



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2006-07 Meeting 2
July 19, 2006 7:00pm**

Board Members Present:

Barry Bass
Ann Drummie
FL Ettlín
Michael Fry
Brian Galebach
Dave Hamilton
Charrissa Lin
Rachel Sethi
George Shirk

Board Members Absent:

Dominique Banville
Mark Hartz

Others Present:

Pam Martin

- 1) **Call to order** *Bass*
7:10pm

- 2) **Approve minutes of June 15, 2006 Meeting** *Drummie*
Motion - Lin
Second - Galebach
Vote - Passed

- 3) **Special Issues** *Bass*
 - a) **Review of Organization Chart.**
Okay.

 - b) **Official Communication Medium Initiative: Progress update** (*checklist*)
The primary point of contact will be the Secretary, with the Executive serving as back-up for when the Secretary is not available.
We will include a coordinated effort to identify volunteer needs; perhaps bi-weekly. "Here are the events (and therefore chances to volunteer over the next x weeks), and remember to check the website." We will also try to pursue a "Help Wanted" place on the website. The hope is that if members see a range of options to pick from it may be more attractive by giving them more control and a regular source to check back. We will still use the league coordinators to make announcements before draws, and use the bulletin board for sign-ups.

 - c) **On-line Database Initiative: Progress update** (*privacy policy, intended data fields*)
Brian Galebach shared that though he is in favor of it, he now doesn't feel he can give it the attention it needs to be completed. He would be happy to help someone else if someone can be found to take it on. The schema was not completed.
We agree that we would benefit from learning more about how other organizations are doing this, particularly re: privacy policies, encryptions, and database schema. Everyone was asked to look on the internet for examples and forward them to Dave Hamilton. In particular, Barry Bass will work with Howard Griffin to interact with the Broomstones webmaster.
The goal is to have a recommendation of a privacy policy for next meeting.

4) **Committee Reports:**

a) **Finance Committee:**

Hartz

i) Financial Reports ending June 30, 2006

No report available (as on short notice Mark Hartz was not able to attend the meeting).

ii) Progress update (*fiscal year transition, taxes, Gardens summer contribution, interest-earning account, price list for receipt system, donation for a clinic at Plainfield*)

The Gardens has calculated our part of the tax bill.

The Gardens is giving us \$200 for their use of the warm room this summer.

Plainfield has offered us a \$5,000 donation to visit their club and give a clinic in October.

Thank you to the curlers involved for volunteering to do the clinic. We will reimburse their expenses.

iii) **Budget Committee:** Progress update (*budget requests, budget process, White fund*)

The committee will be meeting next Wednesday. Board members are asked to send requests to Mark Hartz beforehand, and consider projections for net revenues from events for example. Ann Drummie will send last year's budget numbers to the Board. The membership committee confirmed that they will start to project revenue targets for the season.

iv) **Development Committee:** Progress update

No report.

b) **Events Committee:**

Lin, Fry

i) **MOTION:** formally accept to host the Scot Tour

The Potomac Curling Club agrees to host the Scot's 2007 America Tour on Saturday, February 3rd, 2007, and guarantees the fees for 16 participants (4 sheets x 4 players x 1 draw).

Motion - Lin

Second - Ettlin

Vote - Passed

ii) Golf Outing follow-up

The golf outing went well. Winning foursome: Dominique Banville, Dave Hamilton, Dave Thompson, and Carol White.

The mini-golf outing was successful too. Winner: Ben Yeung

Mark Hartz did a nice job hosting the reception afterwards.

iii) Progress update (*identified chairs, event manual*)

Chairs have been identified for all events, including 2 internal events.

The committee will be meeting tomorrow and will discuss marketing and sub-chairs.

