up with the insurance company, and advise what is required to add Brad to policy.

5.9 <u>Lions Agreement Proposal</u>

- Louis-Marie Pommainville advised that the Lions Club is proposing a new agreement. **Action:** Louis-Marie to follow-up with Lions Club.

5.10 <u>Ice Scraper</u>

- Jon Wall is asking to purchase a new blade for the Club at a cost of $1,400. This would help with any issues caused if our current blade breaks or needs to be sharpened or repaired.

Motion: Purchase a new ice scraper blade for the Club at a cost of $1,400. Motioned by: John Pearson. Seconded By: George Thwaites. Result: **Carried**.

5.12 <u>Broom Boxes</u>

- House & Property Director said he has fixed the Little Rocks storage boxes. He will look into fixing the broom boxes. **Action:** H&P to follow-up with fix for broom boxes, and provide update on status.

5.13 <u>Paving Repairs</u>

- Repairs were done to the parking lot pavement. The company said that line cracks are not a concern. **Closed.**

6. Next Meeting of the Board

- The next board meeting has been scheduled for December 1, 2019 at 11 a.m. **Action:** Meeting invite to be sent out.

7. Adjournment