Record of Decisions
Virtual Board Meeting
Navan Curling Club
April 5, 2020

Present – Board of Directors: Louis-Marie Pommainville, President | Mark Steski, Past President | Jacques Gobin, 1st Vice-President | Alicia Krolak, 2nd Vice-President | Ashley Desrosiers, Secretary | Dave Scott, Treasurer | Brent Kalk, Communications Director | Bailey Henderson, Bar Director | George Thwaites, Match Director | John Pearson, Membership Director | Luc and Claire McArdle, Social Directors | Lorne Hess, Property Director

1. **Call to Order** – Louis-Marie Pommainville called the meeting to order at 1:02 p.m.

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

3. **Approval of last Record of Decisions – March 15, 2020**
   Motion: Approval of March 15, 2020 Record of Decisions. Motioned by: George Thwaites. Seconded by: David Scott. Result: **Carried**.

4. **Business Follow-ups**
   4.1 <u>Ice Shed Deck</u>
   - Louis expressed concerns about spending a large amount of capital with the certainty of next season in question. Discussions about if we can minimize the project. Property Director, Lorne Hess, believes the joists and frame look good, and believes we can get away with a smaller scope project. He stated the main concern over the past few years has been the paint peeling and flakes getting on the ice. George asked why we went through a request for proposal process if scope of work is only minor, compared to the large project it was deemed to be. Discussions about if the frame will need to be replaced in a few years, it makes more financial sense to do the full deck now. John raised concerns about if we could even get the project done now with COVID-19 delaying the start of the work, and the uncertainty of the Navan Fair. **Motion: Defer replacement of decking in the ice shed for one more year.** Motioned by: Louis-Marie Pommainville. Seconded by: John Pearson. Result: Carried.

   4.2 <u>Water Treatment System</u>
   - Lorne asked about the Water Treatment System proposal, and what it would be replacing. Discussion about the current system not working, which resulted in bringing in water every year. Lorne asked if this would be replacing the Culligan system as well. Alicia advised that the impression from John Wall was that it would service the entire Club. Lorne said he thinks a UV light to kill bacteria would still be required to have drinkable water, and is unsure about annual testing would be required with that in place. George asked Dave if there was enough money in the budget to complete this, to which Dave advised there is. Alicia asked when the work needs to be completed, as her understanding is that a new concrete slab needs to be poured. **Discussion tabled until**

clarification from Lorne and Ken can be provided.

4.3 <u>Draft Budget 2020-21</u>
- Dave sent out a draft budget and received lots of feedback. He's created a baseline budget based on a 92% renewal rate and using historical data for expense items. He's also added in the Gripper program, as well as other items that were discussed at the last meeting (bartenders/club manager as employees, club equipment). George asked about Adult Learn to Curl expense, as we are doubling the size of the program this coming year. Dave is calculating an 8% reduction to be conservative, therefore there may be a surplus if we have more ALC participants.
Items included in the budget:
- Gripper program was calculated as an additional $10 fee per year, which will average out over a 2 year period. Grippers will be provided every other year.
- Purchase of 35 brooms, 4 stabilizers and 32 sliders has been added to the budget. The Day League has a fund from day events, such as bonspiels. George spoke with Neil Monkman, and they are willing to donate $500 to the program, as it will benefit the Club. Total cost to budget would be $2,700. Kelly Oka and Greg Camm are willing to go through current equipment.
- Upgrading the cash register. Bailey and Dave had spoken about replacing and upgrading the current cash register, as it would allow for better reconciliation, inventory tracking, etc.
- Based on discussions today, capital expenditures can be reduced to 15-20k next year. Discussion about installing sanitizing stations, wipes, etc. as we know moving forward this will be something that people will be looking for.
- Budget includes increasing the maximum fee by $15 per year. Mixed Doubles league fee will be $50. **Motion: Accept proposed budget with adjustment of capital expenditures from 40k to 20k.** Motioned by: George Thwaites. Seconded by: Jacques Gobin. Carried.