A Bonspiel 101 document with attachments has been created to assist event chairs.

c) **Leagues Committee:**

Galebach, Lin

i) Progress update (*meeting on July 8*)

13 people attended a meeting on July 8 to discuss leagues, with a lot of input given by email prior to the meeting. The committee wants to keep most decisions being made at the individual league level, with some guidelines so members can make plans. Brian Galebach and Charrissa Lin highlighted current thinking of key issues which seems thorough and to have incorporated many suggestions.

The committee is working on confirming particular league coordinators.

- d) **Membership Committee:** *Bass, Sethi*
i) Progress update
A meeting date is to be scheduled soon.
- e) **Outreach Committee:** *Ettlin*
i) Progress update (*summer promotions*)
The non-traditional format of Canada Day did not allow for a booth this year.

Fl Ettlin is looking into the Virginia Scottish Games in September. Bob Pelletier has already offered to donate the registration fee.

Fl is still trying to work with Dave Higgins to identify a contact for the Anne Arundel Scottish Festival and Highland Games in October.
- f) **Communications Committee:** *Drummie*
i) Archivist/Historian Initiative update
Michael Fry has started to receive some things. He is still more focused on working out a plan: what format do we want to use, where will it go, and what do we really want to keep. Some of our history should be displayed. Some should be readily accessible. Some should just be general files: meeting minutes, building floor plans.
Where should electronic files be stored? A web source?
He encouraged Directors to continue to think about it.

ii) Progress update (*USCA, Calendar - 2006-2007, website Help Wanted page*)
Our club contact and event information has been registered with the USCA and is now on the USCA website.
An updated calendar is ready; Ann Drummie left the printouts behind so will send by email.
The is no report on the Help Wanted idea for the website.
- g) **Operations Committee:** *Hamilton, Sethi*
i) **Building Committee:** *Progress update (work day June 17, July 29, front door, recycling)*
It was a successful work day on June 17. The next is on July 29.

The front door was broken during a Gardens event; the Gardens is having it repaired.

Dave Hamilton and Charrissa Lin have been looking into making something happen about recycling, but haven't found anything feasible yet. Ann Drummie will ask the Gardens about what they do for recycling.

ii) **Rentals Committee:**
Weekday rentals will occur as usual simply depending on ice availability.
Weekend rentals will be more planned. We will set aside 6 dates (Saturdays) with 2 time slots each and post them so that potential renters will know what's available before calling. When they're full that's it. We will determine a Saturday start time that allows our curlers to finish in the warm room. (3pm should work well.) It is not anticipated that any weekend rentals will be fewer than two sheets in size. The actual dates will be set as Open House plans are made. The prices will remain the same after last year's increases.
- h) **Ice Committee:** *Hamilton*
i) Progress update (*ice manager*)
Pam Martin will be our Ice Manager. She and Dave Hamilton have drafted a document with draft guidelines (will send it out) that is similar to golf course tee time procedures.

Efforts will be made to educate curlers who want to prepare a sheet for their own practice, to maintain a quality level of pebbling as it has a long range impact.

A proposal for a deionized water system has been given to the Budget Committee for consideration. This is the system at Broomstones and Plainfield.

- i) **Training Committee:** *Shirk*
i) Progress update
We want to do more of the special clinics for individuals and more LTC and LTC II (therefore some for brand new people and some for curlers with half a season). We will need to consider the cost of a clinic versus membership benefit versus donation approach
We will have the Instructor's Level II clinic in November.
A request for a camcorder has been given to the Budget Committee.
- j) **By-laws Committee:** *Bass*
i) Progress update
Barry Bass is targeting to make a recommendation to the Board's September meeting.
- k) **Vision Committee:** *Banville*
No report expected.
- 5) **Other Business.**
None.
- 6) **Next Meeting.**
Thursday August 31, 2006 7pm.

9:42pm

Submitted by Ann Drummie

Additional Materials:

Organizational Chart
Official Communications Checklist
Privacy Policy Information
Plainfield CC offer
Event Committee Report
Inaugural Bonspiel Flyer
League Committee Report
Rental Committee Report
Ice Reservation Proposal
Calendar