

BOARD MEETING MINUTES  
POTOMAC CURLING CLUB  
April 26, 2005

I. Call to order @ 7:36pm

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

Board Members not in attendance: Nick Datlowe, Kate Monagan

Other Members in attendance: Brian Galebach, Doug Andrew, Dave Crim

II. Secretary's Report

- A. Approve minutes of January 16, 2005 Meeting  
MOTION: motion to approve minutes from January 16<sup>th</sup>, 2005 (1<sup>st</sup> - Shirk 2<sup>nd</sup> - Bittner)  
VOTE: Motion passed
- B. Approve Minutes of February 20, 2005 meeting  
MOTION: motion to approve minutes from February 20<sup>th</sup>, 2005 Meeting (1<sup>st</sup> Shirk – 2<sup>nd</sup> Bass)  
VOTE: Motion Passed
- C. Approve Minutes of March 20, 2005 meeting  
MOTION: motion to approve modified minutes from March 20<sup>th</sup>, 2005 meeting (1<sup>st</sup> Bittner– 2<sup>nd</sup> Collins)  
VOTE: Motion Passed
- D. Review Item Actions from the March 20<sup>th</sup>, 2005 minutes.

III. Treasurer's Report

- A. Closed March with almost \$60k in bank, up \$25k or so from beginning of the year. Income is a lot lower than was projected for the budget for 2004-2005 season. Insurance will be a bit higher than projected.
- B. Waverly Construction – Roof. (Bittner - Sent photos of the leaks to Waverly in pursuit of the final fix on the roof so they can be paid the last \$5k.)
- C. Mixed Nationals Chairman has not requested that proceeds be used for any particular purpose. The feeling of the Board is that those funds are for general use.
- D. **ACTION ITEM Please make a list of the things that need greater detail in next year's budget (i.e. non-member fees, as mentioned by Brian G.)**
- E. Facilities rentals – agreed that it appears a bit light, but one check is yet to come in and another rental was in April and does not appear on the end of March statement.
- F. Kitchen/Bar update – about 9.5k excess funds right now, although some appliances are still requested. Excess will go back to the general fund. The bar has about \$3200, with another \$2300 coming in.
- G. Current financial position (Nichols) Our net operating income will be negative for the year, however we still have reserves in the bank.

IV. Old Business

A. Annual Meeting

1. Banquet – Drummie is still searching for someone to coordinate the banquet catering. Silent Auction should take place at the Annual Meeting & Banquet. Organizer to be determined.
2. Dominique will ask Ed Erickson if he can provide the same sound system as was used at the closing party.
3. Agenda – Draft agenda was emailed by Dominique.  
**ACTION – Fry to provide last year's annual meeting minutes to FL Ettlin.**  
**ACTION – mention in the mailing that the minutes will be available on the web prior to the meeting for review prior to the annual meeting.**
4. Election – Proxy ballots will go out with the announcement and can be mailed back.  
**ACTION – a Valid and Current membership list will be needed at the meeting so that as people arrive they are checked off and given a ballot. Bass will provide the list to Bittner via email, after confirming the list with Collins' records.**  
**ACTION – Collins/Bass to come together on membership information for addresses in second half.**  
**ACTION – Slate of nominees needs to be in by May 7<sup>th</sup>.**  
**ACTION – Warn candidates to write their bio before May 7<sup>th</sup>.**
5. Awards –A separate agenda will be presented at the banquet to give the awards and record them in an addendum to the minutes from the annual meeting.

