

MINUTES – Potomac Curling Club Board Meeting - December 12, 2004

I. Call to Order: 3:10pm

Board Members in Attendance: Michael Fry, Dominique Banville (Prez), John Bittner, Barry Bass (VP), FL Ettlin (Sec), George Shirk, Rich Collins (Treasurer), Ann Drummie

Board Members not in attendance: Nick Datlowe, Kate Monahan

Other members in attendance: Neil Christensen

II. Secretary's Report:

A. Approve minutes of October 18, 2004 (**item tabled until next meeting**)

B. Approve minutes of November 21, 2004

Motion: Approve minutes with minor correction (1st – Bittner, 2nd – Bass)

Vote: Motion Passed

C. Review Action Items from November, 2004 Minutes

- i. Follow-up with Rich Collins regarding the List of people who have donated to the club. **[ACTION ITEM – Dom to follow-up with Rich]**
- ii. Michael Fry & Dominique Banville have agreed to co-chair the Cherry Blossom Bonspiel
- iii. Dominique requested money from the college curling contact with the USCA – the Money (1k) is in the bank. 20 posters are in hand, with a space to add info about open houses, college events. **[ACTION ITEM – Dom to find out if college must be “full-time” or if “part-time” students are also included]**
- iv. John Bittner needs an updated copy of our insurance policy to send to our insurance program to verify if a liquor rider covers us. **[ACTION ITEM – Rich Collins to provide a copy of the policy to Bittner]**
- v. Clai Carr has agreed to pay \$100 per week of summer rental of the club facility, and will also pay the difference in our electric bill for the timeframe of his use of the club per our request.

III. Treasurer's Report

- A. The October report is available, but only the account balance for November is available at the moment. We have \$65,260.00 in the bank (after the 25k to the USCA cleared.)
- B. Appeal to anyone who runs charges: PLEASE make sure to leave the receipt for Rich and label it with who/what the charge is for. So far there are 2k worth of receipts that are missing. **[ACTION ITEM - Barry Bass to check his files – thinks he may have some charges from memberships attached to membership forms]**
- C. There was one bounced check from the Inaugural – Collins has written a letter requesting payment (was \$60 – from a single entry.)
- D. Inaugural provided about \$7250.00 income, and expenses were around \$3100.00 plus a few receipts that Jack has not yet provided. Profit is estimated at around \$4,000.00.
- E. CORE Clinic – made about \$105, plus probably a couple of hundred in drink donations.
- F. Action Items for Rich:
 - i. **[ACTION ITEM – email Treasurer, Bonspiel and CORE Clinic reports]**
 - ii. **[ACTION ITEM – finish thank you letters from 2004 donations and send them out]**
 - iii. **[ACTION ITEM – come up with a method to make sure payment-plan members are making their payments]**

IV. Old Business

A. Fund Drive

- i. Have sent letters out.
- ii. John Bittner suggests having an annual raffle (perhaps \$25 per ticket?) starting at the beginning of the season and selling until the annual meeting. This gives an opportunity to sell while at bonspiels and events.
- iii. John Bittner has offered to take over the Fund Raising Chairmanship once he steps down from the Board, if he doesn't find any other major task to get involved with.

[ACTION ITEM – George Shirk to find out when volunteers for the (former Kemper) golf tournament should step forward]

[ACTION ITEM – Dominique to ask the Fund Raising committee to present their plan for the remainder of the year and give a report as to what has been done so far at our next Board Meeting]

- B. Upcoming Events/Calendar
 - A. Discussion about when to slot a group of 50 – 100 people in a 4-hour timeframe took place. Suggestion is to have a private rental from 5 until 9pm following the open house on January 8th. **[ACTION ITEM – Ann to check with Jon regarding the Fun Night scheduled Jan 8th]** April 2nd was offered as a good alternative date for the rental.
 - C. Insurance Policy – was discussed during the Treasurer’s report. Collins has requested an updated copy of our policy.
 - D. Neil C.
 - i. Spoke with Peggy Rotton regarding the Women’s Challenge and she agreed to allow PCC to host it in 2007. The Board requested that Neil ask for it to be moved to 2008 instead.
 - ii. Spoke with Harvey regarding the Goldline discount for the club.
- V. New Business
 - A. Newsletter – it’s out and skinny.. Next time we will put labels on the banner so if members don’t pick them up we will mail them. **[ACTION ITEM – any board member who sees Bill White – please ask about the timeline for production of the Spanner Banner. Did something happen this time?]**
 - B. January Open House(s)
 - i. Time has been set at 1 – 4pm both Saturday and Sunday. Thursday 7 – 9pm.
 - ii. College Open House suggested at Sunday January 23rd 11am – 2pm (before juniors).
 - C. Reunion Bonspiel
 - Is set for Feb 12th in the evening. We are trying to bring back as many as possible of the estimated 150 former members that still live in the area. Will have a bonspiel and serve drinks.
Motion: For any prior member (non-current) attending the reunion party, can curl for the remainder of this season for the special rate of \$150.00 (1st – Bass, 2nd – Shirk).
Vote: Motion Passed
 - D. GNCC Playdowns
 - i. Will have a beer/wine license for Friday/Saturday.
 - ii. **[Neil C. to ask Rebecca Baxter to do the PR release]**
 - iii. Doug Andrew will do the printing of the big boards
 - iv. Mike Hartz is the co-chair for the GNCC Playdowns
 - E. Mixed Nationals
 - i. **[ACTION ITEM – Dominique to email response from USCA rep for Mixed Nationals regarding number of teams]**
 - ii. Will not ask for special parking spaces for GNCC, will ask for 16 spaces for Mixed Nationals.
 - F. Rentals – discussion of upcoming rentals and training/ice needs
 - G. Give away LTC Certificates – Shirk has Board approval to give away 3 pairs of LTC Certificates to DJs at a Radio Station at Towson. Will get the Open House on their calendar of events. Will ask the person doing the announcements for the radio station if they will do a little advertisement on the air.
 - H. Sales Tax & Use License – For sales to the public we will have to add 5% MD sales tax. **[ACTION ITEM – Collins to have Scott double-check on if we are able to not pay sales tax on sales to members. Also to check on if we pay sales tax on bar sales]**
- VI. Next Meeting - Will be January 16th @ 2:30pm
- VII. Adjournment
 - Motion:* Move to adjourn (1st – Fry, 2nd – Bittner)
 - Vote:* Motion Passed