

Board Meeting Minutes – Potomac Curling Club – March 20, 2005

I. Call to Order @ 2:42pm

Board Members in Attendance: FL Ettlin (Secretary), Ann Drummie, Michael Fry, Dominique Banville (President), John Bittner, Barry Nichols, Rich Collins (Treasurer), George Shirk, Nick Datlowe, Barry Bass (VP)

Board Members not in attendance: Kate Monagan

Other members in attendance: Laurie Baty

II. Secretary's report

A. Approve Minutes of February 20, 2005 (tabled)

B. Approve Minutes of January 16, 2005 (tabled)

C. Review Action Items from February 20, 2005 (Michael Fry to send action items from Feb 20th via email for discussion next week.)

III. Treasurer's Report (tabled)

IV. Old Business

A. Annual Meeting/ Election/ Awards – John Bittner is the Chair of the Nomination Committee

i. John will need 5 members on his committee not later than 60 days prior to June 4th (meeting)

ii. 4 weeks notice to members

iii. John will provide Calendar of what needs to happen via email prior to next meeting.

iv. Rich Collins (resigning, leaving a 2 year slot.) Barry Nichols and John Bittner are not planning to run again. Dominique's slot is also up for re-election.

v. Annual meeting will be at the club to save on rental and to allow the club to benefit from bar revenue.

vi. Agenda for the annual meeting to be finalized at the next Board Meeting.

Discussion of what should be included follows:

(Financial Statement & Elections are the required items for the agenda). John Bittner would love to see an opportunity for the members to make contributions (member/board exchange of ideas.) to get input from membership. Collins says that in the fall meeting we present the budget for the year, discuss the membership dues and categories, etc.. Drummie wants to make sure we discuss items that might be hard to get approval for in the fall. "Get them thinking, and encourage them to react over the summer." Nichols suggests there may be a sub-set of issues that the board might have recommendations and that the membership should agree to at the membership meeting. Baty said: "It would seem that if we have 150 members, all of whom have a voting opportunity – how do I get a vote if I cannot attend?" (Proxy Voting – agenda and director's ballots will go out in advance of the meeting.) John would like to have a question/answer period. Drummie offered to not present league trophies if timing was an issue, and asked to reconsider having Neil's speech on the agenda. Drummie/Bass would like to see a final bash to do league trophies, and another event for the annual meeting itself.

April 17th – 2005: Suggested date when a league bash could take place.

Neil's speech will not continue to do as a presentation of the Spanner letter, or if it is we have the material edited and kept quite short. Fry – suggests explaining the award and accepting nominations for awardees. Banville suggests the speech be for the 5 funniest nominations that we got. Banville further suggested that Neil's outlet for the Spanner Banner should be in the newsletter prior to the annual meeting – with editing.

Put cards on the tables for people to write their questions down if they prefer not to ask in front of a crowd.

To Do: Draft for annual meeting for discussion by next Board Meeting

Fry/Bass – Write up something on Dues Structure & Membership Categories.

Drummie/Datlowe – League Structure & Schedule items

Budget Process - Nichols

Board Operation – should be included in the candidates' information. Summary of this part of the Bylaws. Who is on the board, who is outgoing. (Banville to present information. Information will also be part of the same mailing, including nominees' statements.)

Volunteerism – George Shirk

Awards – Bittner

MOTION: *Move that we install a Volunteer of the Year and a Curling Achievement Award. (1st Drummie – 2nd Bass).*

VOTE: *Passed*

Bittner to write descriptions & criteria for the Volunteer of the Year.

Bass to write descriptions & criteria for Curling Achievement Award.

Banville – requests that all award descriptions be available to the membership by March 28th, 2005.

Discussion of timeline for Spirit of Curling. List of rookies should be given with nomination box.

Club Maintenance – Rich Collins

ACTION ITEM – Put on the clipboard for league announcements: Date of the annual meeting. (Michael Fry)

vii. Michael Fry inquired – how much does it save us to hold the meeting in house?

Can we reduce the price by holding the meeting/dinner in house?

Discussion of Meeting/Dinner split. We should make sure our members don't have to pay to attend the meeting portion of the annual meeting/dinner. Meeting shall be prior to dinner. (i.e. Meeting at 5pm, Dinner at 7pm.) Nichols suggests having a separate venue for them (reserve a room at the Gardens for the meeting, then move to the warm room for dinner.) ****ACTION ITEM: Collins to reserve the London Room for the annual meeting for 4pm until ?*****

B. Mandatory Volunteerism (tabled until draft comes out)

C. Cherry Blossom

i. Update: 24 teams, 8 from Potomac. First draw 8pm Thursday night. Nichols will coordinate the ice. House Committee needed. Bar is covered by Dave Hamilton, Kitchen will be helped out by Mary McHugh. DJ on Saturday night, Karaoke Friday night.

D. Fund Raising – PGA Golf Tournament

- i. Shirk – having trouble getting hold of the guy in charge. Secretary is trying to get us to help raise funds by helping find contributors for the birdies program. Will continue to try to get hold of the guy in charge.

E. League Nights Structure.

- i. Do we want to switch around days of the week? Board to make recommendation. Provide Plan A & Plan B options with advantages? FYI - Chesapeake has Ladies on Thursdays. Will get feedback at Annual meeting (with moderation). First meeting of Board after annual meeting should make final choice for '05-'06 season.

