



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MEETING MINUTES: Season 2005-06 Meeting 3
August 30, 2005**

Board Members present:

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

Board Members absent:

Kate Monagan

Others present:

Michael Campbell
Neil Christensen
Fred Hopke
Bob Pelletier
Caitlin Shaw (elected to the Board during the meeting)

1) Call to order

7:04pm

Banville

2) Approve minutes of July 25, 2005 Meeting

Nick Datlowe identified a typo in 4b; June 2007 should read June 2006.

Motion - Hartz

Second – Hamilton

Vote – Passed as edited.

Drummie

3) Special Issues

a) Board Member Resignation; Election to Fill the Position

Kate Monagan has offered her resignation.

The Board accepts her resignation and the Secretary will send an acceptance and thank you letter for her service.

Motion - Hartz

Second – Hamilton

Vote – Passed

Banville

The Board now needs to appoint a member to fill the vacancy until the next election at the Annual Meeting in June 2006.

Nomination of Caitlin Shaw – Ettlin

Second to Nomination – Datlowe

Acceptance – Shaw

No other nominations.

Election – Caitlin Shaw

b) Organization Chart

Caitlin Shaw is interested in many committees. She will work with other Directors over the next few weeks to determine a best fit into the organization chart.

While it is a busy time right now before the season, for scheduling curling events, the calendar is now under Communications to facilitate efficient distribution of the information through the season and efficient coordination of events, ice maintenance, training, member requests, rentals, etc. If there are irreconcilable competing interests for time on the calendar, it will be addressed by the Board.

c) Ed Ericson Memorial Service; Tributes

Bob Pelletier called Ed's sister Mary on Sunday and heard that the service in Wisconsin went very well and that she is looking for ideas for the service here in September and any tribute we'd like to make.

Service:

- 4pm on the 24th.
- Social time, not formal, but respectful.
- Ed's favorite music.
- Photos in an album or perhaps on display in a few places throughout the room.
- Neil suggested that as it is already a tradition at annual meetings to recognize members who have passed over the last year, to ask Chris Moss to play Amazing Grace on the bagpipes.
- A time to remember or do things that Ed would have liked to do.
- People speak; remembrance of Ed presentations
- Friends of Ed from other activities have been invited.
- Bob Pelletier and Michael Fry will coordinate re logistics of food, music, etc. It is not expected that the club will have to pay for expenses. [Confirmed by Michael Fry, September 6.]

Tribute:

- Bob Pelletier - He worked the ice for many years, and was Treasurer for 5 years during Bob's tenure as President in the transition time to the new facility. He was involved but very quietly. So perhaps an Unsung hero award? Or dedicate the new Volunteer of the Year award rewording it to include the behind the scenes aspect?
- Bob Pelletier will check with GNCC board if they are interested in contributing to the club or elsewhere in his name.
- Brian Galebach – Ed was a founding member and a strong supporter of new curlers. So perhaps dedicate the internal bonspiel as its goal is to be a major internal bonspiel/event for all members to get to know each other

- FL Ettlin – minimize risk and consider something we know is established as opposed to something brand new
- Michael Fry – he’s most known as being social, supporting other clubs’ bonspiels
- Barry Bass – he was a social curler; men’s league curler. So dedicate the Men’s league trophy? Fred Hopke – the Men’s league would be just as visible as overall club awards presented at the annual meeting
- Ann Drummie– honor and yet be discrete about the circumstances about why we’re in the position of honoring Ed

Michael Fry will share the following with Mary for her reaction:

- The Board is leaning toward naming the Men’s League trophy after Ed as our first choice. We are still holding the option of naming the Internal Bonspiel after him or possibly the Volunteer of the Year.

d) Fall Member Meeting

Last year we held a meeting on September 25 at 6pm. It helped to get the dues flowing as well as publicize events, leagues, calendar, training etc.

Date:

October 1 – ice painting day

Not able to attend - Bass, Ettlin

Able – Fry, Drummie, Shaw, Datlowe, Galebach, Hartz, Banville, Hamilton

Not sure – Shirk

Purpose:

- inform the members of the events, leagues, training session
- sign-up for Open House
- register as a member and sign-up for leagues
- pay dues
- sign insurance waiver
- see people

Agenda/Program:

- Potluck before the meeting
- mention having revised the goals and objectives - *Banville*
 - tracking away bonspiel participation
- membership structure – *Bass/Fry*
- dues payment – *Hartz*
- leagues – *Datlowe/Galebach*
- event mention: <=5 mixer – *Shaw*
- training – *Shirk*
- refresh on kitchen policy – *Hartz*
- fundraising - *Bitner*

Handouts:

- Membership form
- League registration form
- Sign-up sheet – MACA, <=5 mixer, Internal bonspiel, Inaugural
- Sign-up sheet for volunteering – inaugural, Open House
- Waiver
- Goals and objectives

Mailing:

The Membership committee has already discussed a mailer to go out next week. It will be based on last year's version. Michael Fry is working on it and will distribute it beforehand for review.

