



**The Board of Directors of
The Potomac Curling Club of the National Capital Area, Inc.
MINUTES: Season 2007-08 Meeting 3
August 21, 2007 7:00pm**

Board Members Present:

Susan Armiger
Dominique Banville
Ann Drummie
Michael Fry
Brian Galebach
Barry Nichols
Bob Purcell
Rachel Sethi
Scott Walters
Rich Warner
Benjamin Yeung

Board Members Absent:

None

Members Present:

Ken Wray

- 1) **Call to order** *Warner*
7:01pm
- 2) **Approve minutes of July 9, 2007 Meeting** *Drummie*
Motion – Armiger
Second – Sethi
Vote - Passed
- 3) **Special Issues** *Warner*
 - a) **PG County rep on the Board**
In light of Benjamin Yeung moving residences, Rich Warner will talk with potential candidates to serve until the next election in June 2008.: Downing, Erickson, Hamilton, Morris. Methods for vacating a seat on the Board for PG County resident will be determined at the next meeting.
 - b) **Plans for updating Goals and Objectives**
Rich Warner has gone over the old goals and objectives. He has two concerns before putting in the member handbook.
 - Have the internal bonspiel with 50% participation. That would be 22 teams. Need to set a further date; perhaps 2011.
 - Have an approved budget that would not require donations to break even?We will resend the goals and objectives to the Board, and each Director will send comments and concerns back to Rich Warner. He'll determine if they generate a need for a special meeting, a regular Board meeting item, or an email approval. All will hold Thursday, September 13, 2007 7pm if a special meeting is needed.
 - c) **Hosting a USCA event in 2008-09**
Note: following our informal plan, 08-09 is a non-5-and-under year.
Dominique Banville shared Judy Meyer's suggestion that we host the Club Nationals.

Can we truly host this, or a World qualifying event, as a 4 sheet club? Are there requirements on number of sheets, amount of time for draws, limits on time of day for draws, hospitality, amount of volunteer effort, etc? Rich Warner will follow-up re requirements. He will check in with Scott Edie as well for input.

4) **Committee Reports:**

a) **Treasurer's Report and Finance Committee:**

Nichols, Armiger

i) fiscal year end report ending June 30, 2007

The fiscal year balanced at about \$16,000 in the positive.

The cash balance is \$41,000. Checks for recent expenses are about \$13,400. Property tax will be due by end of September. The annual \$25,000 payment is due in November. The Sandy Spring loan stands at approximately \$130,000.

The Finance Committee met last week:

- CD matures in October.
- Aware of need to renegotiate loan by February 2008.

ii) time period for storing waivers

Scott Walters identified that of the states in our area, Maryland has the longest statute of limitations: 3 years since age of majority. So in general, toss this year's collection of adult waivers in 2010. Recommend putting the junior waivers in a folder and eventually pull them when people are 21 years old (3 years after 18 years old).

iii) liquor liability insurance

Scott Walters read the policy – it's fine for what we're doing. It is necessary. He'll read the general liability insurance policy to see what further it covers.

iv) Sales tax

Barry Nichols will look into understanding sales tax implications for the club. Generally, if we paid taxes acquiring an item, then we don't have to pay again.

v) donor relations planning

Barry Nichols is considering sending the letter at a different time of year, to not compete with all of the other letters that come in around the holidays.

vi) fundraising planning (Scratch & Help campaign, Plainfield clinic)

The three categories of effort are: 1. donations, 2. sponsorships, 3. fundraising (50:50, raffle, auction, closest to the button, etc.) For item 3. Ann Drummie presented the campaign proposal to target fundraising that taps non-members, while timing it to promote interest in curling when the season starts. It involves scratching donation amounts off a card and receiving coupons in return.

Would we use the cards at the Scottish games venues? Is this the method for achieving our solicited funds goal, or should we focus on a more comprehensive member donation campaign? The downside of the campaign might be an awkward dynamic forcing member donations.

We'll issue a survey of the membership on whether they would participate: yes or no. Then we'll run the numbers.

For item 2. sponsorships, the Finance Committee recognizes that it would need to identify someone able to focus time on developing these relationships.

Yes, we will cover expenses for Scott Edie and the helpers he needs to conduct the Plainfield clinic for which we're receiving a donation.

b) **Events Committee:**

Fry

i) Compete-At online event management

The Committee hasn't met with Brian Parsons yet. No report.

ii) Chairs

Inaugural – Melissa Fox

BIG Spiel– Brian

Mid-Atlantic Women's – Nicole Freeman

Junior – Lisa, Harvey

Chesapeake-Potomac Invitational - TBD

Women's Challenge – Rebecca and FL

Cherry Blossom – Michael Fry

iii) Inaugural planning

On its way.

c) **Membership Committee:**

Sethi, Yeung

i) 2007-08 membership categories and dues

Rates have not been raised, generally, in four years. We've added \$10 partially for the USCA increase of last Fall of \$5.