4.4 <u>Bartenders and Club Manager as Paid Employees</u>
- Dave has estimated the additional cost to the club for paying bartenders and hiring the Club Manager as an employee. Paying bartenders would cost approx $15k per year. Dave said he used data provided by Bailey for how many hours we need bartenders for and used the minimum server wage of $12.20 per hour. He also calculated CPP, taxes, EI, worker's compensation as payroll expenses. Dave recommends raising bar prices if we want to proceed with this just to help with offsetting the cost. Dave estimated what raising the prices by .25 would look like. He estimates that it would offset approximately ⅓ of the cost. Jacques has concerns that the operating costs would be in a deficit. Mark has concerns that if you have more than 5 employees, it brings more administrative costs as you would need employer policies (harassment, etc.) Dave noted that this has two aspects to this: payroll and managing employees. It would be too much for a board member to do both. Lorne is concerned about having too many employees, the additional

workload on Club Manager (which would require more compensation). Dave is going to look into if we can do a contract for people only working 11ish hours per week. **Tabled. Action: Dave to look into the possibility of contract for bartenders only working ~11 hours per week.**

4.5 <u>Update on New Website and Curling Manager Software</u>
- Brent advised that Curling Manager has been implemented. Most of the conversion has been done, website pages have been transferred. We only paid for the plan that includes up to 600 members, and added an additional 60 members so the new Membership Directors won't have to manage a seperate database for junior curlers. Domain needs to be changed over, but Dave Baker still has website domain rights. Brent and John are working with him to get the information. Brent confirmed we are getting refunded $500 from CCM for this year. No action.

4.6 <u>Match Report</u>
- Possibility of 19 or 20 games for Cash League. Alicia and George discussed and have agreed this is fine.
- Ontario Curling Council has requested NCC to consider hosting a coaching clinic. The earliest possible date we would have is in February 2021.
- Update of league information has been drafted and submitted to Brent with descriptions of Mixed Doubles and Open Cash being finalized.
- There are still a couple of vacancies for Convenors. **Action:** Brent to include a call for interest in the next email.

4.7 <u>Update on New Board Members</u>
- Mark advised that all positions have been filled with the exception of House & Property and Match. Mark asked Lorne to bring Jason Camm in the loop with the water system. **Action** Brent to include a call for interest for open positions in the next email. Lorne to bring the new Ice Director, Jason Camm, up to speed with the new water system.

4.8 <u>Sponsorship</u>
- Lorne suggests that we include sponsorships into a position's description. Alicia has concerns about people not wanting to do that aspect of a position, and it falling behind. **Tabled.**

5. New Business

5.1 <u>NCC Concussion Code of Conduct</u>
- George recommends merging the NCC Concussion Policy and Rowan's Law into one single NCC Concussion Code of Conduct. **Motion: To adopt a universal single NCC Concussion Code of Conduct.** Motioned by: Alicia Krolak. Seconded by: Brent Kalk. Carried.

5.2 <u>Annual General Meeting</u>

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- Discussion about moving AGM to an online format. Suggestions to use Zoom, as there are functions that would lend itself to an AGM well just as a “hand raise” option. Some questions about security of an online format. John advised that Zoom has introduced new features such as a “waiting room”, where the organizer accepts people into the meeting. A briefing before the meeting starts on “e-meeting etiquette/how to vote” can be done. Brent said he will send out an email asking for those who wish to attend to RSVP, after which he can email the link for the meeting. Brent will also include a voting by proxy form for those who cannot attend, but wish to vote. **Action:** Brent to send out RSVP email to members, as well as Voting by Proxy form.

5.3 Contingency Plan for COVID-19

- Questions raised about a contingency plan for next year in case COVID-19 physical distancing measures continue into the fall. All agreed that there is no point in doing Plan B at this time, but it’s something we need to be aware of. Brent asked about membership opening by May 1. Early registration to continue as usual. No action.

6. Correspondence

6.1 AGM Package

- Louis received a request about having the AGM package sooner than one week before. Brent is hoping to send it out today (April 5, 2020). **Action:** Brent to send out the AGM package as soon as possible.

7. Next Meeting of the Board

- AGM to be held via Zoom on April 26, 2020 at 1 p.m.
- The next meeting of the board will be held May 31, 2020 at 1 p.m.

8. Adjournment

- Meeting was adjourned at 3:01 p.m.