4) **Financial Report ending July 31, 2005**

Hartz

This month's report is still from Rich Collins. The transfer to Mark Hartz has still not fully occurred. Collins has made deposits that he hadn't entered into the ledger yet so he still has the accounts receivables book. Hartz though has the checkbook and is able to pay the bills. The report is reasonable but not yet reconciled.

The plan for the 2005-06 year, is for Charlie Jennings to do the day-to-day books and check writing (but not signing) so the ledger will be kept up routinely.

Most of our past year financial files are now in the clubhouse and will go into a lockable file cabinet in the backroom. (A new home will be found for the old membership forms that are in the cabinet now.)

Banville asked if the process has changed lately, on how to accommodate a member who wants to donate stock. Hartz will check with Bitner on the brokerage account details and who is controlling it.

5) **Review of Long and Short Term Goals**

Banville

- We would like to have a succinct description of 501(c)(3) criteria. Roman Novak may have something he uses to prepare our financial reviews. Banville will check.
- Barry Bass passed some typo edits to Banville. When these are made, it will be ready to share with the membership.

6) **Committee Reports and Recommendations**

a) **By-law Committee:**

Bass

i) **By-Laws**

No developments until season starts.

ii) **Vision Committee**

No developments until season starts.

b) **Finance Committee:**

Hartz

i) **Debt Restructuring**

Barry Bass and Mark Hartz have been talking with Sandy Spring and are considering decisions like removing guarantors, extending the term to lower the interest rate

from 8.5%, and postponing the balloon payment. It may be a 10 year loan for 8.09%. It seems possible that our company prepared financial statements may be sufficient versus a requirement for audited or reviewed statements. There might be a small administrative fee to refinance. Wayne Caskey has been asked to assist in the investigation of debt restructuring.

The committee will return to the Board with the details of any recommended restructured loan for Board approval.

ii) Insurance

Dominique Banville pursued the paperwork for insurance for the coming year and Mark Hartz has pursued payment. The fee was calculated for 183 curlers including juniors. Mark Hartz and Nick Datlowe have looked through the new policy and its participant release. The release needs to be signed annually.

Hamilton asked if there is a version of the release for minors. Mark Hartz will follow-up.

iii) 2005-06 Budget

Bass - \$60,000 is a more realistic figure looking at history, for membership revenue. Hartz – Dues haven't increased as expenses have increased. We are currently using educated guesses for utility costs recognizing that the market is suggesting that natural gas and electricity are going up. We fell short last year \$12,000 so we need to make that up.

A correction of an error in the math on the spreadsheet, along with the reduction of membership revenue to \$60,000, has the proposed budget putting \$16,882 back into reserves.

We will all need to practice good fiscal leadership, and spend the club's money as wisely as we can. The budget is a guide.

Motion to accept the budget for 2005-06 - Hartz

Second – Shirk

Vote – passed as amended.

c) **Operations Committee:**

Hamilton, Datlowe

i) Work Day August 20

No report.

ii) Bar Project

The knee wall is built and the project overall is about 50% complete. The Open House is a definite target, and the now scheduled Member meeting is now an earlier target.

iii) Kitchen Policy

Discussion tabled to the next meeting. All Directors are reminded to read it and send any questions to Mark beforehand.

iv) Rental Policy Brochure

The committee will focus on a version that serves paper and on-line media. They will also focus on one that addresses regular public requests, and then on subtle changes to accommodate requests from members and from the Outreach Committee. They still need to identify a point-of-contact. This work is needed by the next Board meeting.

v) Locker Policy

The committee needs to formalize the prices, who to sign-up with, and who to get the key from. They need to transfer the information from John on who still has a locker key and access to the key box. This is requested by the next meeting.

vi) Commitment to Summer Camp 2006

Clai Carr sent a request to the Board to provide a commitment to rent the warm room next summer (2006) so that he can appropriately plan and market. The Board agreed and asked Drummie to follow-up with Carr.

