



**The Board of Directors of  
The Potomac Curling Club of the National Capital Area, Inc.  
MEETING: Season 2006-07 Meeting 1  
June 15, 2006 7:00pm**

**Board Members Present:**

Dominique Banville  
FL Ettlín  
George Shirk  
Michael Fry  
Brian Galebach  
Mark Hartz  
Dave Hamilton  
Charrissa Lin  
Ann Drummie  
Rachel Sethi

**Board Members Absent:**

Barry Bass

**Others Present:**

none

- 1) **Call to order** *Banville*  
7:10pm
  
- 2) **Approve minutes of May 22, 2006 Meeting** *Drummie*  
Some minor typo fixes.  
Motion - Hartz  
Second - Ettlín  
Vote - Passed
  
- 3) **Financial Reports ending May 31, 2006** *Hartz*  
A report was not presented but the situation is not expected to be much different than that previously reported.  
We have filed our personal property return with the State of Maryland.
  
- 4) **Special Issues** *Banville*
  - a) **Review of Goals and Objectives** (dated September 14, 2005)  
Board members will keep these in mind as committees work this summer and will make notes as they proceed of any suggested edits and changes to keep it current. Ex. Are the metrics for “competitively successful” appropriate? How can we support Barry Nichol’s goal of being a home for national caliber competitors? What are metrics that a club can pursue versus individuals? How can we be consistent in our approach to supporting players and teams?
  
  - b) **Review of Organization Chart**  
Some of the slight alterations to the chart include:
    - Colleges – keep with Outreach to continue the networking
    - PR Events – to Outreach, and be broad beyond summer only
    - Liaison – responsibility of Secretary
    - Vision Committee – responsibility of President
    - By-laws Committee – responsibility of Vice President

**c) Election of Officers**

*Mark Hartz presiding*

**President:**

Ettlin nominated ***Dominique Banville***; seconded by Lin; accepted. Closed by Fry. A vote cast.  
Elected.

*Dominique Banville presiding*

**Vice President:**

Ettlin nominated George Shirk; seconded by Hartz; declined.  
Shirk nominated ***Barry Bass***; seconded by Hamilton; accepted by Banville on Bass' behalf.  
Closed by Hartz. A vote cast. Elected.

**Secretary:**

Ettlin nominated ***Ann Drummie***; seconded by Hartz; accepted. Closed by Ettlin. A vote cast.  
Elected.

**Treasurer:**

Hamilton nominated ***Mark Hartz***; seconded by Ettlin; accepted. Closed Ettlin. A vote cast.  
Elected.

**d) Distribution of Responsibilities**

A Board Member was identified to serve as liaison with each major committee.

There was general discussion of a desire for the League Committee and the Membership Committee to work together to inform members of the issues we're dealing with post-Olympics, and how members can be involved with decisions like dues structure, membership privileges, and leagues.

There was a general discussion of needing an historian/archivist to document our history and our traditions as well as our basic records. This could include: interviewing our founders, gathering and displaying pictures, and scrapbooking our clippings. This could also include: gathering our "How to's" for reference like: select Awards, run a bonspiel, make the ice, rent ice. Michael Fry volunteered. **Board Members are asked to funnel what they have to Michael Fry.**

As relates to the Pro Shop subcommittee, Dominique Banville shared that she, Scott Edie, and Harvey Chalmers are developing a broader clothing inventory with the PCC logo.

The Operations Committee will coordinate with our new Board Members to receive the key to the building, the key to the cash drawer, and instruction on the credit card machine.

**5) Committee Reports**

**a) Finance Committee:**

*Hartz*

**i) Fiscal Year**

***Move that the PCC change its fiscal year to start on July 1 annually, and end on June 30.***

Proposed: Mark Hartz

Seconded: Charrissa Lin

Discussion highlighted:

- that we may be without a budget for the first few months as its developed by the newest Board.

- That we could start collecting dues sooner and have more appropriate payment plans.
  - That the financial statements will be almost full annual statements at the annual meeting.
- Vote – passed.

ii) **White Fund:**

In light of a recent letter from Cheryl White, Mark Hartz will confirm with John Bittner why he discussed identifying an administrator of the fund. Hartz will then confirm with the Whites that the Board will administer the fund and they can receive a report on its progress. After the spontaneous fundraising at the annual meeting banquet, the fund is at about \$3,000.

iii) **Receipts:**

1,000 sequentially numbered receipts have been ordered. The goal is that the Finance Committee never handles the membership forms. The various committees will coordinate to post a price list.

iv) **Checking Account:**

Hartz' will move our current account to a premier checking account to get some minimal interest on our regular balance.

Hartz will determine how to actually apply the \$5,000 of donations earmarked for debt reduction/payment of principal.

