



The Board of Directors of  
The Potomac Curling Club of the National Capital Area, Inc.  
MEETING MINUTES: Season 2005-06 Meeting 7  
December 18, 2005 2pm Lundin Room

**Board Members present:**

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

**Board Members absent:**

Barry Bass

**Others present:**

Fred Hopke (only for TGIF discussion)  
Jason Sethi (only for TGIF discussion)  
Rich Collins (for Funspiel discussion)  
John Warshawsky (for Draw to the Button discussion)

1) **Call to order** *Banville*  
2:04pm, Lundin, Gardens Icehouse

2) **Approve minutes of November 20, 2005 Meeting** *Drummie*  
Motion - Hamilton  
Second – Galebach  
Vote – Passed.

3) **Special Issues** *Banville*

a) **Chesapeake Curling Club Requests** (*Funspiel details, member list*)

Brian Galebach just received a member list this morning. He will forward it to the rest of us.

Brian Galebach has a proposal with a schedule for the Funspiel. He will forward it to the rest of us.

Dave Hamilton and Mark Hartz will coordinate the application for the liquor license. The bar will work with a separate inventory for the weekend.

Dave Hamilton will draw up a rental contract. Including clauses for plates, cutlery, access to reserving a Garden's room for dinner, the bar logistics, rental rate, liquor license cost, etc.

b) **Ed Ericson Tribute**

Dave Hamilton will look into a 3" x 5" brass plaque to be flush mounted on the bar top.

Dave will look into the brass plate. Michael Fry will develop appropriate wording.

c) **Event Hosting 2006-07** (*GNCC Senior Men*)

Ann Drummie check with Bob Pelletier on whether the Ross Tarleton is still an option for that season. If this is not a conflict, then this is an event that we believe in and will offer to host. Ann will confirm with GNCC ASAP.

If we are asked again to host a USCA Men's round preliminary round, then we will address the offer at the time.

4) **Unaudited Profit and Loss Statement for the Fiscal Year ending August 31, 2005** *Hartz*  
"Unaudited" is just another way of saying "unscrubbed" or "unrefined". We'll be using a financial review of our books, not an audit.

The final net income is \$16,243.86. We finished better than we thought we would.

5) **Financial Report ending November 30, 2005**

*Hartz*

Right now we have about \$62,000 in the bank. We've had some very generous donations. If we can continue to grow the membership and we are not hit hard by utility increases, we will remain on good financial footing.

The net for the Inaugural was \$5,735 including the silent auction.

We are at \$35,567 net at end of November, but some checks have been written since.

We need to reconcile details for the rental income on the itemized list – It is hard to identify right now.

The fundraising line does not include the scraper donations. The surplus donations will be entered here as general funds.

6) **Committee Reports and Recommendations**

a) **By-law Committee:**

*Bass*

i) **By-Laws** (*fiscal year, audit commitment, other?*)

No developments

ii) **Vision Committee**

No developments

b) **Finance Committee:**

*Hartz*

i) **Credit Card Machine**

Mark Hartz is trying to get information from the person who initially contacted us about it being out-of-date. The topic is tabled until next meeting.

ii) **Debt Restructuring**

Now that last season's books are finished, Barry Bass is looking at going to Sandy Spring quickly to renegotiate our mortgage and removing guarantors.

iii) **Development Committee Initiatives**

The letter requesting end of year donations has been sent out and is being received in mailboxes right now. Mark Hartz has no report on the cost of sending out the letter.

Scott Edie delivered the stationery last week. Thank you/receipt/tax letters are being sent out early in January.

Dave Hamilton will pick up some stationery to send notes to rentals.  
Brian Galebach did a fundraiser during the BIG Spiel, and will get the amount information to Mark.

Mark Hartz is not aware of any other initiatives. Dominique Banville will check in with John Bittner about upcoming plans and ideas.

The Federal Combined Campaign requires us to have audited books. We can apply through an exception that the audit would be an administrative cost burden to us.  
Mark Hartz is continuing to look into it.

iv) **Gardens Icehouse** (*Café check, summer rental invoice*)

The BGE bills for air conditioning and lighting suggests a summer cost of \$716.

Mark Hartz will prepare an invoice, check-in with John Bittner (who has the info and was passing it to Clai Carr), and then send it to Clai Carr at the Gardens.

The Café has cashed the check related to the gas incident.

v) **General**

Mark Hartz will be developing a bounced check policy.

Similarly, it is generally understood that payment is required in order to play in a bonspiel. Perhaps checks won't be accepted after a certain date too close to an event.

Mark Hartz will be following up on the last members with no record of dues.

Mark Hartz will be following up with members who are paying in installments.

Event coordinators need to manage receipts and expenses for the event. This did not happen for the BIG Spiel. Brian Galebach will work with Mark Hartz to create a report.

c) **Operations Committee:**

*Hamilton, Datlowe*

i) **Facility Update** (*bar, kitchen, etc.*)

There's no work effort organized in the near future. Caitlin Shaw suggested that more broom racks be addressed at some time.

The signs for the kitchen have not arrived. Mark Hartz will follow-up and make sure they are posted by the Funspiel.

While one of our own rentals was happening yesterday, the Gardens had many parties going on and they borrowed some of our tables. A big long table came back snapped in two. The search for the vacuum recently revealed that it had been borrowed by the Gardens as well. Ann Drummie will check-in with the Gardens about confirming a reciprocal process for borrowing and for repairing broken borrowed items. Dave Hamilton will look into simple means of labelling our property.

ii) **Locker Update**

Nick Datlowe has not finished the audit, but plans to by the end of December.

iii) **Key Inventory** (*front door, cash drawer, equipment drawers*)

There is no list of who has a key to the front door.