The current arrangement was for \$1,000 in rent plus the recovery cost of expenses from a 'dark' summer and leaving the room in the same condition as found.

d) Ice Committee:

Fry, Hamilton

i) Ice Technicians' Clinic

No one went. We need to still keep it in the budget for next year.

ii) Work Day August 20

The group tightened bolts and put in permanent marks on the boards for setting lines. The ice paint has been ordered.

iii) Ice Installation Schedule

The plan is to start on September 14 and get the Bohlen people in to start the chillers. Painting will be the weekend of September 30-October 2. The target for playable ice is Sunday October 9.

iv) Ice Maintenance

The committee is planning on more scrapes during the week during the season than last year.

e) Outreach Committee:

Ettlin

i) Boy Scout Jamboree

Bob Pelletier thanked the Board for its support, the volunteers for their time (Bob and Sara Jo Pelletier, Mark Hartz, Bill White, and Dave Crim), Barry Bass for his TV/VCR, and Bill White for the video game. The USCA contributed T-shirts, patches and pins which the volunteers handed out. The USCA also provided stones on wheels, which we will also be using at our displays at the Scottish Heritage Fair and the Anne Arundel Scottish Games. We were the only tent with actual hands-on activities so we were very popular.

The next Jamboree is 2010. If a similar exhibit is planned, it is recommended that the USCA send Olympic and Junior curlers to enhance the scouts' experience.

f) Membership Committee:

Bass, Fry

i) Dues Structure

The Committee submitted a report outlining the recommended dues per category for 2005-06.

Ann – Put the “Junior (under 21 yrs old) playing in an adult league” as a category at \$100 dues/half season. Put the “Full-time student (21 yrs or older)” as a category at \$150/half season (33.3% discount). Raise the rate for a “Young adult (between 21 yrs and 27 yrs as of June 30, 2005)” to something higher than the full-time student.

Shaw – If we differentiate the Young Adult and the Full-time Student we would be highlighting the student rate more.

Hartz – Raise the regular Junior rate a little more considering their insurance is \$10.

Bass – Will amend the recommendation per Drummie’s input, Young Adult increased from \$300 to \$330, and table the discussion on Junior rates until he can talk with the Chalmers.

Motion to accept the recommended structure with amendments (junior in adult league, young adult, students stay at \$150) - Bass

Second – Hamilton

Vote – Passed as amended. One vote opposed (Galebach, disagrees with the increase for Young Adults.)

Still need to determine this season’s version of \$10/night maximum 3 times per half season policy.

The Committee submitted some other thoughts for consideration such as signing up for the next season at the end of the last season, or even signing up for multiple seasons at a discount. Mark Hartz will review the ideas with his committee to review the return value versus accounting effort.

ii) Membership Form / League Sign-up Form

Forms are in preparation for the mailing. Membership and Operations will consider whether or not to include locker sign-up on the final draft of the form.

iii) October Open House

Flyers will be distributed in the mailing and at the meeting. There won’t be a charge for it but we will put out a donation jar. The chili cook-off will happen again after the Open House on Sunday evening.

iv) Olympic Open House

The Committee confirmed that the Olympic Open House is scheduled on the Kayser weekend, but there are no other weekends for it and it is the perfect weekend in relation to the Olympics and so we will just have to do it without our Kayser curlers.

g) Training Committee:

Shirk

i) Officials' Clinic Fall 2005

Fred Hopke shared that he has heard sufficient interest for a clinic. He has however had difficulty in getting hold of the chief umpire at the USCA or the GNCC but will keep on it. Ice is not required and it can even be in a room other than the warm room, which gives more flexibility for scheduling it. He is looking at perhaps the weekend of October 29.

ii) Instructors' Level I Clinic Fall 2005

If there is enough interest for a clinic then Dominique Banville will offer to host one so that members will not have to travel to the one in Pittsburgh. It requires one day with access to ice. We will check on interest at the Member Meeting on October 1 and will monitor the ice installation to possibly have the clinic before Open House for new trainees to get experience during Open House.

iii) Instructors' Level II Clinic Fall 2006 (Nov 4 or 11)

George Shirk is still looking into it. It seems that November is the month to do it, so we will move the MACA back again to be much later in the schedule.

iv) Learn to Curl Schedule

The Learn-to-Curl Level I classes are on the calendar.

LTCII will be four hours of training for intermediate curlers, for \$25.

v) Clinics

A draw-making Clinic is happening on September 13 with a follow-up class to be scheduled.

Other clinics are being developed. For example, Derek Surka will be teaching a strategy class. Charrissa Lin will be teaching a sweeping class. Conor Mulvey will be teaching a hit clinic. Tanya Jacobsen, Ann Drummie, Mary McHugh, Scott Edie and others are still considering topics.

Registration is being handled by email, on a first respond first served basis.

The Committee recommended charging \$10/head per clinic.