Recommend adding a weekday daytime only category again. Hard to know how many would use it exclusively. One of our goals is to build up daytime curling. Spare, as usual, \$10/game max 3 times/half season. Balance rate with what's offered – a weekly game; \$240 is equivalent of 24 weeks of a \$10 game would be \$240, but it's not a guaranteed game yet, nor with more than the same 8 players. Make it \$99.00 and voting privileges.

Recommend a Partner category for USCA/GNCC dues players, able to spare, as usual, \$10/game max 3 times/half season, and practice, but no voting privileges.

Cost of literally administering sparing restrictions may not be balanced with the cash flow at this point. Just keep informal monitoring.

We are looking into how to do second half receivables better; coordinating with payment planners and rookies.

Recommended categories and dues approved, with edit of Daytime as \$99.

ii) Membership forms

We will have better information for rookies on their own form this year, to be clearer about second half payments.

We will include locker payments on the form too.

A mailing will reference new things (doubles, daytime), meeting, flyers, league sign-up form, and membership form. Stuffing party Wed Sept 5 7:30pm.

iii) Interviews

Establishing a subcommittee to pursue this.

iv) membership meeting date

Sunday, September 23 4pm

v) handbooks and new member materials

The committee is updating these materials. The handbook will be printed and ready for pick-up at the membership meeting. The new member portion will fit in handbook too.

vi) Open House dates, times, and donation amount

Need the suggested donation on the flyer. Okay to note \$10 suggestion.

We will keep the accounting simple and not apply donation to LTC or LTC to membership.

d) Training Committee:

Walters, Banville

i) Rookie development strategy

Are we doing a disservice to new curlers by not monitoring their development? How do we further encourage as part of our culture education on etiquette, team dynamics, and overall development? How do we promote in all leagues setting positive examples and consistently providing competition for opponents?

The training committee will develop a 5 point poster of the very basics to hang up.

The effort to split new curlers across teams will be further enforced.

ii) Learn-to-Curl dates

Saturday, October 13 3:30pm-6:30pm

Saturday, October 27 3:30pm-6:30pm

\$30. We will keep the accounting simple and not apply donation to LTC or LTC to membership.

iii) other member clinics

General clinics will be coordinated again, depending on who is available to offer them and when. Participation will be free but donations will be suggested.

iv) Level I instructors clinic

Saturday, October 13 8:30pm-2:30pm

v) recent rule changes, including the stick rule

With little information other than the USCA ruling on implementing a new stick rule (re release point), we feel we should apply it during our bonspiels, but application in leagues will be determined later. [ed. note. The GNCC has since further discussed the rule, and there is as yet no definitive directive on the implementation of the rule for 07-08.]

e) Leagues Committee:

Galebach

i) league coordinators

Brian Galebach will be confirming all league coordinators this week.

There is some confusion over whether a daytime member can play in the singles ladder.

Note, it is inherently impossible to spare in the singles ladder.

f) Communications Committee:

Drummie

i) overall calendar

Distributed.

g) Outreach Committee:

Purcell, Warner

i) Contacts

The results of a conference call with members of the Canadian embassy were very positive:

- posting on Connect2Canada
- mention at next Happy Hour (4th Friday of the month, Sept. 28)
- distribution of open house to Canadian media list and various Canadian and alumni organizations

Still looking at connecting with country clubs, chambers of commerce, and area high schools and universities.

ii) rentals (chair, rate for Chesapeake Physical & Aquatic Therapy "Curl-a-Thon")

In general, weekday rentals will end by 6pm to allow for any ice repairs before leagues. Bob Purcell will be the rental coordinator, and will get back to Chesapeake Therapy re their rental rate.

Rental dates were set on the calendar as one per month: Nov. 10, Dec. 8, Jan. 12, and Mar. 8. April 12 may be considered if needed.

iii) Scottish Festivals

Bob Purcell will be coordinating a table for the Alexandria Scottish Heritage Fair October 7, and Bob Pelletier will be coordinating a table for the Anne Arundel Scottish Festival October 13.

h) Operations Committee:

Sethi, Armiger

i) 2007-08 locker fees

We are increasing the rental rate of the largest lockers. \$20, \$30, \$75

ii) work days

Most of the list is done. Final touches will be done at this weekend's work day.

iii) audio project update

Ongoing.

iv) Keys

Keys for the front door were distributed. It was agreed that a lot of keys have been distributed over the years and not collected, but that this hasn't posed a problem. A key log is therefore not being developed.

v) Committee roles

Building: Doug Andrew;
Food and Drink: Lisa Andrew and Susan Armiger;
Pro Shop: Harvey Chalmers;
Lockers: Rachel Sethi.

i) Ice Committee:

Nichols

i) status of summer work

- repairing overhead lights
- monitoring dehumidifiers and belts
- rewriting scraper manual

Ice installation will be scheduled by Ken Wray and managed/supervised by Scott Edie. The chiller will be started on September 14.

j) Vision Committee:

Warner

no report expected

5) Other Business

None.

6) Next Meeting.

The GNCC and the USCA have meetings coming up (hopefully confirming dues and waiver forms). Meet afterwards - Tuesday, September 18, 2007 7pm.

10:48pm