6. Discussion of award bars – Board of Director, MACA, Officers, Spirit of Curling award, and Waddell awards all got bars in the past. Discussion of eliminating bars for the MACA, and that the major 5 awards, Board and Officers bars be continued.  
**ACTION – FL to make a color copy of the Spirit of Curling Award for Bittner to reference.**
  7. John Bittner is donating the Volunteerism award.
  8. For Creation of certificates of awards – **Bittner will ask Scott Edie.**
  9. Mailing contains: Slate of candidates with Bio, Proxy, Discussion topics for annual meeting synopsis (**to be coordinated and edited by Ann Drummie**) – **topics DUE by May 7<sup>th</sup>**
  10. Check room title for location of Business Meeting on June 4<sup>th</sup>. – Rich Collins to check on this.
- B. “Chesapeake Potomac Invitational Bonspiel.”– Banville spoke with Dick Bemis last week as a recap from our discussion at the last board meeting about the spirit of tournaments past (competitive). They agree with Split revenues each year, and alternate sites. The organizing committee would have people from both clubs in the organization of each Bonspiel. By splitting the revenue each club would have steady income from the event. The host would still probably be in charge of food, but both clubs would do draw and scheduling. Timing for Potomac would try for earlier in the season, and Chesapeake would still have it towards the end of their season. Potomac is the host club in the 2005-2006 season. Banville will report to Dick that we are comfortable with the basic idea so Dick can take it to Chesapeake’s Board.

**ACTION – FL to email the Kitchen Policy back out to the Board and Shirk in particular**

#### V. New Business

- A. Discussion about the possibility of hosting one of the two east coast qualifiers in December. Most Board members are in favor of hosting, and Dominique will pass the word back that Potomac would be interested in hosting the event and will inquire what officials will be needed.
  - B. Auditor – Roman’s email warning of increased fees for auditing coming. Nichols feels that we should do some further checking, our loan at Sandy Springs Bank has a balloon clause that kicks in next year, and that means we need to refinance that loan. We may need an audited set of books for the ’04-’05 season to get a refinance. We should check around to see if we can find a firm that will do a discounted rate, or pro bono work. An adjustment to the bylaws may be needed if we opt to not get a review done in the future. **Nichols will look into the costs of going elsewhere for review/audit.** We should think about the establishment of an audit committee. **RECOMMENDED:** that the next board discuss it during the summer meetings.
  - C. Existing Bonspiel & GNCC Championships
  - D. GNCC upcoming Meeting
    1. Neil Christenson will forward Fry’s write up about the GNCC Championship to the GNCC Meeting. Fry will make a few amendments to include the women’s nationals as well and send it to Neil. Neil will make the basic points (cost, rotation of the event, advertisement) at the GNCC meeting.
    2. Discussion of 4-sheet clubs vs. limited number of entries into the 5-and-under. The Board’s general opinion is that it is preferable to require 4-sheet and larger clubs host rather than limiting the number of teams who may participate.
    3. A club has formed in Vermont and will be asking for GNCC Membership (they curl in Canada).\
    4. The fall GNCC Meeting will be one week after the USCA meeting, location TBD. New Business will include clarification of the age for Seniors, also USCA Marketing seminar in MA will be on the agenda.
  - E. Bar – Doug Andrew
    1. Discussed plans for the bar – report attached.
  - F. Clai Carr meeting – Keys were returned. Clai wants a meeting over light supper which he will supply and an opportunity to bring in Carl Duncan (attorney) and Jay Davies back in to take a look at where we are and what those guys did to make our relationship happen. He wants some clarity as to our relationship with the Gardens  
**ACTION: Bittner to let Clai know we are willing to meet, but would like to wait until new board is elected.. meet sometime in June?**  
**ACTION: Annual meeting will include basic history and brief discussion of relationship under the operations committee portion of the forum.**
  - G. Inaugural update – Neil C. has agreed to co-direct the committee with Mark Hartz and Dirk Herman (and Jack will help out but is happy to not be in charge.) The organization meetings are beginning in just a couple of days. If going to the Founders, please let them know about the dates of the Inaugural.
  - H. Newsletter –Discussed issues in preparing and distributing newsletter in a timely manner.
  - I. Golf Tournament – Banville will try to find someone to help her organize it – may try for something around June 25<sup>th</sup>.
- C. Next Meeting –Thursday, May 26<sup>th</sup> @ 7pm
- D. Adjourn: Move to Adjourn (1<sup>st</sup> Bittner– 2<sup>nd</sup> Shirk) Vote: Passed: Meeting closed at 11:27pm.