Bass – could this be part of what members get for their membership fee?

Shirk – perhaps consider the charge to all go to a scraper fund.

FL – Does it have to be a fee or could it be by donation?

Shirk – want the people to be serious about the course

Bass – Members are likely genuinely interested in exploring their curling skills regardless of the fee

Hartz – it is what we charge our dues for and should be included

Shaw – a charge might turn people away because it sounds too professional/high level

FL – might actually get higher registrations from promoting the fact that donations for the day will be going to the scraper

Shirk – responding to these reservations the clinics will be free to the membership but we will push for donations to a scraper fund

h) Events Committee:

Datlowe, Galebach

i) Inaugural Bonspiel

Neil Christensen gave an update on plans so far. There are 16 teams signed up, with 3 from Potomac. Ideas include a keg party on Thursday, carving pumpkins, deep frying turkeys, chair massages, DJ on Saturday night. The committee expects to show the Board later, a design for a trophy.

- Goldline wants to set up during our bonspiel. The downside is to work around them in the warm room. It is a great service for our members. The Board asked Neil Christensen to check with Scott Edie for feedback on how best to make arrangements with Goldline, such as appropriate rental fee and possibilities of him keeping his stock mostly in his truck and not on the floor. Also, to confirm with Harvey Chalmers for his support versus our trying to sell from our own pro shop.
- Neil Christensen asked the Board for a letter to the Gardens Icehouse to make them aware of the event and its late night schedule. Drummie to follow-up.

ii) Internal Bonspiel

The committee reviewed that the club had a goal for 2 internal bonspiels, but at the workshop in August chose to focus on one internal bonspiel, with the goal to get many of our members together and through a focused effort strive to make this first one major and a real party atmosphere to set the tone for a strong annual event.

A discussion related to scheduling the event led to the following decisions:

- the committee needs to be clear with a deadline for registrations and the extent of the draw and therefore the commitment expected of players
- the event will not disturb Friday league games
- the event will disturb ice maintenance on Sunday, but not Juniors
- the Holiday Party will combine with the Internal Bonspiel, on December 3
- the event could start on Thursday evening

Whether with the Friday night league or with the Internal bonspiel, there would be curling available to our members on that evening. In this particular situation, it was determined that both can still be offered in the hopes of accommodating the maximum wishes. All Friday night curlers will be encouraged to participate in the Internal Bonspiel.

Brian Galebach was charged with developing a concept paper on the bonspiel details.

iii) Men's Qualifier

Brian Galebach reported for Charrissa Lin that plans have begun with volunteers already assigned to some main committees. Dominique Banville will coordinate with her to sign the USCA contract, particularly addressing the requirement for a scraper. Galebach will find out the date that we'll know how many teams are coming, at which time the committee can review the numbers for beer/wine license. Similarly, we'll know if the Wednesday night league can play or if the ice will be needed for the event.

i) Communications Committee:

Drummie, Galebach

i) Website

The site is now on the new service provider. It needs new content and all Directors are asked as their plans develop for the new season to also consider what to put on the website. In particular, it needs the rental policy.

ii) New Club Brochure

We are running out of the old brochures. The committee knows it needs to come up with a new one.

iii) Buy One Get One Free Promotion

The final version was shown to the Board, and is now ready to send out to the membership.

iv) GNCC Meeting Saturday September 17

Neil Christensen reported, that as the agenda has not been distributed yet, the meeting is likely to be postponed; perhaps to October 1 instead. The hot topic is addressing a request for having a playdown level added to the Dykes so the finals can be hosted in a small club. This does not affect the 2005-06 season, in which we are hosting the event. As soon as the agenda is available Neil Christensen will forward it.

v) Calendar

The current version of the calendar was distributed.

7) Other Business

Trash – Mark Hartz has not received a bill so we can assume that we have appropriately not been billed for trash pick-up through the summer.

Measures – At the workshop, the Board decided to no longer keep a goal and a measure of members from Laurel.

Measures – During the second half of the 2004-05 season, Barry Bass reported 168 nighttime curlers.

8) Next Meeting

Tuesday September 27, 2005 7pm warm room

Adjournment

Motion - Fry

Second –Ettlin

Vote – Passed, 11:05pm

Submitted by: Ann Drummie, September 12, 2005.

Attachments:

- Kate Monagan's resignation
- Organization Chart
- Treasurer's Report
- Goals and Objectives
- Insurance Papers
- 2005-06 Budget, as accepted
- Kitchen Policy
- Ice Installation Schedule
- Membership Categories and Dues Structure, as accepted
- Buy One Get One Free Flyer
- Calendar