We are not concerned about who has the key to the filing cabinet; it can't be very many.

We should start over with a new lock and key distribution for the cash drawer. Dave Hamilton will aim to do this by the end of January. He will coordinate with Harvey to know who needs access to the rest of the equipment drawers.

**iv) Private Function and Member-hosted Function Update**

As of last night, we have rental revenue of \$2,500. The remaining events on the schedule include:

- Feb. 18 for physical therapy
- A school group 4 days later.

Dave Hamilton will send an official note through announcements beforehand to confirm with members that the facility has been booked.

**d) Ice Committee:**

*Fry, Hamilton*

**i) General Update**

There's still ice.

There are no ice maintenance plans over the holidays.

The removable hacks have been installed. The committee is trying to discourage people from removing them during regular play. They should only be removed during a scrape. It is however, a useful idea to remove them during a practice in place of a hack guard.

**e) Outreach Committee:**

*Ettlin, Shaw*

**i) Opportunity Update (University/College, Retirement, Schools, etc.)**

FL Ettlin and Caitlin Shaw have been communicating with the college USCA coordinator. He would like us to enter a college team in the college bonspiel. FL Ettlin is offering the info and support to our primary college contact. The college kids were out on the ice again this afternoon. It is still working well to reimburse them for one taxi a week.

We expect to use the USCA College curling posters to promote the Olympic Open House.

**f) Membership Committee:**

*Bass, Fry*

**i) Membership Counts for Fall 2005 and Member database**

No development.

**ii) Name Tags**

List is with Barry Bass to pursue.

**iii) Open House (January and Olympic) Update**

Rebecca Baxter sent out press releases yesterday for the January open house.

The committee will email the flyer to the membership and have some flyers sitting in the warm room. There will be an active sign-up sheet and the membership committee show leadership to contact members to commit to volunteering for the Olympic OH. They will need commitment from Training to have sufficient seasoned teachers, particularly for the Olympic OH. The Olympic OH will have 9am-noon on Sunday morning.

**iv) Guests in the warm room**

A visitor is welcome as long as he/she is an invited guest of a member. The member/sponsor should be easily identified and is expected to be sensitive to and responsible for the guest's behavior and comments.

**g) Training Committee:**

*Shirk*

**i) LTC II Update**

The second half of LTC II will occur during the week between Christmas and New Years.

**ii) January and March LTC Schedule Update**

The Olympic LTC will be reduced to 4 hours instead. The fee for it will be prorated; perhaps \$25 or \$15 if a member.

A new registration form might include LTC pricing, new member category, etc.

**iii) GNCC Juniors Recap**

The two teams did very well.

**iv) Waiver book**

There are still some people that don't have forms in the book. George Shirk will get a list of people to the league coordinators.

**h) Events Committee:**

*Datlowe, Galebach*

**i) The BIG Spiel Recap and Holiday Party Recap**

The BIG Spiel went better than expected. Brian Galebach will work on a financial report.

The Holiday Party also went well. 23 people participated in the gift exchange and about 40 people attended overall.

**ii) Men's Qualifier Recap (*payment?*)**

Dominique Banville will follow-up with USCA for the payment.

**iii) Turkey Skins Recap**

The event had one draw of two games, and then they threw the turkey.

**iv) Draw the Button Competition to support Men's Worlds**

John Warshawsky described the proposal to set-up a draw to the button - \$10 for three tries, and our winner can go (at their own expense) to Worlds to compete for a pot of money. We need to identify a winner by Feb. 11.

We will support the initiative and ask the assistance of the league coordinators to conduct a session on their evening.

John Warshawsky will coordinate the collection of the money and working with Mark Hartz to get a check to send to the Worlds committee. John will report at the January meeting.

**v) All-American Update**

The coordinator will be working with the switched Saturday for the rental, and three Thursdays.

**vi) Dykes Update**

We have one entry so far.

**vii) Meltdown Update**

No developments. Brian Galebach will confirm with Barry Nichols that he will serve as coordinator.

**viii) Cherry Blossom Update**

Heather Cook has offered to be the coordinator.

We will accept Junior teams in the Cherry blossom, and will remind bartenders to be aware.

**i) Leagues Committee:**

*Galebach*

**i) League Update (TGIF etc.)**

TGIF:

Thanks were given to Fred Hopke for helping on Fridays. (He'll be helping with Sundays now.) Jason Sethi will coordinate the next half of Fridays.

The strategy developed will accommodate a first half playdown, incorporate new curlers from January Open House, and incorporate new curlers from the Olympic Open House. The goal is to have 16 teams for the last few weeks. This hopefully addresses all wishes and desires for the league.

Overall the leagues are going well. We will have a new league sign-up form available very soon. We will avoid signing up directly with the league coordinators.

**j) Communications Committee:**

*Drummie*

**i) Membership Roster**

Ann Drummie will format a good version and put it in the cash draw for a phone list. Whenever there is a need for an up-to-date list with particular information, let her know. ex. The Development Committee mailing.

**ii) Calendar**

A copy of the current calendar was distributed.

**iii) Stationery**

It's here; currently on the filing cabinet.

**iv) Website Update (advertising request from Swiss jeweler)**

Requests to advertise will be handled by the Development Committee. We don't want banner ads, but we can develop a price list for small ads.

**v) Announcements@curldc.org**

Emails for spares, rides to the club, etc. are legitimate.

For anything else, that is not directly related to curling, we will try a second list for a trial period. i.e. social outings.

**7) Other Business**

None.

**8) Next Meeting**

Sunday, January 15, 2006 1pm

**Adjourned 4:42pm**

Submitted by: Ann Drummie, January 9, 2006