



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MEETING MINUTES: Season 2005-06 Meeting 1
June 21, 2005**

Board Members present:

Dominique Banville
Barry Bass
Nick Datlowe
Ann Drummie
FL Ettl
Michael Fry
Brian Galebach
Dave Hamilton
Mark Hartz
George Shirk

Board Members absent:

Kate Monagan

Non-members present:

Barry Nichols
Derek Surka
Charrissa Lin
Ron Aubin

1. Call to Order @ 7:30pm, Curling Club warm room

2. Secretary's Report

a. Approval of Minutes from April 26th, 2005

MOTION: Approve edited minutes (1st - Bass, 2nd - Shirk)

VOTE: Motion passed

b. Approval of Minutes from May 26th, 2005

MOTION: Approve edited minutes (1st - Hartz, 2nd - Datlowe)

VOTE: Motion passed

c. Review of action items from May 26, 2005 minutes

Outstanding action items include:

- Nick/FL to agree on a date and make contact with GNCC training coordinator to set-up an officials' clinic for this coming season.
- Banville still watching for a revised insurance package from the GNCC.

Treasurer's Report was tabled until copies could be made. Proceeded with some New Business items.

5. New Business

b. Boy Scouts of America Jamboree – Fort AP Hill

The national boy scout jamboree will be held for a week at Fort AP Hill in southern Virginia, with an Olympic awareness theme. The USCA was asked to participate. Being the closest curling club, we were asked if we could send volunteers to represent curling. The USCA has offered to send the stones with the wheels on the bottom. *Should we pursue this?*

- Dominique Banville had heard from Bob Pelletier earlier, that he is interested in the event and suggested we could gather some volunteers to drive down for the event's weekend, July 30-31.
- The weekend seems like the only viable choice to participate as it is very far away.
- We are all sensitive to the number of times and the kind of things that take volunteer resources, and want to be sure to spend the resources wisely.
- Dave Hamilton pointed out that there are a number of local Boy Scout troops that would go to this event and therefore there is the potential for attracting some Junior members and their families.

Mark Hartz will coordinate with Bob Pelletier to decide to go, and make any related plans.

c. Website Budget

Dominique Banville recently received an email from Howard Griffin. It described how we have had a free ride for website hosting for the last several years but also that we have experienced difficulties and reliability issues over the last season. We are also progressively increasing our demands of the website. Such support from a service provider will cost approximately \$335 a year. *Should we budget for this? And should we move to a paid service provider now?*

- With an Olympics year ahead, we want to be certain that the website will have professional support.
- We should keep aware to identify if there is a member who can offer this service and therefore keep our costs down.
- We can package this size of expense into a viable donor opportunity.

MOTION: Allow the web-hosting committee to go forward with finding a reasonable web-hosting company and signing with them unless it requires an annual commitment, in which case the committee shall ask the Board for further direction. (1st - Hartz, 2nd - Bass)

VOTE: Motion passed.

Proceeded with an Old Business item.

4. Old Business

- c. Announced chairperson for the USCA Men's Qualifier, December 15-18, 2005 at the National Capital Curling Center

Charrissa Lin will chair the event. She asked to be informed ASAP of the appropriate liaison for ice and officials.

Copies of the Treasurer's Report were distributed.

3. Treasurer's Report

Discussed how to improve the itemization when setting the 2005-06 budget. For example, make sure line items in Income and Expenses match so the report is easier to read. The incoming Treasurer will be asked to make the first draft of improvements. The goal is to distribute within two weeks.

4. Old Business

- a. Review of the current Goals of the Potomac Curling Club (attached)

Tabled remaining Old Business to begin New Business.

5. New Business

- a. Election of Officers and Distribution of Responsibilities.

i. Review of Organization Chart

There was a general discussion of the structure of tasks into the current headings. Suggested changes included the following:

- determine the best fit of a head committee to support rentals
- determine where to fit scheduling
- determine how to set-up a governance review (by-laws) committee – place as a duty of the Vice President.
- determine how to structurally encourage and develop competitive curling as stated in the goals

ii. Election of Officers

President – *Nomination of Dominique Banville – 1st Hartz, 2nd – Ettlin*
Dominique Banville elected.