F. Kitchen Design

- i. Letter from Jay – He was concerned that his position as design artist for club was not followed. He was worried that we have stuff permanently installed (it has not been perm. Installed per Nichols.) Nichols spoke with Jay at some length and Jay was concerned about his professional position and his name on the plans. Fry, do you think his concerns have been addressed adequately? (Yes – Bass, Collins, Banville, Bittner all agree that it has been.)
- ii. Occupancy permit at issue for kitchen? Bittner – called inspector and asked if we needed to go back to the county for a building permit when we put in water heater and stove for kitchen. Answer was No. (Drummie – asks if the changed environment puts our occupancy permit at risk since the kitchen has been added.) Does Jay think occupancy permit is at risk? Fry – do we need to find out if we are in good shape? Nichols – thinks that the discussions that Bittner had with the inspector should be put in writing and included in the records for the club.
- iii. We have relocated electrical receptacles. Nichols – we should have a file demonstrating we took prudent action and took advice from someone who should know what was required, and that gave us adequate support for moving forward with the kitchen. ****Bittner to put together file****

G. Meltdown (return to competitive format – region invitational bonspiel?) Nichols – discussion came up at the end of the meltdown with Dick Bemis – origin of the event and purpose of the trophies.. The event is set up to be competitive event to find the best rink from the two clubs. It has evolved into a social event. Dick wants to reinstate the original intent – that the date be established and advertised at the start of the season so that we could have this event at anytime during the season as a competitive event, instead of at the end of the curling season as a “meltdown” event. Their thought is that we might put before Chesapeake the idea of expanding it to a regional competition including Philadelphia and Plainfield. Suggested that we could move it from when the schedule is tight at the end of the season. Banville – does this mean that we would only host the event every few years? Shirk – at the last board meeting we discussed having Chesapeake hosting it every year? Nichols – the discussion is of possibly shifting the time and focus of the event, but continuing to host it at Chesapeake and Potomac. It would open the door to possibly change it in the future to a regional championship. **Drummie/Datlowe will send optional dates to Nichols when they draft the schedule.**

V. New Business

A. Mid-Atlantic Women's Bonspiel

- i. The ladies of the Mid-Atlantic clubs (Philadelphia, Plainfield, Chesapeake and Potomac) thinking of having a rotation club. Philadelphia would host it first, and then it would rotate. Donna Horoshak is involved as the USWCA rep. Our club would look at a November weekend for this type of event. Philly and Plainfield

would look more at October. They are asking us if we are going to stick to our Inaugural date, or are we moving it again so that they can plan ahead.

- ii. Banville - Do we agree as a board to host an extra Bonspiel every 4 years for women?

MOTION: *We are willing to host the mid-Atlantic bonspiel every 4 years (1st Collins – 2nd Nichols)*

VOTE: *Passed.*

- iii. Will our schedule always be around the weekend near the 20th of October? Yes.

Drummie will send a note to the GNCC letting them know the date of the Inaugural.

B. Kitchen Policy Draft

Mark Hartz to set up Policy & Procedures for the kitchen. Mark has a background in public health. We have a number of members who have food handling permits. (Banville – good job! Very detailed. Datlowe – Good job.) Laurie Baty took the time to talk about the change in thinking and how important it will be to carefully implement and police the policy. Banville – do we need a motion to accept the policy draft or do we just wish to give comments at this time. This will be very important to share at the annual meeting. Nichols – this is a good start, 2nd bullet troubles him. Board is responsible for supplies & equipment – should be the Kitchen group of the Operating committee. We do need to make sure that it is understood that the responsibility of the Kitchen committee as rolls up to the Operations group. Add a period after “enforced” is the suggestion. Please send mark your comments. Will look at final version at the next board meeting.

- C. Newsletter – Banville talked with Bill White, and he’s the one that brought up the newsletter. Banville – will put out a call for items for the newsletter.. so that the newsletter will be ready prior to the end of the season so we don’t have to mail it. Every league should have a write-up, just to talk about how the year went and what happened and how it went from September up until now. If there is some playoff format, feel free to include it. Deadline for submissions will be soon, because we were hoping to have the deadline Wednesday March 30th. Published and on the table April 9th. *****Drummie to send out word to the league coordinators about writing something for the deadline.**

- i. Also to be included in the newsletter: Mixed (Banville ask Scott to designate someone), 5-year and under events (Nick to Dykes, FL to do Kayser, Caitlin to be asked about Women’s Challenge), MACA (Drummie to ask Caitlin), Cherry Blossom, Next Year’s Inaugural (Save the Date notice, Drummie to send to Bill White), Annual Meeting date (Ettlin), Elections, Nominations for awards, Meltdown update (Collins)

D. Maryland License Plates

- i. Jan Little had brought up this opportunity – not-for-profits must have 25 people. Mark Hartz and Jan Little to put something in the newsletter to find out if there is enough interest.

E. History - covered above

F. Junior Curlers in Bonspiels (tabled)

VI. Next Meeting – April 24th @ 2:30pm.

VII. Adjourn

MOTION: *Move we adjourn (1st - Bittner, 2nd - Ettlin)*

Vote: *Passed*