The Finance Committee is looking at CDs and money markets for applying our projected surplus funds.

v) **Budget Committee:** Method for submitting budget requests

Committees are asked to send information about any items and prices to be considered in the 2006-07 budget to Mark Hartz by the middle of July.

vi) **Development Committee:** Summer meeting topics

Ann Drummie volunteered to lead the Development Committee in coordination with John Bittner. Drummie and Hartz to discuss initiatives.

b) **Membership Committee:**

*Bass, Sethi*

i) **Summer meeting topics**

Some topics already predicted include:

- Dues structure balance with curling privileges with league structure.
- Revisions of membership form re military.

c) **Leagues Committee:**

*Galebach, Lin*

i) **Summer meeting topics**

Because of their particularly integrated nature this year, efforts will be made to coordinate discussions with the membership committee re league structures.

ii) **Plan for identifying league coordinators**

To be considered.

d) **Events Committee:**

*Lin, Fry*

i) **Golf Outing Update**

So far 24 golfers have signed up for the June 24 event, with half a dozen more coming to the party afterwards.

ii) **Plan for identifying event chairs**

There will be a meeting / call for chairs shortly.

e) **Communications Committee:**

*Drummie*

**i) Volunteer Requests**

Banville will send out the first announcement to the membership to set the stage for the forthcoming calls for volunteering.

Dave Hamilton suggested that we consider a “Help Wanted” page on the website this year.

**ii) Official Communications**

Fry opened the topic of whether we need an official communication medium to ensure that members are attentive to important notices. It was generally agreed that members are likely not paying full attention to [announcements@curldc.org](mailto:announcements@curldc.org) considering how broad its messages have become. Perhaps we need to consider a one-way distribution list, perhaps “From the desk of the Secretary”, in order to better ensure that direct communication of information is getting to members and not being lost or diluted. **Board Members are to send a list of what we think should and should not qualify for this communication.** Examples: President’s update from Board Meetings; but volunteer requests? Food requests?

**iii) Calendar - 2006-2007**

Distributed.

Banville sent an email to the GNCC about resolving the scheduling conflict of the Gordon-Emmett and Cherry Blossom. She has not received a response as yet.

**iv) On-line Capabilities**

Discussion focused on what information would be in the database and which pieces of information would be available to members and which only available to administrators. This was based on the premise that the information will be protected in some way.

In the database, available to all members:

- It might be something like clicking on an adult member’s name and being able to send them an email, and get their preferred phone number.
- This would be available to anybody who pays \$50 to be a member of the club.
- The Membership committee will consider how to format the membership form re “to facilitate communication we would like to have an on-line database of emails and phone numbers; you’re in, but if you don’t want info viewable by members, check here.”

In the database, available to particular administrators:

- It might include address, league registration, membership category, historic membership category, birthday, etc.

Brian Galebach is to provide more examples of the intended fields in the database and will need help in developing the requirements for access and sorting.

**v) Board Meeting Minutes**

Minutes of Board meetings will be posted on the website but without the various additional materials used in discussions, like the financial report. The minutes of the past two seasons are being posted now.

f) **Training Committee:**

*Shirk, Ettlin*

- i) Summer meeting topics  
To be determined.

g) **Outreach Committee:**

*Ettlin*

**i) Summer meeting topics**

Ettlin will get a committee going.

**ii) Summer Promotions Update**

Canada Day, July 1, is following a different format this year, so we don't need volunteers to sit at a table. John Warshawsky has offered to go to ensure that brochures and flyers are available.

Ettlin is coordinating with the Dave's for the Fall Scottish Games.

h) **Operations Committee:**

*Hamilton, Sethi*

**i) Work Day Plans**

The first work day is this Saturday.

Dave Hamilton has accepted the offer from Derek Surka and Charrissa Lin of a used sofa and love seat, and will spend the sofa donation money on more bar stools instead.

A new sound system is still in the plans.

**ii) Gardens Ice House Summer Camp**

Clai Carr appreciated our offer of finding a mutually agreeable rent for using the warm room for his summer camp. He is talking with his camp staff and will get back to us.

**iii) Rentals Committee: Summer meeting topics**

Dave Hamilton has more ideas to assist with scheduling ex. one specific Saturday per month after 2pm for simpler scheduling and negotiating rates and coordinating volunteers.

i) **Ice Committee:**

*Hamilton*

**i) Summer meeting topics**

The Committee will gather.

**6) Other Business**

**i) Athletes Advisory Committee to the USCA**

Charrissa Lin has been invited to participate and will probably serve on 3 committees. She shared a list of the committees for any feedback on which to choose that might help the club. She needs to reply by June 20<sup>th</sup>.

**7) Next Meeting**

Wednesday July 19, 2006 7pm

10:11pm

Submitted by Ann Drummie

*Additional Materials:*

*Goals and Objectives*

*Organizational Chart*

*Calendar*