Vice President – *Nomination of Barry Bass – 1st Galebach, 2nd Shirk*
Nomination of Mark Hartz – 1st Fry, 2nd Bass

Mark Hartz declined the nomination.

Barry Bass elected.

Secretary – *Nomination of Michael Fry – 1st Ettlin, 2nd Shirk*
Nomination of Ann Drummie – 1st Drummie, 2nd Bass

Michael Fry declined the nomination.

Ann Drummie elected.

Treasurer – *Nomination of Mark Hartz – 1st Bass, 2nd Ettlin*
Mark Hartz elected.

iii. Distribution of Responsibilities

There was a general discussion that under each head committee is a collection of tasks, committee member roles, and subcommittees. For the next meeting, we will consider how to best distribute and define them.

The primary leadership roles were accepted as follows:

- Membership – Barry Bass / Michael Fry
- Training – George Shirk
- Events – Nick Datlowe / Brian Galebach
- Outreach – FL Ettlin
- Communications – Ann Drummie / Brian Galebach
- Operations – Nick Datlowe / Dave Hamilton
- Ice – Dave Hamilton / Michael Fry
- Finance – Mark Hartz

Note: Charlie Jennings has offered to serve in a controller's role, and Barry Nichols has also offered to support the Finance and Ice committees.

Charrissa Lin asked that a concerted effort be made to bring experienced members into the Events committee to support the relatively new Board members. Similarly for Operations.

ACTION – Prior to next meeting, each committee leader should review if their "boxes" are appropriate and if not merge/eliminate or create ones that are more appropriate. If they think certain boxes should be moved under another committee, contact should be made with the person(s) in charge of that committee. Each leader should approach members to take a leadership role in the various boxes under their committee. Also each should work on general recruitment of committee members. Further, each should develop a Committee budget of projected revenues and expenses.

ACTION – Hamilton to learn about the responsibilities involved with being the PG County member of the Board. He was directed to John Bittner for information.

ACTION – Training (Shirk) and Events (Datlowe, Galebach) to develop suggestions for addressing the club goal of supporting competitive curling.

Returned to Old Business

4. Old Business

b. Review feedback from the Annual Meeting Forum discussion

There was a brief discussion of the urgency of the various issues. It was determined that finalizing the league structure needed to be done soon.

- i. Board Operations – The Vice President will lead the process for considering and accordingly acting on any proposed changes that impact the by-laws.

- ii. Membership Categories / Dues Structure - The dues structure will be developed by the Membership Committee to be ready for approval in August when the budget needs to be confirmed.
- iii. Kitchen Policy – tabled until the August meeting
- iv. Rental Philosophy – tabled until the August meeting
- v. League Structure
The challenge is how to successfully add a team-entry competitive league. There was a brainstorming session of ideas incorporating changing nights for existing leagues, options for Thursday night, options for Saturdays. The old and new Event committee will quickly draft a last recommendation to share with the membership electronically for final feedback.

ACTION: Ann Drummie, Nick Datlowe, and Brian Galebach to draft a recommendation and feedback form to send to the Board on Monday. The goal is to distribute it to membership next Thursday-ish and allow 2 weeks for their responses.

Returned to New Business

d. Vision Committee

Prior to the meeting, there had been an informal discussion with Clai Carr and Carl Duncan reviewing the history of the club, the relationship and reliance on the Gardens Ice House, visions for continued growth, and strategies for achieving it. Although not last summer, the Board has met for a visioning workshop once a year in the three previous years.

- The new Board will focus some time in the July meeting for a discussion of long term and short term goals.
- The new Board will meet for an evening workshop in August to prepare for the fall membership meeting and set-up a Vision Committee to meet throughout the year.

6. Next Meetings

July Board Meeting: Thursday July 28th 7:30pm, warm room
Board Workshop: Wednesday August 17th 7:30pm, warm room
August Board Meeting: Wednesday August 31st 7:30pm, warm room

7. Adjournment

MOTION: Adjourn (1st - Hartz, 2nd - Datlowe)

VOTE: Motion passed, 10:39pm

Submitted by: Ann Drummie, June 25, 2005.

Attachments:

- Treasurer's Report
- Goals and Objectives